



2022 - 2023

Staff Handbook

1040 E. Gladstone Street
Azusa, CA 91702
(626) 852-8400
www.azusaadult.edu

“Building Futures at AAEC”



Contents

ABOUT THE AAEC STAFF HANDBOOK	4
IMPORTANT DATES	4
VISION STATEMENT	5
MISSION STATEMENT	5
SCHOOLWIDE LEARNER OUTCOMES	5
GENERAL INFORMATION	6
CAMPUS HOURS	6
AAEC CAMPUS MAP	6
HISTORY OF AZUSA UNIFIED SCHOOL DISTRICT	7
AUSD BOARD OF EDUCATION.....	7
AUSD CABINET	7
AAEC ADMINISTRATION.....	7
COUNSELING SERVICES	7
• Registration for All High School Diploma Program	8
• Order Transcripts	8
• Academic Counseling: transcript evaluation, high school diploma or high school equivalency test preparation consultation and more.....	8
CAREER RESOURCE CENTER	8
FREQUENTLY ASKED QUESTIONS	9
Who can attend?	9
How can I register for a class?	9
Where can I park?.....	9
Do you offer High School Diploma and High School Equivalency Diploma/Certificate?	9
Do I need to speak with a counselor before registering?	9
How do I know which ESL class to sign up for?	9
How much does it cost to attend the school?	9
Do you offer Financial Aid?.....	10
Do you provide childcare?	10
I don't have a green card, may I still attend?	10

What time of day do you offer your classes?	10
Do you have a refund policy?	10
STAFF DUTIES & RESPONSIBILITIES	11
AAEC Staff Procedures	11
STUDENT ENROLLMENT.....	11
EMERGENCY & SAFETY.....	12
EMPLOYEE ABSCENCES	13
EMPLOYEE PAYROLL.....	13
EMPLOYEE STATUS.....	14
SCHOOL EQUIPMENT PRINTERS & COPIERS.....	14
TEXTBOOKS & INSTRUCTIONAL MATERIALS	15
Other AAEC Staff Procedures.....	16
AAEC POLICIES & PROCEDURES	17
Protocol for Dropping Students for Non-Attendance.....	23



ABOUT THE AAEC STAFF HANDBOOK . . .

The Azusa Adult Education Center Staff Handbook is designed to serve as a valuable employee resource. The AAEC Staff Handbook makes it easy to know where to go for resources and information and includes policies and procedures that are important for you to read and understand.

IMPORTANT DATES

August 22	Beginning of Fall Semester / Fall Trimester
September 5	Labor Day - NO SCHOOL
November 11	Veteran's Day Holiday - NO SCHOOL
November 17	Staff Development Meeting – NO SCHOOL
November 21 - 25	Thanksgiving Holiday - NO SCHOOL
December 23 - Jan 6	Winter Break - NO SCHOOL
January 9	Staff Development - NO SCHOOL
January 10	Back to School
January 16	Martin Luther King Jr. Day - NO SCHOOL
January 20	End of Fall Semester
January 23	Beginning of Spring Semester
February 13	Lincoln's Day - - NO SCHOOL
February 20	Washington's Day - NO SCHOOL
April 3 - April 7	Spring Break - NO SCHOOL
May 29	Memorial Day - NO SCHOOL
June 5	Graduation Pinning Ceremony
June 8	End of Spring Semester



VISION STATEMENT

Azusa Adult Education Center will empower every student to pursue their personal, educational and career goals to transition into higher education or productive employment.

MISSION STATEMENT

We are committed, as a professional learning community, to continuous improvement in providing a diverse and high-quality educational program where all students are provided the opportunity to develop and deepen their knowledge, skills and abilities to:

- Actively pursue educational opportunities
- Obtain or advance in a career

SCHOOLWIDE LEARNER OUTCOMES

Students at Azusa Adult Education Center will be:

Effective Communicators Who Can Engage In Meaningful Interactions:

- Comprehend and analyze written, spoken, and visual information
- Convey complex thoughts and ideas in verbal, written, and/or visual format
- Synthesize complex communication and data to respond verbally and in writing
- Develop relationships that advance the idea of cooperation in a positive working and community environments

Productive Individuals Who Utilize Current Tools to Set and Achieve Attainable Goals:

- Possess digital literacy, as well as mastery of other necessary tools necessary for successful employment, community interaction, and achievement of educational goals
- Gain knowledge sufficient for understanding and achieving personal, educational and career goals
- Organize effectively for maximum efficiency
- Develop self-reliance, while maintaining a sense of social responsibility

Critical Thinkers Who:

- Problem solve utilizing mathematical, numeric, and formulaic concepts to resolve complex challenges present in daily life and in the complex environment of the current workplace
- Utilize knowledge and resources to resolve complexities of societal issues.
- Employ creativity and forward thinking to seek out solutions to challenges

GENERAL INFORMATION

CAMPUS HOURS

AAEC Main Office

Telephone: (626) 852-8400

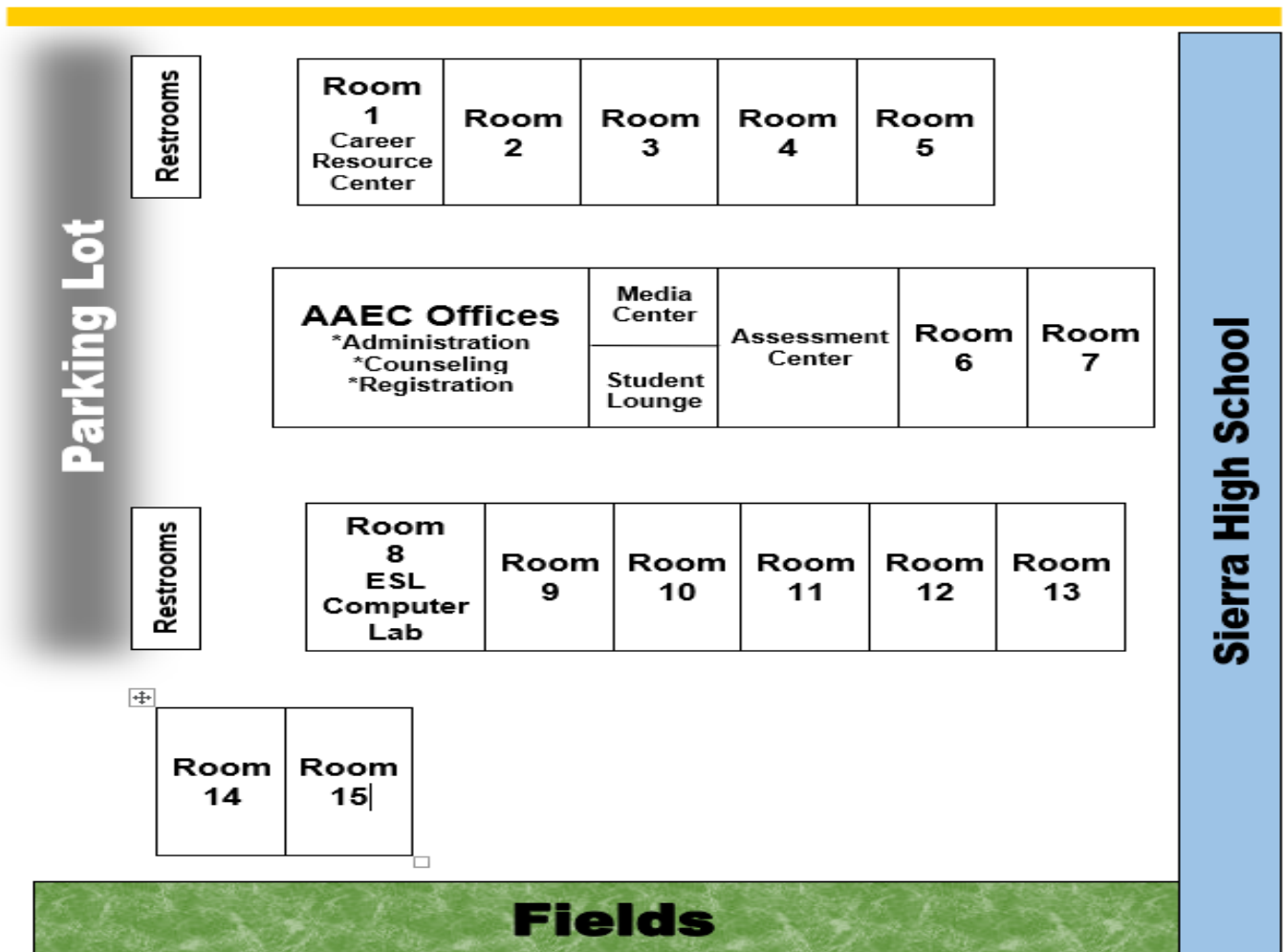
Monday – Thursday 8:00 am – 9:00 pm

Friday 8:00 am – 3:00 pm

AAEC CAMPUS MAP

The campus for the Azusa Adult Education Center is located in the City of Azusa. AAEC is part of the Azusa Unified School District. The Azusa Adult Education Center offers a variety of classes Monday through Friday in the morning and afternoon, as well as Monday through Thursday evenings. The campus houses 15 classrooms including 2 computer labs, an assessment center, a career resource center, and offices.

Gladstone Street



HISTORY OF AZUSA UNIFIED SCHOOL DISTRICT

Originally the Citrus Union High School District encompassed three elementary school districts: Glendora, Azusa, and Gladstone. The high school and college were housed in buildings that are now known as Citrus College. The 1950's boom caused enrollment to grow immensely and in 1956, Azusa High School was built. Glendora High School was built in 1959 and Gladstone High School in 1964. In 1961, Citrus College became a separate entity, and Gladstone and Azusa joined in to the district that is now known as the Azusa Unified School District and Glendora broke away into its own district. The adult school opened in 1961 to serve the adult population. It is now the Alternative Education Center fully accredited by the Western Association of Schools and Colleges.

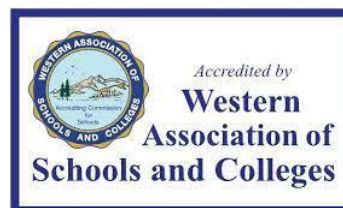
AUSD BOARD OF EDUCATION

Adrian Greer, President
Sabrina Bow Ed.D, Vice-President
Xilonin Cruz-Gonzalez, Clerk
Yolanda Rodriguez-Peña, Member
Gabriela Arellanes, Member



AUSD CABINET

Arturo Ortega, **Superintendent**
Latasha Jamal, Asst. Supt. of Business
Norma Camacho, Asst. Supt. of Ed Services
Jorge Ruvalcaba, Asst. Supt. of Human Resources



AAEC ADMINISTRATION

Paul Hernández, Director
Joe Rocha, Evening Administrator
Daniel Soriano, Counselor
Monica Pringle, Secretary



Azusa Adult Education Center is a member of CCAEC

THE CITRUS COLLEGE
ADULT EDUCATION
CONSORTIUM



COUNSELING SERVICES

The AAEC Counselor is available to meet with students throughout the day and evening to provide the following services to AAEC Students and Community Members:

- Registration for All High School Diploma Program
- Order Transcripts
- Academic Counseling: transcript evaluation, high school diploma or high school equivalency test preparation consultation and more.
- Job Information: Local job information is available in our office and Career Center.
- Continuing Education Information and Guidance: Students receive information about local colleges, trade schools, financial aid, and other informational resources.
- Community Resources and Referrals: Students find connections to local service providers to assist them in finding solutions to barriers that keep them from completing their educational goals.

Call and Make an Appointment Today!!

626.852.8426

CAREER RESOURCE CENTER

At our Career Center you will find the resources that will help you to discover various career options, identify potential employers and job listing sites, and learn the skills needed in your job search process. You can also access a lot of resources on our AAEC Website

www.azusaadult.edu.

Our Location:

Our AAEC Career Resource Center is located in room 1.

Our Staff Is Ready To Assist You With:

- Career Assessments
- Interviewing Techniques
- Job Search Resources
- Resume Development
- Cover Letter Writing
- Dress for Success Tips

We Offer the Following Services FREE of Charge:

- Resume and cover letter
- Online job search
- Using social media in your job search
- Making the most of LinkedIn
- Financial literacy classes
- Order Transcripts

All Students And Community Members Are Welcome To Come In!

FREQUENTLY ASKED QUESTIONS

Who can attend?

Adults over 18, there is no restriction associated with your place of residence.

How can I register for a class?

There are 2 ways to register for courses and programs.

- Online – Go to our website www.azusaadult.edu, click on the “How to Register”, then please follow the prompts.
- In-Person - Please visit our Office

All ESL and Academic students must also take the Pre-CASAS placement test. Please call the office (626) 852-8400 to schedule your test time. Testing is available throughout the day and evening, Monday – Thursday & Fridays during the day.

All High School Diploma students must meet with the counselor. Please call the office (626) 852-8400 to schedule a counseling appointment. Please bring a copy of your most current transcripts to the meeting.

Where can I park?

All parking is FREE. We have a large parking lot off of Gladstone Street, on the Eastside of the campus.

Do you offer High School Diploma and High School Equivalency Diploma/Certificate?

Yes, we offer High School Diploma classes through a hybrid program. We offer the HiSET Test instead of the GED. The HiSET test also gives students their High School Equivalency Certificate. To register for the official HiSET test students must register in the AAEC Office. After registering, students can select available testing dates, times, and locations.

Do I need to speak with a counselor before registering?

No, it is not necessary to speak to a counselor before registering. However, the counselor is available to assist students with academic decisions.

How do I know which ESL class to sign up for?

Students enroll in ESL courses by registering to the ESL Registration Section online and then taking the Pre-CASAS placement exam to determine their ESL Level. The student will then be advised of their level and which classes are available. If no openings are available, students will be placed on a waiting list and notified when there is a class opening.

How much does it cost to attend the school?

All Academic, Citizenship Preparation, and English As a Second Language (ESL) classes are **FREE**. Career-Technical Education courses require program, lab and material fees. Books and other purchases can be done online or at our Office. Must pay with debit card, or credit card (Visa or Master Card only). **Checks are not accepted.**

Do you offer Financial Aid?

Unfortunately, we **DO NOT** offer Federal Financial Aid. However, we work closely with America's Job Centers of California (AJCC) that assist qualifying students with tuition. Please call the AAEC office for more information 626-852-8400 and ask to speak with the Director or the School Secretary.

Do you provide childcare?

We **DO NOT** provide childcare.

I don't have a green card, may I still attend?

Yes, you may attend. The only requirement to attend an adult school is that you be 18 years of age.

What time of day do you offer your classes?

Classes are offered Monday through Thursday from 8:00 am to 9:00 pm. and Friday 8:00 am to 12:00pm.

Do you have a refund policy?

It is the intent of Azusa Adult Education Center to have a fair and equitable refund policy. The following procedures have been established as part of this policy: Full refunds will be issued for classes or programs cancelled by AAEC. **Refunds must be requested prior to the first class meeting whether attended or not with original receipt.** No refunds will be issued once classes are in session.

If you have any questions or need assistance,

Please feel free to call or stop by

AAEC Office

(626) 852-8400

1040 E. Gladstone Street, Azusa, CA 91702

M-TH 8:00 am – 9:00 pm

F 8:00 am – 3:00 pm

STAFF DUTIES & RESPONSIBILITIES

- **Take attendance on a daily basis in ASAP.**
- **TOPS Pro Update forms must be completed at the end of the course in ASAP for each course.**
- **Attend all staff meetings.**
- **Plan lessons, activities, and outcomes prior to each class.**
- **Complete sign all timesheets & absent reports prior to due date.**

AAEC STAFF PROCEDURES

STUDENT ENROLLMENT

New Students

New students who wish to register for a class, are referred to the AAEC Website, or if they need assistance to the AAEC School Office. Teachers are to verify that all students present in class are *currently enrolled as shown in their class roster*. If not, send the student to the office, where they will be registered and scheduled for both Pre-CASAS and a counseling appointment, if appropriate. **Unregistered students are not allowed to remain in the classroom.**

Teachers are to check their class roster list on ASAP for currently registered students. A new student who enters a classroom, should be on the class roster. *All Academic and ESL Teachers are to verify that each student has taken the Pre-CASAS assessment.* New student will give the teacher a "New Student Class Admit Slip." If the student does not have a New Student Class Admit Slip, the student has not taken the test and should be sent to the office.

Dropping Students

Attendance in class is critical to students fulfilling their goals. Our goal is to support students through guidance and encouragement. Please consult with administration and school secretary for dropping students that are not attending class.

Daily Attendance Reporting

Attendance is collected electronically via web attendance through ASAP, and must be completed each day that a class meets. Web attendance can be accessed through any computer on campus or within the district. Computers are available for use in all offices. It is important that attendance is correct and accurate. This is how we monitor students' hours for CASAS Pre/Post testing cycle

EMERGENCY & SAFETY

Emergencies Requiring Immediate Attention Call 911 immediately.

Call 911 - You may do so by calling from your classroom, cellphone or nearest telephone location. After you have called 911, immediately inform the AAEC Office, Administrator, and/or School Secretary with detail information of incident.

Accidents

All work-related employee accidents and/or student accidents must be reported immediately to an AAEC Administrator and the School Secretary. Information must be reported to the district on the proper forms within 24 hours of the incident. These forms are available from the AAEC School Secretary. Student injuries are not covered by the district and those students must seek care using their own physician. Staff Members who were witness to an accident, must fill out a student accident report form with the AAEC School Secretary within 24 hours.

Classroom Maintenance

All classrooms should provide a safe and clean teaching and learning environment for all AAEC Students and Staff Members. If the safety or cleanliness of any area of the AAEC Campus or a classroom needs to be addressed, please email an AAEC Administrator and the School Secretary as soon as possible.

If the safety or cleanliness of any area of the AAEC Campus or a classroom needs IMMEDIATE attention, please call the AAEC Office as soon as possible.

Emergency Drills

All AAEC Staff and Students are expected to participate in the Emergency Drills held throughout the school year. Emergency drills are not published.

Emergency Preparedness Plan

At the beginning of the year, all staff members are given a copy of that year's Emergency Preparedness Plan. A copy of the site Emergency Preparedness Plan can also be found in the Emergency Buckets located in each classroom and office area, and in the AAEC Staff Handbook.

All AAEC Staff Members are expected to read the Emergency Preparedness Plan to become familiar on how to act during an emergency situation or emergency drill.

Safety Precautions

All AAEC Staff are responsible for observing and maintaining safety measures in the area of their assignment. Whenever an unsafe condition is observed, it should be reported to an administrator immediately.

EMPLOYEE ABSCENCES

Absence from Duty – Certificated

In the event that a certificated employee cannot report to work for any reason, it is the employee's responsibility to report the absence in the Attendance Reporting System and call/email/text the AAEC School Secretary & Administration to provide notification of an absence prior to their start time or in case of emergency as soon as possible.

Absence from Duty - Classified

In the event that a classified employee cannot report to work for any reason, it is the employee's responsibility to report the absence in the Attendance Reporting System and call/email/text the AAEC School Secretary & Administration to provide notification of an absence prior to their start time prior to their start time or in case of emergency as soon as possible.

Absence from Duty - Custodial

Custodial staff are required to report absence, to the Attendance Reporting System prior to their start time. Employees are to also call the AAEC Office (626) 852-8400, as early as possible and leave a message. In addition, if possible, they are to please email the AAEC School Secretary to provide notification of an absence. If an absence is reported after the scheduled start time, custodian must contact the District MOT office. Whenever possible, notify MOT early to allow for timely substitute notice.

All Absence Reports

An absence report will be placed in each employee's mailbox. Upon receipt, employees are to sign the absence report and return it to the School Secretary **IMMEDIATELY**. When there is a discrepancy on the absence report, the employee is to contact the School Secretary as soon as possible. *Absence reports and timesheets must be submitted by established deadlines to avoid delays in paycheck distribution.*

EMPLOYEE PAYROLL

Time Sheets

Timesheets can only be completed/filled out and signed by the employee. Time sheets **MUST BE TURNED IN** to the School Secretary. Timesheets must be turned in on time to avoid delays in paycheck/warrant distributions.

Payroll

Please contact payroll for question regarding Direct Deposit, Salary Schedule, Pay dates and deductions. They can be reached by email at payroll@azusa.org.

EMPLOYEE STATUS

Certificated Employment Status

Certificated employment status is defined in the Agreement between the Azusa Unified School District and the Azusa Federation of Adult Educators Local 6098/CFT/AFL-CO. Please refer to the AFAE Collective Bargaining Agreement for additional information.

Maintaining Credentials

It is each employee's responsibility to keep valid the credential required for their position. Failure to maintain a valid credential will be referred to the District Human Resources Department.

Resignations

A written letter of resignation listing the **final date of employment** should be filed at least two weeks prior to termination and delivered to HR. A terminating employee should check with the Human Resources Department to be sure that all records are in order before leaving the District.

SCHOOL EQUIPMENT PRINTERS & COPIERS

Audio-Visual Equipment

Most classrooms have standard equipment of a document camera, a LCD projector, a teacher desktop computer, and a telephone. Most classrooms also have Chromebook carts, laptops, and desktop computers for student use. CTE classrooms have specialized equipment required for the teaching and learning of the course.

No equipment may be removed from campus. If any equipment needs repair or replacement, an email request must be made to the School Administrator.

Copiers

There are three copiers located on campus – 2 in the Main Office and 1 in the Media Center. **The Media Center copier is to be used for most copy jobs.** The office copiers are for individual copies or emergency copies. Any staff member may use any of the 3 copiers on campus. If the any of the copiers need immediate attention, please call or notify the Office as soon as possible. **Please do not attempt to fix the copiers.**

Copyright Laws

Copyright laws will be followed. If unsure whether you are infringing on Copyright Laws, please see an AAEC Administrator.

Laminating

All documents that are to be laminated will ONLY be completed by an AAEC Office Staff Member. If you wish to have a document laminated, please fill out a “Laminating Request Form”, located by the laminating machine, and allow a one week turn-around time.

Large Volume

Large volume printing may be processed through District Printing Services, and will require a turnaround time of one week or more. Please see an AAEC Administrator or the school secretary to request a large volume print order.

Media Center

The purpose of the Media Center is to facilitate and enhance the teaching process and lesson planning. The center is accessible during school hours. For security, the media center door will remain locked.

Use of School Equipment

School equipment, duplicating machines and supplies are to be used for the teaching and learning of school programs and activities and not for personal use.

TEXTBOOKS & INSTRUCTIONAL MATERIALS

Academic Books

All academic textbooks are inventoried and stored in the media center or in cabinets in a classroom. **Teachers are responsible for keeping track of textbooks assigned to their classrooms.** In case a textbook is lost, damaged, or stolen, please notify an administrator or the school secretary.

Career and Technical Education Books

Teachers are responsible for checking on the inventory of the books used in their program, and initiating an order well ahead of time for the next semester. A normal order requires 6 to 8 weeks from order to delivery.

Teachers are encouraged to research for revised/updated editions, consider costs, and existing inventory when making an edition change. Submit a Purchase Requisition Worksheet Form, with all vendors information, and contact if available, to school secretary. All CTE textbooks will be distributed from the AAEC Office. CTE textbooks are included as part of the course fees. In case a student loses, damages, or has their textbook stolen, they will be required to purchase a replacement textbook.

ESL Books

All ESL textbooks are inventoried and stored in the media center or in cabinets in a classroom. Every ESL classroom is assigned a classroom set of ESL textbooks and student workbooks. **Teachers are responsible for keeping track of the classroom sets assigned to their classrooms.** In case a textbook is lost, damaged, or stolen, please notify an administrator or

the school secretary immediately. ESL students are able to purchase an ESL textbook and student workbook online or in the office.

Reference Books

Reference books are labeled and available for teacher use only and can be checked-out with the school secretary.

Textbook Requests and Orders

AAEC teachers must first discuss the ordering of new textbooks with an AAEC Administrator, prior to ordering new textbooks. Teachers are responsible for checking on the inventory of the books used in their program and initiating a textbook order, at least 3 months prior to start of the course. A typical textbook order usually takes at least 2 months for delivery. Once given AAEC Administrator approval, the teacher is to give the AAEC School Secretary all of the following information required to make a textbook order: quantity of books, publisher, publisher's contact information, textbook ISBN, title, author, edition number, and textbook cost.

OTHER AAEC STAFF PROCEDURES

Change of Name and/or Address

Please keep the AAEC Main Office and the District Office informed of any change(s) in your name, address or telephone number(s) including cell phone number and the person to be notified in case of an emergency.

Class Dismissal

No class session can be changed, cancelled or dismissed early without the knowledge or permission of an AAEC Administrator.

Field Trips & Off-Campus Activities

Requests for off-campus events must be submitted and approved by the administrator two weeks prior to the event. Field trip justification must have a legitimate learning objective/standard.

Grading (Applicable Program's Only)

Grades are to be recorded in **ASAP** at the end of each session or course completion. Upon completion of a course, teachers are to change the student status to "Completed."

Verification of School Information:

All requests for *Written Verification of Information* related to student enrollment, attendance and/or participation in school programs from public social service agencies, courts, schools, etc., **MUST** be referred to the Administration, to ensure that confidentiality laws are followed.

AAEC POLICIES & PROCEDURES

Academic Integrity

The Azusa Adult Education Center is committed to creating an environment where student achievement is accomplished and celebrated. The school values academic integrity as an essential component of academic excellence. Students are expected to be truthful and ethical in their academic work. Commitment to academic integrity is the responsibility of every student and faculty member at the Azusa Adult Education Center. Academic dishonesty is defined as: an act of deception in which a student claims credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Academic dishonesty is a violation of the school's policy and will not be tolerated.

Examples of Academic Dishonesty

- **Cheating** - Unauthorized copying or collaboration on a test or assignment, or the use or attempted use of unauthorized materials.
- **Tampering** - Altering or interfering with evaluation instruments and documents.
- **Fabrication** - Falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used; fabricating or falsifying documentation to try to change a grade.
- **Plagiarism** - Representing someone else's words, ideas, artistry, or data as one's own another person's work (including published and unpublished material, and material from the internet) without appropriate referencing, presenting someone else's opinions and theories as one's own. Working jointly on a project, then submitting it as one's own.
- **Assisting** - Assisting another student in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone's grades or academic records, or inappropriately distributing exams to other students.

Admission Policies and Procedures

The Azusa Adult Education Center will enroll students from a schedule posted on the campus website and the school brochure.

All students wishing to enroll in a program must have completed any appropriate assessments, finished the application process and paid applicable fees. Students may enroll in a particular course online or in person, during the published enrollment window. Anyone interested in attending the Azusa Adult Education Center should visit our website or call to schedule of academic assessments.

Services for students include: admissions and registration assistance, career information, aptitude and academic assessment, financial assistance, and job placement information. Students must be at least 18 years of age, possess an interest in career education for employment purposes, and have the basic skills necessary to achieve success in the career certificate program or course chosen.

Licensure and certification programs may require drug screenings, physical examinations or fees for liability or other insurance. An applicant of a health science program that requires a

clinical experience training component at a hospital, nursing home or other health care facility must submit to a Level I criminal background check and may be required to submit to a Level II criminal background check as well as a drug screening test in some cases. In most cases, the student is responsible for paying **any additional costs** even though the results may prevent enrollment in the career certificate program. The costs are built into the program fees.

Our school complies with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act Amendments of 1973 and strictly adhere to the nondiscrimination policy adopted by the School Board of the Azusa Unified School District. Reasonable accommodations can be made for special needs students.

Adults with Disabilities

All programs, campus organizations, and campus events are open to all students. Efforts are made to assist individuals with disabilities to function as independently as possible while attending school. If you require accommodations or assistance you should contact an Administrator.

CASAS Testing

All potential students interested in an Academic, ESL, and ABE programs at Azusa Adult Education Center must first complete the CASAS Basic Skills Assessment before registering for in a program. The CASAS results are used to guide students into the best classes to successfully meet their education goals.

The CASAS (Comprehensive Adult Student Assessment System) is a multiple-choice assessment measuring reading comprehension in the English Language and Mathematics. CASAS claims to be the most widely used competency based assessment system in the United States. CASAS does not measure intelligence but specific skill ability. Preliminary placement assessments determine areas of need and appropriate placement. The CASAS results are used to guide students into the best classes to successfully meet their education goals.

Refer to the school office for CASAS testing times, dates, and the location of testing. You must schedule your CASAS testing time. It is recommended to arrive early to the testing session to allow time for check-in and to fill out the necessary paperwork. There are no official testing preparation materials available. Reasonable accommodations are available in compliance with ADA regulations. All test takers will need a current government issued I.D. or School ID at the time of check-in.

Children

Minor children (under the age of 18) are NOT allowed to attend adult education classes or testing sessions.

Class Schedule

The current class schedule may be found at our school website azusaadult.edu or in the front office.

Course Wait List

There is a waiting list policy. Each class has a maximum number of students allowed, depending on space and the course contents. If there is room on the first class meeting, students will be added until the maximum number allowed are enrolled.

Students may be instructed to check back in a few days or wait for the office staff to call them to let them know that the class is available.

Wait lists are kept electronically and are on a first come, first served basis. There is no “Cue Jumping” or preferential treatment.

Drug Free / Weapon Free / Tobacco Free

The Azusa Unified School District, in accordance with the Azusa USD board policy and administrative regulations shall keep school grounds, school events, or in any situation in which the school is responsible for the conduct and well-being of students alcohol and drug free. BP 3513.4, BP 3513.3, AR 3513.3, BP 5131.6, AR 4020

Electronic Student Acceptable Use and Code of Conduct:

Misuse of the District electronic information services are available in many forms. Users should be aware that inappropriate use of electronic information resources may be a violation of local, state, and federal laws and that they can be prosecuted for violating these laws. BP 6163.4

The following represent some of the inappropriate uses that must not occur:

- Using a network for commercial advertising.
- Use that would cause a disruption of network services for others.
- Using copyrighted material in reports without permission.
- Using a network for political purposes, such as lobbying for votes.
- Using any information service to access, view, or transmit pornography, or obscene, sexist, racist, or other inappropriate language.
- Damaging electronic information services through physical abuse of hardware to placing viruses on the network. Using proxy servers to bypass the district’s filtering and monitoring systems.
- Sending or receiving electronic messages that are inconsistent with your school’s code of conduct including cyber-threats of death, bodily harm, and damage to property.
- Using electronic information services in a manner consistent with, or in violation of, District or school rules and regulations.
- Using personal portable devices to distribute offensive content on school grounds.
- Using the network services to access or provide personal information of others that may be used inappropriately.
- Vandalizing or any malicious intent to alter, harm or destroy equipment or data of another user, any District electronic information service, or any networks connected to the internet.

Eligibility / Priority Enrollment

Persons 18 years of age or older that can benefit from instruction or training are eligible to enroll in the Azusa Adult Education Center. There is open, ongoing enrollment in academic, ESL, CTE courses.

AAEC admits students on a space available and first come, first served basis. Students must meet course prerequisites and complete all required enrollment procedures before being admitted to class.

Prior to class enrollment academic and ESL students must take the CASAS assessments test.

Funding Opportunities for Students

Possible funding opportunities are available through community resource agencies to assist students with program fees. Please contact the AAEC Office for more information. The following agencies have partnered with AAEC to assist students with course fees, tuition, and instructional supplies:

- Department of Social Services
- America's Job Center of California (AJCC)
- Department of Rehabilitation
- Veterans Benefits Administration
- Workforce Development Board
- Employment Development Department

Graduation

In the first week of June, the Azusa Adult Education Center celebrates commencement. Adult students who have earned the high school diploma, passed the HiSET examination (High School Equivalency Examination), or completed a Career Technical Education Certificate are encouraged to participate. We will schedule multiple information and practice meetings for staff.

Instructional Materials

Students enrolled and attending programs are required to provide instructional materials including, but not limited to, reference materials, textbooks and school supplies. Please refer to the course syllabus for course information.

Lost and Found

Lost and found articles should be promptly reported to the main office. The items will be held until they are claimed by the rightful owner. Any item not claimed by the end of the school year shall be discarded.

Parking

Parking at Azusa Adult Education Center is FREE. AAEC is not responsible for parking violations; tow away fees, property theft, or damage to vehicles. It is highly recommended that students keep their vehicles locked at all times and valuables out of sight.

Please follow the rules for the safety and convenience of our students and staff:

- Please obey signs, directional arrows and NO PARKING areas, including fire lane markings.
- Do not ride bicycles on campus.
- Parking code violations can result in ticketing and/or towing of your vehicle.

Release of Student Records

The release of all information is closely monitored and protected. If you desire your records to be sent to an institution, employer, etc., you must first complete the Student Information Release Authorization Form. The AAEC staff will only release your records to the agency/individual designated on the form. BP 5125, AR 5125

Restrooms

Restrooms are located on campus for student convenience. If the restrooms need servicing, please notify the AAEC office as soon as possible.

Security

The Azusa Adult Education Center does not maintain campus police staff. Local law enforcement will be called to assist with any emergency.

School Property, Destruction

Destruction and abuse of school property can result in a financial obligation and will result in a student's dismissal from school. Azusa Unified School District policy determines that any misuse of licensed software, the computer network, or the Internet will be grounds for student dismissal.

Student Dress and Grooming

All AAEC Students are expected to adhere to the established dress and grooming standards by the Azusa Unified School District School Board, in order to prevent distractions and disruption in the classroom and to ensure the physical well-being and safety of students and staff.

Testing Center

The Azusa Adult Education Center is an official testing center for HiSET certification, TABE and Pearson Safe-Serve. There is an administration fee for each of these assessments. Please contact the School Office if you are interested in taking any of these assessments.

Transcripts

Agency Requesting Education Verification: We ask the agency to email the Azusa Adult Education Center the transcripts request form.

Student Requesting a Transcript: We do not release any transcript or verbal information from a telephone call. We ask the student to come in and fill out a "HSD Transcript Request Form" and bring a picture ID

Transfer from Another Institution:

Students transferring from other institutions may enter on a space available basis, at the beginning of the semester and must meet the AAEC admission policy requirements before entering the program. Transfer students are required to provide an official transcript or proof of training for all former schools attended. Prior to enrollment, transcripts or proof of training will be reviewed for transfer credit and placement. There may be additional requirements before granting the transfer credit.

Vandalism, Theft and Graffiti

The Governing Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damage or theft of any district-owned real or personal property, including the writing of graffiti. Any AAEC student who commits an act of vandalism shall be subject to disciplinary action by the district and may also be prosecuted through other legal means.

Vending Machines

Vending machines are located on campus for student convenience. Do not kick or beat machines. If money is lost in a machine, report it to the Azusa Adult Education Center School Office.

Guest Speaker

Any guest speakers must be approved by an administration at least a week in advance prior to coming onto the campus.

Azusa Adult School

PROTOCOL FOR DROPPING STUDENTS FOR NON-ATTENDANCE

Attendance in class is critical to students fulfilling their goals. Our goal is to support students through guidance and encouragement. However, in cases where students are not attending class and have failed to communicate with their instructor, counselor, or ESL Coordinator, the Azusa Adult School will drop the student using the following protocol.

Protocol

1. Students who do not attend class for the first 3 days in a new semester without notifying the instructor or the main office will be contacted by their instructor to determine the reason for non-attendance. Student who do not respond will be dropped from the course.
2. After one week of non-attendance during the semester, students who have not contacted their teacher or logged into the online course and completed coursework will be contacted by the instructor via email. If a student does not have an email address, teachers will contact students by phone. In ASAP, instructors are to note the date that the email was sent or phone call was made to the student.

The following email/phone call language is to be used when contacting students:

- a. *Hello _____. I noticed that you have not attended class or completed coursework in the online program in the last week. I encourage you to return to class so that you can be supported in achieving your goals. If for some reason you are intending to return to class, but are unable to do so in the next week, please email me to let me know your status. If I do not hear from you by _____ (a week), please be advised that you will be dropped from class.*

Should you be dropped from the class, we invite you to return to the Azusa Adult School when your situation changes and you are ready to continue working toward achieving your goals.

3. After one week from the initial email/phone call, students who do not return to class in the following week or contact the instructor, are to be contacted one last time prior to dropping them from the class. In ASAP, instructors are to note the date that the email was sent or phone call made to the student.

The following language is to be used in the email/phone call:

- a. *Hello _____. A week ago I emailed you to follow up regarding your attendance. I noticed that you have not returned to school and/or I have not heard from you regarding your status. Please contact me immediately to advise me if you are planning on continuing in the course. If I do not hear from you by _____ (one week), you will be dropped from the class.*

Should you be dropped, we invite you to return to the Azusa Adult School when your situation changes and you are ready to continue working toward achieving your goals.

4. Students who do not return or do not contact the teacher after one week are to be dropped from the class. Instructors are to email or phone students notifying them that they have been dropped. In ASAP, instructors are to note the date that the email was sent to the student.

a. *Hello _____. I have made several attempts to contact you regarding your attendance at the Azusa Adult School. Please be advised that since you have not returned to school or contacted me regarding your enrollment, you have been dropped from the _____ class as of _____. We invite you to return to the Azusa Adult School when you are ready to continue working toward achieving your goals. Please feel free to contact our school at any time to complete your registration.*

5. Teachers are to complete an Add/Drop form and the back of the TOPS form to drop a student who has not attended class.
 - a. Add/Drop Form: Complete all student information at the top of the form and the course information in the Drop section of the form. Teacher are to write in the reason for student dropping the course, if known. For example, “no show”.
 - b. TOPS Update Form: Complete Sections 1-6, 10, and 15. If information in section 9 is known, teachers are to complete.

6. ESL teachers are to submit the TOPS Update to the ESL Coordinator, who will then submit to Data Entry Clerk.