



TEAMS Substitute Assignment Management System

# HANDBOOK

*Nurse • Librarian • Administrator • Clerk • Paraprofessional • Campus Patrol*

EL PASO INDEPENDENT SCHOOL DISTRICT

**2019-20 SCHOOL YEAR**



EPISD Human Resources

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915-230-2000 • [www.episd.org](http://www.episd.org)



**EL PASO INDEPENDENT  
SCHOOL DISTRICT**

*A Texas Certified District of Innovation*

# ***Substitute Handbook***

## ***2019-2020***

***Teacher/Nurse/Librarian/Administrator***  
***and***  
***Paraprofessional/Clerk/Campus Patrol***





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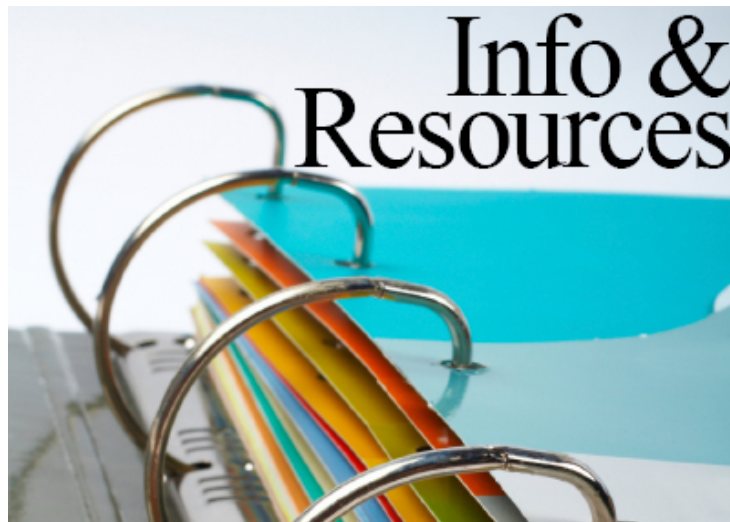
***Revised April 2019***

# *TABLE OF CONTENTS*

<b>The Substitute Teacher</b> .....	<b>Page 1</b>
A. Requirements	
B. Retired Teachers - Employment after Retirement	
<b>General Information</b> .....	<b>Page 2</b>
A. Hours of employment	
B. Rate of pay for substitute teachers	
C. Texas Teaching Certificates	
<b>Responsibilities</b> .....	<b>Page 3, 4</b>
A. Job Cancellation/No Shows/Swiping	
B. Leaving job assignment without permission	
C. Change of phone number	
D. Availability	
E. Substitute Status	
F. Resignation	
G. Written Complaint Reports	
H. TEAMS Substitute Automated Calling System	
<b>Instructional Responsibilities</b> .....	<b>Page 5</b>
A. Lesson Plans	
B. Visits to the schools	
C. Long-term and day-to-day assignments	
<b>Campus Procedures</b> .....	<b>Page 6, 7</b>
A. Campus arrival	
B. Classroom procedures	
C. Lunch Instructions	
D. Money	
E. The end of the day	
<b>Students</b> .....	<b>Page 8, 9</b>
A. Discipline	
B. Issuing passes to students	
C. Leaving the class unattended	
D. Taking attendance	
E. Fire Drills	
<b>Evaluations</b> .....	<b>Page 9</b>
A. Substitute Evaluations	

# TABLE OF CONTENTS

<b>Benefits</b> .....	<b>Page 10</b>
A. Insurance	
B. Workers' Compensation Insurance (Policy CRE)	
<b>Campus Patrol, Paraprofessionals and Clerical Substitutes</b> .....	<b>Page 10</b>
A. Requirements	
B. Rate of Pay	
<b>Substitute Nurses</b> .....	<b>Page 11</b>
A. Requirements	
B. Rate of Pay	
<b>Substitute Librarians</b> .....	<b>Page 11</b>
A. Requirements	
B. Rate of Pay	
<b>Prohibition of Harassment</b> .....	<b>Page 12, 13</b>
A. Behaviors that constitute harassment	
B. Reporting procedures	
C. District Action	
<b>Assault Leave</b> .....	<b>Page 13</b>
<b>Acceptable Use of Technology - Policy CQ (Regulation &amp; Exhibit)</b> .....	<b>Page 13</b>
<b>Policies</b> .....	<b>Page 13</b>



# THE SUBSTITUTE TEACHER

## ***A. Requirements***

1. Complete a substitute application online.
2. Attend a Substitute Hiring Fair.
  - a. Held once for the Spring semester and once for the Fall semester.
  - b. This event is **MANDATORY** for **ALL** substitute applicants, both new and returning.
3. Provide Official Transcripts from an accredited college or university.
  - a. Must reflect a Bachelor's Degree or above as having been awarded.
  - b. Must specify the conferred or awarded date, letters of completion will not suffice.
  - c. Transcripts submitted to Human Resources after the initial hire date will be considered effective the day they are received in our office. **Any change in pay rate will NOT be retroactive.**
4. Mandatory fingerprinting is required for all potential EPISD employees; this is part of the background check process.
5. Fill out the provided substitute packet. Turn into Human Resources **AFTER** HR has contacted you to do so.
6. Must have an active and up to date telephone number in order to remain active as a substitute.
7. **All** applicants for substitute teaching who are applying for the **first time** and who **have never taught** in the El Paso Independent School District are required to attend a **Mandatory** training called the BEST Training (Be an Exceptional Substitute Teacher).
  - a. **Exceptions to Attending BEST In-Service:**
    - i. Retired/Certified teachers are exempt but more than welcome to attend.
    - b. All requirements must be fulfilled and an attendance card must be on file in order to be compensated for attending this training.
8. Must provide own transportation to/from assignments.
9. Must reside in the United States.
10. Must speak, read and write English.
11. Comply with Dress Code Policy (Policy DH Regulation)

## ***B. Retired Teachers – Employment after Retirement***

1. It is incumbent upon the retiree to understand the current laws and rules pertaining to employment after retirement.
2. For clarification regarding these laws and rules log on to:  
<http://www.trs.state.tx.us> on the Quick Links menu bar click on Retiree and Beneficiaries, select "Publications" then TRS Brochures and click on "Employment after Retirement" or call 1-800-223-8778.

## General Information

### **A. Hours of employment**

1. In general schools are in session as listed below:
  - 8:00 a.m. – 3:25 p.m. Elementary Schools. \*
  - 7:50 a.m. - 3:00 p.m. Middle Schools. \*
  - 8:45 a.m. - 3:55 p.m. High Schools. \*

**\* Hours may vary from campus to campus – the indicated time above is a general start time.\***
2. Substitutes should arrive to campus 10-15 minutes prior to the assigned job time.
3. Substitutes must remain on duty until the end of the day, even if they have a last hour conference period.
4. All substitutes are entitled to a 30-minute duty free lunch period.
5. If an emergency arises and you must leave your assignment early, **you must notify** the Principal and/or secretary before you leave.

### **B. Rate of pay for substitute teachers**

1. Substitutes will be paid at the approved rate for the current school year.
2. Substitutes who work on a long-term assignment of ten consecutive days or more will be paid at the approved long-term rate of pay for the current school year
3. A substitute who is on a long-term assignment and has **one day of interruption WILL remain on** the long-term pay rate. If there is **more than one day of interruption**, the substitute **WILL REVERT BACK** to the original pay until the tenth day of substituting is fulfilled, at which time the long-term pay rate will again be paid.
4. Substitutes will be paid according to the payroll schedule published by the Payroll Office. Any questions concerning pay should be directed to the Payroll Office at (915) 230-2120.

### **C. Texas Teaching Certificates**

1. Applicants who hold a valid Texas Teaching Certificate are required to notify Human Resources as soon as possible, so the profile can be updated and current.
2. Substitutes teachers with a valid Texas Teaching Certificate will be paid the “Certified Teacher” rate **ONLY** if the following conditions are met:
  - a. The position is a vacancy or long-term status (10 consecutive days or more), **AND**
  - b. The substitute is certified in the discipline of the vacancy
3. When a substitute teacher accepts a long-term assignment (10+ consecutive days), in which they are certified to teach they **must notify the secretary at that campus immediately**. This will insure the appropriate pay rate is set.

## Responsibilities

### **A. Job Cancellation/ No Shows/Swiping**

1. A substitute who accepts an assignment but is then unable to fulfill the assignment **must** inform the Principal/Secretary **immediately** and the assignment must be cancelled **no later than 3 hours prior to the start time.**
2. With this cancellation, the substitute will be responsible for providing written communication; preferably using the District issued email to either the Principal's Secretary or the assignment's teacher with the reason for the cancellation.
  - a. The contact information can be found at [www.episd.org](http://www.episd.org), scroll to the bottom of the page and select Staff Directory. Filters can be set up in the directory by location.
  - b. This documentation must be kept by the substitute in case he/she reaches the limit of 10 cancellations and must show to the Human Resources Director if necessary.
3. If the substitute is unable to send an email, they are strongly advised to contact the campus and leave a voice-mail with their name, employee ID#, the teacher/assignment that was accepted, and reason for cancellation.
4. Any substitute who cancels 10 assignments during the school year may be inactivated from the substitute list for future assignments and removed from all future jobs that have been accepted. A meeting with the HR Director/Designee will be held to have these cancellations reviewed. The HR Director/Designee will determine the outcome of the substitute teachers' status with EPISD.
5. If no written communication is made to the campus (Principal, Secretary or teacher), it will be recorded as a "**no show**". Substitute teachers that reach 10 "no shows" will be inactivated and must meet with the HR Director/Designee to have the "no shows" reviewed. The HR Director/Designee will determine if the substitute teacher will be reactivated or removed as a substitute teacher.
6. **All Daily Substitutes must** SWIPE in at a Time Clock at the beginning and end of an assignment. Swiping in and out at lunch is not necessary.
7. **All Hourly Substitutes must** SWIPE in at the beginning, out/in for lunch, and then out at the end of the assignment.

### **B. Leaving job assignment without permission**

1. Any substitute who leaves the job without permission is subject to **termination**.
2. Any substitute who fails to follow District Policies/Procedures or fails to carry out his/her responsibilities are subject to **termination**.



### ***C. Change of phone number***

1. Log on to TEAMS Employee Service Center - then click on "My Personal Information" menu. **DO NOT** leave phone messages regarding such changes. For detailed information, review the TEAMS Substitute Management Center Guide.

### ***D. Availability***

1. The substitute may make changes to days of availability by logging into the My For Substitute Portal, then selecting the Availability menu on the left hand side. Proceed to select "Available" on the calendar for the designated day you will not be taking assignments. For detailed information, review the TEAMS Substitute Management Center Guide.

### ***E. Substitute Status***

1. The substitute is hired on an on call basis and is called when needed; there is **no guarantee** that the substitute will be called every day.
2. Based on the needs of the campus, assignments are subject to be changed by the principal once the substitute reports.
3. The substitute is hired only for the current school year.
  - a. The substitute is expected to complete the renewal process online by the deadline date in order to be placed on the substitute list for the Fall Term.

### ***F. Resignation***

1. You may email your notification of resignation to [jmjimen1@episd.org](mailto:jmjimen1@episd.org) or to [lanchond@episd.org](mailto:lanchond@episd.org).
2. You will then receive a Separation Form that must be filled out, signed and submitted back for processing.
3. Resignations can also be done in person at Human Resources.

### ***G. TEAMS Substitute Automated Calling System***

1. If this option was selected for the main contact number, a substitute may be called by the TEAMS automated calling system.
2. The system will call out on weekdays from 5:00 a.m. to noon for same day assignments and from 5:00 p.m. to 9:00 p.m. for future assignments.
3. Substitutes are NOT called after 12:00 p.m. for same day assignments. If you are inadvertently contacted by the system, please call the campus first to verify the need for a sub to still report to the assignment.

## Instructional Responsibilities

### **A. Lesson Plans**

1. Lesson plan books should be found in the top right hand drawer of the teacher's desk.
2. The substitute is responsible for following the lesson plans left by the teacher.
3. If lesson plans are not left, the substitute **must** notify the principal's office immediately.

### **B. Visits to the schools**

1. It is recommended that the substitute visit some schools at different grade levels to become familiar with specific instructional techniques, lesson plans, teaching materials, instructional equipment and any attendance keeping procedures.
2. Arrangements for visitation should be made by contacting the school principal.
3. **The substitute is required to have his/her ID Badge when reporting to his/her assignments.**
  - a. In the event the substitute forgets his/her ID Badge they may be required to retrieve their badge and return to the campus or they may be turned away, this will be at the discretion of the campus.

### **C. Long-term and day-to-day assignments**

1. When the substitute is hired on a long-term basis, all work assigned should be graded and recorded in the proper place, unless otherwise directed by the principal.
2. On a day-to-day assignment the substitute, should grade all work assigned beyond what the lesson plans indicate and leave the assignments for the teacher to examine.
3. The substitute should endeavor to preserve the regular routine of the classes and to perform all the duties expected of the regular teacher.
  - a. **Free periods** in which the students visit with each other are **NOT** allowed.
  - b. The substitute should **never** take a book or newspaper to read to class.
  - c. The substitute should **never** be on a cell phone during instructional time.
  - d. Contact with the regular classroom teacher is of utmost importance if the assignment is a long-term assignment. This should be discussed with the principal, and the principal will make the contact if he/she deems it necessary.
  - e. The substitute should arrange for a parent conference **only after** consulting with the principal.
  - f. The substitute is responsible for students, equipment, and materials assigned to his/her care.

## Campus Procedures

### **A. Campus arrival**

1. Arrive 15 minutes prior to start time listed on assigned job.
2. The substitute should proceed to the campus office upon arrival at a campus.
3. Sign in on the substitute sign-in sheet.
4. Swipe in at the time clock.
5. Request procedure information upon arriving at the campus for taking attendance online. **\*\*NEW\*\***
  - a. This is a **mandatory** process that is **required** from substitutes as per Student and Parent Services.
  - b. You will need to have your User ID and password, if you do not have this info please contact the Help Desk at 915-230-2601.

### **B. Classroom procedures**

1. The substitute should check with the campus (at least twice in the day) regarding the mailbox, in case the office staff or teacher may have left additional instructions or materials that need to be distributed.
2. The substitute should check the lesson plan book (found in the top right hand drawer of the teacher's desk) immediately upon entering the room. If there is something that he/she does not understand, the neighboring teacher is the best source of information.
3. The substitute should check the lesson plans for general instructions for attendance, seating charts, books and other instructional materials to be used for the day.
4. The substitute should check for the name of a student who can help locate books and materials and can lend a helping hand in various ways. Most teachers will leave the name of a student or two attached to either the lesson plan book or the grade book.
5. It is a good idea for the substitute to use a temporary roll sheet at any grade level to indicate grades, absences and tardiness instead of writing in the teacher's grade book unless, of course, the teacher has specific instructions as to how and where to make entries.
6. Cell phones are **NOT allowed & should not be utilized** in classrooms with students present.
7. Internet use must have prior campus administration approval.

### ***C. Lunch Instructions***

1. If the substitute does not find instructions for the distribution of lunch cards, check with the office or one of the neighboring teachers (some schools do not use lunch cards).
2. In some schools, the substitute will be asked to turn in a lunchroom count to the office by a certain hour of the morning.
3. The substitute **should NOT dismiss the students early** for lunch. Follow the bell schedule in the lesson plan book.
4. All substitutes will have a thirty minute uninterrupted lunch.
5. If there is a lunchroom, playground or hall duty assigned to the teacher, the substitute should check the lesson plan book regarding information on this. **All substitutes are REQUIRED to report to whatever duty the regular teacher is assigned.** The duty is usually before or after lunch.

### ***D. Money***

1. Money should **NEVER** be left in the teacher's desk. It must be taken to the office and a receipt will be obtained.

### ***E. The end of the day***

1. Substitute that have taken a teacher assignment for the day may leave once all students have been picked-up or taken to the front office. **EXCEPT, if the last hour of the assignment is a conference period, the substitute is then required to remain on duty until the end of the day.**
2. Before leaving for the day, make sure the room is locked and everything is left as it was found.
3. It is recommended for the substitute to leave a note for the teacher letting him/her know how the day went.
4. At the end of the day, the substitute should take any remaining children to the front office, turn in all keys and swipe/sign out.
5. Depending on the need of the campus the substitute may be retained, released or may be pre-arranged to another assignment within the same campus.

Transform  
your End-of-the-day  
Routine into Perfection

## Students

### **A. Discipline**

1. Corporal punishment is **not** to be administered.
2. Students are **not** to be manhandled.
3. The substitute should **not** use profanity or sarcasm or ridicule the students.
4. The substitute should **not** stand students in the hallway for disciplinary purposes.
5. If a student is keeping the substitute from conducting class, a discipline form should be filled out. The form should be sent to the office with another student, and the student should be sent to the assistant principal in charge of discipline.
6. In order for the substitute to meet with success in disciplining the students, he/she must be fair, firm, and consistent.
7. Fraternization with the students is **strictly prohibited**.

### **B. Issuing passes to students**

1. **Never** allow any student to leave the room without the appropriate pass.
2. In issuing a pass to go to the nurse, the substitute should check with the office to make sure that the nurse is available.
3. **Do not** allow more than one student at a time to leave the classroom.
4. Students should **not** be allowed to go to the library unless the regular classroom teacher has previously made arrangements with the librarian. This would be indicated in the lesson plans.
5. **PK & K students should not be sent anywhere without adult supervision.**

### **C. Leaving the class unattended**

1. The substitute should **never** leave the students unattended. If the substitute must leave the room on an emergency, a neighboring teacher should be asked to keep an eye on the class, or the office should be notified so that arrangements can be made.



## **D. Taking attendance**

1. **NEW PROCEDURE** – Substitutes are **required** to take attendance online; you will need to have your User ID and password. If you do not have this info please contact the Help Desk at 915-230-2601.
2. Instructions and a how to video can be found by logging into the My For Substitutes Portal and clicking on the documents tab found on the left hand side of the page.
3. Schools may differ in attendance reporting procedures; the substitute should inquire at the office.
4. It is imperative that accurate attendance be kept in recording student absences.  
**Students are not allowed to take attendance.**
5. If the teacher has left instructions for absences to be marked in the grade book, it should be done in pencil. However, when reporting absences or tardiness on the form that is sent to the office, a ballpoint pen should be used.
6. If a student arrives late to class, he/she should be sent to the office for an entrance pass (*if this is what is done at the particular school*). The substitute should acquaint himself/herself with the appropriate procedure.
7. At the high school and middle school level, attendance is taken and absences or tardiness are reported for each period of the day.
8. At the elementary level, the attendance-reporting period is at 10:00 a.m. The substitute should check with the office or a neighboring teacher if specific instructions were not left regarding this duty.

## **E. Fire Drills**

1. The substitute should acquaint himself/herself with fire drill procedures. These procedures are usually located in the lesson plan book or on a bulletin board in the classroom.

## **Evaluations**

### **A. Substitute Evaluations**

1. The principal will evaluate substitutes when the substitute's work has been unsatisfactory and a conference may be held with the substitute.
2. The principal will submit the report to Human Resources and may request that the substitute not return to the campus.
3. When the evaluation is received by HR, it will be immediately processed. A formal letter will be mailed to the substitute with a copy of the evaluation.
4. The substitute will have 10 working days to submit a rebuttal to HR for review.
5. Any substitute who fails to follow District policies and procedures or fails to carry out his/her responsibilities is subject to termination.
6. Written complaints from three different schools may be grounds for termination.

## Benefits

### **A. Insurance**

1. Any substitute is eligible to buy Health Insurance under the TRS-AC Health Plan.
2. **You have 31 days to enroll from the date of hire**, please see the flyer from Employee Benefits found in your substitute packet for more detailed information.
3. After the 31 days expire, you will be unable to enroll until the next open enrollment.
4. On-the-job injuries should be reported ***immediately*** to the principal and the proper form completed within twenty-four hours of the injury.
5. If eligible Worker's Compensation is offered for substitutes.

### **B. Workers' Compensation Insurance (Policy CRE)**

1. The District, in accordance with state law, provides Workers' compensation Benefits to employees. The District provides workers' compensation coverage through self-insurance, which pays for reasonable and necessary medical treatment and provides temporary income benefits (TIBS) to compensate the employee for lost wages due to a compensable injury. Specific benefits are prescribed by law depending on the circumstances of each case.
2. All work-related accidents must be reported to your supervisor ***immediately***. Employees with questions or concerns relating to Workers' Compensation Insurance can contact Risk Management at (915) 230-3270 or on line at [www.episd.org/departments](http://www.episd.org/departments) and click on the link "Risk Management".

## Campus Patrol, Paraprofessionals and Clerical Substitutes

### **A. Requirements**

1. Must reside in the United States.
2. Speak, read and write English.
3. Fill out an application online.
4. Furnish a copy of High School Diploma or GED. (**Paraprofessionals must provide college transcripts showing 48+ college credit hours or more**).
5. Must have an active telephone number and Email address in order to remain active as a substitute.
6. **Sub Campus Patrol** are **required** to meet with HR for an interview and review of application.
7. **Sub Clerks** are **only** hired on a case by case basis.

### **B. Rate of Pay**

1. Substitutes will be paid at the approved rate for the current school year.
2. Review the Substitute Rate sheet for more information.

## Substitute Nurses

### **A. Requirements**

1. Must reside in the United States.
2. Speak, read and write English.
3. Complete substitute application online.
4. Contact Health Services at 915-230-2100 to schedule a mandatory interview to review your application. Health Services will then send a recommendation to HR if approved.
5. Present official transcripts from an accredited college or university indicating a minimum of an Associate's Degree or higher in Nursing.
6. Provide a copy of a valid Texas R.N. License.
7. Must have an active telephone number and Email address in order to remain active as a substitute.

### **B. Rate of Pay**

1. Substitutes will be paid at the approved rate for the current school year.
2. Review the Substitute Rate sheet for more information.

## Substitute Librarians

### **A. Requirements**

1. Must reside in the United States, speak, read and write English.
2. Complete a substitute application online.
3. Furnish an official transcript showing minimum of Bachelor's Degree or higher from an accredited college or university attended.
4. Must complete two (2) training days for elementary and secondary sites (for both the circulation and public access catalog) in order to become familiar with the automated functions within the district libraries. Please contact Mr. Armando Loera at 915-230-2401 or by email at [aloera@episd.org](mailto:aloera@episd.org) for an interview and scheduled for training.
5. Must have an active telephone number and Email address in order to remain active as a substitute.

### **B. Rate of Pay**

1. Substitutes will be paid at the approved rate for the current school year.
2. Review the Substitute Rate sheet for more information.



## Prohibition of Harassment

1. **Prohibition of Harassment** - The District condemns and prohibits harassment of an individual on any basis prohibited by law, excluding, but not limited to, the individual's race, color, creed, age, sex, religion, national origin, marital status, ancestry, citizenship, military status, or mental or physical disability. This prohibition covers all District employees, including administrators, teachers, and support staff as well as all District contractors, agents and consultants.
2. **Sexual Harassment**- For provisions prohibiting sexual harassment to and by District employees, see DIA (LEGAL).

### **A. Behaviors that constitute harassment**

#### Harassment includes, but is not limited to:

1. Verbal harassment such as name-calling, derogatory comments, or slurs;
2. Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement directed at an individual;
3. Visual forms of harassment such as derogatory drawings, cartoons, or posters;
4. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature such as name-calling, suggestive comments, and lewd talk/jokes.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning the individual's employment in the District:
  - a. If submission to such conduct is made a term or condition of employment;
  - b. If submission to, or rejection of, such conduct is the basis for employment decisions;
  - c. If such conduct interferes, with the individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

### **B. Reporting procedures**

1. If any employee believes that he/she is the victim of harassment by other employees, supervisors, clients, customers, vendors or visitors, that employee should immediately report the incident to his/her immediate supervisor, and may file a grievance pursuant to Board Policy DGBA. If the immediate supervisor is involved in the reported conduct, or if for any reason the employee feels uncomfortable making a report to that supervisor, the report should be made to another person within the chain of command immediately, or he/she may, at his/her option, report the matter directly to the District's Compliance Officer.

## ***C. District Action***

1. The District will investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is believed to have violated the prohibition against harassment. The District does not tolerate harassment of any kind and will take appropriate disciplinary action whenever such harassment is demonstrated. Any individual who engages in such conduct contrary to this policy may be personally liable in any legal action brought against him or her.

## **Assault Leave**

1. Assault leave provides extended income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.
2. An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave.

## **Acceptable Use of Technology- Policy CQ (Regulation & Exhibit)**

1. Access to the District's electronic communications including Internet, shall be made available to students, parents, VIPs, and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations. Any violation of the regulations is unethical and may constitute a criminal offense. Furthermore, any violation may lead to revocation of access, disciplinary action and/or appropriate legal action may be taken. An employee must fill out the "Nonstudent Acceptable Use Agreement for Internet Access" and return to Human Resources.

## **Policies:**

[TECHNOLOGY RESOURCES CQ\(REGULATION\)](#)

[EMPLOYEE STANDARDS OF CONDUCT DH\(LOCAL\)](#)

[EMPLOYEE STANDARDS OF CONDUCT DH\(LLEGAL\)](#)

[EMPLOYEE STANDARDS OF CONDUCT DH\(REGULATION\)](#)

[EMPLOYEE STANDARDS OF CONDUCT DH\(EXHIBIT\)](#)

[EMPLOYEE WELFARE](#)

[FREEDOM FROM DISCRIMINATION, HARASMENT, AND RETALIATION DIA\(LLEGAL\)](#)