

Hacienda La Puente Adult Education Employee Handbook 2025 – 2026



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Learning Unlimited...

Welcome to the Adult and 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. HLPAE 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 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 their 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 Center.
13. Babysitting services are available for students at select sites.
14. Innovative Rehabilitation Services offers a variety of supported employment programs and day 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.
19. Afterschool programs are provided by After School Education and Safety Program.
20. HLPAE Workforce department is proud of the 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.

MISSION STATEMENT

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:

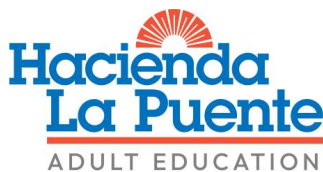
- Students will define goals and set short-term objectives.

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 ADULT LEARNING CENTER

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

Office Hours: Monday – Thursday 8:00 A.M. to 7:00 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
Rosalilia Sandoval-Gonzalez – Administrator of Counseling Services,
Dr. Adriana R. Jovel, Program Administrator – Innovative Rehabilitation Services

Academics

Adult Basic Education (ABE)
English as a Second Language (ESL)
High School Equivalency Preparation &
Testing (HSE)
Integrated Education & Training (IET)
High School Diploma

Adults with Disabilities

Center based Day Activity Program
Building and Maintenance Worker
Food Service Worker
Landscape Gardening Worker

Fee Based

Automotive – Non-Certificate Program
Caregiver Certification
Cooking
Continuing Education Electrician
Continuing Education for Health Career
Home Health Assistant
Medical Terminology
Medical Secretary
Notary Public
Oil Painting
Small Business Management

Career Technical Education

Administrative Assistant
Automotive Technician
Barber
Certified Nurse Assistant
Combination Welder
Cosmetology
Culinary Arts
Esthetician
HVAC Service Technician
Licensed Vocational Nurse (LVN)
Major Appliance Technician
Manicurist
Medical Assistant
Medical Biller & Coder
Pharmacy Technician
Psychiatric Technician
Registered Dental Assistant

DIBBLE ADULT LEARNING CENTER

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)
Citizenship Preparation Distance Learning (DL)
English as a Second Language (ESL)
High School Equivalency Preparation (HSE)
High School Diploma (HSD)

Community Classes

Understanding & Using Computers

Parent Education

Parenting – The Adolescent

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
Jorge Seccia, Program Administrator
Maria Tellez, Administrator of Counseling Services

Academics

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

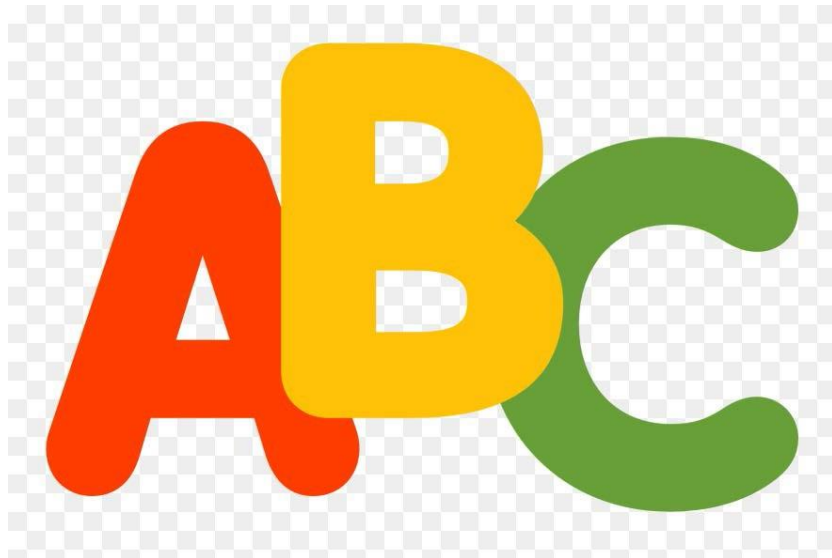
Community

After-School Program (K-12 Schools)

HACIENDA LA PUENTE ADULT EDUCATION SUPPORT SERVICES

- 1. AMERICA'S JOB CENTER OF CALIFORNIA**
Willow Center
(626) 934-5701
- 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 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 Pre-Designation Request form signed by your physician, on file in the district office. Forms may be requested from the Risk Management Department at the district office at (626) 933-3860.

**At no time should students be left in class or
at school events unsupervised.**

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 Instructors 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 and attendance cannot be taken.
3. **Entry Records** are entered in ASAP upon registration.
4. **Update Records:** Instructors **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 instructors may be asked to complete these forms (progress reports). Your program administrator will discuss them with you.

Accountability Requirements – Additional

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

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 - Instructors may be required to monitor student progress. Instructors 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 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 available on the HLP AE and the HLPUSD's website.

Accreditation Requirements – Council on Occupation 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 prerequisites that are clearly stated in the school brochure, and at 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 concurrent referral 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 committee is to give the community an opportunity to provide input regarding programs. All CTE programs must conduct an advisory meeting within the fall semester to comply with regulations and accreditation compliance requirements. There is also a student advisory committee that meets quarterly and is an opportunity to obtain input from current students. 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 once a year with at least two external members physically 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 March of each year HLP AE must submit an Annual Report that includes the Completion, Placement, and Licensure (CPL) for each CTE program. CTE instructors will be required to perform follow-up procedures of their graduate completers and 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

Instructors are required to teach for the entire number of hours assigned. Instructors 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 an instructor wishes to release students early or at any time outside the scheduled hours, prior approval from an administrator is required. 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)

Accurate attendance is essential for compliance with state regulations, maintaining accurate student records, and ensuring proper funding for our programs. Attendance is considered a legal document and must always reflect the true instructional time students are present.

Per state regulations, attendance must be entered into the Administrative Software Applications (ASAP) on a daily basis before the end of the day. Failure to submit daily attendance results in a serious breakdown of the attendance reporting process. Please follow the instructions carefully and completely.

1. **Legal Responsibility** – Attendance entered into ASAP is a legal document and must be accurate and complete.
2. **Requests for Information** – Please respond promptly to any requests for missing or clarifying information.
3. **Adding Students** – All students present in your class must appear as enrolled on your ASAP attendance roster. If a student is in class but not listed on your roster, they must be sent to the front office immediately. Students cannot remain in class without being officially enrolled, as this creates a liability.
4. **Attendance Accuracy** – Students can only receive attendance hours for the time they are physically present in class, or at a scheduled practicum assignment, unless the class is officially designated as hybrid. Attendance hours cannot be recorded for times when there is no instructor or approved substitute present.
5. **Hour-by-Hour Accounting** – It is the responsibility of the teacher to ensure that the time recorded in ASAP accurately reflects the actual time each student attended class. If any scheduled days or times are incorrect, notify your supervisor immediately so they can be corrected.
6. **Adjustments to Attendance** – Any changes or corrections made to attendance after submission must be documented within ASAP promptly and accurately.
7. **Web Attendance Access** – Attendance can only be viewed and adjusted within a 7-day period in ASAP.

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. Instructors 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 Director 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.)

Code of Conduct

All faculty and staff are expected to maintain a professional code of conduct at all times. Instructors 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 **twelve (12) weeks** prior to the conference/workshop.
2. The conference request **must be approved by the supervisor prior to an** employee attending.
3. Only approved expenses incurred during the conference time will be reimbursed with original receipts and are due to Office Manager no later than 10 days after returning from conference.
4. 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

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

Step 2: Teacher refers student to the office of the Administrator of Counseling Services with a *Discipline Referral Form*.

Step 3: Administrator of Counseling Services will gather additional information as needed from instructor and will meet with the student.

Step 4: Based on the review of the facts, appropriate disciplinary actions will be determined and communicated to both student and instructor by administration.

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.

Instructors teaching distance education or hybrid courses must ensure timeliness of

their responses (synchronously or asynchronously) to students' requests with response times of no more than 24 hours within the published operational schedule of the program.

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. 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

The office staff is responsible to ensure that the electronic 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. Instructors should make arrangements with their administrator if they need equipment. 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 two weeks prior to the event. Field trips must be scheduled as part of a regular class meeting. Instructors must inform students that childcare is **not provided to the children** of parents on field trips. Instructors 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. Instructors 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)

HLP AE is an approved Pearson VUE testing center and offers computerized GED® testing. Students must register on line at www.myged.com

Gifts to Instructors

Instructors 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.

HLP AE 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.

HISSET Testing

HLP AE 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. Instructors 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 Office Manager 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. Instructors 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.

Records of assignments, quizzes and tests related to lesson plans should be kept according to individual program requirements.

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 Instructors 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 instructors, 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 Director 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 Director 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.

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.

- Instructors should leave their classroom in good order
- NO food or drink allowed in classrooms
- NO personal appliances (e.g., coffee makers, microwaves) allowed in classrooms.
- Return equipment and furniture to original configuration
- Erase chalkboards or white boards
- Secure windows before leaving
- Return computer screens to their original setting;
- 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 the Office Manager at all times. Instructors 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 a 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 - Instructors

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) - Timesheets are located in the main office, and submitted weekly. 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 - See office manager for schedule. Each pay period for hourly certificated employees begins on the 19th of each month and ends on the 18th of the following month. Hourly classified employees are paid on the 5th of each month. If the 5th falls on a Saturday or Sunday, payday will be the day before.

Timesheets – Classified

Classified Monthly (11/12) – timesheets 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) – 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 – See office manager for schedule. Each pay period for hourly classified employees begins on the 19th of each month and ends on the 18th 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 5th of each month. If the 5th 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.

Faculty, staff, or administrators entering a class to conduct business related to the educational program shall first make contact with the Instructor of the class upon entering the room and wait patiently for them to reach a break in instruction to communicate with the instructor, and then potentially with students, regarding the educational business to be handled.

When a member of the faculty, staff, or administration enters an instructor's classroom to conduct business related to the educational program, the instructor of the class will acknowledge their presence and then make a reasonable effort to find a break in instruction to communicate with them regarding that business.

HACIENDA LA PUENTE ADULT EDUCATION



District Map and School Locations

HACIENDA LA PUENTE ADULT EDUCATION



Other Information and Sample Forms



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 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。

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**HLPUSD 2025 - 2026
Adult School Four-Week Calendar**

2025-2026 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. 23	Aug. 1 2 4 5 6 7 8 9						11 12 13 14 15 16						18 19 20 21 22 23						10	0	0	0						
Second School Month Aug. 25- Sept. 20	25 26 27 28 29 30						1 2 3 4 5 6						8 9 10 11 12 13						15 16 17 18 19 20						19	1	0	0
Third School Month Sept. 22 - Oct. 18	22 23 24 25 26 27						29 30 1 2 3 4						6 7 8 9 10 11						13 14 15 16 17 18						20	0	0	0
Fourth School Month Oct. 20 - Nov. 15	20 21 22 23 24 25						27 28 29 30 31 1						3 4 5 6 7 8						10 11 12 13 14 15						19	1	0	0
Fifth School Month Nov. 17 - Dec. 13	17 18 19 20 21 22						24 25 26 27 28 29						1 2 3 4 5 6						8 9 10 11 12 13						15	2	3	1
Sixth School Month Dec. 15 - Jan. 10	15 16 17 18 19 20						22 23 24 25 26 27						29 30 31 1 2 3						5 6 7 8 9 10						10	4	6	2
Seventh School Month Jan. 12 - Feb. 7	12 13 14 15 16 17						19 20 21 22 23 24						26 27 28 29 30 31						2 3 4 5 6 7						19	1	0	0
Eighth School Month Feb. 9 - Mar. 7	9 10 11 12 13 14						16 17 18 19 20 21						23 24 25 26 27 28						2 3 4 5 6 7						18	2	0	0
Ninth School Month Mar. 9 - Apr. 4	9 10 11 12 13 14						16 17 18 19 20 21						23 24 25 26 27 28						30 31 1 2 3 4						20	0	0	0
Tenth School Month Apr. 6 - May 2	6 7 8 9 10 11						13 14 15 16 17 18						20 21 22 23 24 25						27 28 29 30 1 2						15	0	5	1
Eleventh School Month May 4 - May 30	4 5 6 7 8 9						11 12 13 14 15 16						18 19 20 21 22 23						25 26 27 28 29 30						15	1	0	0
Twelfth School Month June 1 - June 27	1 2 3 4 5 6						8 9 10 11 12 13						15 16 17 18 19 20						22 23 24 25 26 27						0	1	0	0
															Totals	180	13	14	4									

Fall Classes Begin - Aug. 11, 2025
Spring Classes Begin - Jan. 5, 2026
Contract Year Ends - May 22, 2026



Holidays

Sep. 1, 2025 - Labor Day
 Nov. 11, 2025 - Veterans Day
 Nov. 27-28, 2025 - Thanksgiving
 Dec. 24-25, 2025 - Christmas
 Dec 31-Jan. 1, 2026 - New Year's Day
 Jan. 19, 2026 - Martin Luther King Jr. Day
 Feb. 9, 2026 - Lincoln's Birthday Observed
 Feb. 16, 2026 - Presidents' Day Observed
 May 25, 2026 - Memorial Day
 June 19, 2026 - Juneteenth

School Recess Periods

November 24 - 28, 2025 - Thanksgiving
 December 22 - Jan. 2, 2026 - Winter Break
 April 6 - 10, 2026 - Spring Break

Saturday Recess Dates

November 29, 2025
 December 27, 2025
 January 3, 2026
 April 11, 2026

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

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
ADA	Average Daily Attendance
AJCC	America's Job Center of California
ASAP	Administrative Software Applications Program
ASE	Adult Secondary Education
ASES	After School Education & Safety
ATB	Ability to Benefit
CABE	California Association for Bilingual Education
CAEAA	California Adult Education Administrators Association
CAEP	California Adult Education Program
CalPro	California Professional Development
CalSAFE	California School Age Family Education
CalWORKs	California Work Opportunity and Responsibility for Kids
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
CCAEE	California Council for Adult Education
CDE	California Department of Education
COE	Council on Occupational Education Accreditation
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
GED	General Education Development
HISSET	High School Equivalency Test

Acronym List (Continued)

GED	General Education Development
HISET	High School Equivalency Test
HLPAE	Hacienda La Puente Adult Education
HLPAA	Hacienda La Puente Administrators Association
HLPTA	Hacienda La Puente Instructors 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
LACOE	Los Angeles County Office of Education
MSDS	Material Safety Data Sheets
NATEF	National Automotive Technicians Education Foundation
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
SLOs	Schoolwide Student Learning Outcomes
SSI	Student Success Institute
TAA	Trade Adjustment Assistance
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
WASC	Western Association of Schools and Colleges
WIOA	Workforce Investment Opportunity Act