



# **New Employee Handbook 2023-2024 School Year**

**Karl Mueller, Superintendent**

**Governing Board**

**Renee Cavanaugh (President)**  
**Dr. Scot Youngblood (Vice President)**  
**Alexia Palacios-Peters (Clerk)**  
**Whitney Antrim (Member)**  
**Malachy Sandie (Member)**

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## The Governing Board and Administrative Staff

The Board of Education is composed of five elected members who represent the District's community. The Board sets district educational goals and makes policy decisions on a variety of business and curricular matters. They also appoint our Superintendent, Karl Mueller, to administer all programs of the district according to the policy directives of the Board.

The Board of Education meets on the second or third Thursday of the month at 4:00 p.m. All employees and members of the public are welcome to attend these open forums. The agendas are posted on our District website.

### **The Board consists of the following members:**

Renee Cavanaugh (President)  
Dr. Scot Youngblood (Vice President)  
Alexia Palacios-Peters (Clerk)  
Whitney Antrim (Member)  
Malachy Sandie (Member)

### **Administrative Staff:**

#### **Superintendent – Karl Mueller**

The Superintendent is the Chief Administrator of the Coronado Unified School District. The Superintendent is appointed by the Board of Education to administer the many programs of the district according to board policy directives.

#### **District Administrators**

The deputy superintendent and the directors of student services, learning, special programs and human resources are responsible for such areas as curriculum and instruction, English language development, special education, business and facilities, human resources/personnel, student services, transportation, maintenance and operations, state and federal projects, technology, food service, the Preschool Program and other areas.

#### **Principal**

The Principal is responsible for all certificated and classified employees at his/her school site, and the implementation of the curriculum and instructional program and student activities.

## SCHOOL SITE ADDRESSES

### CORONADO UNIFIED SCHOOL DISTRICT

#### OFFICE

201 Sixth Street  
Coronado, CA 92118-1799  
**619-522-8900**     **619-435-4672 (FAX)**  
*Karl Mueller, Superintendent*  
*Donnie Salamanca, Deputy Superintendent*  
*Dr. Megan Battle, Senior Director, Learning*  
*Niamh Foley, Director, Student Services*  
*TBD, Director, Human Resources*  
*Shane Schmeichel, Director, Special Programs*

#### DISTRICT PRESCHOOL OFFICE

600 Sixth Street  
Coronado, CA 92118-1643  
**619-522-8940**  
*Shane Schmeichel, Director of Preschool and*  
*Child Care Services*

#### VILLAGE ELEMENTARY SCHOOL

(Grades TK-5)  
600 Sixth Street  
Coronado, CA 92118-1643  
**619-522-8915**     **619-522-8988 (FAX)**  
*Peter Kuhns, Principal*  
*Tanya White, Assistant Principal*

#### SILVER STRAND SCHOOL

(Grades TK-5)  
1350 Leyte Road  
Coronado, CA 92118-3199  
**619-522-8934**  
**619-437-8041 (FAX)**  
*Jenny Moore, Principal*

#### CORONADO MIDDLE SCHOOL

(Grades 6-8)  
550 F Avenue  
Coronado, CA 92118-2199  
**619-522-8921**  
**619-522-6948 (FAX)**  
*Brooke Falar, Principal*  
*Nestor Espinoza-Agraz, Assistant Principal*

#### CORONADO HIGH SCHOOL

(Grades 9-12)  
650 D Avenue  
Coronado, CA 92118-2197  
**619-522-8907**  
**619-437-0236 (FAX)**  
*Karin Mellina, Principal*  
*Rikki Betancourt, Assistant Principal*

## DISTRICT OFFICE SUPPORT SERVICES

Contact your site secretary first with any questions regarding the following areas:

<b>Department</b>	<b>Name</b>	<b>Telephone Number</b>
Payroll	Sharon Jimenez	619-522-8900 ext. 1011
Human Resources/Credential & Leaves	Terri Freepartner	619-522-8900 ext. 1021
Benefits and Insurance	Terri Freepartner	619-522-8900 ext. 1021
HR Technician & Substitute Teachers	Tanya Villegas	619-522-8900 ext. 1010
Purchasing	Abraham Contreras	619-522-8900 ext. 1023
Maintenance & Operations	Gary Hall	619-522-8900 ext. 1070
Preschool	Shane Schmeichel	619-522-8940 ext. 1039
Child Nutrition Department	Charity Campbell	619-522-8907 ext. 2085
Technology	Jason Ramos	619-522-8900 ext. 1096
Special Education/Special Programs	Niamh Foley	619-522-8900 ext. 1038
Professional Learning	Megan Battle	619-522-8900 ext. 1014
Curriculum/Instruction/Assessment	Megan Battle	619-522-8900 ext. 1014

## **VISION STATEMENT**

“We inspire, innovate and create limitless opportunities to thrive.”

## **MISSION STATEMENT**

Quality Education for Life: Through rigorous academic standards, high expectations, and a coordinated curriculum, the Coronado Unified School District, in partnership with our community, will graduate students with the knowledge and skills necessary to excel in higher education, careers, society, and life with the confidence not only to dream, but to determine their futures.

## **CUSD OBJECTIVES AND GOALS**

### **Objectives**

- Our graduates will have the necessary preparation to choose their post-graduate paths.
- Our community will be aware of our mission and be involved with the education and well-being of our students.
- Our facilities will provide the environment that ensures the success of our District’ Mission and reflects the high expectations of our community.

### **Goals**

- Integrate personalized learning with assessment methods that will prepare all students for academic and vocational success.
- Communicate openly, freely, and accurately to engage and involve all shareholders.
- Maintain safe and supportive schools where students and staff thrive.

## **TEACHER EXPECTATIONS AND RESPONSIBILITIES**

### **THE CORONADO WAY IS . . .**

We interact with one another; with kindness, with respect, with honesty and in a positive spirit. Teamwork is valued and expected. We are a team working with one another to make the lives of our students better academically, socially, and behaviorally. We are known for having that “special something” in the way our staff cares about our students, in the way we treat each other and for having high expectations for continuous improvements for ourselves and our students.

### **OUR FOCUS**

To improve student achievement so that every single student makes significant growth academically, socially, and behaviorally, no matter what it takes. Each student is unique and we believe that all students can learn; differentiation to meet students’ needs is an expectation. We want happy, productive, successful learners. Teachers are to find ways to meet the unique learning needs of each student. We are all here to help each other.

### **COMMUNICATION**

This is a District Strategic Plan goal area and critical to the success of every student, employee, and school. Teachers are expected to have regular, informative parent communication. There is no substitute for personal face-to-face or phone contact when it involves someone’s child and it is essential for good parent-teacher partnership. Phone calls and emails to report “good news” are just as important as those to resolve or inform a parent of a concern or problem. As much as possible, electronic forms of communication are expected over paper notices, etc. Check with your school site for specific expectations (e.g., weekly newsletters, websites, and/or Haiku use). Elementary schools send home weekly folders of graded work and other information to parents. Voicemail is used at all school sites. Systems are in place for reporting grades on a regular basis and conferring with parents at the elementary and middle school levels. All schools conduct a Back-to-School night early in the year. Parents or staff may request a conference at any time.

### **PROFESSIONAL LEARNING COMMUNITIES**

You will be working as part of a department or grade level and teamwork is essential. Be an active participant on your team and work together to assess the needs of your department/grade level’s students based on formal and informal data. With your team, you are expected to set goals, and create action plans. SMART goals are established for your site, and each department is responsible for helping to achieve site goals. Site goals are set yearly through the Strategic Planning process, with input from all teachers at your site. See your site administrator for more information.

### **HOMEWORK**

Please use [District Administrative Regulation \(AR\) 6154](#) as your guide. Check with your grade level or department colleagues to calibrate that what you are giving and expecting is comparable. Students in grades four through eight use Daily Student Planners to assist them with organization skills in this area.

## **NON-TEACHING RESPONSIBILITIES**

Some of these include attendance, progress reports, evaluation goals, student records and other like things. Please be respectful of timelines and/or requests from your site administrators or office personnel.

## **TEACHER PARTICIPATION**

You will have many ways to contribute to your school and our district, especially related to student activities. Each school has a parent-teacher organization which sponsors site activities at your school. Our Coronado Schools Foundation provides incredible financial support to our schools and asks for student/teacher involvement from time to time. Additionally, there are various site and district instructional improvement committees, School Site Council or teacher leadership opportunities that will be available to you.

## **SUPPORT**

We have many ways to help and support you at your site and district-wide: reading specialists, parent volunteers, special education staff, school counselors, beginning teacher support providers, site administrator and district office staff. When in doubt, check with your administrator(s). We are here to support you and help you be successful!

## **CONDITIONS OF CLASSROOM**

Our facilities are beautiful, and it takes all of us working together to keep them that way. Teachers and some instructional aides are responsible for the condition of the classroom and the equipment at all times. Prior to the close of school at the end of the day, please be sure students leave the room clear of the clutter of paper, textbooks and other items of classroom use. If a classroom is used by more than one teacher, this becomes the responsibility of all teachers using the room. On leaving the room for the day, teachers are responsible for turning off all lights and closing and locking all doors and windows.

## **CONFIDENTIALITY**

The Coronado Unified School District is committed to providing the best possible education for its children. Each employee must keep in mind any matters concerning individual students, such as academic achievement, special needs, discipline problems, health issues, etc. are to be kept confidential and discussed only when appropriate within the confines of the school. All employees should also display professionalism and confidentiality in relation to fellow employees.

## **REPORTING CHILD ABUSE**

You are required as a mandated reporter under Penal Code Section 11166 to report known or suspected child abuse to a child protective agency immediately or as soon as practically possible. In addition, it is your duty to inform your site administrator regarding any possible child abuse concerns.

## **CONDUCT**

Each employee has an obligation to observe and follow the Coronado Unified School District's policies and to maintain proper standards of conduct at all times. If an individual's behavior



interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension without pay and discharge. The appropriate disciplinary action imposed will be determined by the District. The District does not guarantee one form of action will necessarily precede another.

The following may result in disciplinary action, up to and including discharge: violation of the District's policies or safety rules, insubordination, poor attendance, possession, use or sale of alcohol or controlled substances on work premises or during working hours, unauthorized possession, use or sale of weapons, firearms or explosives on work premises, poor performance, theft or dishonesty, physical harassment, sexual harassment or disrespect toward fellow employees, visitors or other members of the public. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

### **TALK TO US**

We are committed to providing the best possible climate for maximum development and achievement of goals for all employees. Our practice has always been to treat each employee as an individual and to develop a spirit of teamwork.

In order to maintain an atmosphere where these goals can be accomplished, we strive for a workplace that is comfortable and progressive. We encourage open communication and work to resolve problems in a mutually respectful atmosphere.

Please bring your questions, suggestions and concerns to your site or department administrator. Careful consideration will be given to each of these comments in our continual effort to provide the best education for our children and working environment for our employees.

If you feel you have a problem, go to the person involved and attempt to work out your differences. When appropriate, present the situation to your administrator so the problem can be settled by examination and discussion.

If you find you still have questions after meeting with your administrator, or you would like further clarification on the matter, you may request a meeting with someone in the Human Resources Office or other district office contact, as appropriate. She/he will review the issues and meet with you to discuss possible solutions. Your suggestions and comments are important to us and we encourage you to discuss them with us.

If you have a complaint and do not feel it is being resolved with your immediate supervisor, you may contact a District Office administrator. The District has a board-adopted, formal complaint policy you may use.

## **ABSENCE REPORTING**

Coronado Unified School District is using a service from Frontline Education that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. The Frontline Absence & Time solution will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

You can interact with Frontline on the internet at <http://www.aesoponline.com>, using a unique user name and pin number that will be provided to you. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.

You can also call Frontline toll free at 800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your transaction is not complete until you receive a confirmation number.

### **PERSONAL BUSINESS (PB)/PERSONAL NECESSITY (PN)/DOCTOR OR DENTAL APPOINTMENTS**

Personal Business may be requested as needed. No more than 15% of unit members working at one worksite shall be granted personal business leave on any one duty day. PB and PN availability and requirements differ for certificated and classified employees. Please refer to your employee union contract (ACT or CSEA) for additional information. <https://coronadousd.net/-Faculty--Staff/Forms-and-Resources/index.html>

Personal Necessity requires approval from an administrator and includes:

- Unavoidable emergency business and legal transactions
- Car accident or breakdown
- Attendance at school conferences for children for the employee
- Attendance at religious observances

### **EXTENDED ABSENCES**

If you are absent more than three consecutive days, the District may ask that you provide a written physician's statement upon return. If you are returning from a long-term absence, you must provide a physician's statement to your administrator before you return, so that she/he may consider any limitations you may have. Sometimes, it may not be possible or safe to permit an employee with certain limitations to return to work. In other cases, your administrator may need more specific information from the doctor to evaluate your ability to function safely at your normal tasks. Providing information to your administrator as soon as possible will prevent unnecessary delays in your return to work.

If you are absent for three days without notifying the District, you are subject to disciplinary action (up to and including dismissal from employment) as defined in California Education Code.

## **JURY DUTY**

Because the District continues to pay your salary for the days you serve on jury duty, you must turn over to the District any jury or witness fees received. Notice, summons and subpoenas for court appearances must be submitted to the district office when requesting leave. When you complete jury duty, you must submit your **Leave/Absence Form** with the court timesheet attached in order to validate your service and have your jury duty processed through our payroll system.

If you voluntarily postpone jury duty to non-work time, you will receive \$40 per day for up to five days of jury duty. Verification must be provided to the Human Resources Department.

## **BEREAVEMENT**

Employees are entitled to a leave of up to three days, or five days if out-of-state travel is required, upon the death of any member of the employee's immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled.

Members of the immediate family include: the mother, father, grandmother, grandfather, or grandchild of the employee or the employee's spouse; the employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister; or any relative living in the employee's immediate household.

## **SICK LEAVE BANK**

The purpose of the Catastrophic Illness or Event Sick Leave Bank is to create a bank of sick days from which participants may apply for additional sick leave days when a catastrophic illness or event occurs and results in the unit member exceeding accumulated sick leave days. The use of this Sick Leave Bank shall only be available to unit members who have submitted a donation form to the Human Resources office by October 1 of each school year, or within thirty (30) calendar days of employment. For more information please refer to Article XVII Section 17.10.1-11 in the CUSD ACT contract.

## **CODE OF CONDUCT FOR EMPLOYEE-PUPIL INTERACTIONS**

(Ed Code 44050 and BP sections 4119.21, 4219.21, 4319.21)

Coronado Unified School District is committed to providing a safe and secure learning environment for all students. While the District encourages the cultivation of positive relationships with students, employees are reminded to be mindful of the fine line drawn between being supportive of students and a possible or perceived breach of responsible, ethical behavior. Individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid situations including, but not limited to, the following:

1. Meeting individually with a student behind closed doors, regardless of gender.
2. Remaining on campus with student(s) after the last administrator leaves the school site. (There are exceptions, such as teachers rehearsing with students for a drama/music activity or coaching academic decathlon students, with approval of the site-administrator in advance.)
3. Engaging in any behaviors or discussions, either directly or indirectly with a student(s) or in the presence of a student(s), that are unprofessional, inappropriately personal, unethical, illegal, immoral, or exploitative.
4. Giving student(s) gifts, rewards, or incentives that are not school-related and for which it is directly or implicitly suggested that a student(s) is (are) to say or do something in return.
5. Making statements or comments, either directly or in the presence of a student(s), which are not age appropriate, professional, or which may be considered sexual in nature, harassing, discriminating, or demeaning.
6. Touching or having physical contact with a student(s) that is not age-appropriate or within the scope of the employee's/individual's responsibilities and/or duties.
7. Transporting student(s) in a personal vehicle without proper written administrator and parent authorization forms on file in advance.
8. Taking or accompanying student(s) off campus for activities other than a District-approved school journey or field trip.
9. Meeting with or being in the company of student(s) off campus, except in school-authorized and/or approved activities.
10. Communicating with student(s), in writing, by phone/Email/electronically, via the Internet, or in person, at any time, for purposes that are not specifically school-related.
11. Calling student(s) at home or on their cell phone, except for specific school-related purposes and/or situations.

12. Providing student(s) with a personal home/cell telephone numbers, personal Email address, home address, or other personal contact information, except for specific school-related purposes and/or situations.

13. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.

14. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information.

Even though the intent of the employee/individual may be purely professional, those who engage in any of the above behavior(s), either directly or indirectly with a student(s) or in the presence of a student(s), are subjecting themselves to all possible perceptions of impropriety. Employees/individuals are advised that, when allegations of inappropriate conduct or behavior are made, the District is obligated to investigate the allegations and, if warranted, take appropriate administrative and/or disciplinary action.

## **THE CERTIFICATED TEACHERS CONTRACT**

Certificated Employees are covered by a collective bargaining agreement or "contract" between the District and the Association of Coronado Teachers (ACT). ACT is the Coronado Unified School District Chapter of CTA. The items covered in the contract represent a binding agreement between ACT and the district on certain terms and conditions of employment and must be followed by employees and managers subject to revisions, replacements, etc. The contract is on-line at: <https://tinyurl.com/ycy7cvbk>

You may wish to read and become familiar with the current agreement, as it covers many important aspects of your employment including:

- Work year and teaching hours
- Evaluation
- Salary
- Transfer and reassignment
- Health and welfare benefits
- Leave of absence

## **WORKERS COMPENSATION**

On-the-job injuries are covered by our Workers' Compensation Insurance Policy provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your administrator. We ask for your assistance in alerting management to any condition which could lead or contribute to an employee accident. Should you desire to be treated by your personal physician, you must have completed a "Choice of Personal Physician" form from the Benefits department prior to sustaining an injury.

## **HEALTH AND WELFARE – MEDICAL BENEFITS**

The term "health and welfare" benefits cover such items as employee medical insurance, dental coverage, life insurance and vision care.

A certificated employee who has a regular full-time assignment shall receive the District provided full medical insurance, employee life and vision coverage as well as a dental plan. In addition, the District will pay premium payments up to 65% of the employee plus family composite rate. Orthodontic coverage for dependents under age 18 is part of the Delta Dental Plan. Part-time employees receive a prorated amount of coverage.

- Employees must enroll in the group insurance plans within 30 days of employment. Employees have the option to change their selection during an annual open enrollment period (usually October through November for the following calendar year).
- Teachers who are on less than a full-time contract will have benefits paid by the District equal to their percentage as determined by their contract. (The percentage of the benefits will

match the percentage of full-time employment and the employee contributes the remaining amount, if desired.)

- The District also participates in a health care and dependent care reimbursement program permitted under Section 125 of the current tax code. All benefit eligible employees may participate in the plan.
- 403(b) and Tax-Sheltered Annuity (TSA) plans are available through the Payroll Department.
- For certificated employees, coverage terminates on September 30 if the employee completes an entire year of service.
- With the exception of the following conditions listed below, changes to health plans may be made only during open enrollment:
  - ⇒ Marriage or remarriage
  - ⇒ Divorce
  - ⇒ Birth of an eligible dependent
  - ⇒ Ineligibility of a current dependent due to age, marriage, or school status

## **OTHER THINGS YOU NEED TO KNOW**

### **CHANGES IN PERSONAL DATA**

We need to maintain up-to-date information about you so we are able to aid you and/or your family in matters of personal emergency. It will also help prevent any delays in processing the necessary paperwork that may affect your payroll activity. You may make some changes in the self-service section of PeopleSoft. Other changes can only be made by district office personnel. These changes must be submitted in writing via email or in person. Some common changes are:

1. Name change (submit new social security card)
2. Change of Address/Phone
3. Emergency Notification
4. Marital Status
5. Beneficiary Forms (STRS, Payroll, Insurance)
6. Add/Delete Insurance Dependents
7. W-4

### **PERSONAL TELEPHONE CALLS**

School and District Office telephones are maintained for the primary purpose of conducting school business. If you need to use district telephones for personal calls, please be prepared to pay for them with a personal calling card. Personal cell phones should be used only during break times.

### **CREDENTIAL RENEWAL**

It is the employee's responsibility to ensure that his/her credential is current. To renew your credential, visit <https://www.ctc.ca.gov>.

### **COURSE PRE-APPROVAL**

Continued education units may be applied to your placement on the salary schedule. Course pre-approval is required. Please note that any workshops, conferences, etc. that are paid for by the District or are accessed on District time, are not eligible for salary increments. The form may be accessed via the district website under the "Forms and Resources" tab. To receive salary adjustments, official transcripts must be received by Human Resources prior to October 1<sup>st</sup> and February 1<sup>st</sup> of each school year.

### **EMAIL AND MAIL BOXES**

Please check your district email and site mailbox at least once a day. Important messages need to be responded to in a timely manner.

### **CUSTODIAL NEEDS**

The work of the custodians in protecting the health of everyone in school makes their job one of utmost importance. Cooperation of all staff members with the custodial staff in keeping the school environment clean and safe will be appreciated. If you have suggestions about the way



your room or area is being cleaned, please refer them to the principal or administrator, not directly to the custodial personnel.

### **ACCESS TO ROOMS**

All teachers have keys to the building and their own rooms. You may use your own room at any time if the room is not otherwise assigned. You are responsible for the locking of all doors and windows when you leave. A teacher must be present when students are using a room or building of the school. Students or unauthorized personnel are not to be loaned keys. Rooms of the school, other than your own, are not to be unlocked for any reason without the knowledge of the teacher or employee responsible for the room.

Please be responsible for your key(s). Per AR 3515, if you lose district keys, you must immediately report the loss to your principal or his/her designee. You will be charged for a replacement key. ***Do not let students have keys and do not unlock doors to other teachers' rooms at the request of students.***

### **SAFETY**

Within two weeks of hire, your administrator will be reviewing your site safety procedures that will include playground rules, earthquake and fire drill routines. It is your responsibility to use any safety equipment, clothing or procedures on the job as you have been instructed and to report any unsafe situation to your administrator.

#### **Please observe the following precautions:**

1. Notify your administrator of any emergency situation.
2. If you are injured or become sick at work, no matter how slightly, you must inform your administrator immediately.
2. Use, adjust, and repair machines and equipment only if you are trained and qualified.
3. Get help when lifting or pushing heavy objects.
4. Understand your job fully and follow instructions. If you are not sure of the proper safety procedure, don't guess, ask your administrator.
5. Know the locations, contents, and use of first aid and fire-fighting equipment.

### **EMPLOYEE ASSISTANCE SERVICE FOR EDUCATION PROGRAMS (EASE)**

Through the umbrella of San Diego County School Districts' joint consortium or "JPA," employees are eligible to contact the professional staff of the Employment Assistance for Education Program, or EASE, for help with personal or family problems. These confidential counselors help assess the problems and, if necessary, refer the employee to appropriate community resources or programs. Call 858-277-EASE for confidential assistance.

### **PERSONAL PROPERTY**

Our district insurance policy does not permit employees to be reimbursed for any damage, theft or destruction of personal property suffered in the course of performing their duties. Normally, your homeowner's policy will cover these items.

To promote a greener environment, save money on energy costs, and develop a safe workplace, individual personal appliances including refrigerators, microwaves, toasters, coffee makers, etc.

should not be housed in classrooms and individual departments. Every site and department has access to a centralized staff lounge.

### **SMOKE/ALCOHOL/DRUG FREE WORKPLACE**

The Coronado Unified School District is committed to providing a safe and healthy environment for employees, students, and visitors. Therefore, smoking, the use of alcoholic beverages and/or tobacco products is not permitted on District property. The use of illegal drug substances or the abuse of legal prescription drugs during working hours will not be tolerated. The possession of alcoholic beverages or illegal drug substances on the District property is forbidden.

### **ZERO TOLERANCE**

State and federal law requires the Superintendent or designee to immediately suspend or recommend for expulsion any student who brings a firearm to school. Unless the Superintendent or designee finds that the particular circumstances of a case indicate that expulsion is inappropriate, the District shall take similar action when students knowingly bring any other weapons to school or participate in any fighting that inflicts serious bodily injury to another person. In addition to a suspension and possible expulsion, these students shall be reported to law enforcement authorities for prosecution of Penal Code violations.

### **INTERNET AND TECHNOLOGY USE AGREEMENT**

You have been required to read and sign a Technology Use Agreement. Access to the district computer network for electronic mail, the Internet and other information systems is a privilege, not a right. This access is limited and is subject to district policies, rules, regulations, and restrictions, as they may be adopted and amended from time to time. When using the District's computer network, activities must be in support of education and research, and consistent with the educational objectives and rules and regulations of the district.

### **CELEBRATIONS AND CLASSROOM/SCHOOL PARTIES**

Please refrain from using food or beverages as a reward for a student's daily academic performance or behavior in a classroom. Alternatives to using food as a reward include recognition, privileges, and school supplies.

Schools shall not use foods or beverages that do not meet the nutrition standards as outlined in the state nutritional guidelines for celebrations. Elementary schools will limit celebrations that involve food during the school day to no more than three times per year. Carbonated beverages will not be allowed at any time.

Families will be encouraged to send in alternatives for birthday celebrations (e.g. books, classroom supplies, etc.) rather than food. Any snacks for parties or celebrations sent in by parents must follow the state nutrition guidelines and be commercially prepared and packaged to ensure that the nutrition standards are met. Parents should contact their child's teacher for approval of food/beverages for classroom celebrations.

**FUNDRAISING AFTER SCHOOL HOURS**

Events (or fundraisers) beginning one-half hour after the school day may serve or sell non-compliant food/beverages.

## **PERTINENT POLICIES**

The following is a list of pertinent Board Policies and Regulations. You have already received copies of some policies and regulations as part of your employment packet. All board policies may be accessed through the district website at: <http://gamutonline.net/district/coronado/>

### **Policies/Regulations in Employment Packet:**

- [BP 4119.11](#) Sexual Harassment
- [AR 4119.11](#) Sexual Harassment
- [BP 4020](#) Drug and Alcohol-Free Workplace
- [BP 5141.4](#) Child Abuse Prevention and Reporting
- [AR 5141.4](#) Child Abuse Prevention and Reporting
- [BP 4040](#) Employee Use of Technology
- [AR 4040](#) Employee Use of Technology

### **Other Relevant Policies/Regulations**

- [BP 6163.4](#) Student Use Of Technology
- [AR 6163.4](#) Student Use Of Technology
- [BP 6154](#) Homework Policy
- [AR 6154](#) Homework Policy
- [BP 5144](#) Students: Discipline
- [AR 5144](#) Students: Discipline
- [BP 5132](#) Students: Dress and Grooming
- [AR 5132](#) Students: Dress and Grooming

## **DISTRICT ACRONYMS**

<b>ACT</b>	Association of Coronado Teachers
<b>AP</b>	Advanced Placement
<b>ASB</b>	Associated Student Body
<b>BTSA</b>	Beginning Teacher Support and Assessment Induction Program
<b>CTA</b>	California Teachers Association
<b>CTE</b>	Career Technical Education
<b>ELD</b>	English Language Development
<b>GATE</b>	Gifted and Talented Education Program
<b>IB</b>	International Baccalaureate
<b>IEP</b>	Individual Education Plan
<b>LCAP</b>	Local Control and Accountability Plan
<b>PPS</b>	Pupil Personnel Services (Now known as Student Services)
<b>PR</b>	Permanent Record (Cum Folder)
<b>PTA / PTO / PATT</b>	Parent Teacher Association/Parent Teacher Organization/ Parents and Teachers Together
<b>RSP</b>	Resource Specialist Program
<b>RTI</b>	Response to Intervention
<b>SART / SARB</b>	School Attendance Review Team/School Attendance Review Board
<b>SARC</b>	School Accountability Report Card
<b>SDC</b>	Special Day Class
<b>SIT</b>	Student Intervention Time
<b>SLIP</b>	School and Library Improvement Program
<b>SPSA</b>	Single Plan for Student Achievement
<b>SSC</b>	School Site Council
<b>SST</b>	Student Study Team
<b>WASC</b>	Western Association of Schools and Colleges

## HELPFUL STAFF AT YOUR SCHOOL

There are many people at your school who can serve as a support to you. The following is a list of people who can assist you in providing successful experiences for students. Please ask your peer support provider, department head, or colleagues to help you with this page.

### **Office Staff**

### **Names:**

### **See him / her for:**

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### **Custodial Staff**

### **Names:**

### **See him / her for:**

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### **Library Staff**

### **Names:**

### **See him / her for:**

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### **Computer Tech**

### **Names:**

### **See him / her for:**

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### **Nurse / Health Tech**

evaluates students'  
hearing and vision;  
dispenses medications

### **Names:**

### **See him / her for:**

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### **Counselor**

implements group and  
individual counseling  
sessions; in-services  
teachers and provides  
support and parenting  
programs for families

### **Names:**

### **See him / her for:**

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## ESSENTIAL “GETTING STARTED” QUESTIONS

Prior to school starting, obtain answers to the following questions about your school site:

1. Where are the teachers’ mailboxes located?
2. Is there a map of the school site?
3. What is the required paperwork for the first day of school?  
(Examples: attendance, lunch count, emergency forms, bus forms, etc.)
4. What is the procedure for the arrival of students on the first day of school? For every day after that?
5. What are the procedures for maintaining the class roster?
6. Where are bell schedules obtained?
7. How do the students leave at the end of the day?
8. Prior to the first fire drill I will:

When I hear the fire alarm I need to follow this plan: (please complete per school site safety procedures)

- |    |    |
|----|----|
| 1. | 3. |
| 2. | 4. |



Quality Education for Life

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## **EVALUATION PROCESS**

### **Certificated Staff**

### **Years 1 & 2**

Goals (3) and Conference due  
September 30

First Classroom Observation  
Due October 30

Second Classroom Observation  
Due Second Friday in December

Final Evaluation  
Due March 1

Third Classroom Observation  
Due April 15



**Coronado Unified School District**

**Certificated Employee**

**SICK LEAVE BANK DONATION REQUEST FORM**

**SCHOOL YEAR** \_\_\_\_\_

Name of Employee Donating Sick Leave \_\_\_\_\_

Employee ID# \_\_\_\_\_

Employee work site \_\_\_\_\_

Number of Days Donated for current school year \_\_\_\_\_ \*

\*Unit Members must contribute a minimum of one (1) day per year to maintain eligibility to withdraw from the Sick Leave Bank.

I understand that sick leave days being donated are irrevocably given to the Sick Leave Bank, and cannot be rescinded for any reason whatsoever. A donation to Sick Leave Bank shall be a general donation, and shall not be donated to a specific employee for his/her use.

➤ This form is due to your site rep no later than the third Friday in September. S/he will collate and submit to Human Resources no later than October 1st.

For more information please refer to:

**Article XVII Section 17.10.1-11 Catastrophic Illness or Event Sick Leave Bank**

Signature of Unit Member Making Donation \_\_\_\_\_

Date \_\_\_\_\_