



# Hacienda La Puente Adult Education Employee Handbook 2023 – 2024



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# Learning Unlimited...

## Welcome to the Adult and Continuing Education Division!

Greetings,

On behalf of Hacienda La Puente Unified School District, we welcome you back to a new and exciting year. We hope you enjoyed a restful summer and are looking forward to working with students and staff again as much as we are. It is a privilege to be part of this organization as we continue to grow our programs for California adult learners to reach their educational, training, career, and personal goals. We continue to marvel at the dedication and professionalism of our staff, as a team. HLP AE has created a learning environment that truly follows the HLPUSD guiding principles, which state that we have a “shared responsibility for the establishment of a professional culture built upon dedication, honesty, integrity, pride, perseverance, collaboration, teamwork, mutual trust, and respect.” The fruits of these efforts have been graphically displayed in recent months as we have continued to meet the needs of the diverse community that we serve in spite of the multiple, daunting obstacles that stood in the way of those efforts.

The Board of Education and Superintendent’s commitment to our programs and belief in our mission to provide services for adults has enriched the lives of those in our district and our community. We exist because of their support. We will continue to deliver quality programs and expansion of opportunities for our students. As a division, we will continue to focus on our purpose: to provide a comprehensive educational and career training program that helps a diverse population achieve its goals. Each member of the administration team welcomes you back and thanks you in advance for your commitment to provide the best educational experience for our students for another successful year.

Administration Team  
Adult and Continuing Education

## **HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT**

### **VISION STATEMENT**

*"The Hacienda La Puente Unified School District is a community committed to: developing life-long learners who value themselves and the diversity of all people; applying decision-making skills leading to responsible actions; and using creativity, critical thinking, and problem solving in meeting the challenges of a changing society."*

## **HACIENDA LA PUENTE ADULT EDUCATION**

### **MISSION STATEMENT**

*"Hacienda La Puente Adult Education provides a comprehensive educational and career training program that helps a diverse population achieve their goals."*

### **BOARD OF EDUCATION GOALS**

- Goal 1:** *All students in HLPUSD will succeed in meeting high standards and achieving at high academic levels.*
- Goal 2:** *The HLPUSD will provide a supportive and innovative learning environment rich in the visual and performing arts and a challenging course of study to meet the unique needs of every student.*
- Goal 3:** *The HLPUSD will attract and retain quality personnel who demonstrate strong, positive leadership that promotes a culture of collaboration and teamwork and creates an environment in which all stakeholders feel respected, valued, and are dedicated to every student's success.*
- Goal 4:** *The HLPUSD will effectively expend and effectively maximize all resources to fulfill educational priorities while sustaining and maintaining long-term financial stability.*
- Goal 5:** *The HLPUSD will provide its students and employees with safe, orderly and clean schools, and district site.*
- Goal 6:** *The HLPUSD will continue to develop, sustain, recognize, and promote programs of excellence and strong partnerships with parents and community which result in high levels of success for all students.*

# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

## *Guiding Principles*

We believe students, parents, staff and community have a shared responsibility for the establishment of a professional culture built upon dedication, honesty, integrity, pride, perseverance, collaboration, teamwork, and mutual trust and respect.

We believe students, parents, staff and community have a shared responsibility for recognizing the diverse learning styles and individual needs of our students and ensuring all students meet high learning standards.

We believe students, parents, staff and community have a shared responsibility to create a learning environment reflecting our community's diversity that is safe, clean, supportive and responsive.

We believe students, parents, staff and community have a shared responsibility to protect and preserve the short-and long-term financial well-being of the District.



## **FEATURES OF HACIENDA LA PUENTE ADULT EDUCATION**

1. Hacienda La Puente Adult Education is located on three main sites, Dibble Campus in Hacienda Heights, Willow Center in La Puente, and Hudson Adult Learning Center in La Puente. Hacienda La Puente Adult Education also offers additional classes, such as Parenting and After School programs at several other locations.
2. Some classes are open throughout the year, day and evening, and some offer an open-entry open-exit policy.
3. Instruction in English as a Second Language, Citizenship, Adult Basic Education, High School Equivalency (HSE) preparation, and high school diploma programs are available at Willow, Dibble, and Hudson during the day and evening.
4. Career Technical Education (CTE) is available both day and evening.
5. Counseling, assessment, and career skills development are available. Counselors are available when school is in session.
6. The Community Resource Center is available for job search purposes and FAFSA applications.
7. Through a collaboration with the regional center system and private rehabilitation programs, adults with disabilities can be referred to the adult school for job training.
8. Job placement services are available to students through counselors and co-located AJCC.
9. Pell grants are available for qualified students involved in full-time career technical training.
10. HLPUSD high school students may attend the adult school with a referral form from their high school counselor for credit recovery in core classes.
11. Parent education is offered to the community throughout the year as monthly sessions at elementary, middle schools, and high schools.
12. Student scholarships are available through local community service organizations that support programs for adults as well as the America's Job Center of California (AJCC) that is collocated at the Willow Campus.
13. Babysitting services are available for students at select sites.
14. Innovative Rehabilitation Services offers a variety of vocational and support programs for adults with disabilities.
15. For those who cannot attend class daily, Distance Learning is available for ESL instruction, basic skills, Citizenship, HSE preparation, and High School Diploma credit courses.

**FEATURES OF  
HACIENDA LA PUENTE ADULT EDUCATION (continued)**

16. Thirteen apprenticeship programs are available in collaboration with local labor unions.
17. Current class offerings are published throughout the year in a course catalog. Course catalogs are distributed throughout the community and are also available online at [www.hlpae.com](http://www.hlpae.com).
19. Afterschool programs are provided by After School Education and Safety Program (ASES).
20. HLP AE Workforce department is proud of our continued relationship with Workforce Investment Boards throughout Los Angeles County, EDD, Workforce Investment Bonds, and work source centers in Los Angeles and San Bernardino County.
21. HLP AE hosted EDD sponsored student training that met the requirements for continuing unemployment benefits through a summer intensive program.

## **STATEMENT OF PURPOSE**

Hacienda La Puente Adult Education provides a comprehensive educational and career training program that helps a diverse population achieve its goals.

### **School wide Student Learning Outcomes (SLO's)**

Set Goals:

- Students will define goals and set short-term objectives.

Achieve Skills:

- Students will achieve measurable increase in skills, knowledge, proficiency, and technology in their area of study.

Demonstrate Learning:

- Students will apply newly acquired knowledge from their area of study to their personal and professional life.



# HACIENDA LA PUENTE ADULT EDUCATION LOCATIONS AND PROGRAMS

## WILLOW CENTER

14101 East Nelson Avenue, La Puente, CA 91746  
(626) 934-2801

Office Hours: Monday – Thursday 8:00 A.M. to 4:30 P.M., Friday 8:00 A.M. to 4:00 P.M.

Dr. Gregory Buckner, Executive Director – Adult & Continuing Education  
Paul Micah Goins, Director – Adult Career Technical Education  
Valerie Clifford, Program Administrator – Health Careers  
Jorge Seccia, Program Administrator – Workforce & Community Development  
Rosalilia Sandoval-Gonzalez – Administrator of Counseling Services  
Adriana Rodriguez-Jovel, Program Administrator – Innovative Rehabilitation Services

Office Hours: Monday – Friday 8:00 A.M. to 4:30 P.M.

<b><u>Academics</u></b>	<b><u>Career Technical Education</u></b>
Adult Basic Education (ABE)	Administrative Assistant
El Civics	Advanced Private Security Academy
English as a Second Language (ESL)	Automotive Technician
High School Equivalency Preparation & Testing	Barber
Integrated Education & Training (IET)	Caregiver Certification
High School Diploma	Certified Nurse Assistant
	Combination Welder
<b><u>Adults with Disabilities</u></b>	Continuing Education for Health Career
Job Skills Training	Cosmetology
Custodian/Building Maintenance	Culinary Arts
Fast Food Worker	Esthetician
Landscape Gardener	Home Health Assistant
	HVAC Service Technician
<b><u>Fee Based</u></b>	Licensed Vocational Nurse (LVN)
Basic CPR	Major Appliance Technician
Basic Life Support (BLS)	Manicurist
Cooking	Medical Assistant
First Aid	Medical Biller & Coder
Notary Public	Medical Secretary
	Medical Terminology
<b><u>Community Program</u></b>	Pharmacy Technician
Oil Painting	Psychiatric Technician
Support Services	Registered Dental Assistant
Employment Services	Water Technology
Financial Aid	Welding

## **DIBBLE CAMPUS**

1600 Pontenova Avenue, Hacienda Heights, CA 91745  
(626) 933-8305

Office Hours: Monday – 8:00 A.M. to 7:00 P.M.  
Friday 8:00 A.M. to 3:00 P.M.

Elbia Sarabia, Director – Adult Academics & Community Education  
Danny Hong, Assistant Director – Adult Academics & Community Education  
Maria Tellez – Administrator of Counseling Services

### **Academics**

Adult Basic Education (ABE)  
Adult Independent Study (AIS)  
Citizenship Preparation  
Distance Learning (DL)  
EL Civics  
English as a Second (ESL)  
High School Equivalency Preparation (HSE)  
High School Diploma

### **Community Classes**

Understanding & Using  
Computers

### **Parent Education**

Parenting – The Adolescent  
Parenting the Preschooler  
(Mommy & Me)

**HUDSON ADULT LEARNING CENTER**

445 North Glendora Avenue, La Puente, CA  
91744 (626) 934-6761

Office Hours: Monday – Thursday 8:00AM to  
7:00PM Friday 8:00AM to 3:30PM

Elbia Sarabia, Director – Adult Academics & Community Education  
Danny Hong, Assistant Director – Adult Academics & Community Education  
Maria Tellez, Administrator of Counseling Services

**Academics**

Adult Basic Education (ABE)  
EL Civics  
English as a Second Language  
(ESL) High School Diploma

**Community**

After-School Program (K-12 Schools)

## **HACIENDA LA PUENTE ADULT EDUCATION SUPPORT SERVICES**

- 1. COMMUNITY RESOURCE CENTER**  
Willow Center  
(626) 934-2850
- 2. CHILD CARE**  
Amar Children's Center  
(626) 933-7100  
Willow Center  
(626) 933-2974 (Babysitting)
- 3. COUNSELING, ACADEMICS**  
Dibble (626) 933-8305
- 4. COUNSELING, CTE**  
Willow Center  
(626) 934-2801
- 5. COUNSELING, REHABILITATION**  
Innovative Rehabilitation Services  
(IRS) - (626) 934-2920
- 6. FINANCIAL AID ADVISEMENT**  
Willow Center  
Workforce Department  
(626) 934-2850
- 7. TEST PREPARATION  
GED/HiSET**  
Willow Center Information  
(626) 934-2838 or 934-2818
- 8. JOB PLACEMENT COUNSELING**  
Willow Center  
(626) 934-2850
- 9. SENSORY IMPAIRED & SPECIAL  
STUDENT SERVICES**  
(626) 934-2970  
(626) 855-3766 TTY Line
- 10. VETERANS INFORMATION**  
Willow Center  
Workforce Department  
(626) 934-2850

HACIENDA LA PUENTE  
UNIFIED SCHOOL DISTRICT



The ABC's of  
Hacienda La Puente Adult and  
Continuing Education



## NATURE OF THE ADULT LEARNER

### *THE ADULT LEARNER:*

- is a student whose frame of reference is family, culture, and experience.
- may differ widely in age, ethnic background, ability, job experience, education, and goals.
- may have been away from school for some period of time.
- may have to overcome feelings of insecurity, fear, or anxiety.
- may have responsibilities that interfere with attendance and study.
- may have been employed and/or recently become unemployed.

### *THE ADULT EDUCATION TEACHER:*

- is punctual and prepared to teach with lesson plans and necessary materials.
- gives students full instructional value for the hours students invest in class.
- presents sound, sequential, timely, and appropriate subject matter that accommodates the open entry and exit format.
- uses various learning strategies such as grouping, demonstrations, and individualized projects to draw all students into constructive participation.
- must be in class during the entire instructional period.
- structures learning activities to meet student needs and program objectives.
- strives to maintain open communication with all students.
- maintains a positive classroom environment that promotes student learning.
- completes forms and reports such as attendance rosters, student update records, timesheets, and student accountability forms in an accurate and timely manner.
- does not use their position to promote personal, political, religious or financial gain.
- **shall not accept gifts from students.**

## **Absences**

Interruption of adult school classes is to be avoided. If you must be absent, report your absence to the office manager at your site as well as your supervisor as soon as possible, and at least one hour prior to the start of your assignment, so that arrangements can be made for a substitute. You may be asked for a doctor's release when you return to work. Please check your contract for language on absences.

Request for leave of absences such as for personal emergencies, vacation, jury duty, military duty, or maternity leave, require pre-approval and must be submitted to your administrator with as much notice as possible.

Absences from work are marked on your time sheet with the appropriate symbol listed on the top of the time sheet. (I=ill, V=vacation, P=personal necessity). For P affidavit, use form #1013-B. Prior approval is required in most cases including non-paid absences.

## **Accidents – Staff or Student**

**Any accident in the classroom or on campus must be reported to the administrator on duty immediately.**

The *employee must complete an accident report* whether medical treatment is required or not. The forms may be obtained from your site office and are to be returned to the appropriate office on the same day of the accident. If medical attention is required, and you would like to have your own doctor care for you, you must have a Personnel Physician Request form signed by your physician on file in the district office. Forms may be requested from the Worker's Compensation/Benefits Department at the district office at 933-3860.

<p style="text-align: center;"><b>At no time should students be left in class or at school events unsupervised.</b></p>
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## **Accountability Requirements**

The adult school must comply with state and federal accountability requirements in all program areas. The registration form is the source of student information. By having the form fully completed by the student, the attendance department is able to pre-print forms for teachers to alleviate some manual completion. Everyone must comply with the process so that the adult school can adhere to state and federal requirements in a timely and complete manner.

1. **Registration Intake:** Everyone who assists students in completing the registration forms must make sure that they are filled out as completely as possible and signed.
2. **Registration Input:** Designated staff in each program are expected to input registration forms on a regular basis. Without a complete registration form in the ASAP attendance system, the student is not officially enrolled in school. Attendance cannot be taken on ASAP unless a current registration form is on file.
3. **Entry Records** are entered in ASAP upon registration.
4. **Update Records:** Teachers **MUST** complete the update record in ASAP for all students on a regular basis as they exit the program. Our success in identifying why students have left, especially if they have found jobs or completed the program, is critical to funding classes. Please make every effort to identify why students have dropped or if they have found employment.
5. **Testing Records:** Academic and CTE programs will test students on scheduled dates throughout the school year. The program administrator will share these dates and procedures with you.
6. **Workforce and Supplemental Forms:** CTE program teachers may be asked to complete these forms (progress reports). Your program administrator will discuss them with you.

#### **Accountability Requirements – Additional**

**Follow Up Survey** – Teachers must follow-up with graduate completers to monitor job placement. Once employment is verified, teachers must complete the Student Update form and enter the survey information into ASAP. The **Student Update form** must be submitted to the designated employee in the Workforce Department.

**Completion, Placement, & Licensure (CPL)** form data must be maintained for CTE graduate completers. CPL forms must be submitted when required by HLP AE Administration and no less frequently than at the end of each semester or program session.

**Student Progress Reports** - Teachers may be required to monitor student progress. Teachers must complete the report, place a copy in the student file, and return to designated employee within the allotted time stated.

#### **Accreditation Required Policies & Procedures**

All faculty and staff have access to a binder of the required plans and procedures of Hacienda La Puente Adult Education and must become familiar with it as required by the Council on Occupational Education for accreditation. The information is also listed on the HLP AE and the HLPUSD's website. The binder includes the following:

1. Facility and Campus Improvement
2. Work-Based Activities Training Plan
3. Follow-Up and Placement Plan
4. Strategic Plan

5. Media Services Plan
6. Equipment Maintenance and Disposal Plan
7. Operations, Maintenance, and Improvement of Physical Plant Plan
8. Campus Health and Safety Plan/Emergency Plan
9. Student Services Effectiveness Plan
10. Transfer Policy
11. Equipment Acquisition/Maintenance System
12. Refund Policy
13. Complaint & Grievances Policy
14. Faculty and Staff Evaluation Procedures
15. Organizational Chart
16. Faculty and Staff Orientation Procedures
17. Procedures to Access Student Records
18. Student Grievance Policy for handling complaints

### **Accreditation Requirements – Council on Occupational Education (COE)**

The Commission of the Council on Occupational Education (COE) requires the following benchmarks for completion, placement, and licensure exam pass rates for CTE programs:

BENCHMARK	PERCENTAGE
Completion Rate	60%
Placement Rate	70%
Licensure Exam Pass Rate	70%

### **Addresses and Emergency Information. Employees**

The employee's address and telephone must be kept current at your campus front office and at the District's Human Resources Department. Please notify the site office manager of any change in address, telephone number, or other emergency information.

### **Admissions. Student**

HLP AE Admission Policies: HLP AE will admit any student who is 18 years of age or older and not attending high school. Students 18 and under who have verified that they have a high school diploma (with proof) will be admitted as an adult. Students 18 and under, who are presently attending high school, must see a counselor prior to enrollment and have a referral from their high school counselor.

HLP AE admits qualified students when space is available and on a first come, first served basis. All Hacienda La Puente Adult Education's CTE programs require an assessment of basic skills and an orientation prior to the beginning of the semester or session. Some programs also have additional requirements or pre-requisites that are clearly stated in the school brochure, and at [www.hlpae.com](http://www.hlpae.com) to ensure successful completion of the course of study.

Students presently enrolled in high school are called concurrent students and must comply with all referral requirements. Students must complete the referral process with their high school and have a signed referral signed by the home school counselor and parent before meeting with the adult school staff.

### **Advertising and Sales**

See: **Conflict of Interest**

### **Advisory Committee**

There are various advisory committees that meet throughout the year. The purpose of the committees is to give the community an opportunity to provide input regarding programs. All CTE programs must conduct an advisory meeting within the fall semester and one in the spring semester to comply with regulations and accreditation compliance requirements. There is also a student advisory committee that meets five times annually. The student advisory committee is an opportunity to obtain input from current students in HLP AE progress. For more information regarding these committees, please see your administrator.

The Institutional Advisory Committee is made up of members external to the Adult School. A meeting is held no less than once a year.

The Occupational Advisory Committee is CTE program specific and is comprised of at least three people external to the Adult School. Instructors and staff also participate as “ex-officio” members. The committee must meet at least twice a year with at least two official members present. Meetings must be maintained to document the activities of the committee and minutes kept on file.

### **Annual Report Council on Occupational Education (COE)**

To receive the authorization to process Title IV (Pell Grant) benefits for CTE students, HLP AE must remain compliant with COE Accreditation requirements. In December of each year HLP AE must submit an Annual Report of the Completion, Placement, and Licensure (CPL) for each CTE program. CTE teachers will be required to perform follow-up procedures of their graduate completers, maintain, monitor, and submit data regularly. See Accountability Requirements.

### **Assessment and Orientation**

There are various assessment procedures in place in a variety of programs. See your administrator for additional information. Assessment has been established at all three Adult Education campuses to prepare and provide these services to students. Please ensure all students attend the assessment session prior to enrollment.

See brochure for academic registration schedule.

### **Assigned Hours**

Teachers are required to teach for the entire number of hours assigned. Teachers must be in their classroom with sufficient time to begin class at the assigned time. Please be prompt so that class begins on time and in an organized manner. Because classes are publicized with specific dates, classes may not be re-scheduled. If a problem arises in fulfilling your assignment, please contact your administrator immediately. Under no circumstances are students to be left unsupervised in classrooms!

### **Attendance. Instructions for Completing Roster (also see – Enrollment)**

Per state regulations, attendance must be taken on a daily basis on Administrative Software Applications (ASAP). Completed rosters are due to the attendance clerks no later than the following Tuesday. **Failure to turn in your rosters when due results in a serious breakdown of the attendance reporting process.** Please follow the instructions carefully and completely.

1. The weekly roster is a legal document and each page must be signed and dated.
2. Please respond quickly to requests for missing information. The most common are missing registration and birthdate.
3. Adding Students – All students entering your class must present a completed registration form.
4. Teacher Signatures – The weekly roster requires the teacher's signature on each page. This is evidence that the teacher has reviewed and verified accuracy and date.
5. **Hour by hour accounting** – It is the responsibility of the teacher to take attendance every hour. Please be sure that the time identified on the roster is a true reflection of the time the student attended the class. Inform the supervisor if days or times are incorrect. The day and time should reflect the work schedule.
6. A new signature sheet must be signed each time changes are made to the attendance by the teacher.
7. Web attendance can only be viewed and adjusted within a **7** day period.

### **Books and Supplies**

See: **Textbooks** and also **Supplies**

## **Bullying**

See Board Policy at end of employee handbook in section *Other Information and Sample Forms* regarding District expectations.

## **CalWORKS**

California's CalWORKS program was established in 1998 to provide temporary assistance to needy family recipients with the skills needed to acquire employment. The adult school provides academic and vocational programs to CalWORKS participants. The Workforce and Community Development department works with instructors to monitor student attendance and progress. Instructors are responsible for tracking their students' progress and may be asked for input. Any questions regarding this program may be directed to the Workforce staff.

## **Cancellation of Classes**

All classes will meet the first week of each semester. Classes must maintain a minimum of 17 students per hour in attendance. If the class enrollment falls below the minimum, it is subject to closure. Teachers are encouraged to contact students by phone or mail to maintain their class size.

***Please DO NOT harass students on their cell – NO TEXT MESSAGING***

Class numbers are expected to reach 17 by the end of the first week and maintain a minimum of 17 students each day. If there are a great number of students enrolled in the class, the teacher needs to inform the program administrator. Only the program administrator may close enrollment due to size and make alternative adjustments.

## **Cell Phones**

We live in an age when most employees have a personal cell phone in their possession at work. All employees must remember that it is not appropriate to receive nor to place calls on a personal cell phone during your district paid work time. Under no circumstances should classroom instruction or the office work environment be interrupted by the use of or ringing of a cellphone. While at work, personal cell phones should be placed on vibrate or turned off.

## **Child Abuse/Dependent Adult/Elder Abuse**

When a staff member, within the scope of his or her employment, has reasonable suspicion that a minor student, child, dependent adult, or elderly person has been the victim of abuse, the suspected incident must be immediately reported to the appropriate authorities. The administrator must be informed of the report. Failure to report such incidents is a misdemeanor and is subject to penalties of the law. Please follow the guidelines in Board Policy regarding this issue.

## **Civility Policy**

This policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. In the interest of presenting district employees as positive role models to the students we encourage positive communication and discourage negative actions. (See Annual Employee Reminders.)

## **Closing and Canceling Classes**

**Only the program administrator may close, cancel, or adjust a class schedule. If it is necessary to make any change in the time or location of a class, the program administrator will arrange to inform all students regarding the change.**

## **Code of Conduct**

All faculty and staff are expected to maintain a professional code of conduct at all times. Teachers should be positive role models to the students. All faculty and staff are expected to respect the students' and colleagues' right to privacy and maintain confidentiality accordingly.

## **Concurrent**

Students presently enrolled in a high school should be referred to adult school by their home high school counselor. Students must complete the referral process with their high school before meeting with adult school staff.

## **Conference/Workshop Attendance**

Conference and workshop attendance will be based on a staff member's annual objectives and need to enhance work skills. The following procedures will be used when requesting authorization to attend an educational conference.

1. Conference requests must be submitted to the supervisor **eight (8) weeks** prior to the conference/workshop.
2. The conference request must be approved by the supervisor prior to an employee attending.
3. Conference attendees will be required to submit a report two weeks after the conference to their immediate supervisor.
4. Only approved expenses incurred during the conference time will be reimbursed with original receipts.
5. Employees will not be paid beyond their normal assigned working hours.

## **Conflict of Interest – Sale of Items or Services**

Employees may not bring or sell items in their classroom. Advertising and sales by students and staff is not allowed in classrooms or on school property. Outside vendors are not allowed to sell goods on campus without specific approval by



administration. Please contact your program administrator if you have questions about specific situations.

### **Course Outlines**

The final copy of approved course outlines is on file at the District Office. Additional copies are kept in the main office at Willow Center, Dibble Campus, and Hudson. All classes must follow a course outline approved by the Board of Education and the State Department of Education. Instructors must maintain a copy of their current course outline in the classroom and must update it no less than every two years. If you need assistance, please see your program administrator.

### **Credentials**

Each teacher must possess a current valid credential covering his/her area of assignment. **It is the responsibility of the teacher to maintain and renew their credential.** A valid credential is required to maintain employment.

### **Disaster Preparation**

Each site has a disaster plan that must be followed in the event of a disaster. There are emergency supplies at each major site. Please review the plans and evacuation map so you are aware of your role in the event of an emergency.

### **Discipline Action**

\*Please see Discipline Policy and Procedures on page 43 for more details.

Step 1: Teacher meets with the student and documents the discussion.

Step 2: Teacher refers student to the office for counseling with written referral; the student is put on contract with counselor/administrator. Ideas for improvement stated.

Step 3: Student referred to the office for counseling and/or dismissal.

Step 4: Letter of dismissal or additional contract documenting action taken by administrator/counselor.

### **Disclosure of Information**

Student and staff information is considered confidential and must be treated as such. Information may only be used for specific school business. Do not release any personal information to anyone regarding students and staff. Please direct questions to your program administrator.

## **District Forms**

Employee and school forms may be found on the HLPUSD website. Click on "District Forms". Choose the form you are looking for and print it out.

## **Dress Code**

The district has established Dress and Grooming Guidelines. It is incumbent upon all staff to consistently enforce and adhere to the dress code.

## **Drug and Alcohol Free Workplace**

Refer to Annual Employee Reminders.

## **E-mail**

Every employee shall maintain an **active HLPUSD** e-mail account. Complete and submit an application to the NCS department. Applications are available from any Adult Education office manager. E-Mail is to be used and updated regularly.

**NOTE:** Using personal emails in lieu of a HLPUSD email account is highly discouraged. As some pertinent material is emailed ONLY to the HLPUSD email address.

***The exchange of an employee's personal email account with students is not recommended.***

## **Enrollment/Registration**

The adult school cannot claim attendance for anyone who is not registered for the class. Upon entering a class, the student must show the teacher a copy of the current registration form. It is the teacher's responsibility to ensure that students do not remain in class unless they are registered.

On July 1, all continuing students must complete a new registration and accountability form. Many programs require an assessment prior to enrollment. Please refer to the course catalog.

### **1. Registration Form**

**The registrant must sign the form.** The office staff or teacher is responsible to ensure that the registration form is accurately completed.

### **2. Additional Data Information**

- **Concurrent enrolled in HS/K-12** – Student enrolled in high school and adult school classes at the same time
- **Cultural Barriers** – Student's attitudes, beliefs, customs, or practices influence a way of thinking, acting, or working that may serve as a hindrance to employment

- **English Language Learner** – Student’s native language is a language other than English and has limited ability in speaking, reading, writing, or understanding the English language.
- **Ex-Offender** – has been convicted of committing a status offense or delinquent act or requires assistance in overcoming barriers to employment resulting from an arrest or conviction.
- **Foster Care Youth** – Student is currently in foster care or has aged out of the foster care system.
- **Homeless** – Shares housing, lives in a motel/hotel, or lives a shelter
- **Long Term Unemployed** – Student has been unemployed for 27 or more consecutive weeks.
- **Low Income** – Receives assistance through supplemental nutrition assistance program, temporary assistance for needy families program, supplemental security income program, or family income does not exceed the higher of the poverty line or 70% of the lower living standard income level.
- **Low Levels of Literacy** – Unable to read, write, and speak in English.
- **Migrant Farmworker** – Student is a seasonal farmworker and whose agricultural labor requires travel.
- **Seasonal Farmworker** – Student employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment
- **TANF** – Temporary Assistance for Needy Families; individuals receiving funds through TANF, welfare, or California Work Opportunity and Responsibility to Kids (CalWORKS)
- **Exhausting TANF with Two Years** – Danger of exhausting lifetime eligibility for TANF

### 3. Class Registration Section

This may be completed by staff or student, filled out completely, and include the course number. The office staff must account for all fees collected for the course.

### **Equipment**

Equipment is assigned to a specific class/location and may not be relocated to a new location without completing an Equipment Transfer/Removal Request Form. Any changes must be pre-approved by the central office administration. All PERKINS Grant Funded (CTE Area) equipment must be processed and logged prior to issuance to classrooms. Teachers should make arrangements with their administrator if they need equipment such as an overhead projector, DVD player and monitor, etc. Please report any missing equipment to your supervisor immediately. Inventory lists must be updated annually.

## **Evaluations**

Evaluation procedures are described in your employee contract. If you have additional questions, please see your program administrator.

## **Field Trips**

Field trips must have an educational content, based on the instructional objectives of the class. Student participation is voluntary. Authorization forms for field trips must be signed by the teacher and submitted for approval to the program administrator four weeks prior to the event. Field trips must be scheduled as part of a regular class meeting. Teachers must inform students that childcare is **not provided to the children** of parents on field trips. Teachers are not authorized to transport students unless form 345-C has been completed and approved by the district office and cannot transport children.

## **Financial Aid**

Students receiving Title IV benefits must maintain regular attendance and satisfactory progress at all times. Teachers may be required to complete a progress report for the Workforce Department. Please complete and return within the allotted time. Keep a copy in the student file in your classroom.

## **Pearson-Vue (GED Testing)**

HLPAE is an approved Pearson VUE testing center and offers computerized GED® testing. Students must register on line at [www.myged.com](http://www.myged.com)

## **Gifts to Teachers**

Teachers shall not accept gifts or favors that might impair or appear to impair professional judgment per Board Policy E 4119.21(a).

## **Gradebook**

All programs, regardless of location or mode of delivery, are qualitatively consistent and have individual student records, including period of enrollment, financial, and educational program records, permanently maintained by the institution at the main campus.

HLPAE uses a systematic, objective, and equitable method of evaluating student achievement based on required competencies.

Individual student progress data, including (a) appropriate evaluations of knowledge and skills required for occupations studied and (b) notations of completion of and/or withdrawal from programs, are maintained and made a part of his/her record.

Grades should be input in the electronic gradebook located in Web Attendance. It is the teacher's responsibility to maintain a record of students' progress.

### **Guest Speaker**

An excellent way to bring variety into teaching is to invite a guest speaker to your class. The program administrator *must approve the guest speaker prior to the presentation*. Guest speakers are not paid honorariums. All visitors/guest speakers are required to sign in at the office prior to visiting classes.

### **HISET Testing**

HLPAE is an approved ETS HiSet testing center that offers both paper and computer based HiSet testing. Students must register in person at the Willow Front Office.

### **HLPnet (Internet)**

See: <http://firefly.hlpusd.k12.ca.us:3000/#!/home>

### **Injuries at Work**

See: **Accidents – Staff or Student, page 15.**

### **In-Service and Professional Development**

Various in-service activities may be held throughout the year. Teachers who work 18 hours or more may also be scheduled to attend a monthly meeting, per contract language. Professional Development activities may be applied to meet credential renewal requirements.

### **Inventory**

Each teacher is responsible for the safekeeping and use of all property and materials purchased by the school. The records of all school equipment and materials must be updated on a regular basis. Employees are not to move any equipment from one room to another room or building without first receiving approval from a program or site administrator. Many items are purchased through special funding and must be tracked accordingly. Report any missing equipment to the program administrator. Inventory will be reviewed annually. (See also Equipment p.23)

### **Keys**

The program administrator issues keys on an as needed basis. **All lost keys must be immediately reported to the administrator on duty.** Rooms not supervised by a teacher must be locked. Keys must never be given to a student or duplicated

for any purpose; they must remain in your possession at all times. You may be financially responsible for lost keys.

### **Lesson Plans**

Lesson plans are a required part of a teacher's daily preparation. Administration/Management will require a lesson plan for each classroom observation as a part of the evaluation process. Teachers must also provide at least three lesson plans to the office manager and/or to their supervisor in the event that a substitute is needed for coverage. Please see your program administrator regarding the requirements for lesson plans and emergency lesson plans. Assignments, quizzes and tests related to lesson plans should be inputted in the electronic gradebook in Web Attendance.

### **Mailboxes**

Staff mailboxes are located at the main office of each site. Please check your mailbox each day and empty it at the end of each week.

### **Personal Belongings**

Personal belongings left in the classroom will be cleaned out and discarded at the end of each academic year. All personal belongings MUST be taken out of the classrooms before the last day of school of each fiscal year. If left after the current fiscal school year ends, the School District claims no responsibility in lost, stolen, discarded, broken, etc. of personal items that do not belong to the school.

### **Placement Procedures**

All faculty and staff must be familiar with the placement services available to students. Services include, but are not limited to: Job Specialist counseling, Employment Skills classes, Career Preparation tutorials, job referrals, assistance with state licensure applications, State Board preparation, and more. CTE teachers will be required to perform follow-up procedures of their graduate completers, maintain, monitor, and submit data regularly. Please see the Accountability Requirements and the HLP AE Follow-Up and Placement Plan.

### **Professional Organizations**

The California Council for Adult Education (CCA E) is the only professional organization for adult schools that include teachers, administrators, and classified personnel. This organization retains a lobbyist and sponsors legislation concerning the future of adult education. Please see a CCA E chapter representative for additional details.

### **Rescheduling Classes**

Only the program administrator has the authority to modify or reschedule classes. If it is necessary to make any change in the time or location of a class, the program administrator will arrange for all students to be informed regarding the change that must be taken.

### **Resignations**

Employees who wish to terminate their employment should complete the district form and submit it to their administrator as soon as possible. Such situations should be discussed with the administrator before submitting written notice. If at all possible, sufficient time should be allowed for the administrator to obtain a suitable replacement.

### **Retention of Students**

The adult school policy is to continue classes to the end of the course, if a minimum level of student attendance is maintained. **If your class is consistently below 17, the class may be canceled.** Please encourage students to attend regularly. Since income from attendance supports the program, retaining students is in everyone's best interest. Teachers may use Web Attendance to contact students to encourage them to return to class by phone, mail, or email.

### **Room Responsibility**

Since many staff members share space, please be considerate of others who share your room. Adult school equipment and supplies are for the use of all adult school staff unless otherwise noted.

- Teachers should leave their classroom in good order;
- Return equipment and furniture to original configuration;
- Erase chalkboards or white boards;
- Secure windows before leaving;
- Return computer screens to their original settings;
- Lock all doors;
- Report problems to the office immediately.

### **Sexual Harassment**

Sexual harassment of or by an employee or student will not be tolerated. Sexual harassment is a serious offense that can result in disciplinary action including suspension or expulsion. Please review the Board Policy. (See Annual Employee Reminders)

### **Smoking/Vaping on Campus**

Smoking on campus is prohibited. See: **Tobacco Free Workplace**

### **Student Referral**

See Discipline Action

### **Substitute Teacher Material**

The teacher must prepare detailed written instructions for a substitute teacher. Instructors should include class assignments and lesson plans for each day the teacher is absent. ***There should be three emergency lesson plans on file with your program administrator at all times. Teachers are not to secure their own substitutes.***

### **Substitute Pay**

Any hours worked as a substitute teacher are paid at a flat rate per hour, per contract. *All substitute hours are recorded on the Adult Education Substitute Hourly Time Sheet.* The time sheet is submitted bi-monthly and paid eight working days after the end of the pay period.

### **Supplies**

Supply requests are submitted to your program administrator for approval. If there are materials that you need on a regular basis, please plan and order them ahead of time. Supplies purchased without administrator's approval will not be reimbursed.

### **Technology Assistance**

All staff must report the need for technology services to the Office Manager and/or Administration who will submit an iHeat ticket using the district website.

### **Telephones**

Employees should not use the telephone for personal calls during working hours. Staff may make local calls during their breaks. Classroom telephones are not for student use. See: **Cell Phones**

### **Textbooks**

Various CTE textbooks may be purchased at the main office. Special arrangements can be made for classes that are not at the main sites. Please see your program administrator for assistance. Book inventories must be maintained and receipts are issued to students when purchasing books.



## **Timesheets - Teachers**

All timesheets are located in the main office. Timesheets and mileage forms need to be turned in on time. Late timesheets and mileage subject the district to significant fees and penalties that will be charged back to programs and that will impact what funds will be available to the department. Plan on turning timesheets in 2 to 3 days early to allow managers time to review, sign and deliver. Staff that turn in late timesheets will need to meet with managers regarding this issue to ensure that it does not occur again.

Certificated Annualized (Monthly) - uses form #1059 which is submitted weekly. Timesheets are located in the main office. Each day, initial or bubble in the appropriate box and sign your name in the space provided. By Friday all timesheets should be signed. 10 MONTH/Monthly employees are paid on the first working day of the month.

Certificated Hourly - uses form #1017-1 which is submitted monthly. See office manager for schedule. Each pay period for hourly certificated employees begins on the 19<sup>th</sup> of each month and ends on the 18<sup>th</sup> of the following month. Hourly classified employees are paid on the 5<sup>th</sup> of each month. If the 5<sup>th</sup> falls on a Saturday or Sunday, payday will be the day before.

## **Timesheets – Classified**

Classified Monthly (11/12) – are submitted weekly. Timesheets are located in the main office. Each day, initial or bubble in the appropriate box and sign your name in the space provided. By Friday all timesheets should be signed. All 11 and 12 Month employees are paid on the last day of the month. If the last day falls on a weekend/holiday, payday will be the day before.

Classified Monthly (10 months) – uses form #1059 which is submitted weekly. Timesheets are located in the main office. Each day, initial or bubble in the appropriate box and sign your name in the space provided. All 10 MONTH/Monthly employees are paid on the first working day of the month. If the last day falls on a weekend/holiday, payday will be the day before.

Classified Hourly – uses form #1015 which is submitted monthly. See office manager for schedule. Each pay period for hourly classified employees begins on the 19<sup>th</sup> of each month and ends on the 18<sup>th</sup> of the following month. For every pay period, 2 timesheets are due per pay period (i.e. 19 – 30 and 1 – 18). Hourly classified employees are paid on the 5<sup>th</sup> of each month. If the 5<sup>th</sup> falls on a Saturday or Sunday, payday will be the day before.

### **Tobacco Free Workplace**

HLPUSD enacted a tobacco free workplace effective January 1, 1994. **The code prohibits the use of tobacco on school property owned, leased, or rented and within all school vehicles.**

### **Uniform Complaint Procedures**

The Governing Board recognizes that the District is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The District shall follow uniform complaint procedures when investigating complaints alleging unlawful discrimination based on age, actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity that receives or benefits from state financial assistance. See BP1312.3 (a).

### **Vacations - Classified**

Classified must complete and submit a vacation request to their supervisor for approval. Ten month employees should take their vacation during the months they are assigned to work. Summer vacations may be approved by supervisors for employees whose assignments are for eleven or twelve months.

### **Visitors**

Visitors are welcome in all of our classes with the permission of the program administrator. They must check in at the front office. *Under no circumstances shall visitors sign the ADA sheet for attendance purposes or be counted as a class member.* Children are not allowed in classrooms or offices unless it is a parent education class specifically including children.

# **HACIENDA LA PUENTE ADULT EDUCATION**



District Map and School Locations

# Main campuses

## Willow Center

(626) 934-2801  
14101 e. Nelson Ave. La Puente, CA 91746

### Office Hours:

Monday- Thursday 8 am - 4 Pm  
Friday 8 am- 4 Pm

## Dibble Campus

(626) 933-8305  
1600 Pontenova ave. Hacienda Heights, CA 91745

### Office Hours:

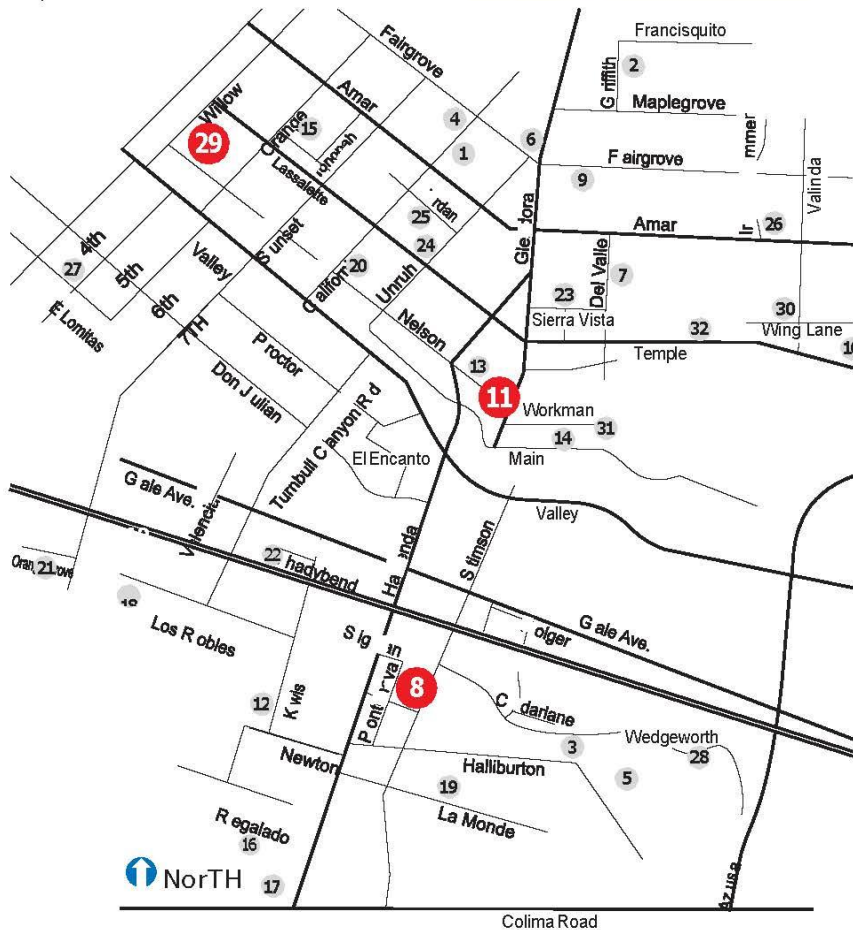
Monday- Thursday 8 am - 7 Pm  
Friday 8 am- 3 Pm

## Hudson Adult Learning Center

(626) 934-6761  
445 N. Glendora Ave. La Puente, CA 91744

### Office Hours:

Monday- Thursday 8 am - 7 Pm  
Friday 8 am - 3:30 Pm



map not to scale.

1. **Amar Center**  
1000 N. California Ave., LP
2. **Baldwin Academy**  
1616 Griffith, LP
3. **Bixby Elementary**  
16446 Wedgeworth dr., HH
4. **California Elementary**  
1111 California Ave., LP
5. **Cedarlane Academy**  
16333 Cedarlane Dr., HH
6. **Delhaven Community Center**  
15135 e. Fairgrove, LP
7. **Del Valle Elementary**  
801 N. Del Valle, LP
8. **Dible Campus**  
**1600 Pontenova, HH**
9. **Fairgrove Academy**  
15540 E Fairgrove, LP
10. **Grandview College Prep**  
795 N. Grandview, Valinda
11. **Hudson Adult Learning Ctr**  
**445 N. Glendora, LP**
12. **Kwis Elementary**  
1925 S Kwis, HH
13. **La Puente High School**  
15615 E. Nelson, LP
14. **La Puente Senior Center**  
16001 E. Main, LP
15. **Lassalette School**  
14333 Lassalette St., LP
16. **Los Altos Elementary**  
15565 Los Altos Dr., HH
17. **Los Molinos Elementary**  
3112 Las Marias dr., HH
18. **Los Robles Elementary**  
1530 Ridley ave., HH
19. **Mesa Robles School**  
16060 Mesa Robles, HH
20. **Nelson Elementary**  
330 N. California Ave., LP
21. **Orange Grove Middle School**  
14505 Orange grove Ave., HH
22. **Shadybend Training Center**  
15430 Shadybend, HH
23. **Sierra Vista Middle**  
15801 Sierra Vista Ct., LP
24. **Sparks Elementary**  
15151 Temple Ave., LP
25. **Sparks Middle**  
15100 Giordano St., LP
26. **Valinda School of Academics**  
1030 Indian Summer, LP
27. **Valley Adult Campus**  
14162 E. Lomitas ave., LP
28. **Wedgeworth Elementary**  
16949 Wedgeworth, HH
29. **Willow Center**  
**14101 E. Nelson, LP**
30. **Wing Lane Elementary**  
16605 Wing Lane, LP
31. **Workman Elementary**  
16000 Workman, LP
32. **Workman High School**  
16303 E. Temple, LP

# HACIENDA LA PUENTE ADULT EDUCATION



Other Information and Sample Forms

**ADULT EDUCATION DIPLOMA REQUIREMENTS**

The following directives shall be applicable to the graduates as of July 1, 2005 and thereafter.

1. Credits - 200 credits required
  - a. Maximum Credits per Year  
Any number of credits may be earned during the year.
  - b. Adult Basic Education  
Credit for adult basic education courses may be granted toward a high school diploma upon receipt of grades and credits from the adult basic education teachers.
  - c. Credit Earned Per Course  
For each academic course successfully passed, five units of credits shall be granted. Partial credit may be granted.
  - d. Credits Granted by a Director/Site Administrator  
A director/site administrator has the authority to issue credits toward graduation in a program of studies developed for this specific purpose and which meets the above criteria.
  - e. Minimum Credit Requirement for Establishing Residency  
A minimum of five credits must be earned in residence in the adult program in conjunction with meeting the other requirements in order to be eligible to receive a diploma.
  - f. Credit by Evaluation
    - (1) Student with records  
Counselors will evaluate courses previously taken compared to adult courses and diploma requirements. Credit will be awarded for those courses that the counselor judges appropriate to district standards.
    - (2) Student without Records  
In the event of unattainable official school records for a student 18 years of age or over, the counselor may, based on satisfactory evidence, establish a level of credits earned by evaluation.
2. Course Requirements
  - a. English Language Arts - 40 Credits Required
    - (1) All English course offerings are applicable to meet the requirement.
  - b. Social Science - 30 Credits Required

(1) All social science diploma requirements shall be met by the courses of study in World Studies, U.S. History, Civics, and Economics. Other Social Science courses may be used for additional academic and/or elective credit.

c. Mathematics - 30 Credits Required

(1) All math course offerings are applicable to meeting the requirement:

(2) All students must complete coursework in mathematics that meets or exceeds the rigor of the academic content standards for Algebra 1.

d. Science - 30 Credits Required

(1) Biological, Physical and earth Sciences shall be used to meet the Science graduation requirement.

(2) At least one year of science shall be a life/biological science course.

e. Fine Arts, Visual/Performance Arts or Foreign Language - 10 Credits Required.

(1) For visual/performing arts credit, the following are applicable:

- Art
- Dance
- Humanities
- Drama
- Music

This requirement may be met with a combination of courses from the above applicable areas.

(2) The Foreign Language requirement shall be met with 10 credits of the same language.

Credit may be granted to foreign students who studied their native language through formal schooling in their former country corresponding to the high school level of education.

f. Vocational Education or Additional Academic Course Work - 20 Credits Required.

(1) The vocational education requirement shall be met with credits taken in one of the following areas:

- Health careers
- Automotive
- Business careers
- Community vocational training
- Cosmetology
- Trades and service occupations

(2) The additional academic course work shall be met with credits taken beyond the prescribed amount required in English language arts, social science, mathematics and science.

g. Electives - 40 Credits Required

May be taken from any of the adopted course offerings.

(1) Military Service or Work Experience.

Up to 40 credits may be granted for honorable military services and/or work experience. One unit of credit will be granted for each 30 hours of verified work.

To receive eligible military and/or work experience credit, a student shall provide verification on one of the following:

- Official military letterhead
- Official employer letterhead
- Honorable discharge document
- Payroll document

h. Demonstration of Competency

(1) Computer literacy - pass a course containing the district designated computer literacy content or pass the district computer literacy test.

Approved: 02/01/2003  
Revised: 06/08/2006  
Revised: 08/31/2010



## **30 THINGS TO KNOW FOR SURE ABOUT ADULT LEARNING**

### **Motivation to Learn**

1. Adults seek out learning experiences in order to cope with specific life changing events, e.g., marriage, divorce, a new job, a promotion, being fired, losing a loved one, moving to a new city.
2. The more life change events an adult encounters, the more likely he or she is to seek out learning opportunities. Just as stress increases as life-change events accumulate, the motivation to cope with change through engagement in a learning experience increases.
3. The learning experiences adults seek out on their own are directly related-at least in their perception to the life-change events that triggered the seeking.
4. Adults are generally willing to engage in learning experiences before, after, or even during the actual life change event. Once convinced that the change is a certainty, adults will engage in any learning that promises to help them cope with the transition.
5. Adults who are motivated to seek out a learning experience do so primarily because they have a use for the knowledge or skill being sought. Learning is a means to an end, not an end in itself.
6. Increasing or maintaining one's sense of self-esteem and pleasure are strong secondary motivators for engaging learning experiences.

### **Curriculum Design**

1. Adult learners tend to be less interested in, and enthralled by survey courses. They tend to prefer single concept, single-theory courses that focus heavily on the application of the concept to relevant problems. This tendency increases with age.
2. Adults need to be able to integrate new ideas with what they already know if they are going to keep-and use-the new information.
3. Information that conflicts sharply with what is already held to be true, and thus forces a re-evaluation of the old material, is integrated more slowly.
4. Information that has little "conceptual overlap" with what is already known is acquired slowly.
5. Fast-paced, complex or unusual learning tasks interfere with the learning of the concepts or data they are intended to teach or illustrate.
6. Adults tend to compensate for being slower in some psychomotor learning tasks by being more accurate and making fewer trial-and-error ventures.
7. Adults tend to take errors personally and are more likely to let them affect their self-esteem. Therefore, they tend to apply tried-and-true solutions and take fewer risks.
8. The curriculum designer must know whether the concepts or ideas will be in concert or in conflict with the learner. Some instruction must be designed to effect a change in belief and value systems.
9. Programs need to be designed to accept viewpoints from people in different life stages and with different value "sets."
10. A concept needs to be "anchored" or explained from more than one value set and appeal to more than one developmental life stage.
11. Adults prefer self-directed and self-designed learning projects over group-learning experiences led by a professional, they select more than one medium for learning, and they desire to control pace and start/stop time.

12. Nonhuman media such as books, programmed instruction and television have become popular with adults in recent years.
13. Regardless of media, straightforward how-to is the preferred content orientation. Adults cite a need for application and how-to information as the primary motivation for beginning a learning project.
14. Self-direction does not mean isolation. Studies of self-directed learning indicate that self-directed projects involve an average of 10 other people as resources, guides, encouragers and the like. Nevertheless, even for the self-professed, self-directed learner, lectures and short seminars get positive ratings, especially when these events give the learner face to face, one to one access to an expert.

### **In the Classroom**

1. The learning environment must be physically and psychologically comfortable; long lecture periods of interminable sitting and the absence of practice opportunities rate high on the irritation scale.
2. Adults have something real to lose in a classroom situation. Self-esteem and ego are on the line when they are asked to risk trying a new behavior in front of peers and cohorts. Bad experiences in traditional education, feelings on authority and the preoccupation with events outside the classroom affect in-class experiences.
3. Adults have expectations, and it is critical to take time early on to clarify and articulate all expectations before getting into content. The instructor can assume responsibility only for his or her own expectations, not for those of students.
4. Adults bring a great deal of life experiences into the classroom, invaluable assets to be acknowledged, tapped and used. Adults can learn well and much from dialogue with respected peers.
5. Instructors who have a tendency to hold forth rather than facilitate can hold that tendency in check or compensate for it by concentrating on the use of open-ended questions to draw out relevant student knowledge and experience.
6. New knowledge has to be integrated with previous knowledge; students must actively participate in the learning experience. The learner is dependent on the instructor for confirming feedback on skill practice; the instructor is dependent on the learner for feedback about curriculum and in-class performance.
7. The key to the instructor role is control. The instructor must balance the presentation of new material, debate and discussion, sharing of relevant student experiences, and the clock. Ironically, it seems that instructors are best able to establish control when they risk giving it up. When they shelve egos and stifle the tendency to be threatened by challenge to plans and methods, they gain that kind of facilitative control needed to effect adult learning.
8. The instructor has to protect minority opinion, keep disagreements civil and unheated, make connections between various opinions and ideas, and keep reminding the group of the variety of potential solutions to the problem. The instructor is less advocate than orchestrator.
9. Integration of new knowledge and skill requires transition time and focused effort on application.
10. Learning and teaching theories function better as resources than as a Rosetta Stone. A skill-training task can draw much from the behavioral approach; for example, while personal growth centered subjects seem to draw gainfully from humanistic concepts. An eclectic, rather than a single theory based approach to developing strategies and procedures, is recommended for matching instruction to learning tasks.



# Live your best life!

Take advantage of EAP's free resources and support.

**Life can surprise you with its many ups and downs.** That's why the Employee Assistance Program (EAP) is here for you — 24/7, 365 days a year. Whether you're struggling to find **child care**, plan for **retirement** or cope with **addiction**, we can help. EAP offers:



**One-on-one counseling by phone, in-person and online.**



**Web-based tools and resources:**

- Articles, checklists, quizzes and other educational materials
- Webinars, podcasts and eLearning modules about everything from **parenting** and **identity theft to disaster preparedness**
- **Legal forms**, including **wills**, **living trusts** and **rental agreements**
- LiveCONNECT instant messaging with a work-life specialist



**Legal and financial consultations.**



**Support on the go:**

- The online and mobile **myStrength** program serves as a “health club for the mind,” connecting you to emotional health resources for managing **depression, anxiety, stress, substance use** and **sleep issues**.
- LiveHealth Online for virtual visits with a licensed therapist
- **@AnthemEAP on Twitter**. Enjoy daily well-being information and tips.
- **The WellPost blog at anthemEAP.com**. Read about a wide range of work-life topics, written by experts in their fields.

**Whatever life throws at you, remember that you're not alone. When you contact EAP, you'll reach a real person dedicated to your immediate needs.**

## Ready to get started?

Just call (800)999-7222 or visit [anthemEAP.com](http://anthemEAP.com) and enter REEP. EAP services are available to you and members of your household for free. Everything you share is confidential and stays between you and EAP.\*

\*In accordance with federal and state law, and professional ethical standards.

Language Access Services - (TTY/TDD: 711)

Spanish - Tiene el derecho de obtener esta información y ayuda en su idioma en forma gratuita. Llame al número de Servicios para Miembros que figura en su tarjeta de identificación para obtener ayuda.

Chinese - 您有權使用您的語言免費獲得該資訊和協助。請撥打您的 ID 卡上的成員服務號碼尋求協助。

We comply with applicable Federal civil rights laws and do not discriminate on the basis of race, color, national origin, age, disability or sex.

Anthem Blue Cross is the trade name of Blue Cross of California. Anthem Blue Cross and Anthem Blue Cross Life and Health Insurance Company are independent licensees of the Blue Cross Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.

29052CAMEABC VPOD Rev. 1/19

# Hacienda La Puente Adult Education

# Discipline Policy and Procedures

Students may be suspended or dismissed if the act is related to a school activity or school attendance while on school grounds.

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Classroom/Campus Disruption	1. Warning (Informal Talk)	1. Counselor-Student Conference	1. Director/Administrator-Student Conference
Willful defiance of valid authority of school officials	2. Instructor-Student Conference	2. Student Contract	2. Student Contract
Violation of School Rules	3. Possible referral to counselor depending on severity	3. Possible Adjustment to Program (Alternate School Site, Hours, or Program)	3. Adjustment to Program (Alternate School Site, Hours, or Program)
Cheating in classroom including plagiarism	4. Possible direction to leave school/school district property promptly by the appropriate administrator or designee depending on severity.	4. Possible drop from class depending on severity	4. Possible dismissal from adult education
Use of skateboards, skates, radios, CD's, cassettes, iPods, electronic devices, or cellular phones during class time	5. Possible drop from class depending on severity	5. Possible citation by Police	5. Possible citation by Police
Violation of School Dress Code and Grooming Standards	6. Possible citation by Police		
Profanity, vulgarity, inappropriate language, attire, and/or ethnic slur to another person including offensive materials on clothing and personal/school items			
Gestures – including gang signs and/or ethnic slur			
Excessive unexcused tardiness, excessive absences, truancy or class cuts	1. Warning (Informal Talk)	1. Counselor-Student Conference	1. Counselor-Student Conference
Daytime/ Evening loitering	2. Instructor-Student conference	2. Student Contract	2. Student Contract
	3. Possible Counselor-Student Conference	3. Possible Adjustment to Program (Alternate School Site, Hours, or Program)	3. Possible recommendation for drop from class/ program
	4. Possible Student Contract		4. Possible Director/Administrator-Student Conference
Use and/or possession of tobacco on campus and/or paraphernalia including lighters and matches	1. Warning (Informal Talk)	1. Counselor-Student Conference	1. Director/Administrator-Student Conference
	2. Instructor-Student Conference	2. Student Contract	2. Student Contract
	3. Possible citation by Police (may depend on whether the student is an adult or minor on campus)	3. Possible Adjustment to Program (Alternate School Site, Hours, or Program)	3. Possible Adjustment to Program (Alternate School Site, Hours, or Program)
		4. Possible citation by police	4. Citation by Police
			5. Possible dismissal from adult education
Setting off fire alarms	1. Restitution	1. Restitution	
	2. Report to Fire/Police	2. Report to Fire & Police	
	3. Possible Adjustment to Program (Alternate School Site, Hours, or Program) if severe	3. Director/Administrator- Student Conference	
	4. Counselor-Student Conference	4. Possible dismissal from adult education	
	5. Student Contract		
Under the influence of any controlled substance	1. Counselor-Student Conference	1. Dismissal from adult education	
	2. Student Contract	2. Refer to Police	
	3. Adjustment to Program (Alternate School Site, Hours, or Program)		
	4. Refer student to outside intervention program		
	5. Refer to Police		
	6. Possible program-specific drug testing requirements		

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Intimidation or attempting to cause or threatening to cause injury to another person	1. Report to Police depending on severity of incident	1. Report to Police	
	2. Counselor-Student Conference	2. Director/Administrator- Student Conference	
	3. Student Contract	3. Student Contract	
Aids or abets the infliction or attempted infliction of physical injury to another person	4. Possible Adjustment to Program (Alternate School Site, Hours, or Program)	4. Possible Adjustment to Program (Alternate School Site, Hours, or Program)	
Hazing	5. Possible drop from class	5. Recommendation for drop from class/ program	
	6. Possible dismissal depending on severity.		
Vandalism, Graffiti, defacing school or the property of others including books	1. Restitution	1. Restitution	
	2. Refer to police	2. Refer to Police	
	3. Counselor-Student Conference	3. Director/Administrator- Student Conference	
	4. Student Contract	4. Student Contract	
Theft, or attempting to or knowingly stealing or receiving school or private property	5. Possible Adjustment to Program (Alternate School Site, Hours, or Program)	5. Adjustment to program	
		6. Possible dismissal from adult education	
Possession, use of or sale of imitation firearms, knives, explosives, or other dangerous weapons or objects or any item capable of causing death or great bodily harm	1. Director/Administrator- Student Conference		
	2. Report to Police		
	3. Dismissal from adult education		
Causing Serious Physical Injury – except in self-defense			
Robbery			
Extortion			
Sexual Harassment	1. Instructor-Student conference	1. Director/Administrator- Student Conference	
	2. Possible Counselor-Student Conference depending on severity	2. Student Contract	
Hate Violence, Harassment, threats or intimidation	3. Student Contract	3. Possible referral to Police	
	4. Possible referral to police	4. Dismissal from adult education	
	5. Possible Adjustment to Program (Alternate School Site, Hours, or Program)		
	6. Possible dismissal from adult education depending on severity		
Inaccurate or falsified records (forgery)	1. Report to Fire/Police depending on severity of incident		
Assault or fighting	2. Restitution		
Making terroristic threats against school officials or school property, or both	3. Dismissal from adult education		
Possession, use of drugs, drug paraphernalia, or alcohol, or otherwise furnished or any controlled substance			
Possession or lighting of fire crackers			
Starting fires			

Note: Many vocational programs have off-campus internships and clinical experiences that warrant additional provisions and consequences.



## HLPUSD 2023 - 2024 Adult School Four-Week Calendar

2023-2024 Adult School	First Week	Second Week	Third Week	Fourth Week	Days Taught	Holidays	School Recess	Saturday School Recess
	Mon Tue Wed Thur Fri Sat	Mon Tue Wed Thur Fri Sat	Mon Tue Wed Thur Fri Sat	Mon Tue Wed Thur Fri Sat				
First School Month Aug. 1- Aug. 25	Aug. 1 2 3 4 5	7 8 9 10 11 12	14 15 16 17 18 19	21 22 23 24 25 26	10	0	0	0
Second School Month Aug. 28- Sept. 22	Sept. 28 29 30 31 1 2	4 5 6 7 8 9	11 12 13 14 15 16	18 19 20 21 22 23	19	1	0	0
Third School Month Sept. 25 - Oct. 20	Oct. 25 26 27 28 29 30	2 3 4 5 6 7	9 10 11 12 13 14	16 17 18 19 20 21	20	0	0	0
Fourth School Month Oct. 23 - Nov. 17	Nov. 23 24 25 26 27 28	30 31 1 2 3 4	6 7 8 9 10 11	13 14 15 16 17 18	19	1	0	0
Fifth School Month Nov. 20 - Dec. 15	Dec. 20 21 22 23 24 25	27 28 29 30 1 2	4 5 6 7 8 9	11 12 13 14 15 16	15	2	3	1
Sixth School Month Dec. 18 - Jan. 12	Jan. 18 19 20 21 22 23	25 26 27 28 29 30	1 2 3 4 5 6	8 9 10 11 12 13	10	4	6	2
Seventh School Month Jan. 15 - Feb. 9	Feb. 15 16 17 18 19 20	22 23 24 25 26 27	29 30 31 1 2 3	5 6 7 8 9 10	19	1	0	0
Eighth School Month Feb. 12 - Mar. 8	Mar. 12 13 14 15 16 17	19 20 21 22 23 24	26 27 28 29 1 2	4 5 6 7 8 9	18	2	0	0
Ninth School Month Mar. 11 - Apr. 5	Apr. 11 12 13 14 15 16	18 19 20 21 22 23	25 26 27 28 29 30	1 2 3 4 5 6	15	0	5	1
Tenth School Month Apr. 8 - May 3	May 8 9 10 11 12 13	15 16 17 18 19 20	22 23 24 25 26 27	29 30 1 2 3 4	20	0	0	0
Eleventh School Month May 6 - May 31	Jun. 6 7 8 9 10 11	13 14 15 16 17 18	20 21 22 23 24 25	27 28 29 30 31 1	15	1	0	0
Twelfth School Month June 3 - June 21		3 4 5 6 7 8	10 11 12 13 14 15	17 18 19 20 21 22	0	1	0	0
Totals					180	13	14	4

**Fall Classes Begin - Aug. 14, 2023**

**Spring Classes Begin - Jan. 8, 2024**

**Contract Year Ends - May 24, 2024**

**Staff Development Day - August 11, 2023**

### Holidays

Sep. 4, 2023 - Labor Day  
Nov. 10, 2023 - Veterans Day (Observed)  
Nov. 23-24, 2023 - Thanksgiving  
Dec. 25, 2023 - Christmas  
Dec. 26, 2023 - Christmas Eve (Observed)  
Jan. 1, 2024 - New Year's Day  
Jan. 2, 2024 - New Year's Eve (Observed)  
Jan. 15, 2024 - Martin Luther King Jr. Day  
Feb. 12, 2024 - Lincoln's Birthday Observed  
Feb. 19, 2024 - Presidents' Day Observed  
May 27, 2024 - Memorial Day  
June 19, 2024 - Juneteenth

### School Recess Periods

November 20 - 24, 2023 - Thanksgiving  
December 25 - Jan. 5 - Winter Break  
April 1, 2024 - April 5, 2024 - Spring Break

### Saturday Recess Dates

November 25, 2023  
December 30, 2023  
January 6, 2024  
April 6, 2024

There are currently no Saturday classes scheduled, but they have been included on the calendar should that change based upon enrollment demands

4/25/2023

## *Acronym List*

ABE	Adult Basic Education
ACE	Adult and Community Education
ACETAHLP	Adult & Community Education Teacher Association of Hacienda La Puente
ACSA	Association of California School Administration
ACT	Adult Career Training Center
ADA	Average Daily Attendance
AEC	Adult Education Center
AJCC	America's Job Center of California
ARC	Arts and Recreation Center
ASAP	Administrative Software Applications Program
ASE	Adult Secondary Education
ASES	After School Education & Safety
ATB	Ability to Benefit
AYES	Automotive Youth Educational Systems
CABE	California Association for Bilingual Education
CAEAA	California Adult Education Administrators Association
CAHSEE	California High School Exit Exam
CAEP	California Adult Education Program
CalPro	California Professional Development
CalSAFE	California School Age Family Education
CalWORKs	California Work Opportunity and Responsibility for Kids
CAPS	Career Aptitude Placement Survey
CARF	Commission on Accreditation of Rehabilitation Facilities
CASAS	Comprehensive Adult Student Assessment System
CATESOL	California Instructors of English Speakers of Other Languages
CBET	Community Based English Training
CBT	Computer Based Testing
CCAE	California Council for Adult Education
CDE	California Department of Education
COMPTIA	Computer Technology Industry Association
CNC	Computer Numerical Control
COE	Council on Occupational Education Accreditation
COPS	Career Opportunity Preference System
CPL	Completion, Placement, Licensure
CPR	Cardio-Pulmonary Resuscitation
CSEA	California State Employee Association
CTE	Career & Technical Education
CWA	California Workforce Association
DOR	Department of Rehabilitation
DPSS	Department of Public Social Services
EDD	Employment Development Department
ELO-P	Expanded Learning Opportunities Program
ESL	English as a Second Language
ESLR	Expected Schoolwide Learning Result
FAFSA	Free Application for Federal Student Aid
GAAP	Generally Accepted Accounting Principles
GAGAS	Generally Accepted government Auditing Standards

### *Acronym List (Continued)*

GED	General Education Development
GROW	General Relief Opportunities for Work
HIL	Hearing Impaired Literacy
HISET	High School Equivalency Test
HLPAE	Hacienda La Puente Adult Education
HLPAA	Hacienda La Puente Administrators Association
HLPTA	Hacienda La Puente Teachers Association
HLPUSD	Hacienda La Puente Unified School District
HSD	High School Diploma
HSE	High School Equivalency
IRS	Innovative Rehabilitation Services
IT	Information Technology
IET	Integrated Education & Training
LAC	Learning and Assessment Center
LACOE	Los Angeles County Office of Education
LAN	Local Area Network
MCITP	Microsoft Windows 7 Desktop Support Technician
MCTS	Microsoft Windows 7 Configuration
MSDS	Material Safety Data Sheets
NATEF	National Automotive Technicians Education Foundation
NCOA	National Council on Aging
NCS	Networks and Computer Services Department
OTAN	Outreach and Technical Assistance Network
PAC	Performing Arts Center
PIHRA	Professionals in Human Resources Association
PIL	Programmed Individualized Lab
PPS	Pupil Personnel Services
SACS	Standardized Accounting Code Structure
SER	Service Employment Redevelopment
SEIU	Service Employees International Union
SCANS	Secretary's Commission on Achieving Necessary Skills
SLOs	Schoolwide Student Learning Outcomes
SSI	Student Success Institute
TAA	Trade Adjustment Assistance
TABE	Test of Adult Basic Education
TASC	Test Assessing Secondary Completion (HSE Test)
TB	Tuberculosis (testing)
TE	TOPS Enterprise
TOPS	Tracking of Program and Students
TOSA	Teacher on Special Assignment
TRA	Trade Re-adjustment Act
TTY/TDD	Text Teletype/Telephone Device for the Deaf
VA	Department of Veterans Affairs
VABE	Vocational ABE
VEA	Vocational Education Act.
VESL	Vocational ESL
W7	Windows 7



WASC	Western Association of Schools and Colleges
WIOA	Workforce Investment Opportunity Act
WtW	Welfare to Work

