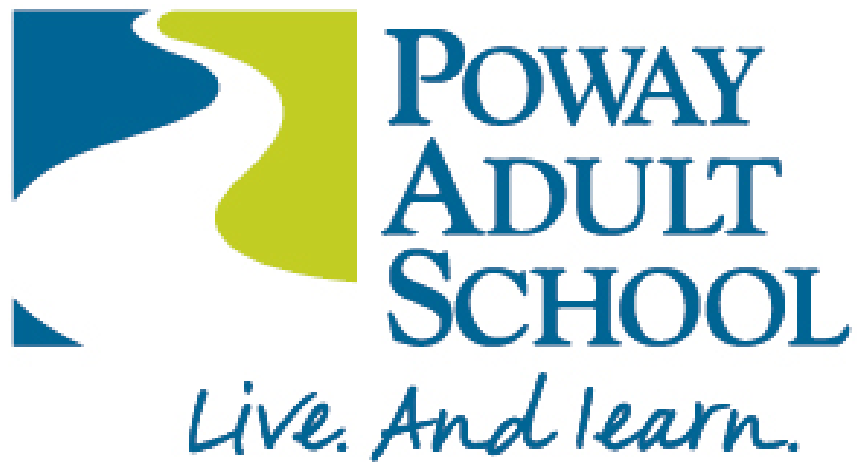


FACULTY HANDBOOK



**Poway Adult School
2018-2019**

Poway Unified School District

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ADULT EDUCATION OFFICE

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

Office Hours

Monday - Thursday 8:00 am – 7:00 pm

Friday 8:00 am – Noon

The office is closed on all school holidays.

Our phone number is:

PAS main number (858) 668-4024

EMPLOYEE IDENTIFICATION BADGES

A PUSD Adult School Instructor identification badge must be worn when on campuses for the purpose of teaching/work. Teachers and Community Lecturers will be provided their name badge when classes begin. The purpose of the ID badges is to identify you as a district employee in the event of an emergency.

RULES OF CONDUCT FOR STUDENTS

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

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

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

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

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

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

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

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

ELIGIBILITY OF STUDENTS

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

PUBLICITY

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

PERSONNEL FORMS

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

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

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

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

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

NON-DISCRIMINATION CLAUSE

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

SPECIAL CIRCUMSTANCES FOR TEACHERS OF CLASSES WITH POTENTIAL COMMERCIAL CONTENT

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

Class time must not be used to overtly or explicitly sell a product or service with which the employee is associated or from which the employee can benefit financially.

1. Literature, including flyers and business cards that are oriented to the teacher's financial interests, should not be distributed in class. These may be made available to participants before or after class upon the request of the participant.

2. The opinions of the teacher/community lecturer do not necessarily represent those of the program or the administration, and neither the program nor the administration take responsibility for the content of the class nor the verity of what is being taught.
3. If your course is related in any way to a business interest that has mailing/marketing telephone lists, you must survey your students for inclusion/exclusion on your lists and respect their decision if they choose not to be included.

ACCEPTANCE OF GIFTS

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

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

ATTENDANCE SHEET PROCEDURES

Adult Education, CTE teachers and Community Lecturers use LUMENS to generate class attendance sign-in sheets and/or record student attendance. Accurate attendance records must be maintained for all classes. You must take attendance at each session. This information is used in the event of an emergency evacuation in addition to our standard attendance accounting responsibilities. Handouts on accessing LUMENS are found in the PAS office. If you need assistance, please contact Robin Dohrn-Simpson or David Guzman. Community Lecturers signed attendance sheets submitted at the conclusion of the class/course.

TIME SHEET PROCEDURES

Teachers/Community Lecturers will sign a timesheet for all hours of teaching during the specified pay period. It is important to maintain accurate records and submit the form on the designated day. **Failure to turn in the timesheets by the deadline will mean a delay of one month in receiving pay.** It is each teacher's responsibility to submit their timesheets monthly (not at the end of your course or the school year). Timesheets must be submitted to Tammy Cadwell, at the Poway Adult School office, to be coded; approved; and signed by the Executive Director. The Payroll department will **NOT** accept timesheets submitted to their office by individual teachers.

Timesheets will not be accepted with ditto marks in the "Date" column or the "Hours Worked" column. List hours in decimals, not fractions (i.e., 1.5 hrs. not 1½ hrs.) for all partial hours worked. Be sure to fill in the "Job Worked/Person Absent" column. Please turn in separate timesheets for separate assignments to facilitate coding, (i.e., if a teacher works as a high school diploma teacher and also teaches a language class, they will need to turn in two timesheets). Only use timesheet #P-27B. They are available in the workroom at Poway Adult School. E-mail Tammy Cadwell with questions: tcadwell@powayusd.com or call (858) 668-4004.

Be sure you **sign** the timesheet and enter your employee number. Do not include any portion of your social security number (use your employee ID from your paystub, a 6 digit number xxx-xxx).

SUBMISSION DATES FOR TIME SHEETS

Month Worked*	PAS Final Monthly Due Dates	Payday
JUNE	June 28, 2018	July 31, 2018
JULY	July 30, 2018	August 31, 2018
AUGUST	August 31, 2018	September 28, 2018
SEPTEMBER	September 27, 2018	October 31, 2018
OCTOBER	October 31, 2018	November 30, 2018
NOVEMBER	November 14, 2018	December 21, 2018
DECEMBER	December 13, 2018	January 31, 2019
JANUARY	January 30, 2019	February 28, 2019
FEBRUARY	February 27, 2019	March 29, 2019
MARCH	March 28, 2019	April 30, 2019
APRIL	April 26, 2019	May 31, 2019
MAY	May 29, 2019	June 28, 2019

* For ALL hours worked (not yet submitted) through June 30 (include June 30 if you plan to teach on that day)

It is the responsibility of the teacher to be sure timesheets are submitted to their designated timesheet coordinator at Poway Adult School for proper coding and signatures before **12:00 p.m. Friday on the last due date of the month**. **Please note:** Direct deposit receipts will no longer be provided by the district. You may print your own deposit slip by signing up online to receive this service at <http://powayusd.com/Depts/PSS/Payroll>. You will need your employee ID number and a previous check warrant number. If you don't have one or both items, contact your payroll tech listed on the www.powayusd.com website and she can help you.

FIELD TRIPS/ALTERNATE CLASS MEETING SITES

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

A "field trip" is a school organized activity in which students meet at their regular location and then travel to an alternate location for instruction. A *FIELD TRIP REQUEST* form must be completed for all such activities regardless of whether the district or individual students will be providing transportation. We do not arrange field trips.

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

STUDENT SATISFACTION SURVEYS

Prior to the last class meeting for the course, each student will receive a course evaluation form known as a *STUDENT SATISFACTION SURVEY*. This survey is emailed via Survey Monkey. Teachers should encourage students who have not completed the online survey to complete a paper survey. Paper surveys are available in the PAS teacher workroom. Teachers should ask each student to complete the entire form as accurately as possible. In order to encourage an environment where students feel free to provide honest feedback, it is suggested the teacher leave the room and have one of the students in the class collect any paper surveys and place them in an envelope and seal it. Return the envelope to David Guzman at PAS for

processing. A summary of the results of the completed *Student Satisfaction Surveys* for each class will be provided to the teacher.

CLASSROOM MANAGEMENT

Sharing of Rooms and Equipment

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

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

PAS Computer Lab (Room 601 and 402) computers are **NOT** to be turned off until the end of the last class scheduled that day.

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

Any equipment malfunctions or problems should be reported to the building custodian, night security or the Poway Adult School office immediately. This procedure is intended to protect the teacher and PAS. If you allow students to eat in your classroom, it is your responsibility to remove all food and drink containers from the classroom and deposit all items in an outdoor receptacle.

Telephones

Telephone service at school sites is limited. The custodial staff on duty can provide access to a telephone for emergency purposes only. A list of emergency and contact phone numbers for Poway Adult School is available to all teachers. To obtain a copy of the current phone list, contact the PAS office.

Evening and Weekend Facility Use

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

Keys

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

Changes in Instruction Time and Place

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

REFUND POLICY

Student satisfaction is guaranteed. Know your subject area, be organized, and enthusiastic. You provide a great class and the students will be satisfied. For those that must drop and request a refund, in the last two days before a cooking or arts and crafts class, student materials fees will not be refunded.

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

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

ARRIVAL TIME OF INSTRUCTORS

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

SUBSTITUTE PROCEDURE

All Adult Education teachers who find they must be absent from their teaching assignment must call the Poway Adult School office as soon as possible. Early notice makes a smooth transition possible. Teachers are NOT allowed to find their own substitute. All substitutes must be PUSD employees and hold the proper credential or be cleared by the District as a community lecturer, for the class to be taught. Teachers must call (858) 668-4024. It is of critical importance that you speak to a person and not a machine when making this call. If you must notify someone when the office is closed, please call an administrator on their cell phone. All absences must be noted on a P-9 form and submitted to the Director for signature. Community Lecturers and teachers accrue sick time they may access if a sub is used to cover the class.

EMERGENCY INFORMATION

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

A Poway Adult School Campus Supervisor is on-site at PAS and RBHS Monday-Thursday. The Campus Supervisor is also available to all Adult Education teachers at other sites via cell phone. Ensure that you are prepared for any of the following emergencies and mention to students, as part of your class introduction, what the emergency plan is and where to meet.

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

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

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

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

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

SUPERVISORS TO CALL IN CASE OF EMERGENCY

Campus Security	(858) 776-4081 cell (619) 838-4911 cell	Rancho Bernardo HS Poway Adult School
David Guzman	(858) 668-4009 office (619) 933-9789cell	All locations
Pam Garramone	(858) 668-4018 office (707) 363-5191 cell	All locations
Lynn McConville	(858) 668-4003 office (858) 465-9492 cell	All locations
Kathleen Porter	(858) 668-4016 office (858) 774-6653 cell	All locations

GUIDELINES FOR STUDENT/STAFF ACCIDENTS

Classroom Sites

All Poway Adult Education and CTE students attending classes at any classroom site are considered Poway Unified District students. If a student experiences an accident or injury while attending your class, please notify Linda Cialeo at the PAS office as soon as possible (858) 668-4001. A ***Student Accident Report*** (Form 234) must be filled out within 24 hours for any student injured at any classroom site. This form can be obtained from Linda Cialeo.

District Employees Coverage

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

INSTRUCTIONAL RESOURCES

Audiovisual Equipment

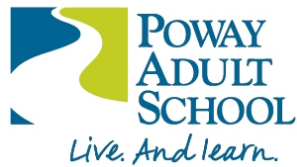
Audiovisual equipment (TV's, laptop computers, LCD projectors, overhead projectors, etc.) is available to teachers.

The procedure for use of audiovisual equipment is as follows:

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

Publication Information

Make regular letter (8½x11), legal (8½x14), or 11x17 copies at the Poway Adult School office. The copy machines in the office are able to reduce, enlarge text, collate, staple, and 3-hole punch as well as create double sided copies. For special needs such as posters, contact Terry Kershaw at (858) 668-4007.



Poway Adult School

Administrative Team

Kathleen Porter	Executive Director Poway Adult School	kporter@powayusd.com (858) 668-4016
Pam Garramone	Assistant Principal Academic Programs	pgarramone@powayusd.com (858) 668-4018
David Guzman	Assistant Principal Community Education	dguzman@powayusd.com (858) 668-4009
Patty Hurtt	Assistant Principal Alternative Education	phurtt@powayusd.com (858) 668-2531
Lynn McConville	Assistant Principal Career Technical Education	lmconville@powayusd.com (858) 668-4003

Support Staff

Tammy Cadwell	Accounting Technician	tcadwell@powayusd.com (858) 668-4004
Linda Cialeo	School Administrative Specialist/CTE	lcialeo@powayusd.com (858) 668-4001
Nicole Curtis	Administrative Assistant	ncurtis@powayusd.com (858) 668-4011
Jenni Franano	Administrative Assistant	jfranano@powayusd.com (858) 668-4006
Robin Dohrn-Simpson	Office Specialist	rsimpson@powayusd.com (858) 668-4013
Terry Kershaw	Office Specialist	tkershaw@powayusd.com (858) 668-4007
Amy Le	Office Specialist	ale@powayusd.com (858) 668-4017
Denise Mc Andrews	Career Education Specialist	dmcandrews@powayusd.com (858) 668-4022
Mary Perez	Counselor	mperez@powayusd.com (858) 668-4015
Alexis Knapek	Administrative Assistant	aknapek@powayusd.com (858) 668-4014
TBD	Counseling Assistant	@powayusd.com (858) 668-4012