



SONOMA VALLEY ADULT SCHOOL
TEACHERS HANDBOOK



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I have read and understood the
Teacher's Procedure Manual *

Signature

Date

Print Name

Department

*** Please return signed form to your Supervisor within two weeks.**

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Welcome to Sonoma Valley Adult School

Dear Staff Member:

Please use this handbook as a guide and reference resource when you have questions regarding programs, personnel, payroll, attendance, and other pertinent general information. You are also required to attend all staff meeting at the beginning of each school year, and department meetings as scheduled, that will provide further direction and opportunities for questions.

If you are unable to find answers to your questions in this manual our friendly, cooperative and capable office staff can often provide assistance by answering questions, directing you to the right person, place, or resource. This handbook will give you the information and direction you need to be successful. Please refer to it often!

Each and every person in this school is crucial to its success. Please know that you are greatly appreciated and respected for your talents, expertise and dedication to excellence in teaching and student success. May your experience, as part of the Adult Education staff be rewarding, inspiring, and fun.

Good luck to you.

Pam Garramone

Pam Garramone, Principal

SONOMA VALLEY UNIFIED SCHOOL DISTRICT

MISSION STATEMENT

Dedicated to excellence and student achievement

We are committed to equipping our students with the tools they need for academic, personal and social achievement.

We enable every student to reach their highest potential by establishing a curriculum that meets or exceeds government standards for education; providing extracurricular programs that develop children's mental, physical and social skills; and partnering with parents and the community to create an environment geared to the success of our students.

Sonoma Valley Adult School Mission Statement

The primary mission of Sonoma Valley Adult School is to serve the Valley's adults with literacy and high school diploma programs, older adults and adults with disabilities programs, career and technical education, and high interest lifelong learning courses. It is the Adult School's purpose to be sensitive to the community's educational needs, and to be responsive, accessible and inclusive.

Expected School-wide Learning Results (ESLRs)

The Three "A"s

ESLR #1

Students will **achieve** measurable increases in knowledge and other skills in order to reach their potential and enhance their quality of life.

ESLR # 2

Students will **access** the resources and information needed to ensure their lifelong growth and well-being.

ESLR # 3

Students will **apply** their knowledge and skills in order to engage pro-actively in their community.

This handbook is designed to:

1. Serve as a resource for all teachers.
2. Inform new teachers about all aspects of Adult Education and its procedures.
3. Help teachers do paper work correctly and submit it on time.
4. Help us all have a better understanding of our school, what it offers, and whom it serves.

This is best achieved when a partnership exists among the schools, families, community, businesses, local government, and the students.

Note

This handbook was written as a guideline for you to follow. The School District's policies should be followed if any information contained herein should be in conflict.

GENERAL CAMPUS INFORMATION

LOCATION

Sonoma Valley Adult School
20000 Broadway L-5
PO Box 430
Sonoma, CA 95476

OFFICE HOURS

Monday through Thursday the office is open from 9:00 AM until 9:00 PM and on Friday from 9:00 AM until 5:00 PM.

EVENINGS:

An Administrator or teacher designee is on duty Monday through Thursday evening until 9:00 PM. Any problems or concerns encountered on the campus during the evening hours should be reported directly to the person on duty or office staff.

EMERGENCIES ON CAMPUS:

In the event of an emergency, contact the Sonoma Valley Adult Education (SVAS) office immediately at 707 933-4033. When the office is closed and security or safety problems arise, please refer to the Emergency Phone Tree on the second page of the Emergency Handbook (**See Tab A-1 Emergency**). If there is an emergency, call 911.

NO SMOKING:

Please remember that smoking is **NOT PERMITTED** anywhere on the school campus. If you see someone smoking, politely ask him or her to stop or leave the campus. You may explain that our federal funding is in jeopardy if the no-smoking policy is not enforced. If the person resists, do not get into an argument, but notify the office of the incident.

PROFESSIONAL PERSONNEL POLICY

RESPONSIBILITIES, DUTIES AND RIGHTS

- 1) Every teacher shall enforce the course of study, the use of legally authorized textbooks, and the rules and regulations prescribed for schools.
- 2) Instruction shall be given in the principles of morality, truth, justice, patriotism, and the rights, duties, and dignity of American citizenship.
- 3) Certificated personnel shall not use their classroom privileges and prestige to promote partisan politics, sectarian religious views, or selfish propaganda.
- 4) The Board of Education shall make every effort to protect the employees from:
Abuse by pupils and parents, and shall protect the employee in cases of employee liability for pupil physical injury.
 - a) Undue solicitation from salesmen or other self-interested visitors to the school.
- 5) Whenever a certificated employee is attacked, assaulted, or menaced by a pupil, it shall be the duty of the employee and the supervisor who has knowledge of the incident to promptly report it to the appropriate law enforcement authorities.
- 6) Willful violation of Board of Education policies shall constitute cause for reprimand, demotion, suspension, or dismissal.

Legal reference: Education Code 44800-24, 44830-929.1, 44929.25, 44930.88

TEACHER REQUIREMENTS

It is the responsibility of the teacher to adhere to the requirements listed below.

1. Copies of current credentials and TB tests (within the last four years) must be on file in the Adult Education office. A teacher should be aware of what credentials he/she has and when they must be renewed. You can view the current status of your credential online @ www.ctc.ca.gov.
2. Attendance at any mandatory staff meeting is required.
3. The required average number of students attending each class session may vary. Teachers should consult their Departments attendance policy.
4. Attendance at program in-service meetings is required, when so stated.
5. Teachers must be on time and teach the allotted class time for each class. If you are not going to be there on time, you must notify Adult Education office. If it comes to the attention of the Principal that a teacher is late for classes more than three times a semester the teacher will be disciplined up to and including release.
6. Teachers must always have material for class prepared prior to class time.
7. All paper work and (on-line attendance forms, TOPSpro forms, timesheets, etc.) must be completed accurately and turned in **on time** to the Office Manager.
8. If a teacher is ill or must miss meeting with his/her class for some unavoidable reason, it is the teacher's responsibility to find a substitute (who is credentialed and is on the sub list). Inform the office! The absent teacher (depending on the program and situation) must provide lesson plans for the substitute teacher. Having a lesson plan in the classroom or the office will allow for emergencies. Continuity is important. The teacher is expected to meet with his/her class as scheduled except for unavoidable circumstances.
9. Any teacher who substitutes for any other teacher must be on the Substitute List maintained in the Sonoma county Office of Education or the Adult School Office. The Staff Contact list has sub names and phone numbers (**See Tab A-2 Contact #s**).
10. Students must provide their own transportation to a field trip.
11. It is the teacher's responsibility to maintain a current address, home phone number, and emergency contact information with the Principal's Secretary or Office Manager. We also request an email address and cell phone number. These will be used only for official communications and will not be given out to the public without the teacher's consent.
12. Teachers are responsible for maintaining and implementing approved lesson plans, class goals, and objectives. Lesson plans are required for all classes and must be readily available for review at the request of the Principal.
13. Teachers at off-site facilities should leave their cell phones on during class so that they can be reached in case of emergency. Cell phone numbers should be given to the Adult Education receptionist and updated regularly. Teachers, however, are not required to own a cell phone.

CONDITIONS OF EMPLOYMENT

ADMINISTRATIVE DISCRETIONARY POLICY

Classes can be closed or a substitute teacher placed in a class when a personnel, curriculum, or attendance issue is in question. A substitute teacher will be provided for the class until the Principal and teacher meet and the situation is resolved.

SEPARATION

In order to resign in good standing, an employee should provide the Principal with written notice of the resignation at least two weeks before the date it is to take effect unless extenuating circumstances exist.

An employee's resignation and the circumstances pertinent to it will be recorded in his/her personnel file.

DISMISSALS

Employees will be dismissed for one or more of the following causes:

1. Immoral or unprofessional conduct.
2. Commission, aiding, or advocating acts of criminal syndicalism.
3. Dishonesty
4. Incompetence.
5. Evident unfitness for service.
6. Evidence of a physical or mental condition inappropriate for instruction or associating with students.
7. Persistent violation of or refusal to obey state laws, state board of education regulations, or regulations of the school district.
8. Conviction of a felony or a crime involving moral turpitude. Any written statement of charges of unprofessional conduct or incompetence shall include, where applicable, the statutes and rules, which the employee is alleged to have violated. Any written statement of charges of unprofessional conduct or incompetence shall include, where applicable, the statutes and rules that the employee is alleged to have violated. Fair dismissal practices shall be followed.

PERFORMANCE EVALUATIONS

In compliance with the district policy of a uniform system of evaluation and the assessment of performance for all certificated personnel within the district, Adult Education will provide a written evaluation on a rotational basis of its instructors. This may take the form of a "Quick Visit" (5-15 minute informal check) or a formal evaluation (several meetings, followed by announced and unannounced observations). The Principal, will conduct teacher observations. Peer observations are also encouraged between teachers. Observations and evaluations will be conducted according to the California Standards for the Teaching Profession (**See Tab A-3**).

SEXUAL HARRASSMENT

Teachers, supervisors, and administrators are required by law to report any incidents of sexual harassment to the Principal. All instructional staff are required to read the section on Sexual Harassment in the Appendix containing SVUSD Policies and Procedures information (**See Tab A-4 SVUSD Policy**).

GENERAL ADULT EDUCATION INFORMATION

1. Teacher mailboxes should be checked at least once a week.
2. In order to make copies for a class, you will be given a code # for the copier machine. Copy numbers will be tracked and limited. You must adhere to and abide by Federal copyrights laws. Do not copy materials that are copyright-protected.
3. Requests for materials and other instructional resources should be addressed to the Office Manager for review by the Principal.

CELL PHONE POLICY

The following cell phone policy should be observed in all classes:

Students:

- ◆ Students may have a cell phone in their possession.
- ◆ Phones should be turned OFF or on silence in class.
- ◆ If the student has a phone turned on and its rings etc., the teacher may give a warning.
- ◆ If the student persists, the teacher will confiscate the phone and return it at the end of class. If the student refuses to surrender the phone, the teacher may ask him/her to leave.
- ◆ Phones must be kept out of sight at all times.

Teachers:

- ◆ Teachers may have cell phones in their possession, but are not required to purchase a cell phone.
- ◆ Phones should be turned off, except at off-site school classes or where the teacher is alone on the site. Cell phones are our means of communication with off-site locations.

SCHOOL EMERGENCIES

The school Emergency Handbook (located in this binder, see Tab A-1) gives an overview of SVUSD crisis procedures, and procedures for specific threats (e.g., bomb threat, earthquake, utility failure, violent attack). Please read these procedures carefully. Emergency supplies, (including band-aids, first-aid cream, etc.) are located in the Adult School Office, E-11 at Altimira, or in the Elementary Schools' Administration offices.

KEYS

A key to your room will be checked out to you. The key must be returned to the Office Manager at the end of the year or when you leave the position.

AUDIO VISUAL EQUIPMENT PROCEDURES

All TVs, VCRs, DVDs, computer presentation units, and overhead projectors are shared equipment. It is the responsibility of the teacher to ensure that borrowed equipment is returned.

TECHNOLOGY PROBLEMS

Contact the office prior to any activity that involves computers (i.e. setting up or moving computers/ printers, installing / removing software, repairing current problems, etc.) Please let the Administrative Secretary know if you need assistance with technology problems. She will complete the required form and submit it to the Technology Dept.

HOW TO COMPLETE ATTENDANCE AND REGISTRATION FORMS

ATTENDANCE FORMS

PAPER FORMAT:

State regulations for our Federal funding require SVAS to use a positive attendance accounting system. This means that our school can get attendance credit only for students who are actually present, and that marks must be made for each hour or partial hour that students are in class. (See **Tab A-5 Attendance** for a completed sample attendance form).

Please read the following instructions carefully, and note that:

- ◆ **Attendance forms must be completed accurately.**
- ◆ **Attendance forms must be submitted on time to the Office Manger.**
- ◆ **The Instructor bears responsibility for acceptable completion of attendance forms.**

For each class, each form lists the instructor's name, program, course, and section number, along with the trimester, room, and time. The dates that are applicable to the current scanner form are printed in the boxes at the top of each column.

The computer prints, in alphabetical order, the names of all students who were registered in the class at the time the form was printed. If any of your students are missing, write them on the first available blank line of the attendance form. If a student's named is misspelled, write a separate list with his/her name spelled correctly and the correct I.D. number next to the name and return it to the Attendance Secretary. The "STU TYPE" column prints the type of student in the program. At the end of each class simply mark each hour or partial hour that the student was present. Note that students who attend complete classes will be marked with the single bubble "A" if the class is up to one hour in length; both "A" and "B" if the class is longer than one hour and up to two hours in length; and "A", "B", and "C" if the class is between two hours and three hours in length. All four marks, "A", "B", "C", and "D" are marked only if the class is longer than three hours and up to four hours in length.

If any student drops your class during the time that the attendance form is in use, simply bubble the "K" (for "Completer") or "L" (for "Leaver") space next to that student's name, and the scanner form will drop that student's name from your class automatically.

Attendance sheets are due on the last date printed on the sheet. Please turn in any new registration sheets paper-clipped to your attendance sheet at this time.

WEB FORMAT:

For teachers using "Web Attendance," please follow the instruction presented in your ASAP training manual (See **Tab A-5 Attendance**).

REGISTRATION FORMS

When you get a new student who has not been registered before, fill out the front and back of the red registration form. Then add that student to the first available blank line of the attendance form. If you possibly can, please get his/her student I.D number, bubble it in on the registration form and write it on the attendance sheet next to his/her name. An SVAS student number will be assigned. Students with an SVAS number must always use this number. Note that this registration form is completed during the orientation process for most English as a Second Language (ESL), Adult Basic Education (ABE), Adult Secondary (ASE) and Career and Technical (CTE) Education students. Teachers from all other programs are required to turn it in. (See **Tab A-6 Registration** for a sample completed registration form). Consult the Office Manager for further instructions on program-specific requirements for filling out the registration form.

MOST COMMON ATTENDANCE ERRORS

1. Do not fold, staple, punch holes in, or wrinkle your attendance sheets. Do not use white-out. These actions will cause the scanner to jam or reject the sheets.
2. When you add new students to your attendance sheet, please write their student I.D. numbers on the sheet next to their name and add at least one hour's attendance.
3. Do not use ink, only #2 pencils or black Vis a Vis pens. Completely bubble in the squares.
4. Check bubble sheet for errors before you turn them in (for instance, bubbled in ink).
5. New student registration forms must be turned in paper-clipped to your attendance sheets.
6. When your class is canceled or it is a holiday, please write that information on a separate sheet of paper. Do not write across the attendance sheet.
7. Check your attendance sheets for the due date.
8. Be sure handwriting is legible and attendance sheets are neat.
9. Use a separate note for any changes/corrections.
10. Use a student's given name, not a nickname or initials.
11. Do not use a blank attendance sheet that the computer has not printed.
12. Do not hand-write in extra calendar days even if there are blank boxes. Consult the Attendance Clerks if you have questions about this.
13. Make sure you are "bubbling" in the correct squares to correspond with the hours a student is in class (for example: one hour is square "A"; two hours is squares "A" & "B", etc.).

HOW TO COMPLETE TOPSPro FORMS

TOPSPro forms track adult student attendance and progress for the state and federal governments. The TOPSPro system is administered in California through the CASAS (California Adult Student Assessment System) and the California Department of Education (CDE) Adult Education Office. It is a CDE requirement that TOPSPro Entry and Update Records be completed by all students in all programs all year long. The following instructions on completing TOPSPro forms apply to all authorized SVAS program areas. For detailed instructions on filling out the forms for specific programs (**See Tab A-7 TOPSPro** for sample TOPSPro Forms).

1. After the registration form is correctly bubbled, the TOPSPro Entry and Update Records are "pre-slugged" (electronically bubbled) with the information obtained on the registration form. *Hence, it is extremely important that the registration form is accurately bubbled.* Note that in the some ESL, programs the registration forms are bubbled by the testing staff during orientation.
2. **For Teachers using paper TOPSPro forms:** On receiving the pre-slugged TOPSpro Entry Record, you should check the pre-slugged information. The Instructional Supervisor or Lead Teacher will direct you on completing "Special Program" (Field 13), and "Instructional Level" (Field #18). **For teachers using Web Attendance:** *Follow web attendance instructions via department training* (and **See Tab-A-7 TOPSPro** for the TOPSPro Manual).
3. The Update Record (reverse side of the Entry Record) should be completed when the student leaves the program. It, too, will be pre-slugged. You must complete the "Date of Class Update" (Field #4), the "Hours of Instruction" (Field #5), the "Status" (Field #7), the "Progress" (Field #8), the "Learner Results" (Field #9), the "Instructional Level" (Field #11), and the "Reason for Exiting" (Field #13).
4. "Learner Goals" on the Entry Record are for one instructional year only (i.e., short-term vs. long-term goals). Please bubble this field accordingly.
5. "Learner Results" on the Update Record should reflect "Learner Goals" on the Entry Record.
6. "Reason for Exiting" on the Update Record must be bubbled. "Unknown Reason" is not an acceptable option. Bubble in one of the other most likely options.
7. Vocational Education programs must complete an additional "Supplemental Workforce Form" to track students' employment records. See the Instructional Supervisor or Lead Teacher for details.
8. All TOPSPro forms, when completed, should be turned into the Office Manager.

***Please see the Office Manager with any TOPSPro or testing questions.**

LANGUAGE CODES

English	01
Spanish	02
Vietnamese	03
Chinese	04
Hmong	05
Cambodian	06
Tagalog	07
Korean	08
Lao	09
Russian	10
Farsi	11
Other	12

SCHOOL CALENDAR

The school year calendar provides the dates for instruction, holidays, due dates for attendance sheets, due dates for timesheets, and the beginning and end date of each semester.

It is your responsibility to become familiar with this calendar and use it correctly.
(See Tab A-8 Calendars)

TIMESHEET INFORMATION FOR CERTIFICATED EMPLOYEES

Timesheet due dates are listed on the yearly calendar (See Tab A-8 Calendars). Please project your time through the end of the month, as your payroll period **always** runs monthly.

For samples of a timesheet and for a substitute timesheet (See Tab A-9 Timesheets). Your Master Copy Timesheet is also with Tab-A-9. Please **DO NOT** use old timesheets from past years.

Curriculum development is accrued depending on how many hours you work per week. Please refer to the Department Schedule (See Tab A-10 Schedules) for more information.

Any **staff meetings, in-service, staff development, etc.** should be reported on the "Extra Duty" Column on the time sheet. You must have the approval of the Principal to include any of these additional hours.

In order for your timesheets to be processed, they must:

- ◆ Be completed and properly signed
- ◆ Have the last four digits of your social security number
- ◆ Have Miscellaneous Leave Form attached whenever you miss any class (See Tab A-11 Forms).
- ◆ Be filled out in pen only.

Since each timesheet must be coded, checked and signed before it is sent to the Payroll Department, late timesheets will not be processed until the following month. Please do not wait several pay periods before turning in your timesheet.

SICK LEAVE

All teachers accumulate sick leave. For every 18 regular hours worked, teachers receive 1 hour of sick leave. Sick leave is accrued and rolled over from one year to the next. Sick leave can be used for illness or personal necessity. Unused sick leave at retirement is applied to STRS. Submit a Miscellaneous Leave form with your timesheet to Office Manager. (See Tab A-11 Forms for a completed sample.) Sick leave records are kept at the District office.

Note that for all absences, you must submit a leave form.

TRAVEL REQUESTS

All requests for travel must be made six weeks in advance of the scheduled travel or conference and be accompanied by documentation of the travel (e.g. a conference flyer) and the "Authorization to Attend Form (**See Tab A-11 Forms**). All travel requests must have the prior approval of the Principal. Remember to keep all original receipts. Upon return attach them to the "Expense Reimbursement Request Form" (**See Tab A-11 Forms**).

CARE OF CLASSROOM

1. Please leave the classroom as you found it. Put away all materials and erase the board.
2. Clear all desks and return them to their original position; push in all chairs.
3. Lock cabinets, close windows, turn off lights, turn off computers and close door when leaving a room.
4. Do not leave personal effects or equipment or any unnecessary materials in the room; do not, however, disturb other teachers' materials.
5. Do not leave rooms unattended with students present.
6. No food or drinks are allowed in the computer rooms. If food is consumed in other classrooms, all trash must be placed in the appropriate bags and securely tied. Always recycle and use recycling bins as indicated.

INSTRUCTIONAL AIDES

In certain grant-funded programs, instructional aides are assigned to work with instructors and may not be left alone or in charge of a class. When the instructor is ill, teacher aides may assist a substitute. If no substitute is arranged to cover the class, the aide may not work and should be notified in advance.

ACCIDENT / INJURY REPORTS

Any injury received by a student or teacher must be reported immediately to the Adult Education Office. Injured employees reporting their injury will need to call (707) 836-7457.

INCIDENT REPORTS

All incidents related to program or student safety must be reported immediately to the Adult Education Office.

COURSE OFFERINGS

The courses offered at the Adult Education are chosen on the basis of need and community requests, teacher availability, costs, and legality. Ideas for additional classes should be discussed with the Principal.

COURSE OUTLINES

A course outline of every course being offered must be on file in the Adult Education office. All courses must be approved first by the Principal, the District School Board, and the State prior to instruction. Instructors should carry the course outline with them when teaching and be prepared to make it available upon request to any administrator.

INFORMATION ON SPECIFIC PROGRAMS

ADULT BASIC EDUCATION (ABE)

The Adult Basic Education program provides instruction in basic subjects (reading, spelling, writing, mathematics) and pre-GED preparation for students functioning below 8th grade skill levels. The ABE program at SVAS operates in conjunction with the Adult Secondary Education (ASE) program and is part of the continuum that progress from basic literacy to high school and GED courses.

ADULT SECONDARY EDUCATION (ASE)

The Adult Secondary Program (High School Diploma and GED) provides instruction in all high school subjects for adults (ages 18+) who need additional credits to obtain a High School Diploma. All adult students must earn credits in all required areas and passed the California High School Exit Exam in order to receive a diploma. Comprehensive high school seniors may also enroll concurrently in ASE classes for credit make-up. GED preparation is offered for those who wish to study for and pass the GED (not administered by SVAS).

ADULTS WITH DISABILITIES (AWD)

Sonoma Valley Adult School conducts classes for adults with disabilities at Becoming Independent, 355 West Napa Street, Sonoma. Becoming Independent (BI) is a nonprofit organization that improves the quality of life for hundreds of people who have developmental disabilities. A reading tutorial program as well as hands-on real life learning helps clients to improve personal literacy skills and vocational work skills.

COMMUNITY INTEREST (CI)

The Community Interest Program is committed to the philosophy of life-long learning. We offer approximately 65 classes per trimester and serve 1000 students. Self -supporting through student fees, this program exists to meet the self-enrichment needs and interests of adults in the Sonoma Valley. Classes include Notary Public, Art, Yoga, Foreign Languages, Finance, Dance, Music, and many others. The program charges nominal fees for instruction. The program does not collect ADA.

CAREER TECHNICAL EDUCATION (CTE)

The CTE Department provides career technical education programs that prepare students for entering or re-entering the workforce. It is the goal of the CTE program to promote technology campus wide and to offer classes in areas that lead to jobs in demand in Sonoma County. Courses are offered in the fields of accounting and bookkeeping, computer and training (e.g., keyboards, computer operations, etc.) clinical medical assistant training in collaboration with Boston Reed. The CTE program offers both long-term and short-term training, and comprehensive as well as job-specific training.

ENGLISH AS A SECOND LANGUAGE (ESL)

The English as a Second Language program teaches English language skills to adults from many different ethnic backgrounds.

The program has three major goals:

1. To enable students to become effective communicators who speak, read, write and understand English in daily life and some academic situations.
2. To prepare students to become productive workers and lifelong learners who acquire the language skills necessary for interpersonal and workplace interaction.
3. To provide opportunities for students to become engaged community and family members who understand and participate in the educational system, understand and exercise their legal rights and responsibilities, and participate in the civic life of the community.

Students in the program have English language and literacy skills that range from very low (with limited literacy in their first language) to advanced English speakers with a higher education level. Classes take place on the Altimira Campus and at various school district and community locations, including elementary schools and La Luz.

WORKPLACE TRAINING

The Workplace Training system is dedicated to meeting the diverse training and development needs of employees in the workplace. The WTS matches professional, credentialed, and experienced staff with business needs and schedules classes at the company's convenience and at the company's location. The Workplace Training system provides courses in ESL and Spanish for employees of local wineries, and other community businesses. WTS also offers computer training to businesses in computer applications such as Word, Excel, Access, PowerPoint, Outlook, as well as customized training for specific business needs in Macintosh and PC platforms. WTS is implemented jointly by the CTE and ESL programs.