



Merrymeeting Adult Education

Instructor Handbook

35 Republic Avenue, Topsham, ME 04086

(207) 729-7323 - office

(207) 729-5609 - fax
www.merrymeeting.org

Hours:

9:00 – 9:00 Monday – Thursday

9:00 – 3:00 Friday

Welcome to Merrymeeting Adult Education! The following guide will answer most of your questions about how our program operates. For further assistance please do not hesitate to call us 729-7323 or email us at adulted@link75.org. Wishing you a wonderful teaching experience!

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1. General

Adult Education Staff:

Diana McCain, Director

Paul Elisha, Academic Counselor

Dawn Wheeler, Project Administrator

Carolee Tupper, Office Manager

Jinger Howell, Evening Secretary - Main Office

Suzanne White, Evening Secretary - Brunswick High School, Region 10 Technical High School

Address: 35 Republic Avenue, Topsham, ME 04086

Phone: (207) 729-7323 **Fax:** (207) 729-5609

Website: www.merrymeeting.org

Email: adulthood@link75.org

Insufficient Enrollment Cancellation:

Classes may be cancelled unless a minimum number of students are registered. Diploma classes may be exempt from this minimum if student continuance is needed. Instructors will be notified if a cancellation has occurred. Students receive 100% of fees refunded if we cancel a class. There is no compensation for an office cancellation of your class because of low enrollment or bad weather. Instructors are encouraged to stay in close contact with the office if low enrollment may cancel a forthcoming class.

Weather Cancellations of Classes:

Adult Education classes are automatically cancelled if MSAD#75 Schools are cancelled due to snow/weather. If weather worsens during the day we will make a decision by 2:00 pm. For up-to-date cancellations, please refer to announcements made on the TV (WCSH Channel 6, WGME Channel 13, WMTW Channel 8), our website www.merrymeeting.org or call our office at 729-7323. We do not call students or teachers. Please be sure to cover our weather cancellation procedure with your students. Instructors should call the office following a cancelled class to make arrangements to add an extra class. Cancelled classes should be scheduled by the instructor at a time that all students can attend.

Age Policy:

Adults must be 16 years of age to participate in adult education classes unless otherwise indicated.

Age Policy for HiSET Testing

To sit for the **High School Equivalency Tests (HiSET)** students must be 18 years of age, or 17 if they have been out of school for one year, or if required by their employer. Maine residents must show proof of residency to take the exam for free. The student must take and pass the Official HiSET Practice Test prior to taking each Official HiSET test. The student must pass all five HiSET tests: mathematics, reading, writing, science and social studies to be eligible for the High School Equivalency Diploma.

Photograph Policy:

Occasionally our staff takes picture of students engaged in classroom experiences and on trips for promotional purposes. If a student does not want their picture taken, please advise the photographer or call our office at 729-7323.

Discrimination

Merrymeeting Adult Education does not discriminate based on race, color, national or ethnic origin, religion, gender, sexual orientation, marital or parental status, age or disability in its employment or in the administration. Contact Human Resources at 207-729-9961 if you have questions.

Tutors & Volunteers Policy:

All tutors and classroom volunteers must go through the application and interview process before being allowed in the classroom or assigned to a student.

Parking:

At Mt. Ararat High School please park only in the designated spaces. Do not park in the handicapped spaces unless you are handicapped – you will be towed from this space. Do not park in the fire lane.

For Brunswick High School instructors, please park in the front or side of the building. You may also park in the back but you may have to walk some distance to gain access to your classroom.

At Region 10 Technical High School you may park along the front where indicated.

Holidays/Vacations:

The adult education program recognizes all legal holidays. The office will be closed on such days and no classes will be held. We do not hold classes during the MSAD #75 vacation weeks in December, February, and April although our office is open.

Smoking Policy:

The MSAD #75, Region 10 Technical High School and the Brunswick School Departments have instituted a restrictive no-smoking policy. There is **no smoking** or use of other tobacco products on school grounds or properties.

Drugs & Alcohol Use Policy:

Teachers, staff, nor students will be permitted to carry out the functions of their role if they are under the apparent influence of drugs or alcohol. (This can include prescription drugs if a person is not functioning normally.) They will not be allowed to return to school until they have met and been cleared to return by the director of adult education.

Fire:

The fire alarm is quite identifiable and you will be notified of any fire drills that are scheduled for evening hours. Identify the nearest exit to your classroom and alternative exits. Remember the exit closest to you may not be the one from which you entered the building. It is the teacher's responsibility to know the closest fire exits and lead students out. If the fire alarm sounds, instruct your class to exit the building immediately and not return until cleared by the fire department. Bring coats and personal items with you.

Theft, Vandalism or Disruption:

If you see individuals or groups in the building who seem to have no obvious destination, please notify the custodian or adult education office. There have been a number of cases of classroom theft and vandalism which are usually not related to adult education activities. We do need your help in preventing or identifying the persons responsible for these acts. If your class is disrupted by a non-student or if you notice an intruder in the building, immediately notify the police or dial 911.

Teacher Meeting:

Every year all teachers come together for a Dinner/Staff Professional Development workshop. You will be notified when a date is scheduled and we hope you will join us for professional development with your colleagues in adult education.

Sexual Harassment:

Because we want to treat all of our students with respect and care, it is essential that we be aware of our language and behaviors concerning human sexuality. Certain rules apply to adult education instructors which include respecting student's private lives and concerns and not tolerating students in the class who harass or show disrespectful behavior toward another student.

Please see the director immediately if you have concerns. If you have not had our Sexual Harassment training, please contact the director to set up a training session.

Confidentiality Policy:

Staff will maintain confidentiality in regards to all students’ personal information. This refers to, but is not limited to, attendance, grades, behavior and the like. Please refer persons who ask this information to the director.

No-Shows:

Some instructors have occasions when no students will show for class. In this situation, you will be paid for one (1) hour of instruction. After 30 minutes contact the Adult Education office and report no students have shown for class. You may leave once you have contacted the office. Remember to notify the office of the no-show occurrence prior to leaving for the night.

2. Course Policy

Grades:

Most non-credit courses do not need grades of any kind. In academic courses, it is our recommendation that self-grading be made part of the grading process. Self-grading activities and recommendations are available from the Adult Education Director.

Evaluations:

You will be provided with student evaluation forms as well as a teacher self-evaluation form. Please explain the scale system to your students and remind them that the forms need not be signed. The information provided in this manner has proven to be helpful and accurate. Please return the evaluations to the office in the envelope provided. We have a mail drop for after hours. This is a responsibility of the teacher and is required.

Syllabus:

Your students should all be given a syllabus on the first day of class. Every teacher must submit a syllabus to the Director of Adult Education. Please do this at the start of your class.

General Information Sheets including No Peanut Products:

Inside your attendance folder you will find a general information sheet. Please go over the sheet with your students, it contains important information regarding the program. It is the teacher’s responsibility to remind students not to bring peanut or peanut products to the classes.

Room Assignments:

You are assigned a room for the semester. Do not change rooms or location without checking with the adult education office. Any off-site scheduling must be cleared by the adult education director.

Attendance:

You will be given a class roster. Please take attendance. If a student is not on your list take their name, phone number and address. Ask them to pay at the first break or pay after class and bring a receipt to the next class. Notify the office within 24 hours that you have added a new student.

Cell phone use in classrooms:

Please announce at your first class that Merrymeeting Adult Education's policy is that cell phones are to be silenced during class time. At breaks students are welcome to return calls and text.

Certificates:

Completion certificates are issued for computer classes and certificate classes. We are happy to do completion certificates upon request for other classes. Please make sure the secretaries have the correct information regarding those completing the course and we will have your certificates available for you to pick up to present in your class.

3. Books, Materials, Copying & Audio Visual

Books:

All student books must be ordered through the office and sold/issued by the office. The majority of books are now directed to be bought by the student. This eliminates excess books on our shelf and wasted money for books not used. Student *optional texts* may be recommended or referred to but should not be provided or sold by the instructor. Any materials or books sold by instructors must first be approved by the director.

Copying:

We strictly adhere to copyright laws. All copying is to be arranged at least 24 hours before class. The service will be provided by the office staff or you may use the copier in the adult education office to do your own copies. In general, copying should be limited to specific examples, exercises, magazine or newspaper articles, patterns, experiments, etc. Copying 30-40 pages of a text is

not a good practice and is probably illegal. *If you need this much, have students buy the book.*

Enrichment teachers please be aware that if you do a lot of copying for your class we should require a materials fee from students depending on the amount of copying. If you are a contractor, you are responsible to arrange to have copies made at Staples, for example, and students will pay you a material fee on the first night of class (as should be listed in the catalog description that the student read when signing up for the course.) Hourly paid teachers can have copies made at the front desk with 24 hours' notice and as mentioned students may or may not be charged for these materials depending on the amount of copying.

Materials:

In some cases we can buy in bulk at substantial savings to the student. Teacher-made or provided materials should be sold as close to cost as possible. Please get prior approval from the director if you will be providing materials for your class. No cash is to be collected by instructors for any reason without the approval of the director.

Audio/Visual Equipment:

All audio/visual equipment **must** be requested in writing (form available in office) at least 24 hours prior to the day it is needed. It is helpful, however, that we know as far in advance as possible.

4. Paychecks

Pay is issued every two weeks with alternate weeks requiring submission of time sheets (electronic or paper) by Friday NOON. We cannot pay without a timesheet or electronic submission. If you miss submission contact the director as soon as possible. Remember that payroll needs to be done every other week as scheduled and not all at once at the end of a class.

Instructors are required to be on regular payroll unless they are a documented contractor. All payroll paperwork must be completed before the business office will process your check.

If you are a contractor you must submit your invoice. If you have any questions regarding your pay, please contact the director.

5. Discipline

We should not have any discipline problems in adult education. If the situation arises where you have an unruly, impaired or otherwise disruptive student try the following procedure:

1. Ask the student privately if they wish to take the night off. Something might be bothering them that may be interfering with their class. Report to director within 24 hours of such incident.
2. If the person elects to remain in class and continues to be disruptive, call a break and relate the situation to the director and/or call 911 and ask the police to escort them out of the building. Report to director within 24 hours of such incident.

Avoid: - Confronting or demeaning the student in class

- Threats of punishment
- Any physical contact

In some cases the student's classmates may confront the student about his/her behavior. This is constructive but make sure it is being controlled by you.

The "Attitude Problem":

Recently we have been enrolling younger students who have withdrawn from high school in our diploma classes and many have not yet left their high school behavior behind. Be sure they know they are not in high school and there is nothing to be gained by their behavior. If such behavior persists notify the director.

Ethics and Professionalism:

Although we are all adults in adult education, you are still seen as an authority figure, a paid professional and representative of the school district. You are expected to maintain a professional relationship with all students at all times.

6. Certification

If you are teaching a diploma credit course or a HiSET preparation program, you must be certified as an adult education instructor. Your day school certification is not acceptable for this requirement but may be transferable. Subject areas for adult education certification are English, Social Studies, Science and Math. No other certifications are available. Contact the Department of Education Certification office: 207-624-6603.

Instructors teaching other subject areas are not required to have an adult certification. Vocational instructors may be required to have educational requirements and training. If this is the case then they will be required to become part of Maine State Retirement System rather than the Social Security system. Please see the director if you think this applies to you.

7. Attendance Requirements

Attendance Folders:

Please take attendance. An attendance folder will be ready for you to pick up on the night your class begins. All attendance folders should be returned to the office after your last class. If you are teaching a credited class you will be required to submit your attendance electronically each class. Check your roster and ensure that anyone in attendance who is not on the roster contacts the adult education office immediately to make payment for the class.

All Instructors:

You are required to be in your classroom for the start of class at the posted or scheduled time. If you will be delayed beyond the start of your class, notify the office so that we may inform your students. Do not have your students waiting for you to arrive.

Diploma Instructors:

We request, as part of your class preparation responsibilities, that you be available in the classroom 15 minutes prior to the start of class. This will provide time for consultation with students who may wish to speak to you privately about their work.

Substitutes:

We do not have a standing list of substitute teachers. If you have a planned absence and we have someone available, we will substitute for that evening. If you are referring or supplying your own substitute, they must apply and interview for the position and be paid through regular payroll procedures. You may not pay substitutes on your time-sheet. Notify the office as early as possible if you are sick or canceling a class.

General Students:

There is no attendance requirement for general (non-credit) adult students. Their interest and skill attainment will motivate their attendance.

Diploma Students:

There is a 45-hour-per-credit state mandated attendance policy for all diploma students. In general, more than two absences (six hours) will result in loss of full credit. Work done outside the classroom does not count towards the 45 hour in-classroom requirements