



New Employee Handbook 2025-2026 School Year

Karl Mueller, Superintendent

Governing Board

Alexia Palacios-Peters (President)

Malachy Sandie (Vice President)

Dr. Scot Youngblood (Clerk)

Renee Cavanaugh (Member)

Fitz Lee (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:

Alexia Palacios-Peters (President)
Malacy Sandie (Vice President)
Dr. Scot Youngblood (Clerk)
Renee Cavanaugh (Member)
Fitz Lee (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, Fiscal Services, Human Resources, Child Nutrition Services, and Maintenance and Operations are responsible for such areas as curriculum and instruction, English language development, special education, business operations, facilities, human resources/personnel, student services, transportation, maintenance and operations, state and federal projects, technology, food services, 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. We have assistant principals at our larger elementary school and at the middle and high schools.

SCHOOL SITE ADDRESSES AND ADMINISTRATORS

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*
Donna Tripi, *Director, Human Resources*
Angelica Paredes, *Director of Fiscal Services*
Gary Hall, *Director of Maintenance & Operations*
Charity Campbell, *Director of Child Nutrition Services*
Maria Simon, *Public Information Officer*

DISTRICT PRESCHOOL OFFICE

600 Sixth Street
Coronado, CA 92118-1643
619-522-8940
Tanya White, *Administrator on Special Assignment*

VILLAGE ELEMENTARY SCHOOL

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

SILVER STRAND ELEMENTARY 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*
Brooke Barto, *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*
Tim Kusserow, *Assistant Principal*
Wendy Lewis, *Assistant Principal*

DISTRICT OFFICE SUPPORT SERVICES

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

Department	Name	Telephone Number
Payroll	Sharon Jimenez	619-522-8900 ext. 1011
Human Resources: Benefits, Leaves	Terri Freepartner	619-522-8900 ext. 1021
Human Resources: Credentials, Salary Schedule Placement, Substitute Teachers, Course Pre Approval, ID Badges	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	Tanya White	619-522-8940 ext. 1039
Child Nutrition Services	Charity Campbell	619-522-8907 ext. 2085
Technology	Jason Ramos	619-522-8900 ext. 1096
Special Education/Student Services	Niamh Foley	619-522-8900 ext. 1038
Curriculum/Instruction/Assessment/ Professional Learning	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’s 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 with the assumption of positive intent. 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 improvement 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 goal 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 partnerships. 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. Check with your school site for specific expectations (e.g., use of weekly newsletters, websites, Canvas). 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. The high school conducts a Back-to-School Night at the beginning of each term. 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 team and effective teamwork is essential. Be an active participant on your team and you are expected to work together to assess the needs of your department’s/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/grade level 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 the type, amount, and your expectations for homework is comparable to theirs. 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, and student records. Please be respectful of requests from your site administrators or office personnel and adhere to stated timelines.

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 and 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(s) and district office staff. When in doubt, check with your administrator(s). We are here to support you and to help you to be successful!

CONDITIONS OF CLASSROOM

Our facilities are beautiful, inviting places for our students to learn and it takes all of us working together to keep them that way. Teachers 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 that any matters concerning individual students, such as academic achievement, special needs, discipline problems, health issues, etc. are to be kept confidential and discussed only with those people involved in the education and well being of the child and only 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. Mandated reporter training must be completed annually.

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. They 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 system is available to you 24 hours a day, 7 days a week and can be accessed via internet and phone. **Please note that all absences must be entered into the Frontline system regardless of whether a substitute is required for your position. If a substitute is not needed, please indicate that in the comments section.**

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.

ILLNESS/ACCIDENT (SICK LEAVE)

Employees are provided sick leave for the purposes of illness, injury or accident involving themselves or members of their family. If you are employed five (5) days per week, you are entitled to ten (10) sick days for the year. If you are working a lesser number of days, your sick leave allocation is pro-rated based on time worked. Unused sick leave is accumulated year to year.

PERSONAL NECESSITY (PN)

The District provides ten (10) days of leave each school year that can be used for personal necessity while charging for such absences to accumulated sick leave benefits. When possible, requests for personal necessity shall be made at least three (3) calendar in advance to the principal. No more than 15% of unit members working at one worksite shall be granted personal necessity leave on any one duty day.

EXTENDED ABSENCES

If you are absent more than three consecutive days or there is suspected abuse of sick time, 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. If limitations are necessary, employees must engage in the interactive accommodations process with the Human Resources Department **before** returning to review your doctor's recommendations and determine if you are able to safely perform the essential duties of your position. Providing information to the Human Resources Department 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 Human Resources 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 after the completion of your jury duty.

BEREAVEMENT

Employees are entitled to a leave of up to three days, or five days if traveling more than 350 miles is required one-way, upon the death of any member of the employee's family or a close personal friend with whom the employee has a deep and longstanding relationship. 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.

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.

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's assistant. Additionally, we ask 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 Business Services 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. The District pays a higher percentage of the employee plus one rate, depending on the plan. 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 they desire coverage.)
- 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 Human Resources/Business Services Department.
- For certificated employees, health 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

MENTAL HEALTH SERVICES

EMPLOYEE ASSISTANCE PROGRAM (EAP)

We are so fortunate to have access to an Employee Assistance Program in our district. From time to time, we all have challenges, and some may interfere with our ability to work in the way we want to. In these times, employees benefit from assistance in identifying problems, developing a plan, and gaining referrals to appropriate resources.

Coronado Unified School District provides this program free of charge for you and your covered dependents. The EAP program can provide a skilled professional to help with emotional health concerns (relationships, family conflict, stress/anxiety, grief and depression, alcohol or drug dependency, life changes), financial or legal issues, child or elder care, daily living services, wellness coaching, etc. Information regarding the program may be found on the District's website.

CARE SOLACE

This is an additional program that assists employees to find mental health professionals for themselves or members of their family. Generally, providers can be found who specialize in the area of need, in a location convenient to work or home, and with consideration given to financial situations. Information regarding the program may be found on the District's website.

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

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 assist 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

District telephones are maintained for conducting school business and should not be used for personal calls. 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 1st and February 1st of each school year. The adjustment will be made for the following term.

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

Site custodians are responsible for the all-important work of protecting the health of everyone at the school site. The cooperation of all staff members in their efforts to keep the school environment clean and safe is 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

Your administrator will review site safety procedures including playground rules, earthquake, lockdown, and fire drill routines with all staff. 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 and fill out an injury/accident report.
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.

PERSONAL PROPERTY

A member may seek reimbursement for the loss, destruction, or damage by arson, burglary, or vandalism of personal property on the job, conditioned on legitimate workrelated use, and proper annual registration and approval of such property in the schools was given. Annual registration of personal property by the unit member consists of completion and submission of an employer-provided registration form to be maintained by the CUSD Business Office. The use and value of each item of personal property must be agreed upon by the employee and their site administrator.

The District shall pay claims of not less than ten dollars (\$10.00) or more than one 1 Article 16 thousand dollars (\$1,000).

A written request for reimbursement for damage to property shall be filed with the Deputy Superintendent of Business Services on forms provided by the District within fifteen (15) days of the date of loss and shall be signed by the Deputy Superintendent. The Deputy Superintendent, or their designee, shall conduct such investigation as may be necessary.

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

ACT	Association of Coronado Teachers
AP	Advanced Placement
ASB	Associated Student Body
BTSA	Beginning Teacher Support and Assessment (Induction Program)
CTA	California Teachers Association
CTE	Career/Technical Education
ELD	English Language Development
IEP	Individual Education Plan
LCAP	Local Control and Accountability Plan
MTSS	Multi-Tiered System of Supports
PPS	Pupil Personnel Services (Now known as Student Services)
PR	Permanent Record (Cum Folder)
PTA/PTO/PATT	Parent Teacher Association/Parent Teacher Organization/ Parents and Teachers Together
RSP	Resource Specialist Program
SART/SARB	School Attendance Review Team/School Attendance Review Board
SARC	School Accountability Report Card
SDC	Special Day Class
SPSA	School Plan for Student Achievement
SSC	School Site Council
SST	Student Study Team
WASC	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 complete this page.

Office Staff

Names:

See him / her for:

Custodial Staff

Names:

See him / her for:

Library Staff

Names:

See him / her for:

Computer Tech

Names:

See him / her for:

Nurse

evaluates students'
hearing and vision;
dispenses medications

Names:

See him / her for:

Counselor

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

Names:

See him / her for:

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

EVALUATION PROCESS
Certificated Staff
Years 1, 2 and Temporary Employees

Goals (3) and Conference
Due by September 30

First Classroom Observation
Due by October 30

Second Classroom Observation
Due by the second Friday in December

Final Evaluation
Due by March 1

Third Classroom Observation
Due by April 15

Please note that your site administrator must notify you by June 30th if you will be asked to return to your position for the following school year if you are a Probationary 1 teacher.

If you are a Probationary 2 teacher, your site administrator must notify you by March 15th if you will be asked to return to your position for the following school year.

If you are a temporary teacher, your contract expires at the end of the school year (June 30th).

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 _____