

R.N.R  
Substitute Teacher Guide and  
Information Packet

Welcome to the R.N.R. Substitute  
Management System!

Rosedale Union School District

Norris School District

Rio Bravo Greeley Union School  
District

Lakeside Union School District

6940 Calloway Drive  
Bakersfield, CA 93312

Phone: 661-387-7099  
Fax: 661-399-9750

## RNR Substitute Teacher Checklist

### *\*Information to be reviewed by Substitute\**

- o RNR Substitute Teacher Management Information Sheet
- o RNR Substitute Teacher Guide
- o Frontline QuickStart Guide
- o I-9/ Acceptable Documents Information
- o RNR School Site Reference Guide
- o 2026-27 Summary of Insurance Notice
- o Norris School District Internet Acceptable Use Policy General Statement

### *\*Documents to be signed and returned to RNR Clerk\**

- o RNR Substitute Application
- o RNR Substitute Teacher Acknowledgement Form
- o Norris Acceptable Use Agreement and Release of District from Liability

### *\*KCSOS Documents to be provided to RNR Clerk\**

- o Information Necessary for Substitute Teaching Form
- o Copy of Credential or 30 day Emergency Teaching Permit issued by CTC
- o DOJ Clearance
- o TB Clearance
- o Physical (Issued by KCSOS)
- o Student Mandated Reporter Certification
- o Sexual Harassment Prevention Training Certification

# R.N.R.

## SUBSTITUTE TEACHER MANAGEMENT SYSTEM INFORMATION SHEET

Rosedale Union School District \* Norris School District  
Rio Bravo Greeley Union School District \* Lakeside Union School District

Melissa Frost

Monday – Friday 7:30am – 4:00pm

Phone (661) 387-7095 \* Fax (661) 399-9750 \* [RNR@norris.k12.ca.us](mailto:RNR@norris.k12.ca.us)

**\*Thank you for your interest in registering to be a substitute teacher. We appreciate your taking the time to read the provided packet completely, as it will answer most of your questions. Should you have any questions after reading this information sheet, we will be more than happy to assist you\***

### ABOUT R.N.R. SUBSTITUTE TEACHER MANAGEMENT SYSTEM

The Rosedale, Norris, and Rio Bravo-Greeley (RNR) school districts purchased an automated substitute calling system in 1999. Lakeside joined us in 2003. When you register, you have the option of registering to work at all of the schools in our four districts. Melissa Frost, a Norris employee, operates the automated system. Melissa works each school day from 7:30 AM to 4:00 PM. If she is not available, you can leave a voicemail message 24 hours per day or send an email to [RNR@norris.k12.ca.us](mailto:RNR@norris.k12.ca.us) anytime of the day!

### R.N.R. REGISTRATION

1. You must be registered with the Kern County Superintendent of Schools (KCSOS). We utilize their services for verifying credentials, Department of Justice fingerprint clearance, medical clearance, TB clearance and mandated reporter clearance. KCSOS will give you signed documents that we will copy for our records. If you are not registered with KCSOS, please call them at 636-4750. They will tell you what they require in order for you to register. The KCSOS is located at 1300 17<sup>th</sup> Street.
2. If you are registered with KCSOS, we will give you an RNR application package to complete. Please be sure to review all of the information carefully, and return all required documents to avoid any delays. If you have any questions as to what documents are required, please refer to the Substitute Checklist.
3. You will be given instructions for accessing the automated system by phone and by the Internet Web Center. The system can be accessed 24 hours per day.
4. After we have the documents from KCSOS, the RNR Application, and the signed authorization, we will forward the paperwork to Melissa Frost. She will review your application and enter you into our system once we receive confirmation from the County that your substitute credential is active. If there are any issues, we will contact you right away.
5. Once you are entered into the system a letter will be sent to your email address. This will have your ID# and PIN# to access the RNR Web Center or call the phone system. Once you have received your PIN, the system will begin to call you to offer substitute positions. You may also look for assignments by accessing the Web Center or calling the system yourself.

### HOW THE SYSTEM WORKS

You will be placed in a general pool from which the system randomly selects substitutes to call for positions. The system will review your preferences and will only call you if you are available to work on the day needed and willing to work at the location needed.

EXAMPLE: A substitute teacher is needed on Wednesday. You have indicated on your preference sheet that you can only work on Tuesdays and Thursdays. You will not be called.

If you are called and refuse a job, the system will eliminate you from future job offers the remainder of the day.

If you decide to accept the job, you must stay on the line until you are given a confirmation number that will assign you to that job.

### CANCELING A JOB

If you need to cancel an accepted job, you will need to go onto the system and cancel yourself from that job ASAP. If you have an emergency, and need to cancel within two hours from the start time, you will need to call Melissa at 661-387-7095 ASAP and cancel directly with her, as you are blocked from canceling within that time frame. This will open the job up for another substitute. If you have too many last minute cancellations, you will be removed from our system.

You can make yourself unavailable by accessing the system. Example: You are going to have surgery and will need 2 weeks to recuperate. Call the system or login to the website and make yourself unavailable for that period of time.

### PAYROLL

Each of our districts is a separate entity. As such, we each have our own district offices and our own payroll departments. If you work for all four districts in a month, you will receive four paychecks – one from each school district. You will be required to complete a W-4, and I-9, form for each school district. You will be paid the month following the month in which you worked. Example: If you worked on September 3<sup>rd</sup>, you would be paid on October 15<sup>th</sup>, with the exception of Rosedale District. They pay on the 15<sup>th</sup> of every month, however their closing date is the 20<sup>st</sup> of each month. So if you work after the 20<sup>st</sup> of September, your paycheck would go out on November 15<sup>th</sup>.

The current daily rates paid by each district and the paydays for each district is as follows:

Rosedale \$160/full day paid on the 15<sup>th</sup> of each month  
Norris \$160/full day paid on the 15<sup>th</sup> of each month  
Rio Bravo-Greeley \$160/full day paid on the 15<sup>th</sup> of each month  
Lakeside \$185/full day paid on the 15<sup>th</sup> of each month

### FOG DELAYS

Watch the local morning news for fog delay reports. Each school district will be listed separately. It is your responsibility to call the school to verify your reporting time as each district has different reporting requirements. We have provided phone numbers for each school on the 'Directions to RNR School Sites' handout.

### RECOMMENDATIONS

Once you have accepted a job:

- Report on time or early and be prepared
  - If you have an EMERGENCY or ILLNESS and need to cancel, please do so as quickly as possible.
- MULTIPLE LAST MINUTE CANCELLATIONS MAY AFFECT YOUR SUBSTITUTE STATUS.
- Dress appropriately, business casual (*i.e. no shorts unless subbing for PE*), make sure to cover any tattoos.
  - Follow the lesson plans provided by the teacher
  - Maintain appropriate discipline in the classroom
  - Show respect for the staff and students

If you do an outstanding job, the teacher is more likely to request you the next time he/she is out.

Check the web often. Jobs become available at all hours of the day. You may see available jobs and accept jobs before the system has been able to place a substitute via the phone system.

The staff in the Norris District Office has no control over your being called nor can we make exceptions to the requirements for registration. The automated system will randomly select substitutes from the active substitute pool or will call the requested substitute. You can view and accept jobs that are available by accessing the Web Center. If you want to introduce yourself to the principals at each school so that they can get to know you, we recommend that you call the schools and make an appointment.

**PLEASE NOTE**

If you receive a call for an assignment and the start time has passed, this means the assignment has not been filled. You may accept this assignment and report for work. If possible contact the schools secretary and let them know you are on your way. School secretaries would rather have a substitute accept a job late rather than not have a substitute at all.



# R.N.R. Substitute Teacher Guide

**Punctuality** - Substitutes are expected to arrive on time to their jobs. As a courtesy, we suggest arriving 15 minutes prior to your call time.

- Arriving early will allow you to fill out any necessary paperwork, find the classroom, ask any questions you might have, and review the sub plans for the day.

**Please note that if you take a half day job, you will be paid the half day rate. Some grades will be a little less than half day time; for example: Kindergarten typically gets out a little earlier, whereas upper grades will get out a little later due to their lunch times. Regardless, a half day rate will be applied. If the office staff ask you to stay later and it is approved by them and you agree to it, then pay can increase due to working more hours.**

**Subs are hired on an As Needed Basis -**

- Certain times of the year are slower than others. There is no guarantee of work. To increase your chances of receiving jobs, accept as many as you can. The more you work, the more familiar you are with the school secretaries and teachers. Once you are established, oftentimes they will ask you directly to sub in their class.

**Cancellations** - We require a MINIMUM of three (3) hours cancellation. If you have an emergency and have no choice but to cancel within two (2) hours of the start time; you will be required to cancel directly with Tamara Schuster at the Norris District Office (661-387-7099), as you have passed the required time and will be locked from canceling online.

- If you are feeling sick the night before, it may be a good idea to cancel the job right away in order to guarantee the job gets filled by another substitute. School sites and staff rely heavily on our substitutes. Last minute cancellations are difficult to fill and oftentimes go unfilled. Please remember that professionalism goes a long way, and schools will look at your sub records when considering a full time employment.
- **Multiple late cancellations will affect your substitute status.**

**No-Shows** - If a sub has two no shows in a school year, they will automatically be removed from the RNR system for the remainder of the school year.

**Failure to comply with each School Districts rules, policies, and regulations, will be cause for termination.**

**Proper Dress** - You must be dressed appropriately, business casual, clean and well groomed. Please be sure to cover any visible tattoos. No shorts or t-shirts unless subbing for PE.

**Traveling to Multiple Sites** - You may be working at multiple sites in one job. Please make sure to thoroughly check the job details and are able to fulfill all of the job requirements.

**Inactive Substitutes** - School sites depend on our subs being available and active. If a substitute is inactive for 60 calendar days, they will be contacted and possibly removed from our system for the remainder of the school year.

**Proper Use of Technology** - You may be asked to use technology in the classroom. Please refer back to the internet/technology policies and ensure you are using the equipment properly and safely.

## **Responsibilities and Guidelines for Substitute Teachers**

**Report** to the office and retrieve keys and required materials for your classroom. • Please be sure to ask about the school's class schedule, attendance, lesson plan, and discipline guidelines.

**Familiarize** yourself with the school layout and emergency exit routes.

**Review** the teacher's lesson plans, and follow accordingly. If there are no lesson plans or you have questions, be sure to contact the front office and ask how they would like you to proceed. Lesson plans should be followed in their entirety and the substitute should do their best to maintain normal routines and discipline procedures.

**Teachers'** duties may include bus supervision, playground or lunchroom duty. Substitute teachers are expected to fill rules or duties of the teacher while working your scheduled hours.

**No** personal work should be done at any time. Substitutes are expected to be engaged and active in the classroom during the course of their job.

- **Please refrain from using your personal cell phone while in the classroom.**

**Substitute** teachers should maintain control of the classroom at all times. If there is a disruptive student, or a serious issue arises, contact the school administrator for assistance.

**At** the end of the day, please be sure to do the following:

- Leave the classroom neat and clean.
- Leave the teacher a report of the day; complete with any unfinished work, discipline issues, and positives of the day.
- Please make sure all of the doors and windows are locked, and the lights are off before leaving.
- Return any keys or school property, and check out with the front office.

**The Substitute shall not:**

- Let a student leave the classroom before the dismissal time, unless you have notification from the office staff.
- Detain a student after dismissal time.
- Use corporal punishment, or harsh discipline methods. It is recommended that substitutes refrain from touching students at all.
- Criticize teachers or other staff at any point.

--If you have an issue with a staff member, it needs to be addressed confidentially

with the site principal/administrator.

- Leave students unsupervised at any point during the day.
  - If you have an emergency and need to step out of the classroom, call the front office for assistance.
- Any observations, conversations, or information about a student discussed during your job that is considered confidential, should remain confidential. **You may not discuss any information with individuals besides the principal/administration.**
- At no time should a substitute review school records without permission. Records are legally designated as confidential documents and should be handled as such.

**\*If at any time RNR is notified of a substitute's disregard of policy or poor performance, they are subject to removal from the substitute list for that school and/or the RNR system. If any substitute is involved with an egregious act, they will be removed from the classroom and upon further view removed from the RNR system permanently.**





# Absence Management

## SIGNING IN

Go to [app.frontlineeducation.com](https://app.frontlineeducation.com). Enter your username and password and click **Sign In**. Or, if applicable, use the organization SSO link.

## LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for additional troubleshooting details.

## SEARCHING FOR AVAILABLE JOBS

Review available jobs directly on the homepage or via the “Available Jobs” option in your side navigation. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

### Sign in with a Frontline ID

Frontline Username

Frontline Password

 Sign In with Frontline ID

[Forgot Username](#) | [Forgot Password](#)

**Having trouble signing in?**  
[Click here for more information](#)  
[Or Sign In with Organization SSO](#)

**Absence Management** Victoria County School District ? Melody Pond Multi-District View

**June 2023**

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  |     |

**July 2023**

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  |     |     |     |     |     |

**August 2023**

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  |     |     |

**1 Available Jobs****2 Scheduled Jobs****1 Past Jobs****0 Non Work Days**

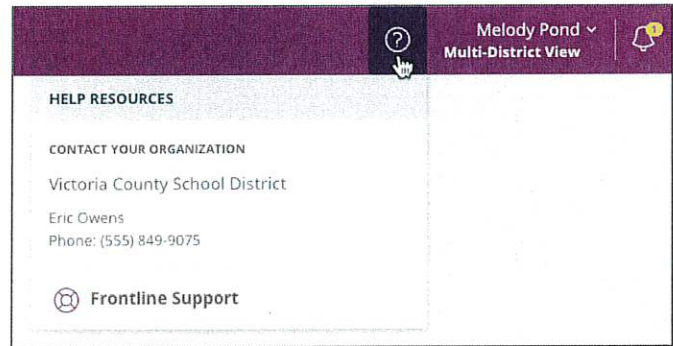
| Date           | Time              | Duration | Location                                            | Filter                      |
|----------------|-------------------|----------|-----------------------------------------------------|-----------------------------|
| Beasley, Pam   |                   |          |                                                     |                             |
| Thu, 6/15/2023 | 8:00 AM - 5:00 PM | Full Day | Victoria County School District<br>Coal Hill School | <b>Reject</b> <b>Accept</b> |

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## GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin's contact details or select **Frontline Support** to access learning resources.



## MOBILE OPTIONS

### Mobile App

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to job alerts and other job acceptance tools. Search "Frontline Education" via the app store to download it and use your system username and password to sign in.

### Call Options for Absence Management

To call, dial **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

When the system calls you, be sure to say a loud and clear "Hello" after answering. It will call about one job at a time, even if you are eligible for other jobs. You can always call in to hear a list of *all* available jobs.

#### When You Call into Absence Management

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

#### When Absence Management Calls You

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**
- If interested in available jobs – **Press 1** and enter PIN, followed by the # sign

## ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:

|                                   |                                     |                                        |
|-----------------------------------|-------------------------------------|----------------------------------------|
| • <a href="#">Getting Started</a> | • <a href="#">Popular Questions</a> | • <a href="#">Frontline Mobile App</a> |
|-----------------------------------|-------------------------------------|----------------------------------------|



# **R.N.R.**

## **EMPLOYEE MANAGEMENT SYSTEM**

Rosedale Union School District \* Norris School District  
Rio Bravo-Greeley Union School District \* Lakeside Union School District

Melissa Frost  
Phone (661) 387-7095 \* Fax (661) 399-9750

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### **Directions to RNR School Sites**

#### **Location: Almondale Elementary, 10510 Chippewa Street, Rosedale School District**

Almondale Elementary 588-6060

Principal: Secretary: Michelle Hunter

West on Rosedale to Verdugo (Verdugo is almost a mile past Calloway). Turn right (North), continue north approximately three miles. The school is on the corner of Chippewa and Verdugo Lane on the left-hand side.

#### **Location: American Elementary, 800 Verdugo Lane, Rosedale School District**

American Elementary 587-2277

Principal: Abelardo Sibecas Secretary: Bekki Nelson

West on Rosedale to Calloway. Turn Left (South) on Calloway to Brimhall. Turn Right (West) on Brimhall to Verdugo. Turn Left (South) on Verdugo. The school is located on the East side of the street.

#### **Location: William B. Bimate Elementary, 8600 Northshore Drive, Norris School District**

Bimat Elementary 387-7080

Principal: Jodi Mudryk Secretary: Mallory Fick

West on Rosedale Hwy to Coffee Road. North on Coffee Road to Olive Drive. West (left) on Olive Drive to River Lakes Drive. South (left) on River Lakes Drive. East (left) on Northshore Drive. The school is located on the NE corner of River Lakes Dr and Northshore Dr.

#### **Location: Centennial Elementary, 15200 Westdale Drive, Rosedale School District**

Centennial Elementary 588-6020

Principal: Erika Tindell Secretary: Trinity Macedo

West on Rosedale to Jenkins Road (which is about three miles West of Calloway). Turn left (South) and Westdale is approximately ¼ mile. Turn right on Westdale and continue approximately ½ mile. The school site is on the West side of the street.

#### **Location: Del Rio Elementary, 600 Hidalgo Drive, Rosedale School District**

Del Rio Elementary 588-6050

Principal: Lauren Mawson Secretary: Lana Chacanaca

West on Stockdale to Renfro (1 mile west of Allen Rd) turn left. Turn left at Culiacan, then immediately right on Hidalgo. School Site is on the left-hand side.

#### **Location: Freedom Middle School, 11445 Noriega Road, Rosedale School District**

Freedom Middle 588-6044

Principal: Bobby Sanchez Secretary: Lydia Lara

West on Rosedale Hwy to Jewetta. North (right) on Jewetta to Noriega Road. School site is on the S.W. corner of Noriega and Jewetta.

#### **Location: Independence Elementary School, 2345 Old Farm Road, Rosedale School District**

Independence Elementary 588-6011

Principal: Whitney Dirkse Secretary: Terri Harlan

West on Rosedale, left (South) on Old Farm Road. Down about ½ mile to your right.

#### **Location: Lakeside School, 14535 Old River Road, Lakeside School District**

Lakeside School 831-3503

Principal: Kristin Angelo Secretary: Wendy Oliver

From Rosedale Hwy and Coffee Road intersection go South on Coffee Rd (Coffee Rd will turn into Gosford Rd) Stay on Gosford Rd until reaching Taft Hwy. Then turn West onto Taft Hwy. Turn South on Old River Road and continue approximately 5 miles.

**Location: Norris Elementary School, 7110 Old Farm Road, Norris School District**

Norris Elementary 387-7020

Principal: Erin Hudson Secretary: Rachelle Kirkindoll

Take Calloway Drive to Snow Rd, turn left (West) toward Old Farm Rd. Turn Left (South) onto Old Farm Rd. School is on the corner of Mezzadro & Old Farm Rd.

**Location: Norris Middle School, 6990 Calloway Dr, Norris School District**

Norris Middle School 387-7060

Principal: Amy Sawaske Secretary: Nekole Prendez

Take Norris Road West to Calloway Drive. Turn right (North). The school is on the East side between Norris Road and Snow Road.

**Location: Olive Drive Elementary, 7800 Darrin Avenue, Norris School District**

Olive Drive Elementary 387-7040

Principal: Leanne Mahan Secretary: Brenda Hobson

West on Olive Drive (West of Hwy 99) Turn right (North) on Urner. Turn left (West) on Darrin. School is on the North East corner of Rasmussen and Darrin.

**Location: Patriot Elementary School, 4410 Old Farm Rd, Rosedale School District**

Patriot Elementary 588-6065

Principal: Matt King Secretary: Tamara White

West on Rosedale Hwy to Calloway Dr. Right on Calloway. Left on Hageman Rd. Right on Old Farm Rd. School is located on the N.E. corner of Old Farm and Yearling Ave.

**Location: Rio Bravo Elementary School, 22725 Elementary Lane, Rio Bravo-Greeley School District**

Rio Bravo Elementary 588-6313

Principal: Amy Palmer Secretary: Yvette Castro

Rosedale West to Enos Lane (Hwy 43). Turn right (North). It is about three miles to the school, which is on the left-hand side. Turn left on Elementary Lane (just North of the pool).

**Location: Rio Bravo-Greeley School, 6601 Enos Lane, Rio Bravo-Greeley School District**

Rio Bravo Greeley 589-2505

Principal: Christina Bussman Secretary: Myra Juarez

Rosedale West to Enos Lane (Hwy 43). Turn right (North). It is about three miles to the school, which is on the left-hand side.

**Location: Rosedale Middle School, 12463 Rosedale Highway, Rosedale School District**

Rosedale Middle 588-6030

Principal: Kevin Turner Secretary: Heather Sargent

West on Rosedale Hwy, just past the corner of Rosedale and Old Farm Road. 1 ½ miles West of Calloway Drive.

**Location: Rosedale North Elementary School, 11500 Meacham Road, Rosedale School District**

Rosedale North 588-6040

Principal: Danyelle Cushman Secretary: Alyssa McPherson

Rosedale to Calloway. North (right) on Calloway. Left (West) on Meacham. About one mile West, past Verdugo and just past Jewetta on the left-hand side.

**Location: Suburu School, 7315 Harris Road, Lakeside School District**

Suburu School 665-8190

Principal: Tara Carr Secretary: Kami Logan

From Rosedale Hwy turn right onto Coffee Road, stay straight to go onto Gosford Road. Turn left onto Harris Road and continue approximately 0.6 miles.

**Location: Veterans Elementary School, 6301 Old Farm Road, Norris School District**

Veterans Elementary 387-7050

Principal: Joni Sallee Secretary: Kristen Monteiro

Calloway to Olive Dr. Head West on Olive Drive to Old Farm Road. Turn left (South) on Old Farm Road. School is located on the right.



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**I-9/ ACCEPTABLE LIST OF DOCUMENTATION INFORMATION**

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**IMPORTANT INFORMATION**

This will serve as notification that on your first day of assignment at each individual school district you work for, you will be required to bring the proper documentation to complete an I-9 form and a W-4 form. In your substitute packet is a list of acceptable documentation. Please review the information carefully and come prepared when reporting to your assignment.

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

| LIST A                                                                                                                                                                                                                                                                                                                                                                                                                                                          | OR                                    | LIST B                                                                                                                                                                                                            | AND | LIST C                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Documents that Establish Both Identity and Employment Authorization                                                                                                                                                                                                                                                                                                                                                                                             |                                       | Documents that Establish Identity                                                                                                                                                                                 |     | Documents that Establish Employment Authorization                                                                                                                                                                                         |
| 1. U.S. Passport or U.S. Passport Card                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address |     | 1. A Social Security Account Number card, unless the card includes one of the following restrictions:<br>(1) NOT VALID FOR EMPLOYMENT<br>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION<br>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)                                                                                                                                                                                                                                                                                                                                                                                      |                                       | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address                |     | 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)                                                                                                                                     |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa                                                                                                                                                                                                                                                                                                                              |                                       | 3. School ID card with a photograph                                                                                                                                                                               |     | 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal                                                                             |
| 4. Employment Authorization Document that contains a photograph (Form I-766)                                                                                                                                                                                                                                                                                                                                                                                    |                                       | 4. Voter's registration card                                                                                                                                                                                      |     | 4. Native American tribal document                                                                                                                                                                                                        |
| 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:<br>a. Foreign passport; and<br>b. Form I-94 or Form I-94A that has the following:<br>(1) The same name as the passport; and<br>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. |                                       | 5. U.S. Military card or draft record                                                                                                                                                                             |     | 5. U.S. Citizen ID Card (Form I-197)                                                                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       | 6. Military dependent's ID card                                                                                                                                                                                   |     | 6. Identification Card for Use of Resident Citizen in the United States (Form I-179)                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       | 7. U.S. Coast Guard Merchant Mariner Card                                                                                                                                                                         |     | 7. Employment authorization document issued by the Department of Homeland Security                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       | 8. Native American tribal document                                                                                                                                                                                |     |                                                                                                                                                                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       | 9. Driver's license issued by a Canadian government authority                                                                                                                                                     |     |                                                                                                                                                                                                                                           |
| For persons under age 18 who are unable to present a document listed above:                                                                                                                                                                                                                                                                                                                                                                                     |                                       |                                                                                                                                                                                                                   |     |                                                                                                                                                                                                                                           |
| 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI                                                                                                                                                                                                       |                                       | 10. School record or report card                                                                                                                                                                                  |     |                                                                                                                                                                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       | 11. Clinic, doctor, or hospital record                                                                                                                                                                            |     |                                                                                                                                                                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 12. Day-care or nursery school record |                                                                                                                                                                                                                   |     |                                                                                                                                                                                                                                           |

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**

**Norris School District**  
**Internet Acceptable Use Policy for Employees**  
**General Statement**

You will need to sign a statement acknowledging that you are aware of, and agree to, the proper procedures for using Norris School District technologies. The smooth operation of the network depends upon the proper conduct of its users. In general this requires efficient, ethical and legal use of network resources. If you violate any of these guidelines, your account may be suspended or terminated and future access may be denied. Additionally, the Norris School District shall take disciplinary action against any employee(s), if such action is appropriate.

Since the Internet is a worldwide network, some of the material on the Internet may not be appropriate in the educational or office setting. Since we cannot control the content of the Internet, users are advised that some parts of the Internet contain material that is defamatory, inaccurate, and obscene, profane, sexually oriented, threatening, racially offensive or illegal. The Norris School District does not condone the use of these materials or permit their use in the school or office environment. The intent is to use connections on the Internet for purposes consistent with approved curriculum and information resources.

While the Norris School District wants you to use this valuable educational and information tool, the Norris School District acknowledges that some materials exist that are inappropriate to the education mission and we will do everything we reasonably can to prevent them from being accessed. You must clearly understand that access to such material in any form is strictly forbidden. Norris District technologies are designed to achieve and support instructional and school business goals. You should avoid any information that does not support the Norris School District education mission. If you have a question or concern regarding any materials you find, contact your supervisor or administrator.

Guidelines for access to information have already been established in the Library Bill of Rights of 1980. Users have the right to information, but the Norris School District administration has the right to restrict information that does not apply to the approved education mission.

## **Legal Issues- A Note to All Users**

- A. **The Law.** It is a felony to maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program or data. Anyone committing acts of this kind will face disciplinary action by the Norris School District and legal action by the appropriate authorities. The person will be punished to the full extent of the law. Some examples of offenses are changing or deleting another user's account, damaging any files, altering the systems, or using the system to make money illegally. You cannot intentionally cause damage to any Norris School District property. This includes network hardware and software.
- B. **Plagiarism.** Plagiarism is "taking ideas or writings from another person and offering them as you own." Be careful when you are using the network. Cutting and pasting ideas into your own document is very easy to do. When using someone else's work, be sure that you give credit to the author.
- C. **Copyright Law.** According to the Copyright Act of 1976, "Fair Use" means that you may freely use any information that you legally find on the information networks as long as you do so only for scholarly purposes. You may not plagiarize or sell what you find.

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## **Internet Use Terms and Conditions**

- 1. **Acceptable Use.** The Norris School District ISP network services are provided for education and educators. The use of your account must be in support of education and research and consistent with the educational objectives of the Norris School District. Use by individuals for commercial activities is not acceptable, and use for political lobbying is also prohibited.
- 2. **Privileges.** The use of the Norris School District WAN and ISP is a privilege, not a right and inappropriate use will result in a cancellation of the privilege to use these resources through the Norris School District administration reserves the right to deny, revoke or suspend specific user accounts at any time it is deemed necessary.
- 3. **Network Etiquette.** You are expected to abide by the generally accepted rules of network etiquette.



a. **Use Appropriate Language.** Remember that you are a representative of yourself and the Norris School District on a publicly accessible system. You may be alone with your computer, but what you write is seen globally! Never swear or use vulgarities or any other inappropriate language. **Be Polite.** Never send, or encourage others to send, abusive messages.

b. **Privacy.** Remember that revealing your own phone number and address is like listing them in a public telephone directory, and may result in unwanted intrusions of your privacy. Do not reveal your telephone number or addresses.

c. **Electronic Mail.** electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal or unethical activities must be reported to the Norris School District ISP administration

4. **Unacceptable Use.** The Norris School District AN and ISP may not be used for any purpose, which conflicts with the Norris School District goals, or for illegal or unethical purposes. Appropriateness of use will be determined by the Norris School District. The following are examples of use that is inappropriate and therefore unacceptable. These are only examples and not intended to be all encompassing:

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- a. Use without having a written acceptance of these terms and conditions.
  - b. Sending or receiving messages that have content or purpose which is likely to be illegal or unethical. The Norris School District reserves the right to set standards determining the likely illegality or unethical nature of any information residing on the systems.
  - c. Transmitting unacceptable content which includes but is not limited to material, which is likely to be prnographic, unethical, or contain illegal solicitations, or to be racist or sexist, or to contain inappropriate language for a K-12 environment.
  - d. Transmitting a message with someone else's name as author or using someone else's account.

- e. Transmitting any material in violation of any United States or California Law or regulation. This includes copyrighted or trademarked material, threatening or obscene material, or material protected by trade secrets.
- f. Use that impairs or damages the Norris School District system operations or the use of the Norris School District system by another account holder.
- g. Sharing of an individual account or password. These accounts are not family accounts and will be suspended to protect your account and email security.
- h. Norris School District employees will not add any program to the system or download in any way any program, item, or function to the system, without prior approval from the district.

**Penalty for Inappropriate Use of the Norris School District system. Inappropriate Use of the system, may result in a cancellation of the offending account and disciplinary actions.**

The Norris School District makes no warranties of any kind, whether expressed or implied for the service it is providing and will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the systems of your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Norris School Specifically disclaims any responsibility for the accuracy of information obtained through its Network Services.

**Security** on any computer system is a high priority. If you identify a security problem; notify the systems administrator at once. Never demonstrate the problem to other users. Never use another individual's user ID and password.

**Vandalism** is defined as any malicious attempt to observe information intended to be private or to change data created or owned by another user or any other agency or network that is accessible from the Norris School District system or to make any unauthorized changes to the appearance or operational characteristics of the Norris School district system. Any vandalism will result in the loss of the account and legal referral.



**NORRIS**  
SCHOOL DISTRICT

Board of Trustees | Don Bertrand | Jim Bowles |  
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## **2026-27 SUMMARY OF INSURANCE AVAILABLE TO ALL TEMPORARY, SUBSTITUTE, AND PART-TIME EMPLOYEES**

Under the provisions of the Affordable Care Act (ACA), new employees and employees in this class who become eligible because of a change in assignment will now be offered an option to purchase medical only coverage through the Norris School District. To secure coverage, the employee must submit an enrollment form and first month's payment to the Norris School District office within two weeks of their appointment. If the employee does not submit this information within two weeks of their appointment, he/she will have been deemed to have denied coverage. If the employee does not opt for coverage within this time period, he/she will have an opportunity to enroll each year in August during the Norris District open enrollment period.

Along with your enrollment form, copies of documentation for all enrolled dependent children (Birth Certificates, Adoption or Guardianship Paperwork, etc.) will be required.

### **DEPENDENTS WILL NOT BE ADDED TO INSURANCE UNTIL WE HAVE PROOF OF ELIGIBILITY.**

Once your completed enrollment information is submitted, it takes approximately 30-45 days before eligibility is accessible by providers.

There is an immediate open enrollment period for new employees and an annual open enrollment period each August for employees who want to enroll or make changes. New family members must be added within 30 days of birth, adoption, etc. A legal dependent may continue coverage until their 26th birthday.

### **MEDICAL PLAN OFFERED**

#### **ANTHEM BLUE CROSS 2-TIER ANCHOR BRONZE PLAN - PPO**

The plan has two tiers - Employee Only and Employee plus Child(ren). Spouses and Domestic Partners are not eligible for this plan. Anthem Blue Cross is a Prudent Buyer Hospital and Prudent Buyer Professional Network plan. This means that you may use any Anthem contracting hospital and professional provider to receive maximum benefits under the plan. The contracting hospitals have agreed to accept the negotiated rate for their services, and the contracting physicians have agreed to accept the network allowance. A list of current participating providers is available at [www.anthem.com/ca/sisc](http://www.anthem.com/ca/sisc). A summary of coverage for Basic Benefits and Major Medical is included with the insurance packet. The Full Plan Description Booklet may be accessed online at [www.norris.k12.ca.us](http://www.norris.k12.ca.us).

The Anthem Blue Cross 2-Tier Anchor Bronze Plan has a \$5,000 per individual / \$10,000 per family deductible. Employees electing this plan are required to pay the entire premium.

Employee's cost for Employee Only plan = \$720.00 per month

Employee's cost for Employee plus Child(ren) plan = \$1,151.00 per month

Your cost if you use an in-network health care provider's office or clinic:

|                                                                         |                                                                                             |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Routine Preventive Care-Employee                                        | Deductible Waived<br>100% Coverage                                                          |
| Well Baby/Child Preventive Care<br>Routine Physical Exams/Immunizations | Deductible Waived<br>100% Coverage                                                          |
| Primary Care Visit / Injury or Illness                                  | \$60 per visit for the first 3 visits, subject to the deductible and coinsurance thereafter |
| Specialist Visit                                                        | \$60 per visit for the first 3 visits, subject to the deductible and coinsurance thereafter |
| Mental/Behavioral Health Outpatient Services                            | \$60 per visit for the first 3 visits, subject to the deductible and coinsurance thereafter |
| Substance Use Disorder Outpatient Services                              | \$60 per visit for the first 3 visits, subject to the deductible and coinsurance thereafter |

### **Prescription Services (RX)**

Once the deductible has been met, the co-payment for generic drugs is \$9.00 and \$35.00 for brand formulary drugs when using an in-network provider. Prescription drug coverage is available with Anthem Blue Cross using Navitus Health Solutions and can be used at most pharmacies, as well as many independent drug stores. You will be issued one card for both Anthem Blue Cross and the prescription drug coverage. Prescriptions filled at a retail pharmacy are covered, up to a 30-day supply at a time. A 90-day supply may be ordered through Costco Mail Order Pharmacy. The co-payment for generic drugs is \$18.00 and \$90.00 for brand name and formulary drugs. Navitus Health Solutions customer service phone number is 866-333-2757. You can also visit [www.navitus.com](http://www.navitus.com).