

2023/2024

Staff Handbook



GENERAL EMRAS INFORMATION

Enrollment

Students must be 18 or older to enroll at EMRAS. No one under 18 may enroll. (Cal Ed. Code 84900)

New students attending EMRAS classes must complete a registration form. It is important to fill in all blanks for state reporting purposes. Assessment staff will track and ask new students regarding how they heard about EMRAS.

All new students are required to take an assessment test. The assessment center is located in room 118, which is open for testing Monday-Thursday from 8:00 am to 8:00 pm, and Friday from 8:00 am to 2:00 pm. Hours are subject to change.

Registration staff must take a photo of all new students or students without current picture.

After the assessment testing, students will register in room 120, which is open daily Monday-Thursday 8:00 am to 8:00 pm and Friday from 8:00 am to 3:00 pm. Hours are subject to change. Students have the option to register in person or online at www.emras.edu.

EMRAS assessment and registration offices are closed between 4:00 to 5:00 pm. (M-Th)

Registration Fees

Registration fees vary by department in regard to the number, length, and type of course. See individual departments for more information. Some courses may require additional program or material fees. Fees, books and other supplies purchased at our bookstore must be paid with cash or credit card (Visa or MasterCard only). Checks are not accepted. Fees are non-refundable. There are no class fees for WIOA Title II in the following AEFLA programs: English as a Second Language, Citizenship Preparation, Adult Basic Education, High School Equivalency Preparation, High School Diploma Program, Parenting Classes, and Distance Learning Programs for ESL/Citizenship/ABE/ASE.

Refund Policy

It is the intent of El Monte-Rosemead Adult School to have a fair and equitable refund policy. The following procedures have been established as part of the policy:

Refunds will be issued for classes or programs cancelled by EMRAS

Refunds must be requested prior to the first class meeting whether attended or not

No refunds will be issued once classes are in session

Original receipt is required for all refunds

Uniform Complaint Procedures

The El Monte Union High School District (EMUHSD) Uniform Complaint Procedure (UCP) is designed to give the community a formal forum for expressing concerns that the District can then address. Complaint forms can be either mailed or e-mailed to the Assistant Superintendent – Educational Services, or faxed to 626-443-7371. Attention: Assistant Superintendent – Educational Services. Forms are available on display outside the assessment office (Room 118)

Conflict of Interest

Conflict of Interest laws and District policy clearly state that employees may not use school facilities for private gain. Teachers may not solicit students for selling educational supplies, books or other materials. To avoid the appearance of conflict of interest, adult school teachers may not bring and sell classroom materials from their own place of business or influence students to purchase goods or services from a particular supplier, even if the items are supplied at cost. Please contact your administrator if you have any questions about specific situations.

Staff members are not permitted to sell items to students for personal gain.

Disclosure of Information

Student information is considered confidential and should be treated as such. Information is not to be given over the phone.

Sexual Harassment

The El Monte-Rosemead Adult School has policies for students and employees that prohibit sexual harassment. These written policies are available at the Ramona Center reception desk and the Principal's office.

Advisory Committees

EMRAS has a Community Advisory Committee that meets throughout the year. The purpose of the committee is to provide business and community members the opportunity for program input. CTE Advisory Committees also meet yearly to advise EMRAS Teachers and Staff on curriculum changes that may be needed.

The Student Advisory Committee provides student representatives the opportunity to give input regarding program and site issues. The Student Advisory Committee meets regularly throughout the year at the Adult School.

The Owl Committee represents staff members from all departments of the school and meetings are held regularly throughout the year.

School Rules/Guidelines

In order to keep our classrooms and hallways clean, please direct your students to enjoy their food and drinks outside the building. Water in a closed container is permissible.

Class celebrations involving food must be pre-approved and outside tables may be reserved.

Per Board Policy 4219.25AR, district employees, during working hours, shall not present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views.

Sexual Harassment Laws will be enforced. Vandalism and Graffiti Offenders are subject to exclusion from the school. Drugs/Alcohol and Tobacco are not permitted on campus.

Smoking

Smoking and vaping on school grounds is prohibited. All staff must assume the responsibility for preventing smoking on campus and explain the policy to students and direct students to smoke/vape off campus. (Health and Safety Code 104420)

Visitor's Policy

All visitors will follow Safety guidelines and protocols from the California Health Department and LA County Department of Public Health. Safety guidelines and protocols are subject to change. Visitors should be redirected to the reception desk, sign in, and give reason for their visit.

TEACHER/STAFF INFORMATION

EMRAS Calendar

All teachers and staff have access to the School/Activities Calendar. This Calendar includes District Board meeting dates, holidays, and beginning and ending of departmental programs, test dates, various meetings, and non-working days.

Personnel Information

Please keep your immediate supervisor and Lillian Bugarin (ext. 8804) informed of any changes to your personal address, telephone, and emergency information. Each employee must have an up-to-date personal information card on file in the Principal's office.

Absence Procedures

The telephone number for employees to report an absence is **(626) 258-5800 ext. 8815**. Employees may Email Norma at Norma.Valenzuela@emuhsd.org to report an absence. In addition to notifying Norma, after 3:00 pm contact the front desk.

You must give the following information:

- Your name and date
- The date and time of your absence
- Reason for absence
- Anticipated length of absence
- Your work site
- Your work schedule of the days of absence
- Lesson plan for the day(s) absent

Substitutes Procedure

Substitutes are called from a Board Approved list of substitute teachers.

Please submit your lesson plan along with any necessary login information for the substitute teacher, and other pertinent materials.

Concerns regarding a substitute teacher should be addressed to the administrator.

In some cases, we might close class for the day rather than call a substitute.

Jury Duty

A staff member shall be granted a leave of absence for jury duty in the manner provided by law. You must submit a copy of the jury summons to the Payroll Clerk, Norma Valenzuela prior to the date of jury service. You must contact the Absence Line **(626) 258.5800 ext. 8815** when you know what day you must report for jury duty.

Data & Accountability

Accountability requires data collection for all adult education programs. Data collection is mandated for school accountability and is made a priority by the California Department of Education. Accountability for the academic programs at EMRAS is attained through completion of Tops Enterprise (TE) Student Entry and Update records. Student outcomes are determined during this process and sent to the state and federal levels for review. CASAS (Comprehensive Adult School Assessment Systems) is a series of standardized tests, which is utilized by most of our school's programs including: ESL, ESL Citizenship Preparation, Adult Secondary Education,

Adult Basic Education, and CTE. Tests may vary according to the academic area and state requirements. Students are CASAS tested every quarter/semester. Successful completion of testing (level completions) provides earned payment points that are reported to the state. EMRAS submits its data collection quarterly to the state (CAEP) and quarterly for federal reporting (WIOA). For more information, see your program administrator.

The accountability period runs for the fiscal school year, July 1 to June 30.

Assigned Hours

Teachers are required to teach for the entire number of hours assigned. Teachers should be in their classroom in sufficient time to allow them to be ready to begin class at the assigned time. Please be prompt as it is important that the classes begin on time and in an organized manner. Teachers are to remain in classrooms until the assigned ending time. A credentialed teacher must supervise classes at all times. **Do not leave the classroom or students unsupervised.**

Assignment Notices

Each term, teachers will be given notice of their teaching assignments subject to Board approval. Assignment letters must be signed and returned to the principal's secretary according to the deadline requested. The length of the summer session changes yearly and is considered a separate assignment.

Posting of Job Openings

Adult school job openings will be communicated via posting in the staff lounge. All positions are advertised throughout the District and on EdJoin.org.

Staff Meetings

General staff meetings and required departmental meetings are part of your assignment as an instructor, and you are required to attend. Meeting attendance will be compensated per EMUEA contract.

There will be at least one general staff meeting per year for staff. The administrator in charge of the program will indicate the days and times of other meetings. If you cannot attend a required meeting, see your administrator.

Staff Mailboxes

Teachers' mailboxes are located in the staff lounge. You are expected to check your mailbox daily for memos, messages, etc.

Email

Most communication will come to you via Email. **You are expected to check and read your Email daily.**

Attendance

EMRAS attendance is currently tracked online. Every teacher has a login and password to enter the ASAP system on the computer. When the class roster appears, all the class information will be available. Be sure that the week, date, school year, and term are correct on the screen. Attendance should be completed on ASAP on a daily basis. A copy of the weekly roster must be completed, signed and submitted by end of day every Friday. When there is a substitute teacher, sign in sheets must be provided by the classroom teacher and submitted to the attendance clerk at the end of the day.

Class Size

Teachers are asked to maintain as large a class as is consistent with the class cap determined by the course. In general, the room will determine how many can be seated. Office staff will call names on the waiting lists to fill the classes. If class size becomes low, see your administrator.

Class Dismissal

Classes are scheduled for a designated length of time. Students should not be dismissed before the end of the scheduled class period unless approved by school administration.

Class Closure

Adult Education teachers are employed on an hourly, as needed, basis. In the event that a class is to be closed during the initial evaluation of enrollment, the Principal or Program Administrator will personally inform any instructor of the decision to close the class and the date/time of the final class meeting.

Closure of Enrollment

Only the program administrator may close enrollment for classes that are over-crowded. The teacher will notify an administrator of class numbers so that a decision can be made as to whether a class is to be closed to further enrollment, or is officially full.

Conference/Workshop Attendance

All conferences are subject to approval by your Program Administrator. Please request conference approval well in advance to assure enough time to get the required approval. (See *Conference Request Due Dates*)

Please see your Principal's Secretary for a copy of the Request to Attend Conference form.

Course Outline

A course outline is on file for each class that is taught. Every new class must have a course outline approved by the Board of Education and the California Department of Education. Course outlines

are updated periodically to make them appropriate to the course as it is taught. The course outlines for your class must be available when you are teaching.

Credentials

Each teacher must possess a valid credential, covering his/her area of assignment. It is the responsibility of the teacher to maintain and renew his or her credential. If your credential is not valid at the time of teaching, you cannot be paid.

Lesson Plans

Each teacher is responsible for prepared lesson plans. Good teaching involves planning. Work with your Lead Teachers as to the format, prepared materials, and information needed for a substitute teacher to take over your class.

Field Trips

Field trips taken by Adult Education classes should be related directly to the unit of instruction. Hours counted for field trips may not exceed the number of hours that have been regularly scheduled for the class.

Students may not be charged an admission fee when the field trip is taken during instructional time. Study trips for which students pay an admission charge must be extra-curricular and must be on volunteer participation basis.

Transportation

Adults in most cases prefer to use personal vehicles to travel to and from field trip locations. However, the school cannot assume liability when private vehicles are used and teachers must make students aware of this. Teachers shall not transport students or assist in arranging car pools.

Classroom Care

There is limited custodial service in the classrooms. In many cases, you are sharing a classroom with another teacher. Please leave the room clean, erase the boards, straighten desks, and pick up papers. Evening teachers must leave the room in order since day custodians are sometimes interrupted from duties and may not have time to clean the room. Use of staples or scotch tape on painted surfaces is damaging. Please use the bulletin boards to display student work. Turn off equipment when you leave the classroom for the day unless told otherwise.

Money Handling

Except for the registration office and front desk, no staff member or teacher may collect money from students.

Photocopying Services

Limits on duplicating services are set by Program Administrators and are dependent upon classroom size and academic need. See your Program Administrator regarding the amount of copies allowed per month.

Copyright laws are to be strictly followed at all EMRAS sites. It is not permitted to reproduce a copyrighted textbook, workbook, or other material, in whole or in part. If you are unsure of the nature of the copyright on a specific material, please see your Program Administrator for clarification.

Supplies

Supplies are requested from the resource room (117). Please plan and order ahead to allow sufficient time for all copies and supplies. Equipment needs and supplies for the year should be discussed with the Program Administrator.

EMRAS SERVICES

Babysitting

On-site babysitting is available to students enrolled in Adult Education programs. Babysitting services are available mornings and evenings to registered students. The Babysitting Program enables our students to attend classes while their pre-school aged children enjoy a program of planned activities. Children must be at least 3 years to 11 years of age.

All children must be fully potty trained and have proper vaccinations and shots. Application packets are available at the Reception Desk. Students participating in off campus activities may not leave their child in the babysitting.

Counseling Services

Counseling is available by appointment. Appointments for counselors are made in room 145.

Identification Cards

Photo identification cards are issued to all staff and must be worn while on campus. Lanyards may be provided. Student ID cards are also available for a nominal fee, but are optional. Students can obtain them at the front desk.

Student I.D.

The ASAP system generates an ID number for each student. The student ID number is on the roster next to the student's name.

Student Gmail Account

Your students are issued a Gmail account. Their student school email can be found in ASAP.

Transcript Request

1. Requesting Transcripts in Person

Students can request their transcripts by filling out the "TRANSCRIPT REQUEST FORM" in Room 120.

Please allow 48 hours to process.

Students **must** present a valid picture I.D. at the time of pick up (Room 120).

There will be \$5.00 fee for each Official Transcript.

Students may pay with cash or credit/debit card at the time of pick up. **No Checks.**

2. Requesting Transcripts to be mailed, emailed or faxed

If a student wants us to send them their Transcripts directly to their private address or Fax, these are the procedures:

3. Must go to a **Notary Public** and get a notarized letter stating that they authorize the El Monte-Rosemead Adult School to mail the transcripts to the address provided.
4. The letter must include:
 - Student's name
 - Birthday
 - Address
 - Valid copy of their Driver's License or I.D. They may black out the number of their license or I.D. if they wish

Send a Money Order for \$5 for each transcript they are requesting
(Ex. 2 transcripts = \$10).

Money Order must be made payable to the:

EL MONTE-ROSEMEAD ADULT SCHOOL

There is no fee when the transcript is being requested from another school or institution. We will gladly mail, email, or fax the transcripts to them as long as they send us an "Authorization Release Form" signed by the student.

Request for Student Records

Students can request their Enrollment and Attendance Verification by filling out the “Student Document Request Form” in Room 120.

Please allow 48 hours to process

Must present a valid picture I.D. at the time of pick up (Room 120)

PearsonVue and HiSET Testing Service

El Monte Rosemead Adult School has been Computer Based Testing (CBT) through Pearson VUE and the Educational Testing Service (ETS) since the fall of 2014. Pearson VUE offers industry certification testing including but not limited to the Adobe Certified Expert (ACE), Cisco Certifications, Microsoft Certifications, and California Subject Examinations for Teachers (CSET), the Graduate Management Admissions Test (GMAT), and the California Basic Educational Skills Test (CBEST). HSE tests are administered in the testing center.

Rio Hondo Counselor is available

EMRAS counselors work together with Rio Hondo counselors to assist with transitions. Students interested in information about Rio Hondo may see an EMRAS counselor for referrals

SAFETY AND EMERGENCY PROCEDURES

Safety

For non-life-threatening injuries- Notify administrator

For life-threatening injuries/illnesses – Notify administrator and call 911.

PROTOCOL

- DO NOT MOVE STUDENT until extent of injury is determined.
- Notify Administrator; render first aid as appropriate.
- Do not give food or drink
- **Call 911 after assessment if needed**

The school district does not carry accident insurance on students. In the event of injury to a student, it is the financial responsibility of the student to seek and obtain treatment. Students should fill out an incident report, signed by an administrator. That report is submitted to the Principal's secretary.

Emergency Action Guide

This guide is located in every classroom and office. The guide offers a quick reference to the following information and procedures:

Emergency Phone Numbers	Accident or Illness
Assault and Battery	Bomb Threats
Campus Unrest/Major Disturbances	Child Abuse/Neglect
Crimes Against Persons	Drug/Alcohol Offenses
Earthquake Drop Drill	Fire Drill
Outside Disturbances/Lock-Down	Trauma Response Plan
Unauthorized Persons on Campus	Utility Failure/Chemical Spill
Vandalism and Theft	Weapons

Emergency Evacuations

In case of an emergency, Earthquake, or Fire Drill, please be informed of the emergency evacuation plan that you and your students will use. Emergency directions and exits should be posted in your classroom area. If a copy of these directions is not available, please contact your Immediate Supervisor.

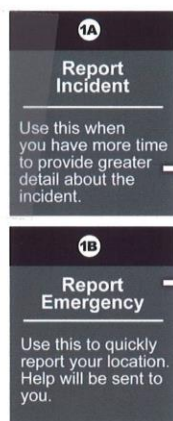
Catapult EMS

All staff has access to the Catapult EMS system.

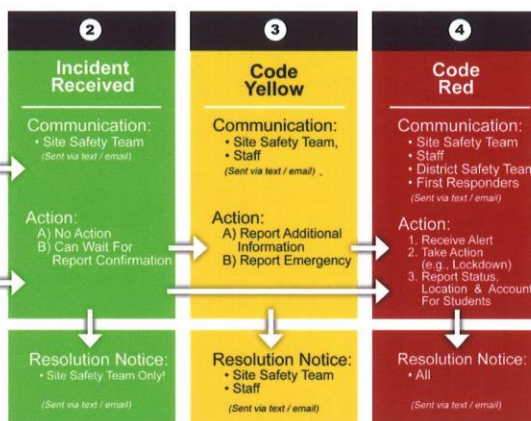
This is a school wide communication system that informs staff of emergencies as they are happening. (Please refer to next page)

CatapultEMS Teacher / Staff Workflow

Staff Reporting



Incident Escalation Process



Frequently Asked Questions

Great News!

- ✓ CatapultEMS is not an app
- ✓ Cell Phone is not required & is optional
- ✓ Your GPS location is only used when you report an emergency or during a Code Red

Active Code Red

- 1) Receive CatapultEMS Alert and/or Intercom Announcement
- 2) View Action & Incident Details in CatapultEMS
- 3) Take Action (e.g. Lockdown, Shelter-In-Place, Evacuate)
- 4) Once Action is Completed: Login to CatapultEMS.com to report
 - (1) Your Location (2) Your Status (3) Your Students

Lockdown: Lock door, shut blinds, hide yourself & students, be silent

Shelter-In-Place: Lock door, shut blinds, continue your day of learning

Need Software Support or Training?

Login to www.CatapultEMS.com to view our Help Manual
 Email us at Support@CatapultEMS.com

On the Job Injuries

Procedure to Follow at Time of Accident

For life-threatening injuries/illnesses - Call 911 and notify administrator

1. The injured person **must report** the accident **immediately** to the supervisor on duty. That report is submitted to the Principal's secretary.
2. Advice and services should be requested immediately from Injury Hotline.
3. The injured employee calls Injury Hotline (833-284-3670) from a private work location.
4. Injury Hotline authorizes treatment and sends the injured employee to the District medical facility.
5. See Principal's secretary (Lillian Bugarin) who will coordinate services with the District.

Occupational Clinics Within Talispoint MPN

U.S Health Works – 95350 Flair Dr., Ste. 102, El Monte, CA 91731 (626.407.0300)
Kaiser On-the-Job – 12801 Crossroads Parkway S., City of Industry, CA 91746 (562-463-4357)
Irwindale Industrial Clinic – 15768 Arrow Highway, Irwindale, CA 91706 (626.969.9800)
Healthpointe – 5345 N. Irwindale Av., Irwindale, CA 91706 (626.960.5361)