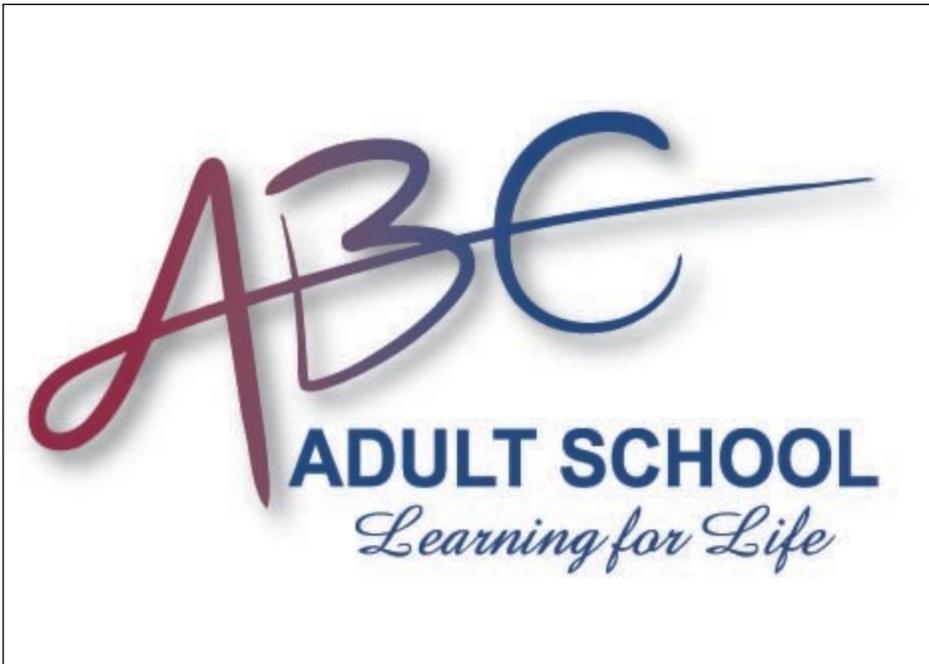

ABC Adult School

Faculty Orientation Procedure



Faculty Orientation

Goals and Objectives

It is important for all faculty to be initially trained and kept up to date on ABC Adult School procedures and best practices. As per the teacher contract, teachers will have a formal meeting each fall before the beginning of the fall quarter, typically in the week proceeding. Teachers will be paid for that meeting and during that meeting, the information on the following pages will be gone over by the Program Administrator or Lead Instructor. This will serve as an orientation for new teachers and a review for previously employed teachers. Teachers who begin the school after the orientation date or miss the orientation meeting for any reason will schedule a time with the Lead Instructor to go through this material before teaching begins.

ABC Adult School

Teacher Handbook

Cuesta Office
12254 Cuesta Drive
Cerritos, CA 90703
(562) 926-6734

Cabrillo Lane Education Center
20122 Cabrillo Lane
Cerritos, CA 90703
(562) 809-9011

www.abcadultschool.edu

Teacher Handbook GENERAL INFORMATION

The Mission of the ABC Adult School is to improve the quality of life by providing our diverse community with meaningful opportunities to fulfill career, educational and personal goals through lifelong learning.

Before Each New Session Begins

- Complete and turn in a syllabus to the program administrator. There is an easy template available to use. The syllabus should reflect weekly topics. Make copies of the syllabus to have on hand for your students.
- On the first day of class, try to arrive at least 15 minutes early to set up class and welcome your students. Class should begin no later than 5 minutes after class start time. Students that are greeted by a relaxed, prepared teacher will get a better first impression than those left standing outside of a locked door, unsure of the class, the teacher and the school itself. Remember that new students can be nervous.
- Have a syllabus, class samples, and all handouts prepared for the students before the class begins.

At The End of Each Session

- Complete a TopsPro report for each student that has 1 or more hours of attendance.
- Turn in all skills reports or student grades, as required for your program.
- Complete all Attendance reports, print and sign them, and turn them in to the program secretary.
Turn in your Timecard.
- Empty your mailbox and *Delete* and *Purge* unwanted email items you're your email.
- Clean up the classroom to make it ready for the next session. Take home personal items no longer needed.
- If it is the end of the school year, turn in keys to principal's secretary at Cuesta. They can be checked out again when needed.
- If it is the end of the school year, turn in laptops, Surface Pro, iPad (or other technology device) to Kerri Murray, and any school-owned equipment to the appropriate person.

First Day Policies

- Be sure to have a current course outline and syllabus available.
- For the first few weeks of the semester, keep track of all enrolled students. Make sure that they show up on the attendance roster. If not, send them to the office.
- Always print out the sign-in sheets and have students sign in and out. Remind students periodically to sign in and out.
- We are required to have 20 students in attendance at all times. If the class numbers drop off, the class may be cancelled.
- At the first class meeting, go over the ABC Adult School refund policies and the emergency procedures with the students.
- For the classes that require it, have enough copies of the waiver form for students to sign. It is critical that we keep track of these forms and that every student signs one, each quarter.

Mailboxes

- Check your mailbox regularly, at least once a week. There is important information put into them.
- Check your email regularly, daily if possible. More and more information will be sent electronically.

Teacher Absences

- Please call the office **immediately** if you are unable to attend your class. You **must** call one of the secretaries and leave a message with a live person. Always leave a message on the program administrator's phone, also.
- Reflect the absence on your time card and fill out a Certificate of Absence form, available in the office. Turn this form in with your timecard.
- You also need to call the site of your class meeting if it is held off-site, so that they can let the students know as soon as possible.
- If a teacher is more than 15 minutes late, without calling in, the class will be canceled and you will have some very unhappy students, likely to drop out of your class.

Time Cards

- Time card due dates vary each month. See the Pay Schedule attachments for pay periods and due dates. The due date is the date your time card is due to the program secretary. It is your responsibility to turn your time card in on time. Late time cards equal late pay.
- Status teachers are paid on the 1st of the month. Hourly teachers are paid on the 5th.
- Do not put your Social Security number on the Time Card. Use the Employee Identification number provided by the District. It is on your paycheck.

Attendance

- The attendance forms **must** be turned in on time. Print them out, sign each form and turn it in at the end of the week to the program secretary. When a sub covers your class, make sure to record it on the ASAP attendance page.
- Input attendance daily and **print an attendance report** weekly. Do not wait until the end of the month to input.
- Always use sign-in or check-in sheets in your class and let all of the new students know that they are expected to sign in regularly. There is a sign-in sheet available under the *ASAP Attendance Options* menu. Keep these for the entire year.
- Ask all students for their invoice at the beginning of each new session. If there is any question about a student's enrollment status, send them to the office.
- Always call the administrator on duty **immediately** to inform them of the status of the class if you do not have enough students. The teacher cannot close the class on his or her own authority.
- At the first class meeting, teachers should let students know that their regular attendance is vitally important to the school. Emphasize that if they do not attend regularly, the class could be closed. We cannot afford to run classes with very low attendance.
- Let the students know from the first class that numbers do count. It is very important for our classes to maintain a minimum number of students attending, or they may be cancelled.
- Remember that the state says that we can count them as present for an entire hour if the student is present for any part of that hour.
- During the semester, if a student drops out, let the office staff know so that they can drop the student.
- If the student returns, click on *Enrolled & Pending* on the *Take Attendance* page and change it to *All*. Any student that was ever on the roster will show up and you can give them hours. Ask the front office to change the student's status to *Enrolled*.

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- A person CANNOT attend class if they are not enrolled in that class. Visitors can acquire a visitor's pass from the office. They can attend for 30 minutes, but may not participate in the instruction. Ask them to sign out in the office when they leave.
 - No children under 18 can attend class, even to visit. This is an insurance issue.

Student Registration

- Encourage students to register online. Let them know the dates and times that registration will be opened. Online registration saves secretarial hours, which saves money for the school.
- Teachers are encouraged to demonstrate online registration in class if it will help the students to understand the process.
- Pre-registration online is vital to keep our classes going. Inform the students that a class with very low pre-registration is at risk of cancellation before it begins.

Refunds

- There are no refunds after the first class meeting. If a student feels that they are in the wrong class, they can go to the office immediately, during the first class meeting, and receive a voucher for the full amount of the class.
- There is a \$10.00 fee for each cancellation transaction, and a \$5.00 fee for each separate transaction for class schedule changes.
- Classes that are cancelled by the school have no charge. There is a no charge for adding a class beyond the published class fee.
- Vouchers are good for one year.

Class Counts

- All adult school classes are required to have 20 students enrolled and present at all times.
- If a class has 16-19 students enrolled, it can meet for one hour on the first class meeting. It can then be held the next week, to try to build up the student numbers, but if fewer than 20 students are enrolled and present, it probably will be cancelled.
- Let students know that their attendance is important. Classes that drop below 20 students can be cancelled up to halfway through the term.

Assigned Instructional Hours:

- Teachers MUST be present during the assigned instructional hours. If a teacher needs to close the class early, first get permission from the administrator on duty. The loss of time must be reflected on the teacher's time card. If a teacher is not present during the entire scheduled class time, they may be subject to disciplinary action.
- Only mark a student present if they were actually in attendance. This is extremely important. The attendance report that we sign and turn in is a legal document and the teacher can be held accountable if the student hours are not accurate.
- It is requested that we ask students to sign in and sign out in order to help us with our attendance reports. Remind students of the importance of this.
- Never leave the students alone in a classroom. A credentialed teacher must, by law, be present at all times. For a restroom break or to copy handouts in the office, the teacher needs to be gone for no more than 5-10 minutes.
- Teachers are allowed to ask all students to leave the classroom during breaks.

Course Outlines

- It is required by law that each teacher has an updated course outline on file in the office. The teacher needs to have a copy readily available, also, in case they are asked to present it. The course outline must include information on skills assessment and the school wide SLOs, also.
- Course Outlines must be updated every other year to keep current.
- Fee-based courses are also required to have a Course Outline on file.

Syllabus

- Prepare a syllabus for each class session. Include weekly topics. The section number and teacher contact information should be included.
- A template is available from the program administrator or TOSA.
- Turn in the syllabus to the office and have copies available to hand out to students on the first day of class.

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- The school refund policies are now required on each syllabus.

TopsPro

- Every student must have a *CASAS TOPS Update* completed in ASAP for each session. It is the instructor's responsibility to see that they are completed correctly. If a student attends 1 or more hours, they **MUST** have a *TopsPro* form completed. Only *no shows* with zero hours can be skipped.
- Each student form must be filled out individually. Make sure to coordinate the inputted student goals with the update report.
- TopsPro is our report card to various government agencies and keeps our agency in compliance with State and federal reporting requirements.
- Follow the time line for completion. Ask the TOSA for your program if you need help.

Teacher Evaluations

- Status teachers will be evaluated every two years under the Stull Bill.
- Non-status instructors will be evaluated at the discretion of the administrator, on an as needed basis.

Class Evaluations

- If it is required, have students complete the course evaluation during the last class session.
- Instructors may want to create an evaluation form to give to students. The results can help to improve class content and instruction.

Duplication of Materials

- Teachers are responsible to copy their own handouts. This is not a job for the secretaries.
- Items can be sent to the graphics department for duplication. Contact the program secretary for the form.

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- Teachers should try to limit handouts as much as possible, to save money on paper and copy machine fees. Copy on both sides of the paper, if possible.
 - Use the Risograph whenever 20 or more copies are needed.

School Policy

- Children under 18 cannot attend classes at any time. This is an insurance issue.
- We cannot allow visitors to our classes, also an insurance issue. If you have a visitor, send them to the office to fill out a registration form. This will be held while they attend class for 1/2 hour only. They can then return to the office to pay the class fee or to tear up their registration form.
- Students can only attend the class period that they enrolled for. If they want to come at a different time, they must go to the office to enroll in the new class.
- Let the administrator on duty know IMMEDIATELY if there is a problem with involving students, the school site, or your ability to be in class.
- There is always an administrator on duty. Call the Cabrillo Lane office or the Cuesta office in case of problems or questions.
- In case of accident the teacher needs to contact the administrator on duty immediately. Fill out an accident/incident report form.

Field Trips

- **All** school-related field trips of **any** kind must have prior permission from the administrator. As this can become an insurance liability problem for the school **and** for the teacher without proper forms and permission.
- Field Trip request forms should be turned in at least two weeks in advance. Field trips will depend on funding and transportation availability.

Guest Speakers

- Guest speaker forms should be turned in at least two weeks in advance, and must have administrator approval.

General Information

- Prepare returning students to welcome new students for the next session. Remind them that they were once new and unsure and that the class will eventually die off if it never receives any new students. Lay down the law and tell them that this is public school and no seats are reserved. Any adult willing to pay the fee is allowed to attend our classes.
- If anything in the classroom needs to be repaired, fill out a work order form and turn it in to the program secretary. This does not include technical items, such as Smart Boards, projectors, ELMOs, etc. Contact the program TOSA for these issues.
- Teachers may be able to adjust class times so that the class is open when the majority of the students attend. This must be done with permission from the administrator.
- A teacher may **never** cancel a class or change a class schedule in any way without consent from the administrator. This is grounds for dismissal.
- Frequently remind your students that they are very important and that you very much need for them to attend class as often as possible.
- Be sure to hold class during the entire time period scheduled.
- Teachers that arrive late or that close their class early may have trouble holding on to their teaching assignment.
- Stress that this is public school and there are no saved seats or spaces, everyone is welcome. It is sometimes a good idea to guide a new, unsure student as to where to sit or work.
- Always let the students know that **THEY** are the most important thing to our school and we need them to attend regularly.
- Teachers **MUST** be on time for each class.
- All classes **MUST** be held for the entire scheduled time period. A teacher can **NEVER** change the hours of a class without administrator approval.
- All students and teachers must leave the campus by 9:30 pm. This is for the safety of teachers and students and to allow the custodial staff to do their work.

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- If a teacher is more than 15 minutes late, without calling in to the office, the class will be cancelled and you will have some very unhappy students.
 - Students should never be told to buy classroom supplies from a specific vendor. The teacher needs to give students several sources for supplies.
 - Teachers that sell kits and supplies to students need to keep complete records of expenditures, time spent buying supplies, mileage, etc. The teacher can add a small amount onto the cost of the items to compensate them, but it is against state law for teachers to make a profit by selling to students.
 - Try to attend all staff meetings. Critical information is given out each time.
 - Empty mailboxes regularly and READ the items in them. Some of the information is vitally important.
 - Keep your attendance sheets up to date. Turn them in when they are due, and make sure they are accurate.
 - Turn in time cards in a timely manner if you expect to be paid.
 - Have your handouts ready, including a syllabus so that students will be prepared for each class.
 - Make some notes for yourself, about the day's lesson, class rules, general information, etc. This helps to keep us on track.
 - Have samples and ideas for students to see, if your class will be making a project.
 - Get your keys ahead of time from the principal's secretary, so as to be prepared.
 - It is nice to have extra copies of the current school brochure, to answer questions about other classes.
 - You may want to have some name tags for the first couple of weeks, to help everyone learn names.