

INTRODUCTION

Our students expect and deserve the best educational services we can provide. Thank you for your part in making high quality programs available for them. We strive to maintain our facilities in an attractive, safe, and well-kept condition. We provide the best possible academic and vocational teaching equipment and materials. We know and appreciate the effort of staff and faculty in creating this school's excellence and for making a difference in student's lives.

This Staff Manual contains basic information, policies, and procedures to guide and support PAEC staff in their work assignments. Some general information about Adult Education and the important role it plays in the California Education System is also included. Please review this material carefully and use it as a reference. Be advised though, the manual may not address all the issues or situations which you could face as a faculty member of the Pittsburg Adult Education Center. Feel **welcome to consult with the administration as needed.**

We are interested in your thoughts and ideas for program improvements and you are encouraged to share them. Please write them up in a brief summary and/or make personal appointments to discuss them. Shared decision making and teamwork help us all do a better job of meeting the needs of our adult students.

Best wishes for a successful and rewarding assignment.

Lynne Nicodemus
Principal

Danny Lockwood
Vice Principal

WHO MAY ENROLL

Adults

Classes are open to all adults who are able to profit from instruction.

High School Students

Students enrolled in regular day high school may earn extra credit toward graduation by concurrently attending adult school classes. An approval form must be signed by a school counselor, parent, and adult school staff member.

CLASS FEES

No fee is charged for CASAS testing nor registration for those students enrolling in ABE, ASE, or ESL classes. Independent Study students must pay a \$50.00 book deposit that will be returned after they have finished the class and as long as they have returned the books in good condition. ESL Distance Learning students must pay a refundable \$30 DVD deposit. Adults with Disabilities classes are also free of charge. A registration fee is charged for students in all other classes and a lab and/or materials fee may also be charged. Students in Career Tech classes must purchase their own books, which are available in the Main Office.

CLASS SIZE/CLOSURE

A class with fewer than ten students present will be closed after the first hour upon administrative approval. Fifteen or more students must be enrolled by the second meeting for that class to remain open. Classes may be modified or canceled when daily attendance is less than 15.



PUBLICITY/PUBLIC RELATIONS

Because Adult Education is not compulsory, it is essential that we have a strong community relations and public information program. We attempt to attract the public to our courses through a number of channels, such as:

- News releases to local newspapers.
- Public service announcements to radio stations.
- Articles in magazines and other pertinent publications.
- Flyers, distributed by instructors, or mailed through the office to hospitals, businesses, industry and clubs.
- Course Brochures.
- Open houses inviting the public to the school or a specific class.
- Announcements on display signs.
- Speaking engagements to civic groups, schools and other public entities.
- Displays at the district office, local businesses or the library.
- Program pamphlets distributed at community outreach events.
- Billboards

Please contact the adult school's office if you would like to utilize one of the above methods to promote your program or to offer any new ideas for publicity.

Maintaining personal contact with students is critical in the event of absences. It is suggested that instructors follow the guidelines which appear below:

- If you are unable to contact the student after several tries, send a postcard inviting him/her back, noting how your class can benefit the student. (postcards may be picked up at the adult school office and mailed through the district mail at no cost to you.)
- Occasionally, it is such personal contact by you, the instructor, that gives students the motivation to return to class. Frequently, students have reservations about resuming their education or they lack self-confidence and need your reassurance and encouragement regarding their capabilities.
- Please feel free to mention to the Principal any items of interest regarding your program or your students. The adult school takes a great deal of pride in your accomplishments and looks forward to sharing them with the public.

AFFIRMATIVE ACTION POLICY

The governing board of the Pittsburg Unified School District commits itself to a policy that it will not discriminate against any applicant or employee in any employment practice because of race, color, religion, sex, marital status, age (over 40), national origin, medical condition (cancer related), ancestry, or physical handicap, and that it will take affirmative action to ensure that under-representation and under-utilization at all levels of responsibility of members of minority ethnic groups of women and/or men will be corrected.

SEXUAL HARASSMENT

It is intended that all individuals will enjoy a work and academic environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is a form of personal misconduct that undermines the integrity of employment and academic relationships. No individual, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that lowers morale and that, therefore interferes with work or academic effectiveness.

Each supervisor has a responsibility to ensure that the educational setting is free of sexual harassment. This duty includes discussing this with all employees and assuring them that they are not to endure insulting, degrading or exploitive sexual treatment.

Specifically, no person shall threaten or insinuate either explicitly or implicitly, that an individual's refusal to submit to sexual advances will adversely affect the individual's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

KEYS

If you are issued a key:

1. Consider it a very important item in the Pittsburg Unified School District.
2. Do not give it to students for any purpose whatsoever.
3. It should remain in your possession at all times.
4. If you discontinue employment at PAEC you must return all keys issued to you.
5. The cost of re-keying and issuing a key when an entrance door key is lost will be \$25. If a master key is lost, the cost of re-keying and issuing a new key may be as much as \$1000.

PROMPTNESS

To be sure that classes start on time, as required in the operation of any well-run organization, it is important that teachers arrive at their work stations in sufficient time to allow them to be ready to begin class at the assigned time.

COURSE OUTLINES

The California State Education Code requires that each class in the Adult School have on file a current course outline of each course that is being taught before a class begins. Included must be a statement of goals and objectives, activities, educational materials, and other pertinent materials. Each teacher should have possession of course outlines to refer to in their teaching.

CREDENTIALS

Each certificated employee must have the credential(s) in force and on file in the County Superintendent of Schools Office which authorizes the specific service to be performed. The main office will be happy to help you with this. (And with the forms necessary for district payroll and for our office)

When you receive a credential, please inform the office so that our records will be up to date. You must provide the office with a copy of the credential, front and back page.

Like a driver's license, fishing license, or hunting license, a teaching credential is a permit, allowing the holder to lawfully perform specific acts, in this case, the

teaching function. Although teachers will not initially be permitted to teach without proof of holding a valid credential authorizing service in a given field, the subsequent responsibility of seeing that a teaching credential remains in force by renewal or fulfilling certain conditions, ***is the responsibility of each teacher. Failure to maintain a credential in force makes paying a teacher impossible, regardless of the number of teaching hours claimed.***

SUBSTITUTES

The office should be notified as far in advance as possible of an impending absence. In Adult Education, where so many specialized programs are offered, calling qualified substitutes in time is a challenge. Please fill out a **Substitute Request Form**. Ideally, to be sure a substitute can be contacted, PAEC's office should be notified no later than 2:00 p.m. for an evening class and no later than 8:00 p.m. for a class meeting the following day. Please do not contact your own substitute.

Other than in a case of illness or emergency leave, a **Time Away From Work Request form** must be submitted ***in advance*** for foreseen or planned absences. **Prior approval is required.** In the case of illness or emergency leave, this form should be submitted upon your return to work so that appropriate deductions can be made from sick leave.

Your substitute teacher will need:

- Lesson plans, or as a minimum, some very specific directions as to what the regular teacher wishes to be accomplished with a class. We request that each teacher have a set of learning activities prepared in advance for use by substitute teachers.
- A new set of attendance sign-in sheets. Substitutes should use the sign-in sheet used by the regular teacher.

Substitute teachers are to fill out a timesheet. Regular teachers who sub in another class, must fill out a separate timesheet for that substitute assignment. The rate of pay is the regular substitute pay rate.

PAYMENT FOR EXTRA HOURS

At times instructors may receive payment for extra hours worked in addition to their scheduled hours. This may be for things such as attendance at authorized staff meetings to develop curriculum. The *Special Pay Rate* will apply. An instructor should receive an **Extra Hours Approval Form** signed by an Administrator prior to developing curriculum or participating in the meeting. The hours claimed should not be entered on the regular time sheet; the signed Extra

Hours Approval Form should be attached to the regular time sheet and submitted together with it.

MEDICAL EMERGENCY

In the event of a serious medical emergency due to sickness or accident, contact the main school office (98-102) immediately. They will call 911 and notify an administrator of the emergency.

MAILING ADDRESS AND PHONE NUMBER

Each employee is responsible for keeping the Adult School informed of his or her official mailing address and residence phone number (and business phone number if applicable). In case of an address change, please inform the office manager.

ACCIDENT / INJURY

Any accident in the classroom or on campus involving a student or employee must be reported to the administrator in charge as soon as possible. You should obtain an accident report form from the office and fill it out. If you are in doubt, fill out the form. If you need assistance in completing the form, you should request this form from an administrator. An accident report must be completed by the school ***within 24 hours***. Secure a statement from the victim, and if possible, witnesses. Teachers are advised to be extremely careful of their statements to the victim or witnesses regarding possible cause of accident, potential liability, and possible insurance compensation.

PROCEDURES TO FOLLOW FOR INDUSTRIAL INJURIES

1. Notify an administrator immediately.
2. The injured staff person or the administrator immediately calls the injury hotline which is available 24 hours a day. This number is located below and also on the reverse side of your PUSD identification badge.
3. The operator at that number will gather necessary information over the telephone and help the injured staff member to access appropriate medical treatment.

The Company Nurse
1-888-375-9779
Group Code: CSIG

ORDERING SUPPLIES AND/OR EQUIPMENT

The Adult School is part of the Pittsburg Unified School District, and so, our staff is required to follow the District procedures for ordering all items. The procedures are:

1. Obtain permission from the Principal
2. Completely fill out a **Purchase Requisition Form**.
3. The request form must have the following information:
 - a. Company of seller (A new form must be filled out for each company, complete with address, telephone & Fax numbers))
 - b. Quantity
 - c. Unit number
 - d. Description
 - e. Unit price
 - f. Extension (Total cost of each item)
 - g. Sub-total
 - h. Tax: .0825%
 - i. Shipping cost (10% unless otherwise indicated in a catalog or price sheet)
 - j. Total
 - k. Date, Department and Name of person requesting supplies or materials

REIMBURSEMENT FOR INSTRUCTIONAL SUPPLIES

Instructors who make pre-approved purchases of instructional materials for specific classes and programs need to fill out and turn in to the Office the District **Reimbursement Claim form** and attach itemized receipts to the form. Unauthorized expenditures will not be reimbursed by the District.

STAFF DEVELOPMENT AND IN-SERVICE

We encourage all staff to seek out professional and personal development experience. Learning is as important for teachers as for students. The rapid changes taking place in all subject areas of the curriculum demand that staff keep current in their respective fields. Some activities that staff have found helpful in this regard are:

- attending school and departmental staff meetings
- attending workshops
- visitations to other classes and/or schools
- advanced study leading to a degree
- in-service training sessions designed specifically for teachers
- individual reading and study
- consultation with employers at job sites

We especially recommend that faculty members seek opportunities to gain deeper insight into behavior modification and problem solving through participation on a variety of programs designed to accomplish these goals. Many Adult Education students are not able to complete their programs of study due to their inability to cope with personal problems.

Somewhat more routine but no less important in the professional growth of faculty members is the consistent utilization of daily lesson planning including goals, objectives, methods of teaching, and evaluation.

From time to time, there may be funds available for workshops and conferences designed to help teachers improve their skills as instructors. We encourage staff members to request funding for such activities. The following criteria will be applied in considering your application:

1. Relevance of the in-service activity to your teaching assignment.
2. Number of times you have been funded for such activities.
3. Status of in-service budget.



CONFERENCE ATTENDANCE AND TRAVEL MILEAGE

PROFESSIONAL GROWTH

Teachers are provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

PROCEDURES

1. All teachers are eligible to attend a conference upon prior approval of their Principal and the Superintendent of schools.
2. Requests to attend conference must be submitted in writing on the **Application to Attend an Educational Event form** provided by the district, signed by the Principal, and submitted to the Superintendent no later than two weeks prior to the conference.
3. Conference attendance will be authorized only if funds are available. This must be verified prior to authorization.

CONFERENCE ALLOWANCES

1. A per-diem allowance, excluding alcohol, shall be made for reasonable and proper costs of meals (cf. District Policy on next page).
2. Room expenses will be reimbursed at the conference rate established by the hotel for the conference.
3. Transportation
 - Automobile: .565 cents per mile
 - Airfare-Roundtrip-whichever is the lesser cost
4. Registration Fees

All necessary registration fees for conference attendance shall be paid excluding fees for credits and membership fees.
- 5.. Allowable Miscellaneous Expenses

Necessary taxi or shuttle service (to and from airports, between meeting sites), bridge fares, parking fee.
6. For the purposes of reimbursement, conference will be limited to within the boundaries of the State of California, Board approval must be obtained for any conferences outside of the State.

ADDITIONAL PROCEDURES

1. Those receipts required for accounting purposes shall accompany submission of the **Conference Expense Claim** form for reimbursement. These shall include registration fees, hotel bills and receipts for transportation including parking.
2. A name badge, program or some proof of conference attendance should be submitted along with a reimbursement request.

PETTY CASH FUND

We are allowed by the District Office to have a Petty Cash Fund. What this means is that you can make purchases for \$10 dollars or less without going through a purchase order procedure.

If you wish to make a purchase for your class which would be 10 dollars or less (total amount including tax) please follow the following steps:

1. Obtain permission from the administration
2. Notify the office of your intention
3. Bring in receipt of purchase

The office will reimburse you for this purchase, but it may take several days. Purchases from revolving cash funds should be made only for urgently needed supplies. *There will be no reimbursement for unauthorized purchases.*

FIELD TRIPS & SCHOOL-SPONSORED EXCURSIONS

Educational Field trips and school-sponsored excursions can be a vital part of curriculum. These may occur within the school day or outside of class times. Provisions must be made for appropriate supervision by school employees, including student safety. Permission for the field trip must be obtained beforehand by submitting a completed **Field Trip Request/Evaluation Form**.

CAR USE

There are times when certificate and classified employees are required or volunteer to use their own car as a service to the school district. Permission for this must be obtained by means of a **Car Use Permit form**

for Classified and Certificated Employees. If students are using their cars for transportation on the trip, they should complete the **Car Use Permit (Volunteer Workers)**. The instructor should turn these in to an administrator prior to the trip.

TRAVEL – REIMBURSEMENT

It is the policy of the Pittsburg Unified School District to reimburse employees for actual and necessary expenses incurred while using private vehicles, or attending authorized meeting or conferences. Reimbursement for pre-approved travel related to employment can be requested using the **Mileage Reimbursement** form. Not all travel is reimbursable. This form is also applicable to those attending a pre-approved conference who seek reimbursement solely for the travel mileage involved.

COMPLAINT PROCEDURE

Pittsburg Adult Education Center follows the Uniform Complaint Procedure outlined in AR1312.3 of the Pittsburg Unified School District. Information and forms are available from the Adult Education office. In the event of a complaint, please use the **Uniform Complaint Procedure form**.

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MONTHLY TEACHER TIME SHEET

Teachers are expected to provide the Office Manager with the information needed to prepare the monthly payroll. Timesheets must be filled out completely and accurately. A separate timesheet is to be used for each class taught. Additional timesheets can be found opposite the staff mail slots located in the main office. Completed timesheets must be returned to the appropriate wall file in the same location, **no later than the 7th of each month.** If the 7th falls on a weekend or a holiday, the timesheet must be turned in on the last workday prior to the 7th.

The Timesheet must have on it the following information:

- Teacher's name
- Subject title
- Indicate which days the class meets by circling M T W TH F as appropriate
- Time class meets
- Length of class, e.g., 3 hours
- Hours worked
- Hours of absence including reason for absence
- Signature

Teachers will receive their monthly paycheck in one of three ways:

1. Direct deposit: The District prefers this method but it is not mandatory. The **Automatic Deposit** form is given as part of your hiring packet. You may receive your paystub by District email or you can opt to have it mailed to you or it can be sent to the PAEC office for you to pick up. On holidays which are payday and during the summer months it will automatically be mailed to you.
2. PAEC staff who are also PUSD K-12 instructors: If you have a job at another site in the District or the District Office, your PAEC salary will be included on your one paycheck. Your PAEC salary will be seen as a line item on the paystub. Your paystub will be sent to your District email or you can opt to have it mailed it to you or it can be sent to the District site (other than PAEC) for you to pick up.

3. Hard-copy check: Depending on your preferred method of payment, the check will be delivered to PAEC or mailed to you from the District Office. PAEC's Office Manager will forward your check to your home address if it has not been picked up by 10:00 am on the day it is received. However, you can make specific arrangement to pick it up at PAEC after 10:00 am but no later than 4:00pm.

On holidays which are paydays and during the summer months your paycheck will be mailed to your home address.



CLASSROOM TEACHER

The following is the formal job description of the Adult School classroom teacher, as written in the Pittsburg Unified School District personnel directory.

PRIMARY FUNCTION:

An Adult teacher teaches one or more daytime and evening classes in the general adult education program, or a combination thereof, and assists in other school programs as assigned.

MAJOR DUTIES AND RESPONSIBILITIES

All adult classroom teachers will:

1. Teach in field of subject-matter training, expertise, or in other areas of assigned instructional responsibilities when load conditions, instructional requirements or other verifiable and good reasons make it necessary.
2. Instruct pupils in citizenship, basic communication skills, and other general elements of the course of study specified in state law and administrative regulations and procedures of the school district.
3. Provide planned learning experiences in order to motivate pupils and best utilize the available time for instruction.
4. Develop lesson plans and instructional materials which adapt the curriculum to the needs of each pupil.
5. Establish and maintain standards of pupil behavior needed to achieve an effective learning atmosphere in the classroom.
6. Evaluate pupils' academic and social growth, keep appropriate records, prepare progress reports, and communicate with the students on individual pupil's progress.
7. Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve health, social hygiene, attitude and learning problems.
8. Provide necessary display and interest material to promote an effective learning environment in the classroom.
9. Maintain professional competence through participation in in-service education activities provided by the district and/or self-selected professional growth activities.
10. Perform necessary attendance, accounting, and business services.
11. Select and requisitions books, instructional aides, and instructional supplies and maintain required inventory records.
12. Insure a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.
13. Participate in faculty committees and attend faculty meetings for the purpose of disseminating information and formulating school policies and procedures.
14. Plan and coordinate the work of aides, teacher assistants, and other paraprofessionals when integrally related to areas of responsibility.
15. Comply with State Education Code and District Board Policy.
16. Perform other duties as may be assigned by the principal.

ADMINISTRATIVE RELATIONSHIP:

Under the immediate direction of the site administrator and/or designee.

DAY-TO-DAY OBLIGATIONS

The description given in the previous pages is formally what is expected of an adult school teacher. There are day-to-day expectations that must be attended to if our school is to function as a positive force in the life and hopes of our students. These day to day tasks can be and will be our on-going public relation functions.

Listed below are a few of the day-to-day obligations:

1. Be in your room before the class arrives. Be sure your room is neat, clean, and colorful. Create a warm social situation.
2. Make sure all your students have registered properly by taking attendance. Registered students will be listed on Web Attendance.
3. If you need equipment or supplies for your class, plan your lesson so the items can be delivered before that particular lesson comes up. Be prepared. **Copies should be made in advance of class.**
4. PAEC's Expected Student Learning Results drive its program and student achievement. Each quarter review and explain the Mission Statement and ESLRs posted in each classroom. All lessons should address one or more of the ESLRs and the students should be informed of this connection.
5. Take daily attendance, either by taking roll or having your students sign in and out on a Sign In/Out Log.
6. **Do not leave your class unsupervised.** Call someone in the office to cover for you if you must leave the classroom.
7. Turn in your attendance sheet by Friday of the last week of attendance shown on the attendance sheet.
8. Turn in your time sheet by the 7th of each month.
9. Carefully review the monthly calendar for holidays and other special events and inform class and revise lesson plans accordingly.
10. Instructors on site at PAEC should check their mail boxes daily. Off-campus instructors should check at least once a week.
10. Complete TOPS Pro Update forms as you receive them.
11. If you must be absent, prepare an emergency lesson for such a contingency and turn in the Sub Request form as early as possible.
12. Wear appropriate classroom attire at all times

REGISTRATION

As a general rule, registration is done at the Adult Education main office. Registration of ESL and Citizenship students takes place in Room 1, after the prospective student has taken a CASAS placement test **on Monday, Tuesday or**

Wednesday. ABE, GED and High School Diploma must register at a Thursday or Friday Orientation in Room 1.

Each class is expected to show a minimum number of students. Each class should reach its assigned total or average by the third meeting in order to continue during the semester or quarter. An administrator should be contacted if attendance is other than the accepted ratio. The final decision as to whether a class is closed should be made only after consultation with an Administrator.

ATTENDANCE SHEETS

It is important that the teacher take student attendance daily, not at the end of the week or the month. It should be done daily so that data is still fresh in the teacher's mind.

The school must have documented proof that students do attend PAEC's classes. It is a critical responsibility for the teacher. The school receives funds according to attendance data submitted. Hence accurate attendance-taking is a primary obligation for a teacher.

When a student completes the class, change their status to Completed on Web Attendance. The school tracks "completers" by mean of this data. At the end of each Quarter, be sure to mark all "completers" and "leavers" on the final attendance.

**TOPS Pro Form
School Accountability**

The federal, as well as the state government, requires accountability measures to evaluate how well money is being spent in Adult Education as well as to determine where funds are needed most. As a result, we must collect data on most students in our adult education programs (except fee-based classes). The primary tool for this data collection is the TOPS Pro form. **Completing these forms accurately and in a timely manner is a responsibility of each teacher**, just as is attendance.

NEW TEACHERS: New teachers should make an appointment with the Vice-Principal in charge of testing and data collection to get detailed instructions on filling out TOPS Pro forms.

FORMS MUST BE FILLED OUT WITH #2 PENCILS. Incorrect “pre-slugged” marks should be eliminated with White Out.

The procedure for data collection is as follows:

1. At registration time as much data as possible is collected from students. This information is then pre-slugged onto TOPS Pro forms. These forms are distributed to teachers at the end of each quarter of the year (different classes sometimes complete forms at different times).
2. The teacher must complete the UPDATE side of the forms and turn them in to TOPS mailbox within one week.
3. See Vice Principal Lynne Nicodemus or the Testing Center Aides in Room 4 for further information about filling in these forms.

STUDENTS ATTENDING LESS THAN 12 HOURS: If a student in your class is either a “No show” or attends for less than 12 hours, you must fill in Fields 3, 4, 5, 6, 7 and 13 on the UPDATE record and turn this in with the rest of your completed forms.

UPDATE RECORD

1. **Name:** Last name first then first name
2. **Instructor’s name**
3. **Student identification:** This should be the same number as in Field 3 on the ENTRY side.
4. **Status:**
 - Mark **RETAINED** if you expect student to continue on in your class or program in the next time period.
 - Mark **LEFT PROGRAM** if the student either dropped the class after attending 12 or more sessions or has completed the class. Fill in Field 13 to note the reason.

- Mark **NO SHOW** or **DID NOT ATTEND AT LEAST 12 HOURS** for those students who did not reach minimal attendance.
5. **Progress:** Choose one if you marked “Retained” or “Left Program”.
 6. **Learner results:** Mark one or more results. The more accurate you are in choosing authentic results, the more helpful it is for adult education.
 7. **Reason for Exiting:** Fill out if you marked “Left Program” or “No Show” in Field 7.
 8. **Sub-sections of GED passed:** Mark sections of the GED tests the student has passed.
 9. **High school credit earned:** Mark total number of credits the student earned during the Quarter.

All other fields have been pre-slugged or do not need to be filled out.

SEXUAL HARRASSMENT IN-SERVICE



