

TEACHER HANDBOOK



MANUAL ARTS COMMUNITY ADULT SCHOOL

1999-2000 SCHOOL YEAR

SEPTEMBER 7, 1999 TO JUNE 27, 2000

WELCOME

Dear Staff Members,

Welcome to Manual Arts Community Adult School. For the 1999-2000 school year, evening branch programs will be at four sites: Manual Arts, Foshay, Muir, and El Santo Nino. In addition, we will continue day programs at El Santo Nino, and 21 sites at schools and community branches. Our program offerings continue to expand providing even more educational opportunities, Citizenship, Computer Literacy, and a variety of other adult education and vocational classes.

Please read and review the items in this handbook thoroughly, as there are many updates and revisions. Please keep this handbook accessible and refer to it when you have questions regarding school procedures and policies. As additional information is available during the year, it will be given to you to add to the handbook.

The administrative staff is available to assist you in providing our students with the best educational program possible. I am looking forward to working with you.

Sincerely,

Gene Bostic
Principal

1999 -2000
MISSION STATEMENTS

LOS ANGELES UNIFIED SCHOOL DISTRICT

“We are an urban public school system that will effectively educate all students so each will contribute to, and benefit from a diverse society.”

DIVISION OF ADULT AND CAREER EDUCATION

“We are an urban adult and occupational education system whose mission is to provide the diverse population we serve with quality life-long educational opportunities that will empower each individual to benefit from an ever-changing society.”

SOUTH CENTRAL COMPLEX

“We are the South Central Educational Complex. Our mission is to cooperatively provide our diverse and dynamic student populations with comprehensive, quality, life-long educational opportunities within a supportive, sensitive environment, that will enrich and empower them.”

MANUAL ARTS COMMUNITY ADULT SCHOOL

“We are a community adult school in South Central Los Angeles. Our mission is to provide educational opportunities designed to develop student potential and to facilitate full participation in our multi-cultural community for growth and productive change.”

MANUAL ARTS CLUSTER

“We are the adult education provider for the Manual Arts Cluster. We liaison with individual schools and community based programs to serve the education needs of parents, adults, and other employers.

ADMINISTRATIVE STAFF

Gene Bostic	Principal
Celia Sandoval	Assistant Principal, Operations
Julia Hernandez	Assistant Principal, Counseling
Pamela Thomas	School Administrative Assistant
Letetsia Fox	Adult School Financial Manager

SUPPORT AND COUNSELING STAFF

Susan Archibald	Mary King
Gail Florence	Jo Ann Matute
Patricia Henderson	Christine Ramirez
Frederick Houston	Jose Rico
Marilyn Johnson	Jose Rodriguez
Mattie Kelly	Paula White

FACULTY LEADERSHIP

Al Johnson

CLASSIFIED STAFF

Rubila Arce	Carmen Vieyra
Ophelia Benguche	Robert Yorgason

1999-2000 BRANCH PROGRAM

BRANCH

PROGRAM

Alden Terrace	Life Planning/Life Transition
Asian Pacific Rehab Aphasia	Language Development Skills/Language Disorder
Betty Hill Senior Citizen Center	Clothing Construction
Budlong Avenue School	ESL
Crippled Children's Society	Supported Living Skills/Adults w/Disabilities
Country Villa East	Physical Fitness Older Adults
El Santo Nino	Citizenship/Computer/ESL/I.I. Lab
Exceptional Children's Center	Supported Living Skills/Adults w/Disabilities
Fifty-Second Street School	ESL/SRLDP
Foshay Middle School	Citizenship/ESL/I.I. Lab
Mariposa Learning Center	ESL/Family Literacy
Menlo Elementary School	ESL/SRLDP
John Muir Middle School	Citizenship/ESL/Voc.
Normandie Street School	ESL/SRLDP
Norwood Street School	Citizenship/ESL
PAR-Central	Supported Living Skills/Adults w/Disabilities
St. Agnes	ESL
Thirty-Six Children's Center	Evening Child Care Program
Vermont Avenue School	ESL/SRLDP
Weemes	ESL
Western Elementary School	SRLDP
Rakestraw Senior Educational Center	ESL, Music Appreciation
USC Headstart	ESL

GENERAL INFORMATION

“A”

Absence Reporting and Substitutes:

If you must be absent due to illness or an emergency, it is vital that you call the Manual Arts site at (323) 234-9177, **BEFORE 3:00 p.m.**, on the day of the absence. Substitutes are difficult to contact if notification is not made as soon as possible.

Substitute teachers are obtained by the office and administrative staff in the Manual Arts site office. All substitutes must have a current valid California Teaching Credential covering the subject to be taught, an LAUSD teacher's employee number, and be processed as a sub by and for the Manual Arts CAS Program. (Instructors of day classes should check with an administrator for special instructions).

Please be aware of the following absence verification procedure:

When you are absent, you must fill out the proper card in order to be paid for the absence. The card must be turned in to the School Administrative Assistant and signed by the Principal prior to certification of payroll.

Any staff member absent the day **prior to or after** a holiday may need a Certification of a Physician to be paid for an illness. If the absence exceeds five consecutive working days the “Certificate of Physician” is required by Board Rule. The certification of the employee and the physician or the other licensed practitioner must be dated during or in advance of the date(s) of absence. Anyone with an illness absence that exceeds 20 consecutive working days in one or more pay periods requires a formal leave.

Day teachers who work their day assignment but not their afternoon or evening assignment at the adult school, may be listed as an unpaid absence.

The card, properly completed, must be retained at the school as authority for reporting absence on time reports.

Accidents and Emergencies at the Work Site:

In case of a serious accident or illness, notify the site administrator and the school administrative assistant immediately. **Do not** call private hospitals or doctors. It is not

advisable for a teacher to transport sick or injured students in his or her car.

******Accident Reports:**

All accidents, no matter how minor, must be reported. Secure names of witnesses on an accident form and submit it to the on-site administrator. Information required on accident reports consists of name, age, address of injured, a description of the accident and injury, medical treatment, and names of witnesses. Report forms may be obtained in the office. Reports should be submitted to the School Administrative Assistant as soon as possible.

******Fire and Earthquake Drills:**

Fire and Earthquake drill instructions should be posted in the classroom. Please become familiar with these instructions and acquaint your students with them at the beginning of each trimester or new class assignment.

“B”

Bulletins:

Bulletins placed in the mailboxes contain current important information. Teachers are responsible for reading the information in school bulletins.

“C”

Classroom Supervision:

Teachers are to be in their classroom for the total time of their teaching assignment. Teachers who leave their classroom during break are required to ask all students to leave and the classroom should be locked. Students must be supervised by certificated staff in the classroom at all times. Should you need to leave your classroom, please contact the main office. **REMINDER:** Do not dismiss your class before the end of class time. No food or drink is to be taken into the building at any time.

Copy Service:

Please allow at least **three working days** for completion. Make requests to the office staff well in advance on the appropriate form. We are unable to duplicate instructional

material at the beginning of a term due to registration, selling books, etc. **(Please plan to avoid requesting any duplication during the first week of each term).**
Please review the Copyright Procedure Bulletin before making a request.

Counseling Services:

Counseling and guidance services are available to all students Monday through Friday during regular school hours. The Assistant Principal of Counseling Services and Teacher Advisors assist our students with their counseling needs. Please refer your students to the Counseling Office for academic counseling, vocational counseling, ESL and citizenship counseling, and for any concerns, issues or problems that you observe or the student expresses. At major branch sites, please contact the coordinator.

Credentials:

All public school teachers must be credentialed by the State of California for subject areas teaching. Teachers should check credentials and **note expiration dates**, courses needed for renewal, etc. Questions about credentials should be cleared far enough in advance of expiration to insure meeting deadlines. **Do not force cancellation of a teaching assignment. You cannot be paid on an expired credential.** The office **MUST** have a copy of your credential(s) in your file, regardless of teaching assignments with other schools.

“D”

Day Branches:

See Branch Location Teachers on page 15.

“E”

Emergency Cards:

All staff members should have a current emergency information card on file in the main office. Please see the front office staff if you have not filled out a card or if you change your address, phone number, or other emergency information.

“F”

Field Trips:

Teachers planning field trips should request forms for approval by the site administrator at least two weeks before the planned trip. Field trip request/approval forms are available in each office. Special field trip slips are required if minor students are enrolled in your class.

Films and Video Cassettes:

The use of films and video cassettes which are not listed in the district approved secondary catalog must be cleared with the principal or designated site administrator before use in the classroom. For those films which are not listed in the district catalog, teachers must complete both a pre and post performance assessment.

“G”

Genius without education is like silver in the mine. - Ben Franklin

“H”

Honesty is the best policy, but insanity is a better defense. - Steven Landesberg

“I”

Imagination is the one weapon in the war against reality. - Julis de Gaultier

“J”

Real magic in relationships means an absence of **judgement** of others. – Wayne Dyer

“K”

Keys:

Teachers are to pick up keys for their classrooms from the adult school office at the location where they are assigned. **Keys are to be returned at the end of each session before checkout.** Keys are used by several teachers or substitutes on different evenings and it is an inconvenience if a set is missing. **Students may not pick up or return keys to the office.**

“L”

Lesson Plans:

Evidence of your planning of daily lessons should be available on request. A lesson plan must be provided for substitute teachers during your absence from class.

“M”

Mail Boxes:

Check your mail box daily upon arrival and before departure. Important written school communications and telephone messages will be placed in your box. Off-site branch teachers must check mail boxes weekly.

“N”

Never attribute to malice what can be adequately explained by stupidity. - Unknown

“O”

Office Hours:

The adult school office at the Manual Arts campus is open from 1:00p.m. to 9:00p.m. Monday through Thursday, and 8:00a.m. to 4:30p.m. on Friday and 9:00a.m. to 1:00p.m. on Saturday. Hours at Foshay and Muir are from 6:00p.m. to 9:00p.m. Monday through Thursday, and closed on Friday and Saturday.

“P”

Payroll:

Teachers are paid every four weeks or fourth Friday as per school calendar. Sometimes errors occur in the payroll processor’s computations; therefore, if you feel an error has been made, please call the School Administrative Assistant. If you have questions please supply the School Administrative Assistant a copy of the check stub in question.

Personal Property on Campus:

All personal property brought for use in school must be listed on a “Property Registration Form” and filed with the principal or designated site administrator **BEFORE** the property is put into use. Property Registration Forms are available in the main office at the Manual Arts campus.

Professional Organizations:

All staff members are encouraged to participate in adult education professional organizations such as California Council For Adult Education (CCAЕ), Women Educators(WE), and California Association of Regional Occupational Centers & Programs(CAROC). Notices concerning activities of professional organizations will be posted on the bulletin board in the respective offices.

Publicity:

Teachers who wish to write articles to news media about their classes should submit the release to the school administrator.

Purchase of Educational Materials:

School request forms are available from the Financial Manager for books, supplies or equipment. Purchase requests must be approved by the Principal before the purchase is made.

“Q”

Questions? Please feel free to ask your Site Adviser and/or School Administrator.

“R”

Rosters(SIS Attendance Sheets): see special bulletin.

“S”

Safety Tests and Practices:

It is the responsibility of every instructor to be sure that all safety rules are rigidly enforced at all times. Safety tests are to be given in all classes where there is use of tools

and equipment. No student will be allowed to work in class until this test has been completed satisfactorily. Teachers in shop and activity-type classes must file the safety tests for all students. This is protection in case of an accident. See the office staff for the forms.

Small Classes:

Classes not maintaining the necessary minimum attendance according to Board regulations will be closed at the end of the third class meeting of the term or at any time during the term when attendance drops below the minimum.

Special Events (Including Guest Speakers):

Special events and guest speakers must be cleared by an administrator prior to scheduling.

Student Body Equipment:

Each year it is necessary to account for the student body equipment in the possession of teachers. In June an inventory of all equipment under the teachers' supervision will be submitted to the office. **IN SOME CASES EQUIPMENT SHOULD BE RETURNED TO THE APPROPRIATE ON-SITE ADMINISTRATOR FOR STORAGE DURING THE WINTER RECESS.**

Student Class Fee:

Class fee changes must be approved by the Principal. Secure the approval of the Principal before collecting money for purposes not previously authorized.

Procedure for Handling Student Body Collection of Money:

Procedure for Foshay and Muir

Receipts and cash should be submitted daily when large sums of money, such as \$25.00 or more are collected, prior to any weekend or holiday and on the last school day of every month.

Textbooks sold should be listed on Class Receipt Record for Student Body Material forms. Class Fees should be listed on Class Receipt Record for Material Class Fees forms. Total monies collected are to be submitted to the Financial Manager on a Branch Collection/Transmittal Sheet. Please include stubs for the sale of Student Body Cards with collection.

If you have any questions or concerns, please feel free to contact Letetsia A. Fox, Financial Manager, at (323) 234-9177.

Procedure for All Other Branches

Branch teachers may turn in money collected Monday through Thursday between 1:00p.m. and 8:30p.m. to the Financial Manager at Manual Arts.

Textbooks sold should be listed on Class Receipt Record For Student Body Material form. Class Fees should be listed on Class Receipt For Material Class Fees form, and stubs for the sale of Student Body Cards included with collection.

PLEASE DO NOT MAIL MONEY THROUGH SCHOOL MAIL; ALWAYS GIVE THE MONEY TO THE FINANCIAL MANAGER OR DESIGNEE IN THE MAIN OFFICE AT MANUAL ARTS.

“T”

Teachers Sign In and Out

Campus Teachers: Sign in with your initials each evening when arriving at school. This permits staff to determine whether all classes are covered. Please be in your classroom at least ten minutes before the scheduled start of your class as stated in Article IX, Section 2.0 of the Collective Bargaining Agreement between UTLA and LAUSD. At the end of the evening, return to the office and sign out before you leave. **DO NOT SIGN OUT AT BREAK TIME OR WHEN YOU SIGN IN.**

Branch Teachers: See branch section.

Telephone:

Telephone facilities owned by the LAUSD shall be used for school business only.

Textbooks and Video Tapes:

Distance Learning video tapes are issued to a student after receipt of a cash deposit. If all of the tapes borrowed are returned before June 30th of the same year, the student may receive a refund of the amount deposited. The numbered stub given at time of deposit must be presented before a refund can be given.

“U”

Union related questions should be referred to respective union representatives.

“V”

Language is not the only **vehicle** of thought, it is a great and efficient instrument in thinking. – Humphrey Davy.

“W”

Workbooks and other student body materials are not refundable. Please make sure that your students know the name and current price of the textbook or workbook which they must purchase. These prices are available from the school Financial Manager. A current textbook price list should be posted in the office at each campus.

“X”

Experience is simply the name we give our mistakes. – Oscar Wildo

“Y”

You can't shake hands with a clenched fist". – Sndira Shandi

“Z”

Zest is the secret of all beauty. - Christian Dior

Branch Location Teachers:

Branch locations are very difficult to obtain. It is important to communicate with the administrative staff and to understand and also follow the guidelines of the school. If you have any concerns regarding your assignment, please contact the adult school administration.

Attendance and Time Reporting:

Branch teachers' yellow attendance cards are also sign in cards. **CARDS MUST BE TURNED IN WEEKLY, and are used for payroll processing.** Branch location instructors are required to visit the adult school office at least once a week to turn in cards, attendance and check mail boxes and posted information.

IF YOU DO NOT SUBMIT A WEEKLY ATTENDANCE CARD, YOU MAY NOT BE PAID.

Class Scheduling and Attendance:

It is mandatory that each class meets the days and hours as scheduled by the school administration. Any change in the day or time of your class must be approved by the Principal or the Principal's designee. (See attached sample).

Fill in the blanks.

- Adult School:** MA CAS
Week Ending: Use Friday's date each week.
Branch: Indicate your location name. Only indicate

- assignments with Manual Arts CAS.
- Subject:** Indicate subject being taught -ESL, Citz., SRLDP.
- Hours:** Indicate your clock hours (8:30 - 11:45) each day.
If you did not make it to your assignment, please indicate by marking the hour column - “out”, “ill”, etc..
- No. Present** Indicate number of students in attendance each day.
- No. On Register:** Indicate number of students on your hourly attendance sheet (green).
- New Students:** Indicate number of new students.
- Teacher’s Signature:** Sign your name.
2. **Additional Information Needed.**
Print your name right above your signature.
Indicate your employee number on the upper right hand corner of the card.

FOR THE STUDENT

(Teachers are asked to review the following items with students.)

Manual Arts Community Adult School offers courses to meet the needs of adults in our community such as High School Diploma, G.E.D., Citizenship ESL, Basic subjects, vocational training including Computer Literacy, training for exceptional adults, and programs for older adults.

Bus Passes:

Students must be attending a minimum of 12 hours per week to be eligible for a bus pass. Forms for bus pass applications are available in the Counseling Office.

Dismissal Policy:

Students are asked to remain in class for the entire class period. Early dismissal from any class must be approved by the principal. Concurrent students are to remain in class for the full time scheduled. Concurrent students should be released only from the main office for early departure and must have written permission from a parent or guardian. If no written permission, permission by telephone is acceptable.

Textbook Procedures:

Textbooks purchase lists should be posted in the office. Textbooks are sold in the main office of each campus Monday through Thursday and on Friday at Manual Arts campus.

Enrollment Policy for Concurrent Students:

Students who are under 18 or are attending a day school must have approval from the day school and parental permission to attend and receive credit. Students should contact their high school counselor or the adult school counselor for information and consent forms.

Parking:

Please park your car on campus in areas designated for parking. The Board of Education is not responsible for your car. However school campus security does patrol the parking areas of the school as often as time and number of security personnel allows. Be sure to remove all valuables and lock your car before going to class.

Registration and Permit to Class:

Registration for class must be completed in the office before entrance to the classroom. A copy of the registration slip(Blue) and Student Body ID must be shown to the teacher on entrance to class. No student is to be permitted in the classroom without his or her registration form.

Smoking and Eating Regulations:

Food and beverages are not allowed in the classrooms. Please enforce these regulations with your students. As of July 1, 1995, the Los Angeles Unified School District was designated as “Smoke Free”. Smoking is not allowed in any school buildings or on any school grounds.

Visitors/Children:

Visitors are not permitted in classrooms without permission and clearance by the administrator. Children are not allowed in the classroom at any time.

Granting of Credit

Concurrent Students:

A concurrent student is a student who simultaneously attends classes in day high school and adult school, or is completing day high school diploma requirements with prior approval of both the day high school and adult school. Please remember that no fees are charged to concurrent students; registration in classes or labs sponsored by the adult school must be approved by signature of a parent and the day school counselor. Concurrent students are not required to purchase textbooks for any class. Textbooks are on loan to concurrent students through the Financial Manager.

Credit:

Five credits/units are awarded each trimester or semester in all teacher directed classes if classroom work and attendance is satisfactory. Students must attend 80% of the scheduled instructional time in a teacher directed class. Five credits/units are awarded a student enrolled in the individualized instruction laboratory when he or she has completed all assignments of the contract at 80% competency. The amount of time required to complete the contract depends on the pace at which the student works on each assignment of the contract. 20 credits are awarded to ESL students upon completion of ESL Level 4.

Grading System:

Community Adult Schools and Occupational Centers use the letter marking system currently authorized by the Los Angeles Unified School District. The marks and present grading system are as follows:

A,B,C,D, and F; Inc.(Incomplete) and N.M.(No Mark) are the marks that may be indicated as final grades on the credit slips and on the roster. These grades must be determined by the level of competence met and by attendance.

A final grade of Inc.(Incomplete) needs to be cleared with the administration.

All grades must be recorded on an attendance roster. These grades and attendance records become a permanent document of proof as to show how the students final grades were determined.

Graduation Requirements:

Each academic instructor will be furnished a copy of current graduation requirements for the 8th grade, GED, and high school diploma programs. Students are made aware of graduation requirements through individual programming and counseling and through classroom discussion by counselors and teachers.