

R.N.R. SUBSTITUTE TEACHER APPLICATION

NAME: _____ DATE: _____

PIN# (District Use only) _____ CALL BACK PHONE: _____

ADDRESS: _____ EMAIL: _____

CITY: _____ ZIP: _____ Previously Sub in RNR: Yes / No

OTHER NAMES THAT MAY APPEAR ON RECORDS (Maiden Name, other Alias):

CREDENTIAL: ____ Regular ____ Emergency (30 day) ____ 90 Unit (Prospective)

(If Regular, please list what type of credential): _____

DAILY AVAILABILITY:

____ Everyday ____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday

SCHOOL SELECTION: ____ ALL SCHOOL SITES

LAKESIDE SCHOOL DISTRICT ____ ALL

____ Suburu School, 7315 Harris Road, (TK-5)

____ Lakeside School, 14535 Old River Road, (6-8)

NORRIS SCHOOL DISTRICT ____ ALL

____ Norris Elementary School, 7110 Old Farm Road, (TK-6)

____ Olive Drive Elementary School, 7800 Darrin Avenue, (TK-6)

____ William B. Bimat Elementary School, 8600 Northshore Drive, (TK-6)

____ Veterans Elementary School, 6301 Old Farm Road, (TK-6)

____ Norris Middle School, 6940 Calloway Drive, (7-8)

RIO BRAVO-GREELY UNION SCHOOL DISTRICT ____ ALL

____ Rio Bravo Elementary School, 22725 Elementary Lane, (TK-4)

____ Rio Bravo-Greeley School, 6601 Enos Lane, (5-8)

ROSEDALE UNION SCHOOL DISTRICT ____ ALL

____ Almondale Elementary School, 10510 Chippewa Street, (TK-6)

____ American Elementary School, 800 Verdugo Lane, (TK-6)

____ Centennial Elementary School, 15200 Westdale Drive, (TK-6)

____ Del Rio Elementary School, 600 Hidalgo Drive, (TK-6)

____ Independence Elementary School, 2345 Old Farm Road, (TK-6)

____ Patriot Elementary School, 4410 Old Farm Rd, (TK-6)

____ Rosedale North Elementary School, 11500 Meacham Road, (TK-6)

____ Rosedale Middle School, 12463 Rosedale Hwy, (7-8)

____ Freedom Middle School, 11445 Noriega Road, (7-8)

WOULD YOU BE INTERESTED IN A LONG-TERM SUBSTITUTE POSITION? Yes ☐ No ☐

(If "Yes", be sure to have the documents needed, turned in to KCSOS)

GENERAL INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE OTHER THAN A MINOR TRAFFIC VIOLATION?

☐ YES ☐ NO

(NOTE: A DUI conviction is not a minor traffic violation and must be disclosed. You are required to disclose all misdemeanor or felony criminal convictions including those based on a plea of no contest. You must disclose a conviction no matter how much time has passed, even if the case has been dismissed pursuant to Penal Code Section 1203.4.)

HAVE YOU EVER BEEN ARRESTED FOR ANY MATTERS FOR WHICH YOU ARE CURRENTLY OUT ON BAIL, OR ON YOUR OWN RECOGNIZANCE PENDING TRIAL?

☐ YES ☐ NO

HAS YOUR CREDENTIAL EVER BEEN SUSPENDED OR REVOKED?

☐ YES ☐ NO

HAVE YOU EVER BEEN DENIED A CREDENTIAL OR OTHER PROFESSIONAL CERTIFICATE?

☐ YES ☐ NO

IF YOU HAVE ANSWERED "YES" TO ANY OF THE ABOVE, PLEASE DESCRIBE THE NATURE OF THE CRIME/SUSPENSION/DENIAL.

I hereby certify that all statements made in this application are true. I understand that any false statements made on this application may be cause for disqualification or immediate dismissal.

Signature of Applicant

Date

(For District Use Only)

R.N.R.

Substitute Teacher Management System

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

Melissa Frost- RNR Substitute Clerk
Phone (661) 387-7095 Fax (661) 399-9750
rnr@norris.k12.ca.us

RNR Acknowledgement Form

I have received and I acknowledge the RNR Substitute Teacher Guide. I understand that if I fail to uphold Policy, and/or have repeated poor job performance I am subject to discipline or dismissal of services.

Signature

Date

Print Name

I would like to be considered as a “teacher requested substitute” in the R.N.R. Consortium. Please sign below to release your telephone number to interested certificated employees within the Rosedale, Norris, Rio Bravo-Greeley, and Lakeside School Districts.

Signature

Date

Print Name

Personnel Employee Use Of Technology

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (EMPLOYEES)

The Norris School District authorizes District employees to use technology owned or otherwise provided by the District as necessary to fulfill the requirements of their position. The use of District technology is a privilege permitted at the District's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The District reserves the right to suspend access at any time, without notice, for any reason.

The District expects all employees to use technology responsibly in order to avoid potential problems and liability. The District may place reasonable restrictions on the sites, material, and/or information that employees may access through the system.

The District makes no guarantee that the functions or services provided by or through the District will be without defect. In addition, the District is not responsible for financial obligations arising from unauthorized use of the system.

Each employee who is authorized to use District technology shall sign this Acceptable Use Agreement as an indication that he/she has read and understands the agreement.

Definitions

District technology includes, but is not limited to, computers, the District's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through District-owned or personally owned equipment or devices.

Employee Obligations and Responsibilities

Employees are expected to use District technology safely, responsibly, and primarily for work-related purposes. Any incidental personal use of District technology shall not interfere with District business and operations, the work and productivity of any District employee, or the safety and security of District technology. The District is not responsible for any loss or damage incurred by an employee as a result of his/her personal use of District technology.

The employee in whose name District technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications.

Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the District's system for which they do not have authorization.

Employees are prohibited from using District technology for improper purposes, including, but not limited to, use of District technology to:

1. Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive
2. Disclose or in any way cause to be disclosed confidential or sensitive District, employee, or student information without prior authorization from a supervisor
3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee
4. Engage in unlawful use of District technology for political lobbying
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupt or harm District technology or other District operations (such as destroying District equipment, placing a virus on District computers, adding or removing a computer program without permission, changing settings on shared computers)
7. Install unauthorized software
8. Engage in or promote unethical regulation, or district practice practices or violate any law or Board policy, administrative

Privacy

Since the use of District technology is intended for use in conducting District business, no employee should have any expectation of privacy in any use of District technology.

The District reserves the right to monitor and record all use of District technology, including, but not limited to, access to the Internet or social media, communications sent or received from District technology, or other uses within the jurisdiction of the District. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of District technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the District. The creation or use of a password by an employee on District technology does not create a reasonable expectation of privacy.

Personally Owned Devices If an employee uses a personally owned device to access District technology or conduct District business, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the

device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Records

Any electronically stored information generated or received by an employee which constitutes a District or student record shall be classified, retained, and destroyed in accordance with BP/AR 3580 - District Records, BP/AR 5125 - Student Records, or other applicable policies and regulations addressing the retention of District or student records.

Reporting

If an employee becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of District technology, he/she shall immediately report such information to the Superintendent or designee.

Consequences for Violation

Violations of the law, Board policy, or this Acceptable Use Agreement may result in revocation of an employee's access to District technology and/or discipline, up to and including termination. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Employee Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement, BP 4040 - Employee Use of Technology, and other applicable laws and District policies and regulations governing the use of District technology. I understand that there is no expectation of privacy when using District technology or when my personal electronic devices use District technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the District and its personnel from any and all claims and damages arising from my use of District technology or from the failure of any technology protection measures employed by the District.

Name: _____ Position: _____
(Please Print)

School/Work Site: _____

Signature: _____ Date: _____