

FACULTY HANDBOOK



**Poway Adult School and ROP
2011-2012**

Poway Unified School District

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ADULT EDUCATION OFFICE

Poway Adult School (PAS) is located at 13626 Twin Peaks Road, Poway, CA 92064, in the 100 building.

Office Hours

Monday and Thursday 8:00 am – 6:30 pm
Tuesday and Wednesday 8:00 am – 5:00 pm
Friday 8:00 am – Noon

The office is closed on all school holidays.

Our phone numbers are:
PAS main number (858) 668-4024
FAX Numbers (858) 513-0548

EMPLOYMENT REQUIREMENTS

Each teacher must have an appropriate credential for his/her teaching assignment in Adult Education or ROP on file in the San Diego County Department of Education office. Although it is preferred, it is not required for teachers of fee-based classes to hold a teaching credential. It is the teacher's responsibility to keep his/her credential active. Be sure to check on the back of the credential for renewal requirements.

Inquiries concerning eligibility for credentialing or questions concerning renewal of existing credentials should be addressed to the District Personnel Support Services Office.

RULES OF CONDUCT FOR STUDENTS

We realize that our students will conduct themselves as adults. However, the following rules should be noted and discussed with students:

NO SMOKING ON SCHOOL CAMPUSES BY STUDENTS OR STAFF – Smoking violations will result in immediate dismissal.

DRIVE CAREFULLY – A parking lot is maintained for your use. Please observe the posted speed limits and parking regulations to prevent accidents and injury to students and staff.

DRESS REGULATIONS – Appropriate and non offensive clothing for school or office is acceptable.

VIOLENCE – Any form of violence will not be tolerated. Fighting, weapons, foul language, classroom disruptions, etc. will result in dismissal.

A GOOD ATTENDANCE RECORD – Students should keep in mind that regular attendance is necessary to achieve established goals. In order to satisfactorily complete a course and earn credit, a student must attend regularly, do satisfactory work, and pass any required examinations.

TARDINESS – Arriving late to class causes a distraction, and takes away valuable educational time from each member of the class.

COMPUTER ACCEPTABLE USE POLICY - The use of the District computer system is a privilege for which all users (students and staff) accept responsibility. It is the responsibility of each Poway Adult School teacher to provide every student who will be using computers in their class a copy of the District's Administrative Procedure 3.39.1, Student Internet Safety and Responsible Use. Upon receipt of the procedure, teachers are to have all students sign a "Computer Acceptable Use Policy" agreement before they use a district computer. The Computer Acceptable Use Policy agreements are to be turned in to Lauri Walker after the first class meeting.

ELIGIBILITY OF STUDENTS

Adult Education — Adult School classes are offered primarily for adults, 18 years of age and older.

Concurrent enrollment — These classes for high school students are offered for juniors and seniors who are behind in credits or have previously failed the comparable course.

ROP — ROP courses are open to all high school students, out-of-school youths, and adults.

PUBLICITY

Notes about items of interest (i.e., work being accomplished, field trips, success stories, personalities, special recognition ceremonies, etc.) are welcomed by PAS for publication in newsletters, local papers or the quarterly catalog. Teachers are required to send material to his/her administrator at the PAS office. When possible, items of interest for publication in a local newspaper should be submitted 2 to 3 weeks in advance so that proper timing of publicity releases can be assured. Teachers are required to submit any flyer developed to promote his/her course offering(s) prior to distribution to his/her administrator for approval. Release forms must be obtained from all students who are named in a publicity release. Release forms are available in the PAS office.

PERSONNEL FORMS

A *Withholding Tax Statement (W-4)* is required to be on file with our District Personnel Office when teachers are hired or when they wish to change the number of dependents. New teachers complete this form at the time of processing after all requirements for employment have been completed.

Teachers will be asked to furnish the District Personnel Support Services with a set of fingerprints to be kept on file in the District Office. The District Personnel Support Services will provide teachers with the address and directions to the facility for fingerprinting. There will be a charge for this service.

A negative TB test is required for all new teachers. Teachers are encouraged to contact their private physicians or the Public Health Department (619-692-8661) to arrange for this mandated requirement. A negative TB test must be provided every four (4) years.

The *Oath of Allegiance (Form P-1)* is required for all staff members and should be signed in the presence of a school official at the District Personnel Office.

Personal emergency forms must also be completed at the time of processing through the District Office and an update must be kept on file at the PAS office.

NONDISCRIMINATION CLAUSE

The Poway Unified School District is an equal opportunity employer and is committed to an active Nondiscrimination Program. It is the stated policy of the Poway Unified School District that harassment is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions will be on the basis of qualifications of the individual for the positions being filled regardless of Sex, Sexual Orientation, Race, Color, Ancestry, Religious Creed, National Origin, Physical Disability (Including HIV and AIDS), Mental Disability, Medical Condition (Cancer), Age (Over 40), Marital Status, and Denial of Family Care Leave.

SPECIAL CIRCUMSTANCES FOR TEACHERS OF CLASSES WITH POTENTIAL COMMERCIAL CONTENT

We want your class to succeed and be a pleasant experience. Please note the following conditions and circumstances related to classes with potential commercial content. You will be asked to sign a form regarding this possible conflict of interest, which will be kept in your personnel file.

1. Class time must not be used to overtly or explicitly sell a product or service with which the teacher is associated or from which the teacher can benefit financially.
2. Literature, including flyers and business cards that are oriented to the teacher's financial interests, should not be distributed in class. These may be made available to participants before or after class upon the request of the participant.
3. The opinions of the teacher do not necessarily represent those of the program or the administration, and neither the program nor the administration take responsibility for the content of the class nor the verity of what is being taught.
4. If your course is related in any way to a business interest that has mailing/marketing telephone lists, you must survey your students for inclusion/exclusion on your lists and respect their decision if they choose not to be included.

ACCEPTANCE OF GIFTS

Offers to make gifts or donations of personal property, cash or real property to schools may be accepted only by authority of the Board of Education. Please see your supervisor for more information about accepting donations.

Students may want to present teachers with gifts at different times of the year, e.g., holidays, teacher appreciation week, and at the end of the school term. Although this gesture of appreciation for teachers is very thoughtful, it can create difficult situations for students when gift-giving is seen to be expected. Teachers are encouraged to remind students that teachers are paid to teach the classes and that seeing students do well is thanks enough.

TIME SHEET PROCEDURES

Teachers will sign a time sheet for all hours of teaching during the specified pay period. It is important to maintain accurate records and submit the form on the designated day. **Failure to turn in the time sheets by the deadline will mean a delay of one month in receiving pay.** It is each teacher’s responsibility to submit their time sheets monthly (not at the end of your course or the school year). Time sheets must be turned into the PAS office to be coded, approved, and signed by the Executive Director. The payroll department will **NOT** accept time sheets submitted to their office by individual teachers.

Time sheets will not be accepted with ditto marks in the “Date” column or the “Hours Worked” column. List hours in decimals, not fractions (i.e., 1.5 hrs. not 1½ hrs.) for all partial hours worked. Be sure to fill in the “Job Worked/Person Absent” column. Please turn in separate timesheets for separate assignments to facilitate coding, (i.e., if a teacher works as a high school diploma teacher and also teaches a language class, they will need to turn in two timesheets).

Be sure you **sign** the time sheet, and enter your employee number or social security number. District employees are paid on the last working day of each month.

SUBMISSION DATES FOR TIME SHEETS

Month	Time Sheet Due	Payday
Year End	Thursday, June 30, 2011	Friday, July 29, 2011
Jul-2011	Thursday, July 07, 2011	Friday, July 29, 2011
Aug-2011	Monday, August 08, 2011	Wednesday, August 31, 2011
Sep-2011	Friday, September 02, 2011	Friday, September 30, 2011
Oct-2011	Monday, October 3, 2011	Monday, October 31, 2011
Nov-2011	Monday, October 31, 2011	Wednesday, November 30, 2011
Dec-2011	Monday, November 28, 2011	Friday, December 16, 2011
Jan-2012	Wednesday, January 4, 2012	Tuesday, January 31, 2012
Feb-2012	Monday, January 30, 2012	Wednesday, February 29, 2012
Mar-2012	Monday, March 5, 2012	Thursday, March 29, 2012
Apr-2012	Monday, April 2, 2012	Monday, April 30, 2012
May-2012	Monday, May 7, 2012	Thursday, May 31, 2012
Jun-2012	Monday, June 4, 2012	Friday, June 29, 2012
**Last Time in Fiscal Year	Monday, July 2, 2012	Tuesday, July 31, 2012

Important Time sheets for all time worked on or before June 30, 2011 must be submitted by 2pm June 30, 2011.

******For hours only through June 30, 2012

It is the responsibility of the teacher to be sure time sheets are submitted to the PAS office for proper coding and signatures before **4:00 p.m. on the due date.**

Please note: **Direct deposit receipts will no longer be provided by the district. You may print your own deposit slip by signing up online to receive this service at <http://powayusd.com/Depts/PSS/Payroll>.**

You will need your employee ID number and a previous check warrant number. If you don't have one or both items, contact your payroll tech listed on the www.powayusd.com website and she can help you.

ATTENDANCE SHEET PROCEDURES

Attendance rosters for teachers using eClass Manager (all ROP teachers and many Adult Education teachers) can be printed through the online attendance system. If a teacher does not have eClass Manager access, attendance rosters are printed at the Poway Adult School office and placed in the teacher's mailbox prior to the first day of class. Student sign-in forms for Adult Education classes are available in the PAS office. Accurate attendance records must be maintained for all classes.

Teachers are responsible for the weekly submission of their completed attendance sheets.

LAB ATTENDANCE

When a teacher supervises any time in which students perform classroom-related activities outside of the regularly scheduled classroom times, or "lab" time, the teacher is responsible to certify exact (minute to minute) attendance for each student. There are very specific guidelines teachers must follow regarding lab attendance. For more complete information, contact our office at (858) 668-4024.

FIELD TRIPS/ALTERNATE CLASS MEETING SITES

Anytime a class does not meet at its regularly scheduled location, the PAS office needs to be notified. Notification must be submitted to Sharon Griffin at (858)668-4009 at least 10 days prior to the event.

A "field trip" is a school organized activity in which students meet at their regular location and then travel to an alternate location for instruction. A *FIELD TRIP REQUEST* form must be completed for all such activities regardless of whether the district or individual students will be providing transportation.

If a teacher reschedules class at an "alternate site" and the teacher does not organize transportation for students to that site, it is not a "field trip" and does not have the same paperwork requirements. In this situation, notification and approval of the change in location will be determined by Sharon Griffin at (858)668-4009.

STUDENT SATISFACTION SURVEYS

At the last class meeting for the course, each teacher will provide all students with a course evaluation form known as a *STUDENT SATISFACTION SURVEY*. Teachers should ask each student to complete the entire form as accurately as possible. In order to encourage an environment where students feel free to provide honest feedback, it is suggested the teacher leave the room and have one of the students in the class collect the completed surveys and place them in a sealed envelope. Return the envelope to Sharon Griffin at PAS for processing. A summary of the results of the completed *Student Satisfaction Surveys* for each class will be provided to the teacher.

COURSE OF STUDY OUTLINE

The State Department of Education requires that a course outline be on file in the Poway Adult School office for every Adult Education and ROP class. This outline must include:

1. A brief description of the course
2. Goals of the course
3. Intended outcome of instruction
4. Instructional strategies
5. Time of instruction
6. Evaluation
7. Statement of repetition

A template is available for use when creating course outlines.

CLASSROOM MANAGEMENT

Sharing of Rooms and Equipment

Many teachers and organizations use the same facilities; therefore, the room should be left in the same condition in which you found it. No books, equipment, etc., are to be removed from the room without permission.

The windows and doors should be closed and locked, boards erased, materials put away and secured, computers turned off, and the furnishings arranged as you found them.

PAS Computer Lab (Room 601) computers are **NOT** to be turned off until the end of the last class scheduled that day.

If your room is used by a daytime District teacher, it is advisable for you to meet or talk by telephone with them to introduce yourself and to become aware of any concerns they may have.

Any equipment malfunctions or problems should be reported to the building custodian, night security or the Poway Adult School office immediately. This procedure is intended to protect the teacher and PAS.

If you allow students to eat in your classroom, it is your responsibility to remove all food and drink containers from the classroom and deposit all items in an outdoor receptacle.

Telephones

Telephone service at school sites is limited. The custodial staff on duty will provide access to a telephone when necessary for outgoing calls of an educational purpose, or for emergencies. Teachers will direct students to an appropriate telephone to make emergency calls. A list of emergency and contact phone numbers is available to all teachers. To obtain a copy of the current phone list, contact the PAS office.

Evening, Weekend, and Holiday Facility Use

Teachers are responsible for monitoring all student activities. Teachers will instruct students to use restrooms nearest the classroom. Students must spend break time in the classroom, vending area, or directly outside the building.

Keys

Most teachers will not have keys to their individual classrooms as custodians are on duty at most sites and are responsible for unlocking classrooms prior to class time and locking them at the end of the class period.

Changes in Instruction Time and Place

No instructor may change class time or meeting place without authorization from their supervisor. Teachers must request substitutes through the PAS office. They are not to assume this duty on their own.

Breaks

Adult Education and ROP class funding is based on positive student attendance (i.e., seats in seats). Anytime there is a scheduled break and instruction stops for a period of 10 minutes or more, the break time must be subtracted from the total class time. Only classes scheduled to meet for 3 or more hours have a scheduled break. These classes are generally advertised for 3.25 hours to accommodate a 15-minute scheduled break.

Unscheduled breaks in which instruction does not stop (for example, an individual student chooses to leave the classroom for a short period of time) are not subtracted from the overall instructional time for that student.

CLASS RECORD BOOK AND REPORT CARDS

The teacher's official record of attendance is important for students taking classes for high school credit. Teachers are required to turn in class record books to the PAS office at the end of the last scheduled class.

Adult Education – Grade cards are to be completed one day after the last class meeting for all students who have taken classes for high school credit. The student receives the original copy (white) of the report card and the remaining two copies are submitted to the PAS office for processing. Be sure to include the name of the student's **home school** on the form.

ROP – Daytime teachers are to fill out report cards on the forms provided by the individual schools. Any student from another school, or an adult needing credit, will require one of our three-part forms to be filled out. Teachers fill out the three-part forms for all high school students attending an evening ROP class. A report card is to be filled out and submitted for all students with 60 or more hours of attendance. A certificate and competencies must be issued to all students with 20 hours of attendance or more.

Notice of Student Drops

Notify the office of all drops by students taking classes for high school credit. This should be noted on the class attendance sheet as well.

REPEATING A COURSE

No credit can be earned for repeating a course with the same content once the student has received credit for that course. ROP classes are repeatable classes, although each class has a maximum number of hours set for students to master competency.

ENROLLMENT PROCEDURES

Adult Education – All classes require pre-registration. Each student must fill out the registration form and pay the required fees, if applicable, by check (made payable to “Poway Adult School”), cash, Visa or MasterCard.

High school students taking classes for high school credit must enroll at the PAS office and present a signed “Permission to Attend Adult Education Classes” form, registration form, and a current transcript given to them by their high school counselor. All signatures requested on the forms are required.

ROP registration – Registration for all adults and high school students enrolling in evening and weekend classes may occur online or at the PAS office.

REFUND POLICY

Student satisfaction is guaranteed. Know your subject area, be organized, and enthusiastic. You provide a great class and the students will be satisfied.

Cancellation Policy – PAS reserves the right to cancel a course with below minimum enrollment. Instructors may also be changed without notice.

Return Check Charge – A \$10 fee will be assessed for all returned checks.

ARRIVAL TIME OF INSTRUCTORS

Instructors should be in their classrooms and ready to receive students at least **ten minutes** before the class is scheduled to begin. Computer instructors are to have all machines on and logged in to the network by the time class starts.

SUBSTITUTE PROCEDURE

Evening ROP and all Adult Education teachers who find they must be absent from their teaching assignment must call the Poway Adult School office as soon as possible. Early notice makes a smooth transition possible. Teachers are NOT allowed to find their own substitute. All substitutes must be PUSD employees and hold the proper credential for the class to be taught. Teachers must call (858) 668-4024. It is of critical importance that you speak to a person and not a machine when making this call. All absences must be noted on a P-9 form and submitted to the Director for signature.

All teachers are expected to have an emergency lesson plan on file at the PAS office. Upon notice of an absence, the teacher must provide the substitute with a lesson plan in a timely manner.

EMERGENCY INFORMATION

Any emergencies must be treated with caution due to laws protecting the student. While we do not anticipate emergency situations, it is best to have a plan. If a student is under 18, a parent or guardian must be notified. For a medical emergency (broken bone, seizure, etc.), immediately call 911.

A Poway Adult School Evening Supervisor is on-site at RBHS Monday-Thursday. Additionally, Palomar College Security is present at both PHS and MCHS in the evenings. The Evening Supervisor is also available to all Adult Education/ROP teachers at other sites via cell phone (see the numbers listed below). Ensure that you are prepared for any of the following emergencies and mention to students, as part of your class introduction, what the emergency plan is and where to meet.

In fire or earthquake situations, be sure that you are the last one to leave the room. Take the student sign-in sheet with you. This record of who is in the building can be vital to emergency personnel. For this reason it is important to have students sign in upon entry to the classroom.

Fire: If the fire alarm goes off at your school, instruct the students to leave the classroom in an orderly manner. The entire class will congregate in a pre-arranged location. Look around the site of your class and determine a safe place for everyone to meet. Call 911 if you need to report the fire. Take attendance and assist the students in staying clear of the emergency vehicles. If it is a false alarm and time allows, return to class.

Earthquake: Advise students to move away from the windows and to 'duck, cover and hold'. When earthquake movement has ceased, have students quietly exit the building to a location away from the building and power lines. Take attendance and dismiss the class if needed. If the quake was minor and things appear safe, return to class.

Lock Down: If a threatening person is in the vicinity of your class, close the door(s). Close the blinds and shut off the lights. Call 911 and ask for police assistance. Do your best to secure the door.

Remember, for any emergency situation; be sure to call an Adult School Administrator. The numbers are listed below.

SUPERVISORS TO CALL IN CASE OF EMERGENCY

1. Werner von Bergen (619) 823-9945
2. Dave Boulware (858) 668-4003 or (858) 774-6654
3. Sharon Griffin (858) 668-4009 or (619) 208-9871
4. Kathleen Porter (858) 668-4016 or (858) 774-6653

GUIDELINES FOR STUDENT/STAFF ACCIDENTS

Classroom Sites

All Poway Adult Education and ROP students attending classes at any classroom site are considered Poway Unified District students. A ***Student Accident Report*** (Form 234) must be filled out as soon as possible for any student injured at any classroom site. This form can be obtained from Linda Cialeo at the PAS office. After filling out this form, send it to Kathleen Porter, Executive Director of Career, Technical and Adult Education.

CC (Community Classroom, Non-paid Position)

If an ROP student is injured at an **off campus** work site, and is in a non-paid position, an ROP ***Student's Claim for Workers' Compensation Benefits Information*** (Form 89-ROP) must be filled out, along with the ***Teacher's/Supervisor's Report of ROP Student Injury/Emergency*** (Form 289-ROP) and sent to the Director of Career, Technical, and Adult Education. Joint Power Authority (JPA) liability coverage extends to students while working **off campus** in a non-paid position. Please contact Linda Cialeo at 858-668-4001 for these forms.

CVE (Cooperative Vocational Ed – Paid Position)

If an ROP student is injured at an **off campus** site and is in a **paid** position, the off campus employer is responsible for the Claim for Workers' Compensation Benefits.

District Employees Coverage

All District employees are covered through Workers Compensation either on or off campus while on duty.

INSTRUCTIONAL RESOURCES

Audiovisual Equipment

Audiovisual equipment (TV's, laptop computers, LCD projectors, overhead projectors, etc.) is available to teachers.

The procedure for use of audiovisual equipment is as follows:

1. Reserve equipment at least three business days in advance with campus security at your site.
2. If you would like to reserve a laptop or LCD projector from the Poway Adult School, call (858)668-4024 to ensure the equipment has correct software and will meet your classroom needs at least 24 hours in advance. The equipment will be available for pickup at the PAS front office.
3. Report any defective equipment to campus security or the PAS office as soon as possible.
4. Do not try to operate equipment with which you are unfamiliar. Contact campus security for instructions.

Publication Information

- Make regular letter (8½x11), legal (8½x14), or 11x17 copies at the Poway Adult School office. The copy machines in the office are able to reduce, enlarge text, collate, staple, and 3-hole punch as well as create double sided copies for \$.02 per copy. You do not pay this fee but please be frugal. For special needs such as posters, contact Linda Cialeo at (858)668-4001.

**Poway Adult School
Administrative Team**

Kathleen Porter	Executive Director
David Boulware	Assistant Principal
Sharon Griffin	Adult Education Coordinator

Staff

Cora Bagley	Partners in Education Specialist
Tammy Cadwell	Accounting Assistant III
Linda Cialeo	Administrative Assistant I
Monica Dickinson	Counseling Assistant
Kathie DiTrapani	Office Specialist AE/ROP & Counseling Assistant
Robin Dohrn-Simpson	Office Specialist
Mendy Glogowski	Teacher/Computer Coordinator
Emily Gomez	Teacher
Mehrnoush Jamshidi	Office Specialist
Mary Perez	Counselor
Julianne Phillips	School Administrative Specialist
Leisa Rodrigues	Office Specialist
Werner Von Bergen	Campus Security

Board of Education

Todd Gutschow
Marc Davis
Andrew Patapow
Penny Ranftle
Linda Vanderveen

Superintendent of Schools

John Collins, Ed. D.

**Associate Superintendent
Learning Support Services**

Mel Robertson, Ed.D.

**Executive Director
Career, Technical, and Adult Education**

Kathleen Porter



June 2, 2011