1. Curriculum and Instructional Materials

A. Books

Checking out class sets:

- See Christine or Sulha Yune in Room H-1 (Cuesta) or Jane Choi in Room 7 (Cabrillo Lane) for class sets available.
- Fill out the Book Request Form by listing the book sets that you want to check out, and sign form.
- Books can be picked up when ready.
- Please have a system so that you don’t lose books. You are responsible for them.
- See Christine if you want to order a new edition or new materials.

Returning class sets:

- Return books that you will no longer use to Sulha in H-1 or arrange with Jane at Cab Lane.
- Fill out a Book Return Form for each set or single copy.
- Arrange books in numerical order. Indicate on form if you are missing any books, CDs, etc. Sign form.
- Students can’t take books home and instead can purchase book online, at a book store, etc.

Keeping class sets:

- If you plan on using the same class set for the next trimester or school year, you can keep the set in your classroom book cabinet.
- Turn in a Book Return Form, and tell Sulha/Jane that you will keep set and indicate your Room #. They will go to your room to take inventory of books.

B. Supplementals

- Supplemental books, games, etc. are available in H-1 (Cuesta) and Rm. 7 (Cab).
- Sign your name on the check-out list (taped to the inside of the cabinet door) when any supplementals are taken from the resource cabinets.
- Cross your name off the list when they are returned.
• We have a weekly subscription to *News for You*, an Intermediate Low/High newspaper plus digital access. Let Christine know if you want copies.
• Any new subscriptions require approval from Nancy.

C. Curriculum Guides, Course Outlines and Syllabi

• Curriculum Guides for your class level can be checked out from Christine and must be returned before the last day of school each year.
• Course Outlines copies are available and for you to keep.
• Both Curriculum Guides and Course Outlines should be kept handy on your desk, in cabinet, etc.
• Both can guide you in creating your class syllabus, which is due:
  ○ Fall Trimester on 08/19
  ○ Winter Trimester on 01/09
  ○ Spring Trimester on 03/17
• If you use the school logo, make sure it’s the new one: “Learning for Success.” (See above.)
• Make sure to include our mission statement: *The Mission of ABC Adult School is to provide quality education to our diverse community with meaningful opportunities for success in career, academic, and personal goals.*
• Make sure to include your weekly topics. (See syllabus example in email.)

D. Technology

• All classrooms have a teacher computer, interactive TV, one or two flat panel TVs, microphones for each teacher using the room and a document reader. Be sure to turn off document reader when done using it.
• iPad and Chromebook carts: See Christine if you want a cart stored in your room to use regularly.
• Computers are on “deep freeze,” meaning anything saved on the hard drive will disappear when your computer shuts down. It’s recommended to save your work on Google Drive.
• Rudy Hernandez, John Agagas and Kim Lou are our IT team. If you need their assistance, first email all of them as well as Cc Nancy and Christine. Next, you can send them a message via Google Chat in your Gmail.
• We will have tech training during TNTs. However, please let Christine know anytime if you need help.

2. Duplication of Materials

• Teachers are allotted 2000 copies per month. Your copy code is the last four digits of your phone number. For new teachers, please see Christine.
• Follow the policy of two sets of copies per class per day maximum.
• Use the Duplo when you need 20 or more copies. Use the Konica for fewer copies, 2-sided copies and for copies with images. Please ask for a quick tutorial on each machine.
• Limit printing on classroom printer. You can send documents to the Konica using your copy code.
• High-use materials may be laminated. See a paraeducator for assistance.

3. Paraeducators

• Our paraeducators:
  ○ Cuesta - Sulha, Kim (IT), Grace Ngo, Angie Pérez (Room J)
  ○ Cabrillo Lane - Jane, Kim
• Go over your expectations with your paraeducator in detail. It would be a good idea if it was in writing for reference.
• Ask Christine for a checklist of duties if you need one.

4. School ID and Keys

• To get your school ID, make an appointment with HR 562-926-5566 ext. 21172. Keep ID on your person while on campus.
• Check out keys from Deana Colvin in Cuesta main office before classes begin.
• All keys must be returned at the completion of any teaching assignment.
• If key is misplaced, there is a penalty to pay. (See your checkout form.)

5. Classes and COVID-19

• Classes need to have at least 20 students enrolled and in attendance to continue.
• Tables are set up in groups to accommodate more students = 4-5 per table.
• Contact students to encourage registration. Let Christine know if you need assistance.
  ○ Blast an email to students on Blackboard via John. Cc Nancy and Christine.
  ○ Send Loren Johnson pictures/videos, a caption and hashtags for Instagram. Cc Nancy and Christine.
• Masks are suggested indoors.
• Staff and students need to self-screen prior to arrival.
• Hand sanitizer, wipes, gloves and masks are available for teacher and student use. Please see Christine or Maria Vizcarra (Cab) for your classroom supply.
• Classroom are outfitted with MERV13 and HEPA filters.
• Follow isolation and quarantine protocols.
  ○ Check your email daily for district and Nancy emails.

6. Record Keeping and Testing

A. Attendance

• Input your attendance daily on ASAP v4.
• Keep an accurate record of your daily attendance and sign-in sheets for a year.
• Sign and turn in your attendance reports to Maria Garcia (in Cuesta front office) at the end of each month.
B. Student Enrollment

Drops:
- Keep up communication with Vanessa Campos/Adriana Ramirez (Cuesta Room J) and Kim (Cab) about student drops and waitlisted students:
  - If a student hasn’t shown up for the first week
  - If a student stops coming
  - But make an effort to contact student first!

Transfers:
- At the beginning of each trimester, students are encouraged to wait two weeks before transferring to another class.
- If a student has been misplaced, the student may be transferred at any time (if the other teacher agrees and has space). Fill out and sign the transfer form (check the “teacher initiated” blank) and send the student to office (Cuesta), email Kim (Cab).
- If transfer is student initiated, s/he must first talk to current teacher who will approve and then check with desired teacher/class. If approved, current teacher will sign form. A new schedule is printed for the student.
- No transfers are completed at the office without a signed ESL Add/Transfer form.
- This form is in H-1 and on www.abcadultschool.edu/teacher-and-staff-resources.

C. TOPSpro
- Tracking of Programs and Students
- Must be completed at end of each trimester on student-free day.

D. CASAS Testing
- Comprehensive Adult Student Assessment Systems
- Pre-test is done at registration and post-test is every six weeks during Civics class.

E. EL Civics
- English Literacy and Civics
- Rita will introduce a COAAP (Civic Objective and Additional Assessment Plan) every trimester and a timeline to complete instruction and testing (include S ID).

7. Substitute Teachers

A. Calling Procedures
- When day or night subs are needed, notify Maria G. at Cuesta (562) 229-7960 ext. 25015 or email her, and she will call all subs. Let Christine know also.
- For an after-hours emergency only, contact Maria G. or Christine (see Contact List). Let them know where lesson plans will be.
- For long-term absences, we will attempt to secure a sub.
• Personal Necessity (PN) time is figured differently. PN time is subtracted from sick bank hours. (See Maria G.)

**B. Emergency Lesson Plans:**
- Give to Christine for the sub file drawer.
- All teachers – due by Friday, 8/26/22
- Replace your emergency lesson plans as soon as they’ve been used!

**8. Forms**

**A. Teacher Forms**
- Find at [https://www.abcadultschool.edu/teacher-and-staff-resources/](https://www.abcadultschool.edu/teacher-and-staff-resources/)
- You can also find forms in H-1 (Cuesta) and front offices.
- Forms include student add/transfer, work orders, guest speaker request, incident report, *student ID (no form needed), certificate of absence, time cards

**B. Form Requirements:**
- Guest speaker request forms should be turned in two weeks in advance and must have administrator approval.
- Accident report forms are to be completed by the teacher right away and turned into main office. NOTE: Any serious accident should be reported to an administrator immediately! (See Telephone Directory and Administrative Organizational Chart.)
- All work orders should be turned in to Maria G. Also, email her and Cc Nancy and Christine. 🙋
- Time cards must be turned in to Maria G. only. (See pay schedule.)

**9. ESL TOSA (Teacher on Special Assignment)**

**A. See Christine for help with:**
- Materials - books, games, visuals, realia, etc.
- Curriculum
- Lesson planning
- ASAP v4 and TOPSpro
- New materials you would like to order
- Staff development
- A tech mentor and/or technology aide
- IET (Integrated Education and Training) Transition referrals
  - IET classes this year are Medical Assistant-Clinical and Cosmetology.
  - $430 waived for ESL students who are also enrolled in a Civics class. (See brochure.)
- Christine’s TOSA hours in H-1 ext. 25052:
  - Monday-Thursday 7:45-1:15 pm, 2:15-3:15 pm and Friday 7:45-1:45 pm
10. Meetings, Workshops and Conferences

A. Meetings

- See meeting schedule.
- Cab staff meetings: first Monday of each month in Rm. 1, 4 or 5 (rotating schedule) at 12:10-12:40 pm.
- Cuesta/Helen Rosas staff meetings: first Wednesday of each month in H-1 at 12:10-12:40 pm.
- For staff meetings, dismiss students by 12:05 pm.
- TNTs (Teachers Networking Techniques): third Wednesday of each month in Rm. D at 11:40-12:40 pm. Follow this schedule on TNT days:
  - Cuesta: 8:30-9:30, 9:30-10:30, 10:40-11:35
  - Cab Lane: 8:30-9:25, 9:25-10:20, 10:25-11:20

B. Workshops

- At TNTs, we will have Rita do EL Civics, teachers present and technology workshops from OTAN (Outreach and Technical Assistance Network), CALPRO (California Adult Literacy Professional Development Project) or the district.

C. Conferences

- The following conferences are tentative:
  - CATESOL (CA Association of Teachers of English to Speakers of Other Languages) State Conference - September 2022
  - CCAE (CA Council for Adult Education) Fall South Section Conference - November 2022
  - 2023 EL Civics Conference - Feb. 2023
  - CCAE State Conference - April 2023