

**MORGAN HILL  
COMMUNITY ADULT  
SCHOOL**

**STAFF HANDBOOK  
2011 - 2012**

# OUR MISSION STATEMENT

## MISSION STATEMENT

Morgan Hill Community Adult School is committed to providing a comprehensive program which is responsive to the educational needs of the residents of the Morgan Hill Unified School District and the surrounding areas. A broad spectrum of vocational, academic and enrichment classes provide lifelong learning opportunities for personal improvement and career preparation or advancement. Morgan Hill Community Adult School works to maintain open communication with residents in order to provide curriculum that meets their diverse needs and interests.

*Adopted by the faculty and staff of Morgan Hill Community Adult School on 12/10/98*

# STUDENT LEARNER OUTCOMES

***OUR STUDENTS will***

**Set goals**

**Acquire skills**

**Monitor their progress**

**Effectively communicate**

# **GENERAL INFORMATION**

## **MORGAN HILL UNIFIED SCHOOL DISTRICT**

### **DISTRICT ADMINISTRATION**

Superintendent	Wesley Smith, Ed.D.
Deputy Superintendent	Bonnie Tognazzini
Asst. Superintendent, Human Resources	Joseph “Jay” Totter
Asst. Superintendent, Educational Services	Socorro Shiels

### **BOARD OF EDUCATION**

Ron Woolf (President)  
Don Moody (Vice President)  
Bob Benevento  
Peter Mandel (President)  
Claudia Rossi  
Kathleen Sullivan  
Shellé Thomas

## **MORGAN HILL COMMUNITY ADULT SCHOOL** **West Central Avenue, Morgan Hill 95037**

In addition to the Community Adult School and Central High School, our classes are held at the following locations:

Hillview Convalescent Hospital – 530 W. Dunn Avenue, Morgan Hill  
Live Oak High School – 1505 E. Main Avenue, Morgan Hill  
Learning and Loving Educational Center – 16890 Church Street, Morgan Hill  
Mariposa Lodge – 9500 Malech Road, San Jose  
Pacific Hills Manor – 370 Noble Court, Morgan Hill  
South Valley County Retirement Inn – 460 Church Street, San Martin

## OFFICE HOURS & CONTACT INFORMATION

### Office Hours

Monday through Thursday 8:00 a.m. to 4:30 p.m.  
Tuesday through Thursday 6:00 to 9:30 p.m. (during class sessions)  
Friday 8:00 a.m. to 12:30 p.m.

### Contact information

Phone: (408) 201-6520  
FAX (408) 201-6525

### E-mail addresses:

Dennis Browne [dennis.browne@mhu.k12.ca.us](mailto:dennis.browne@mhu.k12.ca.us)  
William Cerdán [william.cerdan@mhu.k12.ca.us](mailto:william.cerdan@mhu.k12.ca.us)

## ADMINISTRATIVE/SUPPORT PERSONNEL 2007-2008 School Year

**Dennis Browne, Principal**

## CLASSIFIED OFFICE PERSONNEL

**William Cerdán**      **Administrative Secretary II**  
**Judy McBrearty**   **Senior Account Clerk**

## GED TESTING SCHEDULE

Morgan Hill Community Adult School is an official GED testing center. The GED Test is given in English and Spanish each Monday evening while school is in session. Students must register for the test at an orientation, which is conducted once a month on Tuesday at 12:30 PM, and once a month on Thursday at 7:00 PM. Students are required to pass all 5 sections of the test with no score lower than 410 and an average score of 450 on all 5 tests. Tests are administered in Math, Writing, Social Studies, Science & Literature/Reading. The cost to take the test is \$120.00. A fee of \$40.00 is charged for each test that is re-taken.

## **GENERAL EDUCATION DEVELOPMENT (GED) TEST ELIGIBILITY**

To take the GED test in California, an individual must be a California resident or a member of the armed forces assigned to this state and meet any one of the following criteria:

1. The individual is 18 years of age or older, or within 60 days of his/her 18th birthday (regardless of school enrollment status).
2. The individual is within 60 days of when he/she would have graduated had he/she remained in school and followed the usual course of study.
3. The individual is 17 years of age, has been out of school for at least 60 days, and provides a letter of request for the test from the military, a postsecondary education institution or a prospective employer.

Persons who pass the GED test at age 17 will not receive the equivalency certificate until their 18th birthday; a letter of intent is issued which states that the certificate is being held pending the examinee's 18th birthday.

## **ENGLISH AS A SECOND LANGUAGE (ESL) STUDENT PLACEMENT PROCEDURES**

The ESL/ABE Placement Test is administered to students every week. Because there is a limited number of spaces in our classes, prospective students should make an appointment for the placement test. For students who wish to attend evening ESL classes, the test is administered on Tuesday from 6:30 to 8:30 PM and on Wednesdays at 9:30 AM in the adult school office. Upon completion of the placement test, students are assigned the appropriate ESL level of instruction.

## **ADULT SECONDARY EDUCATION (ASE) STUDENT PLACEMENT PROCEDURES (Adult High School Diploma)**

Students are placed in the Adult High School Diploma program by registering in the school office, paying registration fees and book deposit (\$60 refundable), and taking CASAS placement tests. Transcripts are required to verify work completed.

## **STUDENT WAITING LISTS**

At times space is not available in classes. Following testing, a student is placed on a waiting list if space is not available. Students are called to enroll in school on a priority basis according to the order names are placed on waiting lists. After 3 failed attempts to contact students, names are dropped from waiting lists.

## **CURRENT SCHOOL-YEAR CALENDAR**

The Community Adult School year runs from August through June. For state-supported classes, the adult school year will include two semesters.

The Community Adult School follows the calendar of recesses set by Board of Education of the Morgan Hill Unified School District. In the school, there are no classes on the following holidays:

Labor Day  
Veterans Day observance  
Thanksgiving (Wednesday through Friday of Thanksgiving week)  
Winter Break  
Martin Luther King, Jr. Birthday  
Presidents Day Recess (the week including Presidents Day)  
Spring Recess (Friday before Easter through Easter week)  
Memorial Day  
Independence Day

Each year the school prepares a school year calendar, includes the schedule of holidays, giving exact dates.

## **COMMUNITY ADULT SCHOOL WEB PAGE**

Our school's Web Page is under continuing development. Visit the school's Web Page to view the brochure or to explore various aspects of the adult education program. The school's Web Page address is <http://www.cas.mhu.k12.ca.us>.

## **ADULT EDUCATION TEACHERS' REGIONAL RESOURCE CENTER**

The Regional Resource Center for adult education teachers is in San Jose and housed at Central City Occupation Center located at 760 Hillsdale Avenue. (CCOC is part of the Metropolitan Adult Education Program.) The Resource Center is located in Room 1. It is open to all California adult education teachers. A wealth of adult education material is available for checkout. The Regional Resource Center also sponsors numerous training opportunities for adult education teachers. These sessions occur throughout the school year at various adult schools in the Bay area. For more information in regard to the services of the center, contact Suzi Glass or Dorian Conte at (408) 723-8450.

## **CALIFORNIA COUNCIL FOR ADULT EDUCATION (CCAЕ)**

All staff members are encouraged to join CCAE, the only statewide organization solely supporting only adult faculty, staff, students and issues. This organization has been responsible for keeping adult education in the forefront for many years. CCAE sponsors excellent conferences for adult educators, staff development workshops for teachers, and presents the Outstanding Teacher and Outstanding Support Staff Service Awards each year. Membership forms are available in the office.

# REGULATIONS AND PROCEDURES

## STUDENT AGE REQUIREMENT TO ATTEND STATE-SUPPORTED CLASSES

Students must be 18 years of age to attend state-supported adult education classes. In exceptional circumstances, and with the permission of the principal, students under the age of 18 may attend classes.

## STUDENT AGE REQUIREMENT TO ATTEND COMMUNITY INTEREST CLASSES

Students must be 16 years of age or older to attend classes offered through the Community Interest Program.

## CONCURRENTLY ENROLLED HIGH SCHOOL STUDENTS

The Community Adult School program for Adult Secondary Education provides an opportunity for students at District high schools to earn units towards graduation. This opportunity is intended primarily for students who are at risk of failing to meet graduation requirements, and for students whose educational experience would be enhanced by a course offered at the Community Adult School but not available at the high schools.

There are several provisions of Education Code 52523 that govern concurrent enrollment of high school students. They may be summarized as follows:

- ◆ Adult education classes shall not supplant the regular high school curriculum. High school students may not be enrolled in adult education classes if similar classes are available in the regular high school program. An exception to this rule exists where a student needs a particular course to graduate and that course will not be available through the regular program in time to graduate for the student to graduate on time.
- ◆ A high school student may attend adult education classes concurrently only after attending for the full time scheduled as the length of the regular school day.
- ◆ Adult students have priority in all adult education classes, and the classes offered in Adult Secondary Education shall be designed for and attended primarily by adults.
- ◆ Before enrolling in an adult education class, a student shall have documentation of the counseling session held pursuant to Ed Code 52500.1(b).
- ◆ A student may enroll in an adult education class to make up deficient credits for graduation from high school, or to take a class that is not available at the high schools and that would supplement and enrich the student's educational experience.

In order to respect the letter and the intent of the law governing concurrent enrollment, the following rules govern concurrent enrollment of high school students in the Community Adult School Adult Secondary Education program:

- ◆ Concurrent enrollment is limited to those high school students who will not be able to obtain required units in the time available before graduation from high school.
- ◆ A high school student may enroll in the Community Adult School class *no earlier than the third quarter of 11<sup>th</sup> grade*.
- ◆ No student may be enrolled in the Community Adult School after *the beginning of the fourth quarter of the 12<sup>th</sup> grade*.
- ◆ A concurrently enrolled high school student may earn *no more than 20 units of credit* at the Community Adult School in any one academic year.
- ◆ In order to enroll in an adult education class, the student must present the "Permission to Enroll" form, indicating the classes and units needed and the reason for enrolling. This form must also indicate the time and date of the parent conference and the student/counselor conference.
- ◆ Priority for enrollment will be given to adult students, and high school students will be accepted in the adult education program when space is available.



Because the Community Adult School classes are designed as independent study, the high school counselor should be confident that the student understands and is prepared to achieve success in the adult education setting.

## **STUDENT REGISTRATION PROCEDURES FOR STATE-SUPPORTED CLASSES**

A Student Registration Form is required for all students in attendance. Registration forms are to be completed prior to the first day of student attendance. **NEVER ADMIT A STUDENT INTO CLASS WITHOUT AN OFFICIAL REGISTRATION CARD.**

Teachers who teach classes on sites other than the main campus must require all students to complete the registration form in class and must ensure that registration forms **are submitted to the adult office** on a regular basis

**Only one, up-to-date registration form is required for students attending state-supported classes. For purposes of attendance reporting, the school year is from July 1 to June 30. It is important to note that if a student transfers from one class to another or adds a class, his/her registration card must be updated or another registration card completed.**

*It is the responsibility of teachers to ensure that they have in their possession a registration form for each student in class. Registration forms are official, legal, documents and must be in the teacher's possession and on file in the adult school office in order for the adult school to receive funding*

## **ESL STUDENT TRANSFER PROCEDURES**

ESL students are transferred to higher or lower levels of instruction whenever it is determined by the teacher that movement of the student would best meet the student's learning needs. School-wide promotion of ESL students to the next instructional level usually occurs following approximately 19 weeks of instruction.

## **STUDENT REGISTRATION PROCEDURES FOR COMMUNITY INTEREST CLASSES**

Enrollment for community interest classes can be completed by students in the office or via mail, phone, or FAX.). If the student has registered in the office, a registration form will be presented to the teacher upon arrival on the first day of class. Upon receipt of the registration form, the teacher is to add the student's name to the Class Attendance Sheet. If a student has registered by mail, phone, or FAX, the student's name will appear on the Class Attendance Sheet, and the student will not have a registration form to give to the teacher. Because students pay tuition for community interest classes, teachers must ensure that each student has been properly registered.

## **ADHERENCE TO SCHEDULED CLASS HOURS**

Teachers are expected to be in the classroom five minutes before class starts prepared to begin class and ready to greet students as they enter the room. Classes are to meet for the total number of hours designated. Classes are not to be dismissed early.

## **CLASS BREAKS**

### *State-supported Classes*

Student breaks may be scheduled for mandated classes but **cannot** be included in the calculation of student attendance hours. A ten-minute break is allowed after two hours of instruction.

### *Fee-supported Classes*

The teacher and students may arrange a suitable break period.

## **SCHOOL KEYS**

Room keys are available for use during class time and must be returned to the office after each class. **Please notify the office immediately if a key has been lost.**

## **CARE OF CLASSROOMS**

Every teacher has a daily responsibility for erasing the blackboard, arranging furniture in the way the room was found, and removing gum, writing, and any trash from desks, tables, and floors. **Eating, drinking, and smoking are not permitted in classrooms.** Check windows and lights, and be sure that windows are closed and securely locked. Return any equipment borrowed from the office. If you have a key, lock the door and check to see that it is secure by pulling hard on the door handle. Report all breakage, vandalism, and missing or faulty equipment to the office immediately.

## **CLASSROOM VISITORS**

Students are not permitted to audit classes. Students must be properly registered in order to attend classes. All classroom visitors must be registered in the office.

## **SMOKING**

Morgan Hill Unified School District provides a healthy, tobacco free environment and requires that students and teachers refrain from using any tobacco products on school district property and at district sponsored activities. Teachers should remind students that this restriction applies to all school property, including parking lots.

## **DRINKING/ DRUGS/ NARCOTICS**

If a student is suspected of using drugs, narcotics, or alcohol while on campus, staff members should contact school administration immediately. Such behavior will lead to disciplinary action and possible expulsion.

## **DUPLICATING REQUESTS**

Teachers are welcome to use the copy machine “stipulated for teachers’ use” at any time the office is open. Duplicating paper is available in the office. Copying of materials is for class sets only. (If a student wants to make a copy for personal use, the office staff can make copies for a fee.)

Office staff can assist teachers with copying requests. To utilize this service, teachers must complete the pink *Request for Copies* form and place it along with the work to be copied in the appropriate place in the office. (See office staff for location.) When completed, the copy work will be placed in your box. All copy requests must be submitted a least two working days before needed. Although office staff will make every effort to return to you your completed duplicating requests within the two-day stipulated turn around time, please understand that the completion of duplicating requests can not be guaranteed by a given date.

## **AUDIO/VISUAL EQUIPMENT**

Televisions, video players, slide projectors, overhead projectors, or cassette players can be checked out from the office. You should reserve needed equipment in advance. Office staff will assist you with this process.

## **SUPPLY REQUESTS**

Students are to purchase their own supplies. Class sets of textbooks are available to students in all state-supported classes. Teachers can obtain limited supplies from the office i.e. markers, staplers, paper, etc. Office staff will assist you in securing needed supplies. Please inform office personnel two days in advance, if possible, when supplies are needed, by completing a Request for Supplies form. Adherence to this procedure will provide staff with adequate time to fill your request.

## **TEACHER MAILBOXES**

Each teacher has a mailbox in the office. It is your responsibility to check your mailbox regularly for important notices and memorandums.

## **REQUEST FOR PURCHASES**

Purchases of instructional materials must be approved by the principal and ordered through the office.

## **FIELD TRIPS**

Field trips must be educational and related to curriculum objectives. Teachers must submit the *Field Trip Request form* to the Principal and receive prior approval one month prior to the date of the trip. Field trips cannot be scheduled for a time shorter than the regular scheduled class time. Regular class attendance procedures are to be followed for the class session in which the trip is taken. **NO STAFF MEMBER IS AUTHORIZED TO TRANSPORT STUDENTS IN HIS/HER AUTOMOBILE AT ANYTIME. STUDENTS SHOULD BE INSTRUCTED TO MEET AT THE FIELD TRIP DESTINATION AND LEAVE TO GO HOME (NOT BACK TO SCHOOL) FOLLOWING THE FIELD TRIP.**

## **CLASS PARTIES**

Class parties should be kept to a minimum and should be related to the study of American holidays/culture. Following a class party, ensure that the classroom is left clean and in good order with all trash removed and discarded in outside trashcans.

## EMERGENCY INFORMATION

Never hesitate to seek help in the event of an emergency. Teachers in classrooms with phone access should call **911 immediately and then contact the office**. Teachers assigned to rooms with out phones should contact the office immediately. **It is always better to call for help and then learn that it may not have been needed than to hesitate and not call only to realize that the situation was more serious than one realized.** **SEE THE EMERGENCY SECTION OF THIS HANDBOOK FOR FURTHER SAFETY-RELATED PROCEDURES.**

## EMPLOYEE ACCIDENT REPORT FORM

The employee *Accident Report* form must be completed by an employee whenever an accident occurs. This form can be obtained from the school Secretary. Upon completion, the form is to be submitted to the Principal.

## STUDENT INJURY REPORT FORM

The *Student Injury Report* form must be completed by the teacher (along with the student if possible) whenever a student is injured at school. This form can be obtained from the school Secretary. Upon completion, the form is to be submitted to the Principal.

## DISTRICT POLICY ON SEXUAL HARRASSMENT

The Board of Education of the Morgan Hill Unified School District has developed a very clear policy in regard to sexual harassment. The *California Education Code* and *Administrative Regulations* clearly address this issue. Sexual harassment is not tolerated, in any form, in the Morgan Hill Unified School District. ***Board Policy (BP4121) and Administrative Regulation (AR 4121) state the Board's policy on sexual harassment and specify procedures to be followed.*** Please read and become familiar with these policies.

## SEXUAL ORIENTATION/GENDER IDENTITY HARASSMENT

The Morgan Hill Unified School District is committed to maintaining a safe and supportive school environment in which all members of the school community are treated with dignity and respect. It is the policy of this District that harassment and discrimination based on sexual orientation and gender identity, including perceptions of a person's identity, appearance or behavior, is expressly prohibited.

The Board considers harassment and discrimination based on sexual orientation and gender identity to be a major offense. The District shall investigate all complaints of discrimination and harassment, and take appropriate action against any student or employee who is found to have violated this policy.

Harassment of a student by another student in violation of this policy constitutes cause for disciplinary action. Harassment and discrimination based on sexual orientation and gender identity are unacceptable conduct and will not be tolerated. A student who experiences or witnesses harassment of a student by another student based on sexual orientation and gender identity should contact the school principal or Compliance Coordinator if they experience such harassment or discrimination. (BP 5751)

## RELEASE OF INFORMATION CONCERNING STUDENTS

Adult school staff members have the legal responsibility to ensure the privacy of all adult students attending

the school. Staff is not to release transcripts or other written information to outside organizations or individuals without written permission from the student. A written court order to release certain, specific information is the only other acceptable and legal means of releasing information concerning students.

Verbal information concerning students is to be released only to the student who physically appears in the office. Information concerning students is not to be released over the telephone, except that staff may tell an identified police officer that a student is enrolled in the school.

## **STUDENT WELFARE**

Getting acquainted with students and showing interest in their needs will do much to promote their sense of security, satisfaction, and well being.

Teachers should be aware of those students with special needs related to handicapping conditions or medical problems.

The comfort of the classroom should always be maintained by checking heating, lighting, and ventilation. The office should be notified if the classroom heating/air system or lighting is in need of repair. Staff should always make sure that students know the locations of the office, restrooms, and exits.

## **NON-DISCRIMINATION**

The Governing Board of the Morgan Hill Unified School District is committed to equal opportunity for all individuals in education. Morgan Hill Unified School District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities.

## **COMPLAINT PROCEDURES**

The Morgan Hill Unified School District does not discriminate on the basis of race, color, national origin, religion sex, age, or handicap in its educational programs and activities or employment practices as required by law. The lack of English language skills will not be a barrier to admission and participation in the district's programs. Students, parents, employees, or others who wish further information about the regulations, or about handicapped access of the district's facilities, or who wish to file a complaint, should contact the Assistant Superintendent for Human Resources, Morgan Hill Unified School District, 15600 Concord Circle, Morgan Hill, CA 95037; Phone: (408) 201-6015.

The Morgan Hill Unified School District recognizes that the District has primary responsibility for insuring that it complies with state and federal laws governing education programs. The district shall investigate and seek to resolve complaints at the local level. The District shall follow complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply in all the programs it offers.

# **INSTRUCTION**

## **CLASS PREPARATION**

All teachers are expected to prepare long-range as well as daily lesson plans. Lesson plans for mandated subjects should reflect the current course outlines and/or curriculum guides. Instruction should always be adjusted, when necessary, to meet the varying needs and abilities of students. No set format for lesson plans is required. Lesson plans are to be prepared, however, for each class session taught.

## **SUBSTITUTE TEACHER LESSON PLANS**

Substitute teachers should always be provided with a detailed lesson plan and needed materials. A Generic lesson plan **must** also be developed that could be utilized anytime, if necessary. Emergency lesson plans should be put in a folder and placed in your mailbox or in an accessible location in the classroom. Emergency lesson plans are not required for fee-supported classes.

## **TEACHERS' PRESENCE IN CLASSROOMS**

Students must be under the supervision of their teachers at all times. Teachers are not to leave students unsupervised at any time. If a teacher needs to send a message to the school office, a student should be given this responsibility.

## **PROFESSIONAL DEVELOPMENT**

MHCAS encourages all staff to develop their professional skills by participating in professional development activities, and to introduce new methods and materials to their classes. The school uses supplemental funding to support professional development in ESL, ABE, Adult Secondary Education, Vocational Education, EL Civics and CBET. The school attempts to notify teachers of conferences and other professional development opportunities.

# **CURRICULUM**

It is the goal of the adult education program to offer instruction that meets the needs of adult learners both individually and collectively. It is expected that adult education teachers will employ a variety of "Best Practices" teaching techniques/strategies to ensure that all learning modalities are addressed. It is also expected that teachers plan and execute lessons that are relevant to the life experiences of their students – taking into account the variety of prior learning experiences and the gaps in learning that the adult learner often faces. Research finding related to how adults learn best should serve as the framework for lesson planing and presentation.

## **COURSE OUTLINES**

A course outline has been developed for every state-supported class offered through the adult education program. Course outlines clearly reflect the essential intent and content of the designated course. All teachers teaching state-supported courses should have, and be following, the course outline for the subject area of assignment.

## **ADULT BASIC EDUCATION (ABE) CURRICULUM**

The ABE program provides instruction in reading, writing, and mathematics at the first through seventh grade-level. The program has an articulated curriculum in reading, writing, and mathematics, aligned to *Adult Basic Education Model Standards for Adult Education Programs*; the state guidelines for ABE instruction cover the grade-level designed above. Computer-assisted instruction is integrated into the ABE instructional program.

## **ENGLISH AS A SECOND LANGUAGE (ESL) CURRICULUM**

The ESL program has an articulated sequence of ESL courses from ESL beginning literacy through ESL advanced-high level. The school's ESL curriculum is aligned to *English as a Second Language Model Standards for Adult Education Programs*, the state guidelines for ESL instruction. The *SCANS* competencies (skills necessary to be successful in the workplace) are also incorporated into the ESL curriculum. All ESL teachers are to follow the written curriculum objectives.

## **ADULT SECONDARY EDUCATION (ASE) CURRICULUM**

### ***(Adult High School Diploma)***

The ASE program provides instruction in the state-required courses for the Adult High School Diploma. The program has an articulated curriculum which is aligned to *Model Program Standards for Adult Secondary Education*, the state guidelines for ASE instruction.

## **CAREER TECHNICAL EDUCATION EDUCATION PROGRAMS CURRICULUM**

The vocational program utilizes an articulated curriculum aligned to *SCANS* Competencies, the state guidelines for vocational education programs that prepare students for the job market. Computer education, related to preparing students for gainful employment in various office occupations, is a core focus of the program. Certificates of completion can be earned in the following office occupations: Clerk Typist, Data Entry Clerk, File Clerk, General Office Clerk, Receptionist, Secretary. Instruction in business English and math is also provided

## **OLDER ADULT EDUCATION PROGRAM**

Content of course offerings includes use of technology, understanding the aging process and the role of nutrition and exercise in maintaining good health, applying principles of sound consumerism and financial management, building positive relationships and support systems, and developing competencies, skills, and interests that assist in enhancing the quality of life. Many of the classes offered through MHCAS in the Older Adult Program are conducted in convalescent nursing facilities for the frail and elderly.

## **ATTENDANCE ACCOUNTING AND STATE-MANDATED STUDENT RECORD KEEPING - TOPSPRO ENTRY AND UPDATE RECORD FORMS**

## **ATTENDANCE PROCEDURES FOR STATE-SUPPORTED CLASSES**

Official Attendance Sheets and Attendance Cards are legal documents and must be completed honestly and accurately. It is also important to understand that if a student attends for any portion of a scheduled class hour or half hour, the total hour or half hour is to be reported. For example, if a class is scheduled to meet for three hours and a student attends for two hours and ten minutes the total 3 hours would be recorded for attendance purposes. Likewise, if a class is scheduled to meet for 2.5 hours and a student attends for two hours and five minutes, 2.5 hours would be recorded for attendance purposes.

## **PROCEDURE FOR CORRECTLY RECORDING STUDENT ATTENDANCE HOURS ON THE ATTENDANCE SHEET**

For each day a class is scheduled to meet, there is a dated box provided for the teacher to designate each student's attendance hours on the **Attendance Sheet or card**. Each single hour or half hour of attendance must be reported separately in each designated box on the attendance sheet. The teacher is to take attendance once in each hour, making a separate hatch mark for each hour or portion of an hour that the student is in attendance.

**Example 1: for a class scheduled to meet for 3 hours.** If a student attended 3 hours on Monday, 9/14, the teacher would mark ||| in the 9/4 designated attendance box on the attendance sheet.

**Example 2: for a class scheduled to meet for 2.5 hours.** If a student attended for the complete 2.5 hours, || 1/2 would be recorded in the designated attendance box on the attendance sheet.

**Never indicate student attendance with check marks or any other symbols.** Peggy Henson can explain the attendance reporting procedures one-on-one with any teacher. Please seek her assistance if needed.

Attendance sheets for classes at the main campus are to be left in the teacher's mailbox after each class. The school is accountable for knowing which students attended class on any given day.

Attendance Sheets are due to the office for state-supported classes no later than the last Friday of each attendance period. Teachers are to submit attendance sheets to the office following the last scheduled class meeting. Please refer to the school calendar for end of the school month due dates. Each attendance period is comprised of four weeks. Attendance sheets are returned to you via your box and the process continues through the eleven-month school year. The secretary posts attendance sheet due dates in a prominent place near the teachers' mailboxes.

## **ATTENDANCE PROCEDURES FOR FEE-SUPPORTED CLASSES**

Teachers assigned to classes supported by student fees follow the same procedures for recording student attendance hours on the attendance sheet with one exception. Student attendance hours are to be written using a whole number. For example, a "3" would be written in the appropriate box on the attendance sheet for a student who attended a three-hour class. The green attendance sheet is also used for fee-supported classes.

## **DAILY/NIGHTLY OR WEEKLY ATTENDANCE TASKS**

### ***State-supported Classes***

Attendance Sheets must be submitted to the office on a daily/nightly basis for all mandated classes meeting at the Community Adult School and Central High School. For classes meeting at other locations, a weekly attendance sheet must be submitted to the office following your last class meeting for each week. If it is inconvenient for you to turn in your attendance sheet weekly to the adult school office, you may call-in your weekly attendance by phone or you may mail the yellow Attendance Card to the office following your last class meeting for the week.

### ***Fee-supported Classes***

All fee-supported classes must report the number of students in attendance to the adult office following the first class meeting regardless of class location. Classes meeting at locations other than Live Oak must use the telephone. Following this initial reporting, daily/nightly attendance reporting is not required.

## **ADEQUATE STUDENT ATTENDANCE FOR STATE-SUPPORTED CLASSES**

Please ensure that students understand that it is their responsibility to keep classes going by attending regularly and by encouraging fellow classmates and others to attend classes. Students missing three consecutive class sessions may be dropped. Please use your discretion and judgment in this matter. It is



imperative that teachers develop a proactive, ongoing plan to ensure adequate student attendance. Because adult education funding is contingent upon positive student attendance, classes will be discontinued if attendance drops below an acceptable minimum number of students. The office staff is happy to assist you in the development of fliers. A card reminding students to return to school is also available in the office upon request.

## **ADEQUATE STUDENT ATTENDANCE FOR FEE-SUPPORTED CLASSES**

Classes not supported by state funding are supported entirely by student fees. The cost of providing the class is built into a fee structure calculated on a minimum of twelve students registered for the class. Classes which do not have the required number of students registered by the first class meeting but have at least one-half of the required number of students registered, may choose one of the following options: (1) Students may pay an additional registration fee (determined by number of students and hours of instruction.) (2) The number of instructional hours may be reduced without raising the registration fee. (3) The class may be canceled. Teachers with one-half of the required registered students have the option of meeting the first night of class to discuss the above-stated options. **If the class meets for the first class meeting and it is decided that the class will be canceled, the teacher will only be paid for 1 hour of instruction for the evening and should dismiss students accordingly.**

## **STATE ACCOUNTABILITY STUDENT RECORD KEEPING REQUIREMENTS**

California legislation requires that all adult schools must provide student information for every currently offered mandated class. CASAS is working directly with the California State Department of Adult Education to provide materials necessary for this student data collection. It is a requirement for our school to participate in this effort.

**All students enrolled in a mandated class through our agency must complete a TOPSpro Entry Record form. Teachers will receive complete instructions on proper completion of TOPSPro forms.**

### **UPDATE RECORDS**

When a student leaves a class for any reason, it is the teacher's responsibility to complete a TOPSpro Update Record. **The Update Record is completed at the time a student finishes a class, leaves the agency, or at the end of the year. It will be easier for you if you keep accurate records of your students' progress and the reasons for leaving. If you wait until the end of the year and try to remember why the student left it will be difficult to recall the reasons.**

# **PAYROLL ACCOUNTING**

## **TEACHER TIMESHEETS (Payroll)**

Teacher timesheets are due to the school Secretary on the last business day of each month. **Blue** timesheets are utilized by certificated teachers; **pink** timesheets are utilized by classified teachers. **Timesheets must only reflect the hours of service during the month indicated on the timesheet. Timesheets should be filled-out completely providing all of the information requested on the form, including absences for illness, personal necessity or non-paid absences.** Warrants are mailed to teachers on the 10th of each

month.

*(Employees teaching fee-based classes should submit time sheets to the school Secretary following their last class meeting. Pay warrants are received only on the 10th of each month regardless of when they are submitted to the school Secretary.)*

Timesheets must reflect the number of hours for which a class is scheduled. Any additional hours other than those during which a class is scheduled must receive prior approval in writing from the principal.

It is the responsibility of the teacher to ensure that time sheets are submitted on time. Late timesheets will be processed in the subsequent payroll cycle causing the employee to be paid 4 weeks late.

***Timesheets are to be placed in the incoming mailbox located next to on the school Secretary's door in the adult school office.***

## **SUBSTITUTE TEACHER TIME SHEETS**

The timesheet that is to be used by substitute teachers is white. These timesheets can be obtained from any office staff member. Substitute teachers are to complete a timesheet at the end of the substitute assignment. Timesheets are to be placed in the plastic box located on the office door of the School Secretary. Long-term substitute teachers are to submit timesheets, as non-substitute teachers do, on the 10th of the month.

## **TEACHER ABSENCE REPORT**

The Teacher Absence Report is to be completed upon return to work. The Absence Report form can be obtained from any office staff member. The Absence Report must be complete and attached to the Teacher Timesheet form.

# **PERSONNEL POLICES**

Morgan Hill Unified School District primarily employs non-contracted, hourly rate adult education teachers. Non-contracted employees are not eligible for Tenure status within the adult education program or district.

## **CREDENTIALS**

All employees teaching in state-supported classes must hold a valid California credential authorizing service in the area of assignment. The following credentials authorize service in California adult schools: *Designated Subjects, Vocational Education, Ryan Multiple Subject, Ryan Secondary, General Elementary, General Secondary, Supervision Coordination of Designated Subjects, Administrative Services Credential.*

It is the responsibility of the teacher to ensure that credentials are valid. Neither the adult school nor the district will notify employees of credential renewal dates. **A teacher cannot be paid if his/her credential has expired.** Credential Renewal Applications can be obtained at the district office in the Human Resources Office. Upon request, district personnel will assist you will the renewal process.

A credential is not required to teach courses offered through the Community Interest Program.

## **TUBERCULOSIS (TB) TEST**

All district employees must take a TB test every three years. At times, throughout the school year, the district office provides TB testing to employee. If a TB test is needed at a time when the district is not providing this service, employees can have the test done by a personal physician or at the County Health Department, located in San Martin.

## **TEACHER OFFER OF EMPLOYMENT LETTER**

Adult education teachers are hired on the semester basis for state-supported course and for the specific duration of the course for fee-supported courses. The *Offer of Employment* letter is sent to individuals teaching in the state-mandated program several weeks prior to the beginning of each semester. The *Request to Teach* form is sent to teachers in the fee-supported program several weeks prior to each session. Teachers are to indicate their desire to teach or not to teach on each of these letters. Letters are to be returned to the school Secretary no later than the due date indicated to ensure that brochure printing deadlines will be met. Upon receipt the Principal will send the teacher the *Letter of Adult School Teaching Assignment*. This document is discussed below.

## **LETTER OF ADULT SCHOOL TEACHING ASSIGNMENT**

Upon receipt of the *Offer of Employment letter* or the *Class Proposal Employment* letter from the teacher, the principal prepares the *Letter of Adult School Teaching Assignment* for the employee. This letter serves as the formal offer of employment to teach in the adult education program. Employment offers are made for the duration of the semester (state-supported classes) or class (fee-supported classes) as designated on the *Letter of Adult School Teaching Assignment*.

Ongoing employment throughout the assignment is contingent upon continued state funding and adequate student attendance. Classes may be cancelled at any time because of insufficient student attendance.

## **TEACHER COMPENSATION**

The Adult Education Hourly Pay Scale for credentialed employees is \$32 per hour of teaching time. Credit is not recognized for teaching in other school districts.

Employees teaching in the Community Interest, fee-supported classes are not required to hold a California Teaching Credential. However, an employee working in the Community Interest Program who does hold a California Teaching Credential will receive the hourly rate of pay designated above for credentialed teachers. Employees teaching in the Community Interest Program who do not hold a California Teaching Credential will be compensated for service at a rate of \$31 per hour.

## **EARNED SICK-LEAVE**

Hourly adult education teachers earn 1 hour of sick leave for every 18 hours of service. Sick leave hours are accumulated from year to year. Sick leave may be taken only for the employee's personal medical needs.

A total of 7 hours can be taken in any one school year for Personal Necessity.

## **PROCEDURES TO FOLLOW WHEN ABSENT FROM WORK**

When it is necessary to be absent, it is imperative that the adult school office be notified in ample time to secure a substitute teacher. If an emergency situation should occur preventing you from following this procedure, the office must be notified as soon as possible. Upon notifying the office of an absence, the teacher may state a preference for a particular substitute. Effort will be made to honor the teacher's request.

Substitute teachers are not secured for fee-supported classes. In the event of absence, teachers must ensure

that all students have been notified. The office can assist with this task. Cancelled classes must be made up at another mutually agreed upon time.

**Remember that the office must be notified of all teacher absence this applies to all classes including fee-supported classes for which substitute teachers are not utilized.**

## **STAFF EMERGENCY INFORMATION FORM**

Each adult school employee must have an up-to-date *Adult Education Program Emergency Information* form on file in the adult school office. The form lists the name and phone number of the person that should be notified in the event that an emergency should occur along with other important employee, emergency-related information. Employees must notify the office immediately if the information on the emergency information form is to be changed. Upon hire, individuals are required to provide this important information by completing the form. Also, at the beginning of each school year, all employees are asked to up-date this emergency information.

## **MEDICAL BENEFITS**

Part-time, adult education teachers do not receive district-paid medical benefits. However, the California Council for Adult Education (CCAЕ) has information on available medical insurance plans for adult educators. For further information, contact the state CCAЕ office at (916) 444-3323.

## **WORKERS' COMPENSATION**

California law guarantees certain benefits to employees who are injured or become ill because of their jobs. In the event that an employee is injured at work, the procedures listed below will be followed:

1. First Aid will be administered if necessary.
2. The injured employee will be taken to a doctor or hospital, if necessary.
3. The injury will be reported to the school Principal or district personnel employees, Shari Roth (201-6017) to request a claim form if the incident is more than a simple first-aid injury. Any delay in reporting an injury may delay workers' compensation benefits.
4. Questions in regard to workers' compensation should be addressed to **UniCARE Insurance Company, 2105 S. Bascom Avenue, Suite 310, Campbell, CA, 95008. Phone: (408) 377-3338; FAX: (408) 371-1796.** Free help and information is also available by contacting a Division of Workers' Compensation information and assistance officer at (800) 736-7401.

UniCARE Insurance Company administers employees' of the Morgan Hill Unified School Districts workers' compensation claims.

## **STATE TEACHERS' RETIREMENT SYSTEM (STRS)**

Participation in STRS occurs by way of payroll deduction; the district matches the employee's monthly contribution. Membership in STRS is a choice for part-time certificated school employees.

Be proactive in taking the steps that will put you in the best position at the time of retirement. For more information on retirement benefits, contact STRS. The local STRS office is listed below:

State Teachers' Retirement System (STRS)

3421 Monroe Street, Room 11  
Santa Clara, CA 95051  
Phone: (408) 246-8627 FAX: (408) 246-8861

Calls are accepted Monday – Friday (1:00 p.m. to 4:30 p.m.) STRS offers retirement counseling by appointment only.

## **TEACHER EVALUATION**

### **CLASS VISITATION**

The Principal, as well as district and state administrators and Board members, may visit adult education classes from time to time. These visits are a sign of interest in and support for your teaching. Unless the visitor asks to speak to your students directly, you should continue teaching as usual.

### **TEACHER OBSERVATION**

All teachers in our state-supported classes will receive the support given by observation and feedback. Teachers who have taught for MHCAS for at least two consecutive semesters are evaluated once every other school year. Any teacher may request a classroom observation or assistance from the principal at any time during any semester.

The teacher observation model includes a pre- and post- observation conference. The purpose of the pre-observation conference is to give the individual being observed the opportunity to discuss the lesson. The post-observation conference provides an opportunity for the teacher and observer to discuss the lesson using the Observation Instrument as their guide.

### **STUDENT FEEDBACK ON COMMUNITY INTEREST CLASSES**

Although the Principal may visit classes offered through the Community Interest Program from time to time, no written observation will be completed by the Principal. In lieu of this type of observation, students are asked to complete a Student Observation form for each community interest course each time the course is taken. This student input is provided to the Principal. Teachers are welcome to review and discuss student input individually or with the Principal at anytime throughout the instructional year. Individuals teaching in the Community Interest Program may request that the Principal observe classes at any time classes are in session.

# EMERGENCY PROCEDURES

## GENERAL EMERGENCY PROCEDURES

In the event of a major disaster, all staff members are responsible to remain at school. The administrator on duty will dismiss teachers and students when given the clearance to do so.

All administrators, teachers, and clerical staff should be familiar with preparedness procedures as outlined in the Morgan Hill Unified District Civil Defense and Disaster Plan. Please refer to 2.a of that document for information.

Morgan Hill Community Adult School is unique in that each employee needs to be familiar with all aspects of emergency responsibilities. A teacher or clerical staff person needs to be prepared to act in an administrator's emergency role if the need arises. It is the intent of this manual to supplement and personalize the Morgan Hill Unified District's document. In many cases a procedure will be referred to in that publication. Become familiar with the procedures and responsibilities in both of these documents.

The Morgan Hill Community Adult School Office will serve as the emergency command post. All emergency requests, reports of injuries, or missing students are to be taken to this post. First Aid equipment will be available at this location. All search and rescue will originate from this post. Teachers need to stay with their students unless they need to assume the role of an administrator.

An orange emergency backpack has been provided for each classroom. It is the teacher's responsibility to take it when leaving the room.

## GENERAL EMERGENCY / DISASTER PROCEDURES

- See section 3.a, 3.b, 3.c, 3.d, 3.e, 3.f, 3.g, and 3.h in the Morgan Hill Unified School District Civil Defense and Disaster Plan

## ADMINISTRATOR'S RESPONSIBILITIES

### Earthquake

1. In the case of an earthquake, the administrator must shut off the water and gas.
2. After accounting for all teachers and students, see that a command post is established near the office.
3. Coordinate search and rescue efforts, if necessary.
4. See that status reports are gathered and documented. The administrator may assign a clerical staff person for this task.
5. Notify the superintendent of the school's status.

## **Fire**

1. Call 911 and account for the teachers and students.
2. Follow the fire department's directions.
3. Collect the status reports from the teachers.
4. See that a command post is established near the office, unless it also in danger of fire. In that case, use the field behind the school.
5. See that status reports are completed and documented. A clerical person may be assigned this responsibility.

## **TEACHER'S RESPONSIBILITIES**

It is suggested that teachers become familiar with the person teaching in the room next to their classroom. Develop a buddy system for checking on each other. In the case of an emergency, make certain that person and the students are OK and are familiar with the procedures for the emergency.

## **Fire**

Please refer to 3.c in the Morgan Hill Civil Defense and Disaster Plan as well as the specific guidelines listed below:

1. Sound the fire alarm. It is located in the classroom near the entrance.
2. Evacuate the classroom by walking to the open field behind the buildings.
3. Teachers must leave the building last after being certain that all students have left the room. Teachers need to take the sign in or attendance sheet, a pencil and the orange backpack when they leave.
4. Keep the door unlocked and OPEN!
5. Attendance should be taken after everyone has gathered in the designated emergency area.
6. Administrators and/or teacher in charge will declare an all clear.

## **Earthquake:**

1. Inside the classroom the teacher directs the students to DROP to the floor.
2. It is best to get under desks or chairs for protection.
3. Students are to remain in this position until the teacher makes an announcement for an all clear.
4. If students are outside they should DROP to the ground away from buildings and trees.

5. Teachers will give an all clear and resume class, or evacuate the building as procedures suggest with a fire.
6. An administrator will determine if the students should leave the building.
7. If it is determined that the students should leave the building, attendance should be taken at the designated emergency area.
8. If there are any injured students, please send form #2 (via a student carrier) to the command post. Teachers must stay with their students until an all clear is given.

## Morgan Hill Community Adult School

### DISASTER STATUS REPORT # 1

Teacher's Name \_\_\_\_\_

Room Number \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Please complete this form and return (via a student) to the command post as quickly as possible.

**Assessment of students:**

Number of Students with you \_\_\_\_\_

**Names of Missing Students**

**Last Known Location**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## First Aid Checklist

- 1. RESCUE**                    **Watch neck and back injuries: wait until emergency crew arrives on the scene. When in doubt wait for help.**
  
- 2. BREATHING/  
PULSE**                    **Open airway. Use mouth to mouth and/or CPR. Constantly be aware of breathing of any injured person.**
  
- 3. BLEEDING**                    **Use direct pressure on the wound. Elevate limbs or head and shoulders if it is a head or facial injury.**
  
- 4. SHOCK**                    **All serious injuries: Keep victim warm, in a prone position, and comfortable.**
  
- 5. NECK/BACK**                    **Injuries to neck and back require immobilization.**
  
- 6. HEAD**                    **Look for serious signs. Unconsciousness, ear and/or nose bleeding, unequal pupils, vomiting, and breathing.**
  
- 7. BURNS**                    **Apply cold water to minor burns. Cover major burns with thick compress or dressing.**



## **STUDENT EMERGENCY PROCEDURES**

1. When the administrator or teacher tells you to DROP or take cover, get down beneath your table. Hold onto your knees and or the legs of the table with both hands and remain under it until you are given other instructions. Face away from any large glass area.

If you are not at your table, get away from any glass and take cover against an inside wall or under a table.

If a teacher or administrator is not present, an alert student may give the DROP signal, but NEVER give a false alert.

If you are outside, stay outside. Move away from buildings, overhangs, glass, and electrical wires. Sit down or take the drop position until the danger has passed.

2. When the danger is over, stay where you are until a staff member determines that it is safe to get up.
3. Check to see if your classmates are injured and report those injuries to the teacher. If the teacher is injured and you can help, do. Send a student to the next classroom and to the command post (office) to report the teacher's injury. Use the Disaster Status Report # 1 to report the injuries of all people to the command post.
4. Remember whether you are inside or outside, stay where you are until you receive other instructions, unless you are in danger. In that event move cautiously to another area.
5. In the case of earthquakes, there will be aftershocks. You must be orderly, stay quiet so that you can hear all directions from teachers or administrators.
6. You are important! Students have saved lives. Large numbers of students can become unruly and dangerous. Follow directions, use your common sense, and take all drills seriously.

**Instruct and discuss these procedures with your students!**

# EMERGENCY TREATMENT SHEET

*Date* \_\_\_\_\_

Name of person treated \_\_\_\_\_

Location of injury/type of injury \_\_\_\_\_

Treatment Administered

---

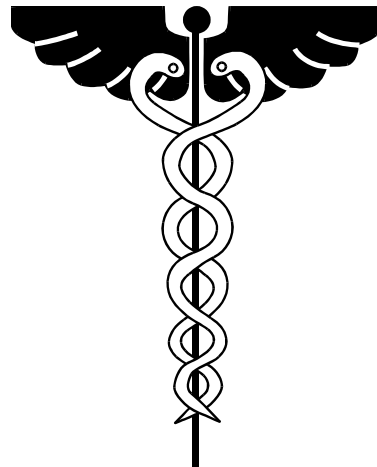
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*Name of Staff Person administering treatment*

\_\_\_\_\_  
**(For information purposes only)**



## **EMPLOYEE STATEMENT OF RESPONSIBILITY IN EMERGENCY SITUATIONS**

**All Morgan Hill Community Adult School employees must clearly understand their responsibility and role during an emergency. Regular drills and training will occur throughout the year to ensure that all staff is prepared for an emergency that may take place. Any necessary clarification of a procedure should be requested from the Adult School Principal.**