



PIEDMONT ADULT SCHOOL HANDBOOK

2022-2023

The Piedmont Adult School continues the tradition of excellence in education. We are pleased to offer a wide variety of subjects for vocational and continuing education. The high quality of these programs has earned the school a well-deserved, outstanding reputation.

DISTRICT PERSONNEL

- ❖ Dr. Donald Evans, Interim Superintendent
- ❖ Dr. Cheryl Wozniak, Assistant Superintendent

BOARD OF EDUCATION

- ❖ Veronica Anderson Thigpen, President
- ❖ Hillary Cooper, Vice President
- ❖ Ruchi Medhekar
- ❖ Cory Smegal
- ❖ Lindsay Thomasson

PIEDMONT ADULT SCHOOL STAFF

- ❖ Shannon Fierro, Director - sfierro@piedmont.k12.ca.us
- ❖ Dan Bonnin, HS Diploma Program - dbonnin@piedmont.k12.ca.us
- ❖ Ron Mockel, Community Classes - rmockel@piedmont.k12.ca.us
- ❖ Michelle Mazzeo, English as a Second Language - mmazzeo@piedmont.k12.ca.us
- ❖ Michelle Lucas, Diploma Prog/Community Classes/CTE - mlucas@piedmont.k12.ca.us

PAS CONTACT FOR INSTRUCTORS

- ❖ Please email us at: pas@piedmont.k12.ca.us
- ❖ Please write to us at: 760 Magnolia Ave., Piedmont CA 94611
- ❖ Please call us at: 510-594-2655

PIEDMONT ADULT SCHOOL

MISSION

The Piedmont Adult School is a non-competitive adult learning environment dedicated to providing instruction that responds to the diverse needs, interests and learning goals of its students. Aligned with our value of service to the community, Piedmont Adult School offers educational opportunities to self-motivated learners from the East Bay and beyond.

STUDENT LEARNING OUTCOMES

At Piedmont Adult School, learners who participate in courses of study will :

Continue Their Educational Journey

- Initiate exploration of a variety of disciplines
- Set and meet personalized learning goals
- Develop personal and professional interests

Establish Community Connections

- Find support in the community around shared interests and values
- Connect and learn from other curious adult learners
- Engage with the community at large

Become Lifelong Learners

- Develop a foundation for future education and career advancement
- Acquire the skills to pursue deeper learning and to follow passions
- Be inspired to learn more and to seek new challenges

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Section 1 - Overview

HISTORY: 1972 TO PRESENT

The early, limited programs offered at Piedmont Adult School included Typing, China Painting and Senior Activities. As Piedmont Unified School District added to and modernized its facilities, the Piedmont Adult School program's growing popularity led to the establishment of additional departments such as: Creative and Visual Arts, Business, Computer Applications, Health, Recreation and Dance, Homemaking, Languages, Music, Cooking, and more. Piedmont Adult School plays a key role in providing community service classes that encourage adults to update and expand their skill sets, or simply to enjoy the personal enrichment that comes through new learning experiences and engagement with the community.

ENROLLMENT HISTORY

During a typical school year, over 1000 people enroll in one or more of the many courses offered by Piedmont Adult School. Repeat enrollments number in the hundreds every term.

PROGRAM HOURS

During the Fall and Spring terms, Piedmont Adult School offers classes from 3:30 p.m. to 10:00 p.m., Monday through Thursday. Additional courses are held between the hours of 9:00 a.m. and 6:00 p.m. on Saturdays. In the Summer, program hours are dependent upon the availability of teachers and facilities.

THE MOONLIGHTER

The *Moonlighter* is the Piedmont Adult School course catalog. It is revised and published each new term, or three times annually. The *Moonlighter* may be accessed online at piedmontadulthood.org. Alternately, hard copies may be found in PUSD site and District offices, or delivered to any address via USPS, or picked up at numerous East Bay locations such as libraries, post offices and community posts. The majority of courses offered are long-established and well-attended. New courses and instructors are introduced regularly. Typically, *Moonlighter* course offerings require the assignment of about 70 temporary, part-time instructors.

MOONLIGHTER MAILING LIST

To receive a copy of the *Moonlighter*, email your request to: piedmontadulthood@piedmont.k12.ca.us, call us at (510) 594 - 2716, or drop by our office at 760 Magnolia Avenue, Piedmont, CA 94611.

UNIFORM COMPLAINT PROCEDURE

The PUSD Board of Education has established a policy for filing complaints concerning school personnel. For the full text of BP 1312.3, including the *Uniform Complaint Procedure Discrimination/Harassment, and Compliance with State and Federal Programs Complaint Reporting Form*, and the *Williams Complaints Form*, click [here](#). Alternatively, you may acquire copies of these forms in the Piedmont Adult School office.

BOARD POLICIES

Click [here](#) to reach PUSD's webpage. Access to the full text of PUSD's Board of Education Policies and Administrative Regulations may be found there. Additionally, this page contains a link to [California Education Code](#), searchable by code and text.

Section 1 - Overview - continued

SAFE SCHOOLS TRAINING

PUSD permanent employees are required to complete safe schools training. For Piedmont Adult School instructors, this training is optional, but recommended. Piedmont Adult School instructors opting to train will be compensated for their time. A link to training materials will be provided to all new hires annually.

THE PIEDMONT CREATIVE RETIREMENT CENTER

This program for senior citizens is headquartered at the [Piedmont Veterans Hall](#) which is located at 401 Highland Avenue in Piedmont. Programs include *Exercise, Arts and Crafts*, such as painting and drawing, and *Needlepoint*. Classes are offered weekly and are free of charge. Schedules are included in the *Moonlighter*.

HIGH SCHOOL DIPLOMA PROGRAM

Piedmont Adult School offers a state-funded, no-cost, high school diploma program for adults. Our diploma program is a one-on-one, independent study model tailored to fit the needs and schedules of working adults, 18 and over, who require approximately 1-40 credits in order to earn their high school diplomas. Please contact us to schedule a meeting and transcript review, or to get more information. (510) 594-2654 or piedmontadulthoodschool@piedmont.k12.ca.us.

Piedmont Adult School is a member of the *Northern Alameda Adult Education Collective*. Click [here](#) for information on other adult education resources and programs in the area.

REFUND POLICY

This information is described in detail in the *Moonlighter*. We have a "**NO REFUND**" policy. We *do* offer credit for the full amount tendered, that may be used for any class offered by Piedmont Adult School. Credits must be used within one calendar year following the date of issue.

MEDICAL DISCLAIMER FOR HEALTH AND RECREATION CLASSES

All Piedmont Adult School health and dance classes are non-therapeutic and intended for recreational purposes only. Students should be in good physical condition and able to participate, without serious, physical stress, in the activities offered during these classes. **Piedmont Adult School strongly recommends that you consult with your physician before beginning any exercise program.**

NOTE: Piedmont Adult School is not a licensed medical care provider and has no expertise in diagnosing, examining, or treating medical conditions of any kind, or in determining the effect of any specific exercise on a medical condition. You should understand that when participating in any exercise or exercise program, there exists the possibility of physical injury. If you engage in any Piedmont Adult School exercise program, you agree to do so at your own risk, and that you are participating voluntarily in these activities. You, alone, assume responsibility for all risk of injury.

Section 2 - Staff Expectations

TIMELINESS

- **Timesheets** Piedmont Adult School instructors must submit completed timesheets to office personnel no later than the 15th of each month. All timesheets received after the 15th will be paid the following month. Please be advised: submission deadlines may be adjusted on occasion due to holidays, emergency school closures, and other calendar events.
- **Reimbursements** All reimbursement requests by Piedmont Adult School instructors for materials, or other expenses, must be approved by the Director or a designee, **prior to any such purchases**. To be clear: confirm that the items you intend to purchase qualify for reimbursement BEFORE you make purchases. **Receipts and a copy of your credit card are mandatory** for all reimbursement requests and must be submitted, along with the official district form (available in the Piedmont Adult School office) within 10 days of any related purchase(s).

TOBACCO, MARIJUANA, VAPING, ALCOHOL - BP 3513.3

The PUSD Board of Education recognizes the health hazards associated with tobacco and marijuana products, including the breathing of second-hand smoke from cigarettes or electronic smoking devices, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the district's instructional programs.

The Board further prohibits the use of tobacco and marijuana products, and electronic smoking devices, at all times, anywhere on district property. This prohibition applies to all employees, students, and visitors attending activities or athletic events on property owned, leased or rented by or from PUSD.

SAFETY AND SECURITY

PUSD classroom telephones require callers to dial '9' before dialing off-site numbers. In the event of any emergency, please dial 911 as quickly as possible, either from a classroom phone, or from any cell phone. [The Piedmont Police Department](#) may be reached by phone at [\(510\) 420-3040](tel:5104203040).

HANDLING A CHALLENGING STUDENT

All Piedmont Adult School staff members have the right to a harassment-free workplace. If you have a challenging interaction with a student, we recommend the following steps:

1. Attempt to speak with the student 1:1 outside of class or after class as appropriate to address concern.
2. Contact the Piedmont Adult School office, or PUSD Custodial Staff, for immediate help if needed.
3. Document any incident and include the date, time, class, and the names of those involved.
4. Report the incident to Piedmont Adult School staff in writing.

Section 3 - General Procedures

BEFORE THE QUARTER BEGINS

The office will contact each instructor via email to inform them of due dates, classroom assignments, and starting times/dates. Course descriptions are to be 85 words or less¹³. Course description should include:

- Information on the class
- Required items
- Instructional supplies such as books
- Modeling fees or food fees
- A brief description of the instructor's qualifications is suggested

New instructors must submit all required paperwork for employment in PUSD before classes begin. Individuals who have not turned in the necessary forms and fees to the office cannot teach until all required paperwork is fully completed and submitted.

Piedmont Adult School instructors are responsible for keeping their credentials updated. An expired credential may cause a delay in pay or cancellation of a class. Check on your credential before the quarter begins. If in doubt, contact the Piedmont Adult School office or the [PUSD Human Resources](#) office.

Piedmont Adult School instructors may advertise their own courses with posters, flyers, and newspaper announcements. The cost of any such advertising will be at the instructor's expense. ***Instructor advertisements must be approved, in advance of posting, by the Adult School Director.***

TIMESHEETS

Instructors are responsible for completion and timely submission of timesheets. **Timesheets are due on or before the 15th of the month except where the calendar demands adjustment for holidays, etc.** In order to be paid correctly and on time, teachers will mark work dates clearly and tally hours worked. Office staff will review timesheets for accuracy before submission to payroll. Any changes made by staff will be discussed with the instructor before final processing.

PAYROLL

The payroll office delivers checks to the Adult Education office on the last business day of the month. Instructors may come to the AE office to pick up their checks, or they may leave a stamped/addressed envelope with the office staff to have it sent to them. Questions regarding pay should be directed to the District Office. Instructors should keep current their W-4 forms and addresses on file with the District Office.

COPY MACHINE TRAINING

Instructors new to Piedmont Adult School, as well as veteran teachers lacking familiarity with the office copy machine, are encouraged to request training by any qualified member of the office staff. Instructors must restrict their use of the Piedmont Adult School office copier to production of materials for Piedmont Adult School students.

PARKING PERMITS

Parking Permits are available to Piedmont Adult School teachers. Pick up permits when checking in at the office prior to class time.

Section 3 - General Procedures - continued.

WHEN CLASSES BEGIN

At the start of each semester teachers must report to the office before going to their class. Teacher packets/rosters/etc. are to be picked up at that time. This will enable the office staff to provide instructors with any last minute instructions and class registration information. Since the first two weeks of the term are extremely busy, it would be most helpful to the staff and other faculty members to have all copying done ahead of time.

CLASS DESCRIPTIONS

Submission of Course Descriptions: Be advised: timely submission of course description(s) will determine inclusion or exclusion in the *Moonlighter*. Course description(s) must be completed and submitted to the Adult Education office by the dates established and communicated in advance of new schedules. Limit course descriptions to 85 words or fewer.

Instructors must have a class description on file for each class offered. The class description clearly reflects the intent and content of the class described. Acceptable outlines should have the following components:

1. Narrative Class Description
2. Dates and Times of Instruction
3. Instructor Contact Information
4. Textbooks
5. Prerequisites

Class description forms may be picked up at the Piedmont Adult School office. In order for courses to be included in the new *Moonlighter*, completed forms are to be turned in to office personnel on or before the posted deadline.

CLASS/COURSE EVALUATION FORMS

Class or course evaluation forms must be distributed and completed on the last day of class. Students may complete the form electronically or on paper. Please return to the Director immediately upon completion. The form is available [here](#).

OPENING NIGHT INSTRUCTIONS

Use the following checklist to guide you through opening night:

1. Be in your room on time to greet students.
2. Have your name written on the board. It may be helpful to put a sign on the door.
3. Pass out registration forms and sign-in sheets. Do this with each class. If student have not already registered online, by mail, or through the Piedmont Adult School office, offer registration forms. Be sure that all students sign-in for each session, including late arrivers.
4. Have an agenda or outline for the class available. Students should understand your goals and objectives as well as your interests and particular needs.
5. Describe the locations of nearby restrooms. Provide directions to these locations.

6. Remind students that parking is limited and to obey the signs.
7. Remind the students that there is no eating or drinking in the classrooms and NO SMOKING on campus at any time.
8. Piedmont Adult School Policy prohibits the use of a class to solicit, discuss or to sell any product or service.

Section 3 - General Procedures - continued

CLASS CANCELLATIONS

Courses having insufficient enrollment numbers will be cancelled. Typically, six enrollments are sufficient for covering the costs associated with running a class. Exceptions may be allowed, in rare cases, following consultation between the instructor and Piedmont Adult School staff. Instructor-initiated cancellations after the *Moonlighter* has been printed are prohibited: The instructor must adhere to the agreed upon schedule unless there is an emergency. Instructors who drop a class due to a personal conflict or change of mind after the *Moonlighter* is printed may be subject to dismissal from employment in PUSD.

Instructors may not leave class early without first letting the office know. If your class is planning a field trip, inform the office of all logistical details. The instructor should call students who may have missed a class to be sure they are informed of any changes in class schedules or locations of class meetings. If an instructor is ill, he/she should contact the Piedmont Adult School office as soon as possible so that office personnel can inform the students on that roster. If instructor illness occurs within less than 24 hours before a class meeting, then the instructor must call the students on that roster to inform them of any schedule adjustments.

CERTIFICATES OF COMPLETION

All students are eligible for certificates of completion provided they have satisfied the instructor's standards for the course. Some businesses require that their employees take a course and successfully complete it to receive reimbursement. Certificates may be requested through the Piedmont Adult School office.

BUSINESS SOLICITATION IN THE CLASSROOM

Instructors and students are strictly forbidden, by law, to solicit personal business in the classroom. Evidence connecting Piedmont Adult School instructors to personal business solicitations during class, or at any time while on PUSD property, may serve as grounds for termination. Evidence connecting Piedmont Adult School instructors to personal business solicitations outside of class hours and off campus while in any manner utilizing Piedmont Adult School/PUSD to promote their personal business(es), may likewise result in termination from employment in PUSD. No refunds or credits will apply in such cases. Instructors in certain subject areas may be required to sign an agreement with Piedmont Adult School promising, in writing, to refrain from soliciting or promoting personal businesses. These agreements will be kept in the instructors' files. In the event that any class is, for any reason, canceled, instructors may not collect the class roster(s) for any purpose(s).

GUEST SPEAKERS

Guest speakers may be featured as a complement to any Piedmont Adult School instructors' planned curriculum. Prior to inviting any guest speakers, please be certain, in advance, that the Piedmont Adult School office is informed, and the Piedmont Adult School Director has approved the speaker's appearance. Guest speakers may never be left alone with responsibility for any class. Any instructor

or guest speaker proposing to discuss subject matter that is potentially controversial is strongly advised to vet the material, in advance, with the Piedmont Adult School Director.

Section 4 - Safety and Security

The Piedmont Adult School Emergency Plan is based on the special needs of schools, such as Piedmont Adult School, that meet during evening hours. The following information is guidance for all involved in the Piedmont Adult School program. Please read the information carefully.

PIEDMONT ADULT SCHOOL OFFICE EMERGENCY PHONE NUMBERS:

- (510) 594-2880
- (510) 594-2655

INSTRUCTOR RESPONSIBILITIES

In case of an emergency:

- Use a cell phone to call **911**.
- Send a runner to the office, with instructions to call for help.
- In all cases, be prepared to clearly state the problem and the location.
- Send students outside to signal and guide emergency workers so long as this will not endanger the students.

In the event of a major earthquake or fire, evacuate all students from the buildings:

- **For classes at Piedmont High School**, take students to the courtyard, in front of the Student Center, unless conditions prevent. Alternately, the assembly site is the lawn to the East of the school behind the 20's building.
- **For classes at Piedmont Middle School**, move your class up towards Magnolia Avenue, if that makes sense; otherwise, take your students to the football field. Bring any emergency supplies available with you.

Piedmont Adult School instructors must be able to account for all students present in their classes at the time of the emergency/disaster, giving numbers, names, conditions and whereabouts.

ADVISORY NOTICE TO ALL PIEDMONT ADULT SCHOOL EMPLOYEES

In the event of an emergency or disaster, all public employees, faculty and staff, are declared by law to be disaster service workers under the direction of the Director of the Adult School, or a designee, in accordance with the California Education Code, ref. Vol IV, 3/89, Chapter 8, paragraph 6865.5, sub-paragraph 3100

Public Employees: Disaster Workers:

It is hereby declared that the protection of the health, safety and the preservation of the lives and property of the people of the state from the effects of natural, manmade, or war caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the

state in the protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

Section 4 - Safety and Security - continued.

OFFICE STAFF

The Piedmont Adult School Office Staff agrees to the following:

- Answer the phones as quickly as possible any time they ring.
- Support the teachers by calling for emergency services, by delivering first aid equipment as necessary, by providing emergency services as necessary, and by assisting with students as necessary.
- Evacuate the office as necessary, taking emergency supplies to the assembly area, in the courtyard in front of the Student Center.
- Gather information concerning the general condition of students, teachers and buildings.
- Keep driveway from Magnolia Avenue to Student Center clear of debris, vehicles, and people.
- Shut off water, electricity, and gas as necessary.
- Assist the Piedmont Adult School Director with accountability, communications and coordination, emergency first aid, locating and distributing supplies, and containment of the situation.

STUDENT RESPONSIBILITIES

Instructors please review these responsibilities with your students.

- Comply with directions given by instructors and staff.
- Let instructors know if you have medical skills.
- Remain with your class until you have reached the Assembly Area and you have been accounted for. Remember: this is your last known location for family and friends. We advise you to remain, if reasonable. Let your instructor know where you are planning to be if you elect to leave the site.

CUSTODIAN RESPONSIBILITIES (EVENING)

- Assist the office staff and students as necessary.
- Perform emergency duties as assigned.
- Carry a flashlight when on duty.
- In the event of an emergency, report to the Piedmont Adult School Administrator or the Administrative Coordinator on duty.
- Check the buildings for injured people and damage. Assist instructors with evacuation of classes to the assembly area.

EMERGENCY MEDICAL TREATMENT

Dial 911. As a follow up, always e-mail piedmontadultschool@piedmont.k12.ca.us with an explanation of what event occurred and what medical treatment was administered.

INCIDENT REPORT

Any event in which a staff member or student is injured must be followed by the completion of an incident report. These report forms are available in the Piedmont Adult School office.

Updated on 11/1/2021 ml