

Adult & Community Education *Handbook*



...for the lifelong love of learning

Vision

Our Vision is to provide a world-class education while preparing our students for life, college and career readiness.

Mission

The core purpose of Colstrip Public Schools is to provide a safe, healthy and secure environment in which to educate and prepare students for the demands of the future by engaging children in lifelong learning.

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COLSTRIP COMMUNITY EDUCATION

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PHILOSOPHY AND GENERAL INFORMATION

Adult and Community Education is the process that seeks to fulfill life-long learning needs by integrating and utilizing new and existing educational programs and community resources. It is the goal of Colstrip School District #19, to promote learning opportunities for students of ALL ages -- learning should never stop. When parents return to the classrooms, children also benefit by their exposure to positive educational role models--their parents.

The focus of the *Adult Education* program is meant for adults who are 16 years of age or older who are not regularly enrolled, full-time pupils. The Adult and Community Education brochure distinguishes between those classes meant for adults and those which are meant for any community member. Students not meeting the *Adult Education* criteria are welcome to participate in *Adult Education* classes upon approval from the director. They will however, be charged an additional fee to participate in these classes.

Community Education classes differ from *Adult Education* classes and are open to all ages and are available on a first-come, first-served basis.

Colstrip's Adult and Community Education program is divided into two sessions per year. There is a fall session which begins in September and a winter/spring session which begins in January and runs through the end of May. A variety of general interest, physical fitness, and vocational courses are offered each session. An effort is also made to offer college credit courses each session in cooperation with area colleges. Some distance learning courses may also be offered through telecommunications.

Educators, as well as other community members, are invited to teach courses. The only requirements for vocational and general interest courses are knowledge of the subject matter and a desire to teach. Assistance in planning and other aspects of teaching the course are available from the director.

PROCEDURES

APPLYING: Persons interested in teaching classes, giving demonstrations, or being guest speakers should complete an application form. The application form is kept on file for future sessions.

PAYROLL: Instructors are paid an hourly rate for class time plus a minimal number of hours for preparation time. Generally one check is issued at the end of the session for class(es) taught, after the required materials have been returned to the director. Occasionally, arrangements can be made to be paid on a bi-weekly basis at the director's discretion. Both W-4 and I-9 forms must be completed by all new personnel before a payroll check can be issued. Hours should be recorded on the time sheet provided. Each session, teaching personnel will be issued a contract, to be signed and returned to the director at the beginning of the session (APPENDIX A). Materials to be returned to the director at the end of the session include: time sheet(s), attendance sheet(s), Adult Education disclaimer form and student evaluations.

ADVERTISING: Programs offered under the auspices of Colstrip Adult and Community Education will be advertised in a brochure and with appropriate media. Therefore, planning is completed several

weeks before the beginning of each session. Occasionally, classes will be offered after the brochure has been distributed. In such cases, the director will make information available to the public during registration and/or on the Colstrip Public School's web site. All advertisement will come through the office of Adult and Community Education. Instructors are not permitted to advertise their course offerings through any other form of media.

ORDERING: Lists of textbooks, materials, and supplies to be used by students should be received before the beginning of each session. Any purchases made through the school must follow the purchasing policy of the school. A requisition must be completed. Reimbursement for expenses cannot be made for those incurred without proper approval and receipt(s) or proof of purchase. A complete list of those supplies or materials to be provided by the student should be submitted to the director before registration to allow students time to secure those materials or supplies before classes begin.

REGISTRATION: Students are asked to register during the day(s) of registration or prior to the beginning of each session or by mail. If a limited enrollment class overfills, students will be placed on a waiting list. The registration deadline is the second session of class (if a multiple session class). Students requesting admission after that time will usually have missed material that could not be made up. In those few classes where students may register after class has begun, such as exercise classes, they must still register with the director, who will determine the fee on a pro-rated basis.

Instructors will be provided with a list of registered participants prior to the first class session. That list will include the names of students who have registered but have not paid the class fee. For classes which meet only one time, payment will be required before students can attend that class. For classes which meet multiple days, students are encouraged to pay all fees prior to the second class. If payment has not been received, the director will contact the students for payment. Continued participation will be denied for those students who have not paid the course fee.

If students enter the class whose names do not appear on the class list, they should be asked to register with the director. Instructors are encouraged not to collect money from students for registration--a receipt must be issued by the director. If a student's name appears on the class registration list and the student does not attend class, instructors must notify the director so those students can be removed from the class roster.

CANCELLATIONS: Classes may be cancelled if a minimum number of students have not enrolled by the day of the first session of class.

REFUNDS: Under special circumstances, students may request a refund for a class if they notify the director prior to the second session of class (provided it is a class with multiple sessions). Students may receive a credit slip or a refund depending on the circumstances.

MESSAGES: Any communication between instructors and students will be posted outside the classroom door or the building entrance. Every attempt will be made to notify students via the telephone when classes must be cancelled.

EMERGENCIES: If an instructor is unable to attend class, contact the director so that other arrangements may be made.

CLASSROOMS: The Adult and Community Education program uses classrooms of regular classroom teachers. To insure a smoothly and efficiently run regular program, classrooms should be left as they were found. No garbage should be left lying around; marker boards should be erased if used; furniture should be properly rearranged; windows should be shut, lights turned off, and audio-visual equipment returned unless other arrangements have been made.

Custodians are usually available in the buildings to unlock and lock classroom doors. If you have trouble with your classroom being locked, please try to find a custodian to help you and notify the director of the problem. When custodians are unavailable, keys will be issued to the instructors. Instructors are then responsible for unlocking and locking the doors. If the Adult Education/Community Education instructor discovers a problem with the room or equipment within that room, please inform the director.

ADULT EDUCATION DISCLAIMER: Those classes which are advertised as *Adult Education* classes are meant for students 16 years of age or older who are not regularly enrolled full-time pupils. For that reason, all students meeting these criteria will sign a form which affirms this statement. This form will be submitted to the director at the end of the course.

EVALUATIONS: To insure students are provided the best possible atmosphere for learning, an evaluation process is utilized. Each student will be asked to evaluate the course, the instructor, and the community education program in general at the end of the session. Evaluations are used to help the instructors and the director. Instructors should be aware that their classes may be visited by the director at any time during the session. These visitations give students and instructors the opportunity to ask questions of the director and the director an opportunity to observe the class in progress. Characteristics of adult learners differ from those of children. Adults will not continue a course if it does not meet their expectations or after the point their expectations have been met. A list of hints for maintaining their interest is found later in this handbook. Resource material is also available in the director's office. Do not hesitate to ask for help.

ATTENDANCE: Instructors are requested to keep attendance records of each class meeting. The attendance patterns of participants can help an instructor evaluate their own performance. If attendance drops off, it may be an indication that students weren't receiving what they expected. There are other reasons for absences, such as involvement in other activities, or students who are driving considerable distances. It is suggested that instructors visit with their students if attendance becomes an issue. Attendance sheets are to be given to the director at the end of the session. *Adult Education* and/or *Community Education* attendance sheets will be filled out depending on the makeup of the class.

REPRODUCING MATERIALS: All photocopied materials will be reproduced for the instructors. The materials should be in the hands of the director at least one day prior to the day needed. Jobs requiring a multitude of copies should be given more time. Complete a copy request form and attach it to the material to be copied. Materials reproduced for instructors will be left in the classroom before the class meeting, unless other arrangements have been made. Access to a copy machine may not be available during the evening hours; therefore, be sure copies are made ahead of time.

AUDIO-VISUAL EQUIPMENT: Advance notice is required for use of any audio-visual equipment. Instructors are asked to list any and all special equipment and materials needed to conduct their class when filling out the Instructor Application Form. Arrangements should be made to return the equipment

to the proper storage area at the end of the class meeting. Any problems with equipment should be reported to the director.

ACCIDENTS: Any type of injury or accident which occurs during your class should be reported to the director, and a completed accident report should be filed as soon as possible. Completed forms will be kept on file in the Adult/Community Education.

DISTANCE LEARNING COURSES

Some courses are available through the use of telecommunications. In these courses, the instructor, typically, is in another location and delivers instruction via satellite or interactive television. Distance Learning is one way in which course offerings of Colstrip Adult and Community Education can be expanded to include credit and non-credit offerings, utilizing resource persons from other areas.

DRUG-FREE WORKPLACE

Because of the dangers of drugs and alcohol in the workplace, School District #19 prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol, or employees under the influence of alcohol or other drugs on school premises or as part of any of the school's activities. Reporting of the unlawful possession, use, or distribution of illicit drugs or alcohol by employees is mandatory. Law enforcement officials will be notified. Violation of these standards of conduct will be considered grounds for disciplinary action up to and including termination of employment and referral for prosecution. A disciplinary sanction may also include the completion of a rehabilitation program.

Employees seeking assistance may contact their family physician, a local hospital, or a social service agency. A list of resources may be found in the telephone directory under drug abuse information and treatment.

Employment will be terminated for employees convicted of a drug-related crime.

TOBACCO-FREE WORKPLACE

In the interest of having healthy employees and positive health models for students; Colstrip School District #19 maintains a tobacco free facility. In accordance with law MCA 50-40-103, all school buildings and vehicles are declared as tobacco free. No use of tobacco will be permitted in any school building or on school grounds. Prohibitions of tobacco use are applicable during all hours.

TELEPHONE USE

Telephones are available in all classrooms for local calls. Use of telephones during Community Education classes should be limited to essential use only. In order to call out on classroom phones, "9" must first be dialed. If participants need access to an emergency number where they can be reached, the instructor may give out the school phone number and classroom extension number.

FIRST SESSION

The first class is the most important one of the session for it sets the tone for the sessions to come. It is critical to your success as a teacher to put your best foot forward in this session. Be sure to be prepared and have alternate plans in case the personality of your class is different than what you expect.

A *First Session Checklist* is provided, in your startup packet which is given to all instructors prior to class(es) starting. This checklist does not include everything you should do, but does give some good ideas.

If you are able to accomplish all of the items on the checklist in the first session, you will be well on your way to success.

HELPFUL HINTS FOR THE TEACHER OF ADULTS

DO:

- DO remember to treat learners as adults.
- DO find the learner's educational goals.
- DO let learners find success in every learning task. Give sincere praise. A word or two of praise, a pat on the back, or an appreciative smile can work wonders.
- DO determine the learner's educational disabilities, if any.
- DO periodically check the learner's progress. Keep good records on work they have completed.
- DO have a sense of humor. Be a friend. Let the learner know you are good-natured, cheerful, and capable of laughing with him/her.
- DO have the learners share their experience and knowledge with the class.
- DO be tolerant of their beliefs, customs, and mannerisms. Many of the adults may reject your values. Accept the learners for what they are. Since we are all different, it makes a more interesting world.
- DO anticipate and plan ahead. Nothing is more boring than an unprepared teacher.
- DO plan and see to the adults' physical comfort in the classroom

DON'T:

- DON'T expect rapid learning from adults. Sometimes they have been out of school for many years and may take a little longer at learning tasks.
- DON'T let the adults become frustrated. The adult learner may never come back.
- DON'T ridicule the adult. You must work to help the adult feel good as a person.
- DON'T give a test the first night or first class session. Wait until the adult has become confident with the area and with you.
- DON'T conduct a highly structured class. You must be flexible.
- DON'T make adults feel that they know nothing. Use their experiences.

KEEP THEM YEARNING, LEARNING, EARNING, AND RETURNING

Adults who have made a commitment to come back to school are usually motivated students. No one is compelling them to be there and they usually have a good purpose in mind for signing up for your class. Your job is to keep them yearning, learning, earning, and returning. Here are some techniques for doing this that have worked for some other instructors. Give them a try!

KEEP THEM YEARNING BY:

- continually bringing new and advanced aspects of your course into class discussion
- bringing in a resource presenter
- finding out what students want to know and helping them find the answers
- creating a classroom climate where inquiry is encouraged
- encouraging outside reading and studying

KEEP THEM LEARNING BY:

- breaking the course down into reasonable steps and helping the students proceed incrementally
- getting students involved in classroom activities
- keeping a fairly rigorous pace
- avoiding irrelevant conversations and time wasters
- being prepared and encouraging students to be prepared as well

KEEP THEM EARNING SUCCESS BY:

- providing activities in which the students will be successful using praise wherever possible. Be sure that the praise is justified, however.
- keeping students busy and interested
- building their confidence in the pursuit of your subject
- periodically letting them know where they stand in relation to the achievement of the mutually developed course goals.

KEEP THEM RETURNING BY:

- being enthusiastic about what you are doing. It's contagious!
- always providing a "forward look" toward the next lesson
- giving them something to do or bring to the next class
- making them feel comfortable in your class
- taking a sincere interest in each student

Debi J. Smith

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Colstrip MT 59323



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**Colstrip Adult & Community Education
Instructor's Employment Agreement**

Instructor:

Course:

Dates & Times:

Sessions:

This agreement is made and entered into January 3, 2006, between COLSTRIP ADULT & COMMUNITY EDUCATION, of Colstrip School District #19, and name of employee, hereafter referred to as THE EMPLOYEE.

The Employee shall
following terms and

agree to the
provisions:

- 1. WORK
location of
be in the
Schools unless
made within

LOCATION The
employment shall
Colstrip Public
other provisions are
this contract.

- 2. TERM OF
term of
be during
2006 and will
the end of 15
other
made with the Director of Adult & Community Education.

EMPLOYMENT The
employment shall
Spring Semester
be in effect until
session(s) unless
arrangements are

- 3. SALARY It is agreed that the compensation of the Employee for services rendered under this contract shall be \$17.50 per hour for time actually worked including preparation time of up to one hour for every three hours in class.

- 4. SUPERVISION The immediate supervisor of the Employee shall be the Director of Adult & Community Education for Colstrip Public Schools.

5. VERIFICATION The Employee must provide completed employment forms which will be kept on file in the Colstrip Public Schools personnel office. These include *Employment Eligibility Verification Form I-9* along with proper identification and a current *IRS Form W-4*.
6. SPECIAL CONDITIONS The terms of this contract are dependent upon sufficient class enrollment. If a minimum number of 6 students have not registered within 2 days before the class is scheduled to begin, the class will be cancelled.

DATE _____

Employee Signature

DATE _____

Director of Adult & Community Education

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Colstrip Adult and Community Education
Instructor Application Form

Please complete this form if you are interested in teaching a class for Colstrip Adult & Community Education. Course schedules are determined several weeks before the beginning of a new session. **Fall** session registration will be **September 12-16, 2016**

Debi Smith, Director of Adult and Community Education
Box 159
Colstrip, MT 59323

INSTRUCTOR NAME _____

ADDRESS _____

PHONE _____

BACKGROUND IN THIS AREA _____

TITLE OF COURSE _____

Session: FALL WINTER/SPRING (Circle all that apply)

PREFERRED START DATE _____

PREFERRED DAY(S) OF WEEK _____ TIMES _____

NUMBER OF CLASS MEETINGS _____ MAXIMUM PARTICIPANTS _____

PREFERRED LOCATION _____

SPECIAL EQUIPMENT/MATERIALS NEEDED _____

COURSE DESCRIPTION (Make it interesting! This description will be printed in the Adult & Community Education brochure. Sell your course!)

Debi J. Smith
 Director of Adult & Community Education
 Colstrip Schools
 Box 159
 Colstrip MT 59323



Phone (406) 748-4699 ext 4086
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INSTRUCTOR'S TIME SHEET Colstrip Adult & Community Education

CLASS:

INSTRUCTOR:

Please record only the hours actually worked in conjunction with your class.
 The maximum paid preparation time is limited to 1 hour for every 3 hours of class time.

DATES	MON	TUE	WED	THURS	FRI	SAT	PREP TIME
TOTAL TIME							

Return to the Director of Adult & Community Education after your last class of the session.

Total Hours _____
X Regular Hourly Rate _____
Date Submitted _____

Adult Education Handbook Page (19) _____
 Instruktor's Signature _____

Adult Education Disclaimer

By signing below I affirm that I am not a regularly enrolled, full-time pupil of a public school and that I am sixteen years of age or older.

CLASS:

SESSION:

INSTRUCTOR:

Name	Date

PLEASE HAVE ALL STUDENTS, MEETING THE REQUIREMENT SIGN THIS FORM AND RETURN TO ME AT THE END OF THE CLASS. THANKS. DEBI SMITH

STUDENT EVALUATION OF ADULT & COMMUNITY EDUCATION COURSES

COURSE:

SESSION:

INSTRUCTOR:

STUDENT EVALUATION OF THE INSTRUCTOR:

Below is a list of items relative to your instructor. Read each one carefully and circle the number next to each statement that best describes how you feel your instructor performed regarding this item. A rating of 1 is the most desirable; a rating of 7 is the least desirable.

	ALWAYS		OCCASIONALLY			NEVER	
<i>The instructor shows interest in the subject matter taught.</i>	1	2	3	4	5	6	7
<i>The instructor shows knowledge of the subject matter taught.</i>	1	2	3	4	5	6	7
<i>The instructor is prepared for class.</i>	1	2	3	4	5	6	7
<i>The instructor's presentation of the material was interesting.</i>	1	2	3	4	5	6	7
<i>The instructor's attitude toward the students was courteous and considerate.</i>	1	2	3	4	5	6	7

COMMENTS:

The best parts of this class were:

The worst parts of this class were:

What would have made this class better for you?

What other classes would you like to see offered through Community Education?

Other:

FIRST SESSION CHECKLIST FOR INSTRUCTORS

- Take attendance, including phone numbers if not known.
If an individual does not appear on your class list, record the name, phone number, and address, and refer the person to register with the director. Allow the person to attend class unless your class is full and/or has a waiting list. Give the information about the student to the director the next day.
- Introduce yourself to the class. Don't intimidate students with your credentials, but don't be too modest about your qualifications for teaching this course either.
- Allow the students time to introduce themselves so that you can get to know them and so that they can get to know each other.
- Determine why students are taking the course so you can meet their expectations.
- Conduct a rapport-building activity.
- Give an overview of the course including a tentative course outline and course objectives.
- Get into the content of the course via a lecture, demonstration, or hands-on activity.
- Try not to be overbearing with information. Just dangle enough bait to whet their appetites.
- Review any materials that they should have by the next session.
- Be sure that every student meets success with whichever activities you do in the first session.
- End the session with an overview of the next session that makes it seem irresistible.