

# Policies and Procedures

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## English as a Second Language Program, 2012-2013

### I. Curriculum and Instructional Materials

#### A. Books:

**Fall Trimester**—Book Request Forms will be mailed out along with assignment letters. Please complete and return to the ESL program secretary along with your assignment letter.

AEC-Cuesta: Books will be ready for pick up in Rm. H-1 Thursday during the week before classes begin, if book request forms were turned in prior to that week.

AEC-Cab Lane: Contact Rebecca during the week before classes begin to make arrangements for book requests and pick up.

#### Class Sets:

- Check book lists on the door in H-1 (AEC) or posted in Rm. 20A (AEC-Cab Lane) for all class sets available.
- Let Rebecca/Jennifer/Kim know if you want to see any of the books.
- Fill out a Book Request Form listing the sets of books and tapes/CD's that you want to check out and return the list to the "book request box" in H-1 (AEC-Cuesta), or to Kim's box (AEC-Cab Lane)
- Jennifer – books / tapes / CD's , ( AEC )
- Kim – books / tapes / CD's (AEC-Cab Lane)
- Books can be picked up in the Resource Room AEC / AEC- Cab Lane (when ready)

**Winter/Spring Trimester**—AEC-Cuesta / Cab Lane: Turn in book request forms to Jennifer or Kim if additional books are needed. Return all books that you will no longer use to H-1. Fill out a Book Return Form for each set or single copy. Class sets should be arranged in numerical order.

**Year-End**—AEC-Cuesta / Cab Lane: All books must be returned one week before the last day of class (earlier if possible). Please make copies and plan accordingly.

#### B. Curriculum Binder

Curriculum Binders containing the curriculum guide for your class level and course outlines can be checked out during the first ESL Staff Meeting prior to start of classes. Curriculum Binders must be returned before the last day of school each year. (Contents are copyrighted.)

#### C. Resource books / games / visuals

Sign your name on the check-out list when any books or games are taken from the resource cabinets. Cross your name off the list when they are returned.

There is a large inventory of games in the resource cabinet and it is very difficult to keep them organized and track of all of the small parts and pieces. Each envelope is numbered to correspond with the pieces that go into the envelopes. It would be helpful if you allowed time at the end of each lesson to have students check the numbers on the back of each piece, count them and put them back in order. Perhaps a student could be in charge of checking them before they are returned to the resource cabinet.

\*\* (Games are to be checked out and returned daily in order for day and night teachers to be able to use them)

## D. Technology

All classrooms have a teacher computer, LCD projectors, a SmartBoard, and either a scanner or a document reader. From the computer desktop, teachers can access many software programs as well as our video library. Please remember to exit properly from these programs as we have limited license for some of them and not exiting properly could prevent another teacher or student from accessing these programs. Contact Rebecca for help with these programs.

**Reminder:** Computers are on “deep freeze”, meaning that any changes you make to your desktop, anything you “save” to the hard drive—these will all disappear when your computer shuts down. Be sure to save to the “TeacherAreaESL” server instead. Also, backup all your work in a flashdrive or other device.

### Other useful resources:

- Many lessons and resources on the “teacherarea ESL” server, under “01ESLTeacherShared”.
- OTAN. <http://www.otan.us/>
- CATESOL. <http://www.catesol.org/resource.html>

## II. Keys

Check out your keys from the front office before classes begin. You may need to check the book cabinets in your room to determine which keys you will need. Turn in any keys that you are not currently using. All keys must be turned in at the completion of any teaching assignment.

## III. Class Numbers

Each class will be capped at 60 students for the trimester and waiting lists will be formed for any class above 60. Drop any “no shows” after the first week. If they return send them to the office to be tested and re-registered.

## IV. Substitutes

**Morning and Afternoon Classes:** When substitutes are needed, notify Maria Tehrani (ESL Program Secretary) at Cuesta and she will call for a substitute. If her voice mail is activated before 4:30, dial 0 and request to speak to her. If it is after 4:30 leave a message. (562-926-6734 ex. 25015).

**Evening Classes:** Contact Maria Tehrani if possible, but if she has left for the day and you need a substitute the same evening, dial 0 and speak to Vanessa Campos.

### **Always leave the following information:**

- Name
- Department (ESL), work location (Cuesta or Cab Lane), room number
- Start and end times of your class(es)
- Name (Grammar, Pronunciation, etc.) and level (BL, IH, Adv, etc.) of your class(es)
- Location of lesson plans
- Lesson plans will not be taken over the telephone. You may FAX, email or deliver them.

### **Remember:**

- By 1:00 p.m. of the day of your absence call Maria and relay your plans for returning to work.
- Personal Necessity (PN) time is subtracted from sick-leave hours. Teachers can request up to 10 PN days a year.
- When you return, fill out the **substitute feedback form** and give it to Maria.
- Teachers who request a substitute and forget to cancel the request will have to go home if the substitute arrives.
- For long-term absences we will attempt to secure a substitute.

### **Lesson plans for subs:**

- Day plans Cuesta-- in H-1 sub file drawer
- Evening plans Cuesta-- on Maria's desk
- Day plans Cab Lane-- in teacher's box
- Evening plans Cab Lane-- in teacher's box

### **Emergency lesson Plans:** (give to Maria or Vanessa for the sub file)

- Day teachers – due by Friday before the first week of school.
- Evening teachers – due by the first teaching day

*Replace your emergency lesson plans as soon as they have been used.*

## **V. Classrooms**

**Room Storage:** Teachers sharing rooms should meet before classes begin to discuss how to divide storage space, bulletin boards, desk drawers, etc.

### **File cabinets:**

- morning teachers - 4 drawer file
- afternoon teachers- 2 drawer file
- night teachers - 2 drawer file

**Book cabinets:** Shared by teachers using the same classroom.

**CD Players** – are to be locked in the book cabinets when they are not in use.

**SmartBoard**—Train students to use the SmartBoard correctly. It is **not** a whiteboard! **Don't** write on it with dry-erase markers.

**Repairs**—If anything in the classroom is in need of repair or replacement, fill out a work order form and turn it in to Maria. (This does not include CD players, computers, SmartBoard, or other technical equipment. For problems with equipment, see the ESL TOSA.)

## **VI. Duplication of Materials**

- 1) Each teacher is limited to 500 copies per month on the copy machine in H-1. Codes will be reset every month.
- 2) Please follow the policy of handing out no more than two sets of copies per class per day. Remember that we are paying for all of our supplies out of our ESL budget.
- 3) Use the risograph when you need 20 or more copies.
- 4) At Cuesta, use only the machines in H-1 (not the ones in the front office.)
- 5) Copy only pages that require written answers – not vocabulary lists, dialogues etc. We need to be conscious of copyright violations.
- 6) High-use materials may be laminated. Request help from para-educators with lamination.
- 7) Please request help when there are problems with the copier or risograph.

## **VII. Transfers**

**\*\*No transfers are given at the office without a signed Transfer Form. These are available in H-1.**

If the teacher determines that a student has been misplaced, the student may be transferred at any time. Fill out and sign a Transfer Form and send the student to the office. The only exception is if the class you want to transfer the

student to is full and cannot accept new students. If a student is unsure, it may be better to let the student observe the new class first, before initiating a transfer.

If a student initiates a transfer request, then he/she must first talk to the current teacher about the request. We will charge \$5.00 for student-initiated transfers. Student-initiated transfers still need to be approved and signed by the student's current teacher. A new class schedule is printed for the student. This new schedule is verification to the receiving teacher that the student has completed the transfer process in the office.

(At the beginning of a trimester, students are encouraged to wait two weeks before transferring to another class. Problem situations will be handled on an individual basis by the administrator.)

## VIII. ESL TOSA

### Call Rebecca for help with:

- Materials (games, visuals, realia, etc.)
- Books
- Curriculum
- Lesson planning
- To arrange for staff development
- TOPS PRO questions
- Materials available in the Lab
- New materials you would like to order

## IX. Forms

We are in the process of making all forms available online and on the ESLTeacherShared area. If you cannot find the form you need, check in H-1 or request from Maria

1. Guest speaker request forms should be turned in two weeks in advance, and must have administrator approval.
2. Field trip request forms should be turned in two weeks in advance, and must have administrator approval.
3. Accident report forms are to be completed by the teacher right away and turned in to Maria. NOTE: Any serious accident should be reported to an administrator immediately! (see Incident Report form )
4. Conference Forms – see **new** ABC Adult School Conference Request Form
5. All work orders (blue form) should be turned in to Maria

### Other FORMS:

- Student Transfer forms
- Book check out
- Book return
- Additional Book forms
- Certificate of absence forms (to be turned in with your time card each month)
- Time cards
- Request forms for student ID

## X. Record-Keeping

Detailed procedures for attendance and TOPS PRO forms can be found in the school-wide policy handbook. Contact Rebecca if you need assistance with web attendance or TOPS. Updated instructions on filling out TOPS will be distributed before the end of the trimester.

## XI. Staff Meetings/Professional Development

Monthly ESL staff meetings:

- Cuesta: First Wednesday of each month (except holidays). 11:40-12:10pm.
- Cab Lane: First Monday of each month (except holidays). 8:30-9:00am

Monthly “Teachers Networking with Teachers” (TNT) meeting:

Staff from all sites will meet at Cuesta on the third Wednesday of each month (except holidays). 11:10-12:10pm

## **XII. Conferences/Workshops**

Staff is encouraged to attend relevant conferences and workshops. See administrator for approval.

CATESOL – L.A. Regional Conference – TBA (Spring)

CATESOL State Conference – San Diego – October 24-27, 2012

CCAIE Fall Conference – Palm Springs Hilton—October 26-27, 2012

CCAIE State Conference—Sacramento—April 18-20, 2013