

LAWRENCE ADULT EDUCATION



Faculty Handbook



Updated: August 21, 2008



“Why should society feel responsible only for the education of children, and not for the education of all adults of every age?”

Erich Fromm

Welcome to our program!

Welcome to MSAD #49 Adult & Community Education. This guide will give you an overview of our programs, policies and procedures. Please feel free to contact any member of our office staff if you have questions or concerns.

MISSION STATEMENT

It is the mission of Lawrence Adult Education to provide accessible and affordable lifelong learning opportunities for adults in MSAD #49. The primary focus of these learning opportunities is to help adults acquire basic literacy and numeracy skills, complete a high school credential, access higher education, develop vocational skills, and enrich their personal lives.

ACCIDENTS

If you or any of your students are injured on school property, notify the adult education office within 24 hours and fill out an accident report form. A first aid kit is available at the adult education office.

AMERICANS WITH DISABILITIES ACT

TITLE IX NOTICE

MSAD #49 does not discriminate on the basis of disability or gender in admission to, access to, or operations of its programs, services, or activities. MSAD #49 does not discriminate on the basis of disability or gender in its hiring or employment practices.

This notice is provided as required by Title IX of the Educational Amendments of 1972 and Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to MSAD #49's designated ADA compliance officer, Suanne Giorgetti, at Benton Elementary School. (453-4240), 8:00 a.m.—4:00 p.m. Monday-Friday.

MSAD #49 is an equal opportunity employer.
MSAD #49 follows the guidelines of the EEOC.

ATTENDANCE

Instructors are expected to maintain an accurate record of attendance on the form provided by the office. Please pick up and return your class folder to the adult education office each evening. Record attendance for each student by marking the actual number of hours in attendance. (If you teach in one of the outlying areas, send a copy of your attendance via inter-school mail.)

High school credit courses: Diploma students must attend 45 hours of class to receive one credit. Students have an opportunity to make up two absences but more than two absences will usually result in no credit for the course. **Please indicate make-up hours completed on the attendance form.** Notify the Director when a student has missed two classes. The students sign a course contract when they enroll which clearly states these requirements.

A/V EQUIPMENT

Please submit your requests to the office at least 24 hours in advance for tv/vcrs, overheads, tape recorders, etc.

BLOOD BORNE PATHOGEN UPDATE - REQUIRED BY OSHA

The intent of the Blood Borne Pathogen Control Plan is to protect you in the workplace from possible exposure to Blood Borne Pathogens. Pathogens cause disease which result in infections like HIV, Hepatitis B and several other Blood Borne virus.

Symptoms of Blood Borne diseases include: weakness, upset stomach, yellow skin, headaches, stiff or sore joints, dark urine, no interest in food, fever, pain on right side.

You may experience flu-like symptoms or you may have no symptoms at all. Blood Borne Pathogens can be transmitted:

through broken skin or mucous membranes (mouth, eyes, nose);

by sharing personal items (razors, toothbrushes, nail clippers, pierced earrings);

by sharing needles;

from infected semen and vaginal secretions;

by infected pregnant women to their babies.

How to protect yourself:

Review the Blood Borne Pathogen Manual available in each school office, Central Office, Business Office and Bus Garage.

Wash your hands frequently. In eight hours one bacterial becomes 4,399,824,896. Always wash your hands if you get any body fluids on them and always after using gloves or use antiseptic wipes until you are able to wash your hands with soap and water.

Procedure: wet hands, soap, scrub 10 seconds, rinse, dry, turn off faucet with paper towel.

Provide a barrier between yourself and other person.

Use gloves for handling any potentially infectious material and wash your hands after removal of gloves. If you are unsure of how to remove gloves properly, please check with a school nurse.

Carry gloves with you at all times.

Blood spills or body fluids will be cleaned up using only Rejuvna 165 or chlorine bleach and water, 1:10. Bleach solution is to be discarded after 24 hrs.

Dispose of gloves and infectious or blood soaked material in plastic bags. The bags can be obtained from your school nurse or custodian.

Students or staff with blood on their clothing will change into clean clothes. The bloody clothing will be double bagged and sent home.

Students or staff should wear a band-aid to cover open cuts or sores.

Broken glass should never be picked up with bare hands. Use heavy gloves or brush and dust pan (for example).

Important--if at any time blood of another person touches your skin or mucous membranes (eyes, nose, mouth) or soaks through your clothing: 1) remove clothing; 2) wash any affected area immediately; 3) report this to your school nurse within 24 hours.

Provide a barrier between yourself and other persons, preferably with gloves, tissues, etc. Other personal protective equipment is available from Special Education or Integration or your school nurse: tissues, plastic bags, gloves, antiseptic wipes, band-aids, gowns, goggles and masks--available as necessary.

Remember, treat all body fluids as if they are infected. Hepatitis B virus lives in dried blood for up to seven days.

BOOKS AND MATERIALS

The office will order books for your class. The price of the book is included in the course fee for computer and general classes. Please pick up books in the office to distribute the first night of class. High school completion students pay a refundable deposit or pay for workbooks. The book fees must be paid before a student receives his/her book(s). If students are required to purchase materials, we will send out your materials list when they register or you may hand it out the first night of class. Students should know in advance how much they are going to spend on materials and if possible we like to include this information in the course description. Please check with the office before you purchase any supplies and we will go over reimbursement procedures with you.

BREAKS

For classes over two hours in length, we encourage instructors to schedule a break halfway through the evening. Because of problems with vandalism, please do not leave students unsupervised in the classroom.

CALENDAR

We follow the school calendar for MSAD #49 and observe the same vacation schedules as day school. However, we do have classes on workshop days.

CANCELLATIONS

WEATHER: If day school is cancelled because of bad weather, **night school is automatically cancelled.** If the weather turns bad later in the day, we'll broadcast cancellations on local stations.

ILLNESS: If you have to cancel a class, please notify our office and your students as soon as possible. If you cannot contact your students, please give us reasonable time to do so.

MAKEUPS: Cancelled classes are made up at the mutual convenience of the instructor and students. Options include extending class another week, meeting another night, or adding time to the class. You must confirm your make-up plans with the office. **Whatever you decide, it is very important that you notify the office of any changes in meeting times or dates.**

LACK OF ENROLLMENT: Courses need a minimum number of students to run. We will leave registrations open until a day before the class is scheduled to start. We will try to give you and your students 24 hours notice of course cancellations. You may call the office to find out how many are registered in your class.

CERTIFICATES

Students in non-diploma courses may receive certificates of completion. Please supply the office with the names of those students at least one week before the end of your course so that the certificates can be prepared and signed.

CERTIFICATION

If you are teaching a diploma credit class or a GED preparation course, you must be certified as an adult education instructor in English, Social Studies, Science or Math. Even if you are a certified day school instructor, you must have an adult education certificate. Applications and information on certification requirements are available in the office. Instructors in all other areas are not required to be certified.

CLASS HOURS

Please be in your classroom at least fifteen minutes before the start of class. This not only allows you time to organize your materials but also makes you more accessible to individual students. Please keep as closely to the advertised class hours as possible. Students appreciate classes which start and end promptly.

CLASSROOMS/HOUSEKEEPING

Feel free to make your classroom reflect the kind of learning environment you want. You may move desks, use the white boards, etc. At the same time you should respect the fact that other teachers use this classroom. Please return it to the original condition in which you found it. Specifically, return the desks to their original configuration, erase the boards and pick up litter. **Under no circumstances should instructors or students go into the teacher's desk or take materials from it.** If your room is inadequate for your needs, contact the office. Do not change rooms yourself.

COMMUNICATION

We do not give instructors' telephone numbers or personal e-mail addresses to students. You may however make this information available to your students. We will take messages for you and leave them in your folder.

COMPUTERS

Please do not use teacher's computers in the classrooms. If you or your students are interested in computer access we have 12 laptop computers available during class time. Please contact the office for laptop sign out procedures. All teachers and students must sign the Acceptable Use Policy prior to using any district computer. Teachers may request a district e-mail account. The district does not allow personal computer disks.

CONFIDENTIALITY

Student names, phone numbers and other information should be treated as confidential. You should refer any request for such information to the office.

COURSE OUTLINES

Course outlines are due in the office within two weeks of the start of your class. Each course outline should include the overall goals and objectives of the course, course content including both skills and knowledge and learning activities. We suggest you also provide your students with this syllabus near the beginning of the course. Academic instructors should prepare a weekly lesson plan.

COURSE PROPOSALS

If you would like to repeat your course, please fill out the teacher questionnaire that you will receive mid semester. If you would like to teach a different course, please fill out a course proposal form. We are always interested in ideas for new courses. Courses are not automatically repeated from semester to semester and if we do not receive something from you in writing, we will assume that you do not plan to teach again.

CRISIS RESPONSE PLAN

A Crisis Response Plan is located in the Red book in the adult education office. It contains emergency procedures including emergency numbers, for most situations. These procedures will be covered at the pre-semester staff meeting. Teachers who miss the meeting should review the plan at the adult education office.

EVALUATION

Frequently check in with your students to monitor their progress and to determine if the course is meeting their needs. A course evaluation form will be distributed to the class near the end of the course. We will prepare a summary of these evaluations and send them to you. We take the opinions of our adult learners very seriously.

FINGERPRINTING

Certified adult education teachers and adult education teachers who teach students K-12 for credit need to be fingerprinted as part of the certification process.

FIRE SAFETY

Fire exits are posted in each room. Please draw these to the attention of your students the first night of class. If a fire alarm sounds please evacuate your students from the building immediately.

GRADES

Diploma teachers will issue LETTER grades for course work based on the following scale: **A = 93-100, B = 85-92, C = 76-84, D = 70-75, F = below 70, Inc = incomplete**

Enter grades on your attendance sheet. Please submit grades to the office within one week of the end of your course. Important employment, enlistment or enrollment issues are often based on student grades and we need to ensure that the appropriate agencies receive these grades promptly. Please notify the office what arrangements have been made for students to finish an incomplete grade. For students in day school we will request a mid-semester report. We recommend that all students be regularly apprised of their progress or lack thereof.

HANDOUTS

Most students like to have handouts to refer to between classes. We suggest that you provide written directions when possible.

HARASSMENT EMPLOYEE NOTIFICATION

It is the policy of MSAD #49 to provide a work environment free of illegal harassment. MSAD #49 will not tolerate any type of harassment of its employees. Act of harassment based upon race, color, religion, age, marital or parental status, national origin, gender, or disability as defined under federal law. We will strive to maintain an atmosphere that allows employees to perform their jobs free from intimidation, hostility, offensiveness, and sexual harassment, either physical or verbal.

Examples of prohibited harassment are: Sexual harassment as described below, Threats, Vulgar language or offensive jokes, Ridicule, slurs, derogatory action or remarks.

Sexual harassment is illegal and defined in the regulations of the Equal Opportunity Commission and the Maine Human Rights Commission as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Filing a complaint of harassment will not result in retaliation against the complainant as this is both against the policy of MSAD #49 and against the law. Any employee who feels he/she is a victim of harassment should report this to their immediate supervisor, if appropriate, or Mrs. Suanne Giorgetti, Affirmative Action Officer, Benton Elementary School (453-4240).

If resolution is not reached at this level, an appeal may be made to the district superintendent through the employee grievance procedure. Employees should also be aware that the Maine Human Rights Commission is the State Agency responsible for enforcing the laws, which prevent harassment, and employees may also file complaints with the Commission. The Maine Human Rights Commission can be contacted at State House Station 51, Augusta, Maine 04333 or by telephone at (207) 624-6050.

NOTICE OF NONDISCRIMINATION

MSAD #49 does not discriminate in admission to, access to, operations of its programs, services, and activities or employment practices on the basis of race, color, religion, age, marital or parental status, national origin, gender or disability. MSAD #49 complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1987, and the Americans with Disabilities Act of 1990. Questions, concerns, complaints, or requests for information regarding MSAD #49 policies and procedures for nondiscrimination may be forwarded to

MSAD #49's designated ADA/Affirmative Action Compliance Officer, Suanne M. Giorgetti at 453-4240.

*Individuals who need auxiliary aids for affective communication in programs and services for MSAD #49 are invited to make their needs and preferences known to the ADA/Affirmative Action Compliance Officer.

OPENING NIGHT PROCEDURES

Please take time during your first class meeting to get to know your students and their needs. A handout of icebreakers and introductory activities is available. Introduce yourself and relate your experience. Have students introduce themselves and explain what they hope to get from the course. This provides valuable information to assist you in planning the course. Discuss with your students your expectations. Finally, take a few moments to discuss: cancellation procedures, attendance, grading, and smoking policies.

PAPERWORK

We must have the following on file for each instructor: Teacher application, contract, certification (if required), W-4, I-9 (Employment Eligibility Verification), MSRS Questionnaire, New Employee Data Sheet (new hires only) and a copy of your social security card. We must have your correct address and both your day and evening telephone numbers. If you have any changes, you must complete a change form for bookkeeping. Please provide us with an email address if you have one, as we prefer to send notices electronically.

PAYROLL

YOU MUST FILL OUT A TIMECARD IN ORDER TO BE PAID. Please use only the last four digits of your social security number when filling out timecards. Also, please use only **blue or black ink** when filling out timecards.

Lump sum payments: most instructors in the general program will be paid upon completion of the course. You must turn in your attendance sheet and fill out a time card.

Bi-weekly payments: Teachers who work more than 10 hours per week and district non-contract employees will be paid on a bi-weekly pay schedule; time cards must be submitted to the office by Friday two weeks before the Wednesday pay date. (See the calendar)

PHOTOCOPYING

We will do your photocopying if you give us at least 24 hours notice. For large amount of copying, we prefer to have the material a week in advance. Please do not leave your photocopying until immediately before your class, as we cannot guarantee access to the photocopier.

PROGRAM DESCRIPTIONS

High School Diploma: Students must earn 20-23 (depending on year of enrollment in high school) credits in: English(4), Math/Science(5), Social Studies(2), U.S. History(1) and electives(8). Students may receive credit for out of school experience such as work.

GED (General Educational Development): Adults must pass a series of five tests to obtain this alternative to a high school diploma.

College Transitions: KV Academy @ Lawrence Adult Education provides academic preparation and support services for adults who need help making the transition to college.

ABE (Adult Basic Education): This is instruction in basic skills in reading, math and writing for students who are below the high school level.

PLATO: Computer assisted courses available in our learning center.

Vocational: Vocational classes provide students job skills training.

Lifelong Learning/Enrichment: These classes enrich the life of our community through courses which represent a wide variety of interests. Occasionally, we allow diploma students to take a general course for diploma credit. If you are an instructor in the general program, you will be notified if a student is taking your course for credit and we will explain what is required of you in this case.

ITV/UNET: Fairfield is a receive site for the University of Maine distance education program. Courses are offered for college credit. Registration is through University College.

PUBLICITY

The brochure is the main vehicle through which we advertise the courses. We also purchase advertising in the newspaper, put notices in the paper, post flyers, and do direct mail. We encourage you to also promote your class but to avoid duplication, please notify the office before you contact the media.

REGISTRATION

Registration begins as soon as the brochure is delivered. We accept registration on a first come, first serve basis. We use a computerized registration system (MAEMIS – Maine Adult Education Management Information System) and from this we generate attendance sheets, class rosters, grade reports, transcripts, etc.

SECURITY

For your safety, please lock your vehicles when they are parked in the school parking lots. Security cameras monitor activity in most public areas at the Lawrence complex (hallways, parking lots).

SMOKING

All school property in MSAD #49 is designated NO SMOKING. No one is allowed to smoke in school buildings or on school grounds. Please make your students aware of this policy.

STAFF DEVELOPMENT

We encourage instructors to take advantage of numerous opportunities for staff development throughout the year. You are all members of the Maine Adult Education Association by virtue of your employment with this program. MAEA puts on a fall conference every October with a wide variety of workshops.

SUPPLIES

We have paper, markers, folders, etc. in the office. Please let us know your needs.

TELEPHONES

Most classrooms in are equipped with telephones. Local calls may be made from these phones by dialing 9 and the 7-digit number.

To call the adult education office from within the Lawrence Complex:

From LHS and LJHS—Dial **9-114**

From the Annex—Dial **114** (omit the 9)

WEB PAGE

We have an active web page at www.lawrenceadulted.org which offers secure online registration. We welcome you suggestions for content which would be useful for our students and teachers.

Helpful web addresses for instructors and students:

www.lawrenceadulted.org
www.msad49.org
www.kvcc.me.edu
www.learn.maine.edu
www.uma.edu
www.mtcs.net
www.maine.gov/portal/education
www.collegeforadults.org
www.coolmath-games.com
www.testprepreview.com

Adult Education Staff

Patricia Theriault, Director
Kathy Cote, Administrative Secretary
Estelle Quimby, Teacher/GED
Alverta Dyar, Teacher/PLATO
Mary Lucia, Career Counselor
Val Landry, KV Academy Coordinator
Darlene Wallace, Evening Secretary
Regina Ouimette, Evening Secretary

Office Hours

Monday	9:00 a.m.—9:45 p.m.
Tuesday	9:00 a.m.—9:45 p.m.
Wednesday	9:00 a.m.—9:45 p.m.
Thursday	9:00 a.m.—9:45 p.m.
Friday	9:00 a.m.—4:00 p.m.