www.doveradultlearning.org

DOVER ADULT LEARNING CENTER
STAFF HANDBOOK

Transforming Lives Through Education

2019-2020
Adopted by the Dover School Board May 13, 2019

DOVER LOCATION
McConnell Community Center
61 Locust Street
Dover, NH 03820
(603) 742-1030 Fax 743-4262
dalc@doveradultlearning.org

ROCHESTER LOCATION
First Church Congregational
63 South Main Street
Rochester, NH 03867
(603) 335-6200
dalc@doveradultlearning.org

Nondiscrimination
The Dover Adult Learning Center of Strafford County is an affirmative action, equal opportunity agency that does not discriminate in its education programs or policies, activities, scholarship and loan programs, or employment practices on the basis of race, color, national and ethnic origin, marital or veteran status, age, sex, non-job related medical condition or handicap, sexual orientation, or any other legally-protected status.
Dover Adult Learning Center Staff

Deanna Strand, Executive Director
Amy Steves, Office Manager
Jan Wicander, Office/Marketing Assistant
Laura Christoffels, Evening Assistant

Pam Shaw, Counselor & Student Services Coordinator /Dover
Tracey Donaldson, Counselor & Outreach Coordinator/Rochester
Donna Ciereszynski, Counselor Aide & Data Manager/Dover
Cynthia St. Germain, Counselor Aide/Rochester

Tiffany Brand, Technology Integrator
Bridget Barker, Adult Learner Services Coordinator
Lien Harris, ESL & Alternative Credit Option Coordinator
Kim Hanson, Professional Development Coordinator
Amanda Kelly, Regional APT Coordinator

TBD, Childcare Coordinator
Susan Hardy, Childcare Assistant
Doris Zucco, Childcare Assistant

Dover Adult Learning Center Board of Directors 2019-2020

Laura Baxter
Shauna I. Brown
Martha Caswell
Maria Faskianos
Kate Huntress
Rollins L. Janetos
Shawn Mahoney
Dennis Munson
Don Nary
Tyler Parkhurst
Bob Renshaw
Patricia Silberblatt
Ann Taylor
Rosemary Zurawel
GENERAL INFORMATION

Introduction
Welcome to the Dover Adult Learning Center Staff. This handbook was designed to be an active
document for your reference and provides information about our students, programs, and
policies.

One of the most important characteristics of an Adult Education employee is flexibility. This
flexibility may need to be applied to the policies and procedures for students and staff. Please see
Deanna Strand, the director, if an exception to a policy or procedure needs consideration for you,
or one of your students.

Program Overview
Dover Adult Learning is a member of the New Hampshire Bureau of Adult Education, which
supports education services to adults who have not received a high school diploma, high school
equivalency (HiSET) certificate, or who do not read, write, or speak English. Please visit
www.nhadulted.org for an overview on the New Hampshire Bureau of Education. This
comprehensive site provides information on professional development opportunities, lesson plan
ideas, and contact information for adult education mentors.

Governance
The Adult Learning Center director is appointed by the Dover School Board and is responsible to
the Superintendent of Schools of SAU 11. The director also serves as the Executive Director of
Dover Adult Learning Center, Inc., a private non-profit organization responsible for its operation.

Service Area
The Adult Learning Center is the adult literacy agency for Strafford County. Adults sometimes
travel from more distant communities for specific classes.

Participants
Each year, approximately 2,500 people create 4,000+- enrollments in adult education programs
throughout Strafford County.

Facilities
A. Dover – Offices, counseling, and classes are located on the second floor of the
    McConnell Community Center, 61 Locust Street, Dover, NH, adjacent to the Dover
    Public Library in downtown Dover (parking is behind the library). Many vocational and
diploma classes meet evenings in classrooms and laboratories at Dover High School, as
do many personal enrichment courses for the general public.
B. Rochester – The Adult Learning Center offers Adult Basic Education (ABE) daytime and
evening classes at the First Congregational Church, 63 South Main Street.
C. Farmington – Evening ABE classes are held at Farmington High School.
Programs
The Adult Learning Center offers a wide range of programs throughout Strafford County:

A. Adult Basic Education (ABE) and high school equivalency preparation for adults aged 16 and older without a high school credential.
B. English for Speakers of other Languages classes (ESL).
C. High School Equivalency (HiSET) testing.
D. Adult High School Diploma Program (ADP) offering high school credit classes, including algebra, chemistry, biology, social studies, and English for high school diploma completion or college prerequisites.
E. Training programs for employers and employees, including computer skills, English language, and professional practices in the workplace.
F. Computer skill and software training; open public computer lab.
G. Community enrichment classes, such as photography, cooking, and art.
H. Strafford County Adult Learner Services (ALS) matching adults with trained volunteer tutors and providing community based services and classes.
I. ABE, HiSET preparation and testing, anger management, parenting and computer classes at Strafford County Department of Corrections.
J. Educational counseling and referral services.
K. US Citizenship Preparation and Civics classes.
L. Adult Career Pathways advising and classes.
M. Integrated Education and Training (IET) which accelerates ESL and ABE students into career pathways in high demand occupations.
N. Integrated English Language and Civics Education (IELCE) which combines IET with Civics education.

Funding
Dover Adult Learning Center receives funds from the following sources:

A. New Hampshire Department of Education, Bureau of Adult Education.
B. The City of Dover, NH, via the Dover School District.
C. US Office of Career Technical and Adult Educations (OCTAE) via the NH DOE, BAE
D. Local:
   1. Ongoing support from First Parish Congregational and St. John's Methodist Churches.
   2. Scholarship funding from the Rotary Club of Dover.
   3. Donations from individuals and businesses.
   4. Sponsorships by local businesses and individuals for the annual Reds Race for a Better Community.
   5. Community Development Block Grant for literacy instruction and High School Equivalency testing for Rochester residents.
E. Other:
   1. Student tuition for adult diploma, vocational, and enrichment classes.
   2. Third party tuition payments from NH Employment Services, NH Health and Human Services, and other agencies.
   3. Program-specific grants and donations from companies and foundations.
   4. Fees for HiSET testing.
A Brief History of DALC

1960’s High school counselor Ev Graves organizes Dover's first Adult Basic Education (ABE) classes at Dover High School (product of 1966 federal Adult Education Act). Irene Duffy starts daytime program at First Parish Church, childcare provided.

1970’s Helen Phipps appointed director. Evening program moves to Dover Junior High. The Dover daytime program is honored with an award from the U.S. Secretary of Education as the most innovative in Region I (New England and New York). Dover Adult Learning Center incorporated as a private non-profit organization. Teen program started for the many youths who have been attending ABE classes. The first industrial GED class meets on-site at Davidson Rubber Company. Helen Phipps becomes Community Education Director, to include community education program as well as for ABE. Adult diploma and vocational classes initiated. Spring-First adult high school diplomas granted. Fall-The former Advent Christian Church, 22 Atkinson Street is purchased by the city with federal funds, turned over to the center for a dollar.

1980’s First Certified Nursing Assistant classes added to the vocational training program. Debbie Tasker appointed as Executive Director. Displaced Homemaker program initiated, support groups and job search skills classes. First GED class at Strafford County Jail. Severe local funding cuts secretary and the teen program. Successful fund-raising drive keeps the Center open. ESOL grows, becomes NH's largest program; many refugees from Southeast Asia. Spring-Board of Directors sells the former parish house, committing the proceeds to investments to support operating expenses. Fall-Adult Tutorial Program moves to the Center, provides volunteer tutors for ABE. The Center partners with the DHS Vocational Center to offer customized adult job training. Adult Tutorial Program expands to serve all of Strafford County. The Center develops a Teen Access program for pregnant and parent teens. It becomes a successful pilot project for the NH Division of Employment Security. Vocational Educational Support Program for out-of-school youth launched. The U.S. Secretary of Education recognizes the ABE program as the outstanding adult education program in Region One and one of six outstanding programs in the nation, commends DALC for "Excellence in Adult Education." First In Our Own Words published; the Center becomes an official GED testing center.

1990’s New skills classes for JOBS clients referred by Human Services; GED classes on-site at Davidson-Texton; HIV awareness is offered; enrollment up 25%. First Strafford County funding; ABE begins in Rochester; 246 graduates (largest graduating class in county). DALC becomes "Dover Adult Learning Center, Serving Strafford County." Basic skills classes begin in Milton & Farmington; funding received for class at Mineral/Whittier Park in Dover Housing Authority community center. Dover receives an Even Start family literacy grant with DALC as the adult education partner. DALC joins the Dover Chamber of Commerce. 25th Anniversary! Staff completes Real Life curriculum study with NH Charitable Foundation grant. DALC Board completes 5-year strategic plan. DALC celebrates 25 years, endows Helen Phipps/Debbie Tasker scholarship. ABE selected as national test site for Equipped for the Future. Outreach counselor added for offsite basic skills class. Technology plan developed. ABE program a finalist for national award from Secretary of Education.

2000’s Nellie Mae Foundation grant to help students transition to college. ABE staff develops health curriculum. Jim Verschuuren appointed Executive Director. Total of 335 GED graduate’s sets new record; computer lab created with funding from Verizon. Extensive building renovations completed, with Dover CDBG funds and help from TyCom, Inc. 30th Anniversary! Celebrations include a well-attended public open house, an American Cancer Society Relay Walk for Life Team, a mini-golf tournament, a series of student profiles in Foster's, a new “Friends of the Center” membership organization, and an Adopt-A-Spot in Dover. Workforce Development initiative creates first set of employer on-site trainings and classes. CDBG funding for McConnell Center renovation. ABE classes and collaborative Explore! program launch in Farmington. Yard sale fundraiser begins. Move to McConnell Center endorsed by city council. DALC is a founding sponsor of Rotary Club bears. DALC Board of Directors launch Come Help Us Grow to raise $100,000. Moved Rochester site to First Congregational Church (August); McConnell move completed (December). First programs in the McConnell Community Center (January). New collaborations with other McConnell tenants. Board adopts Strategic Plan. First Poker Room at Seabrook. Senior Counselor Donna McAdams retires after 30+ years. Deanna Strand appointed Executive Director. Come Help Us Grow reaches
$97,000+; seven rooms named for generous donors!

TD Charitable Foundation  Joe B. Parks
Deborah Shelton & Mark Thomas  The Pentair Foundation
Kathryn Parks Forbes  The Verschueren Family
Jack & Judy Mettee

2010’s
Come Help Us Grow! reaches goal of $100,000. Helen Phipps Heritage Society established. Largest donation received in history of DALC from Lonza Biologics in amount of $31,172.48. 40th Anniversary of DALC celebrated with first ever silent auction gala, Opening Doors to Opportunity. Board completes 5-year strategic plan. Dottie Holmes retires after 23 years. Local funding threatened by school budget cuts. DALC Board adopts three-year strategic plan. Enrollment across all programs tops 4,000. HiSET replaces GED in NH. DALC partners with Great Bay Community College to offer developmental college classes in AHS program. High school credentials awarded since 1968 exceeds 7,000. College Success Partnership launched with Great Bay Community College. Workforce Innovation and Opportunity Act (WIOA) replaces WIA. DALC partners with Rochester School District to bring ESOL classes with childcare to Rochester. ESOL program experiences waiting list for first time ever. Andrew Aimesbury scholarship established. Members of Helen Phipps Heritage Society recognized on Gundalow cruise. Board completes strategic goals and extends plan one year. Andrew Aimesbury’s family raised nearly $20,000 to fund the scholarship. A $2,000 award was given. DALC awarded contract under WIOA to continue providing ABE, ALS & ESL programs and to add Integrated Education and Training, Integrated English Language and Civics Education. In 2018, DALC was awarded a New Hampshire Charitable Foundation Community Grant for $30,000 of unrestricted operating funds. A comprehensive strategic planning process was conducted. At the 2019 graduation, $15,000 in scholarships were awarded by the Andrew Aimesbury Memorial Fund.

STUDENT INFORMATION
Profile of Adult Learners
Defining adult learners is challenging because a "one-size fits all" definition does not apply. Our students’ ages range from sixteen years old to senior citizens, and they possess a myriad of educational levels and experiences. Students come to Adult Education for many reasons. They include:

- Prepare for and pass the high school equivalency test
- Complete an adult high school diploma
- Earn high school credits that are prerequisites for college
- Improve English language skills for personal, professional and academic pursuits.
- Improve math, reading, or writing skills for personal, professional or academic development
- Prepare for the Accuplacer college entrance exam
- Take enrichment courses for enjoyment or skill development
- Personal development.
- Entry into or return to the workplace or a career pathway
- Skill development for current occupation

There are different paths our students can take to complete their educational goals. When a new student comes to the Adult Learning Center, he or she is interviewed to determine what program or combination of programs will best meet his or her needs and abilities.

For our students, returning to school can be very stressful. Many of our students did not experience success the first time they attended school, and left for many different reasons. It is
important that our teachers and staff recognize the difficulties our students have had and create an environment that is supportive, mutually respectful, and conducive to learning. Our students learn best when they can see the practicality of what they learn, and are able to apply that learning to experiences in their own lives.

In some cases, students may have mental health issues and learning disabilities that have not been disclosed during registration. If an instructor has concerns about any student, it is very important for the instructor to communicate with the counselors, so the student can be directed to services that can help.

It is very difficult for our students to focus on learning when many of their basic needs are not being met. Some of our students' physiological or survival needs are not being met because they do not have safe housing or food on a consistent basis. Dover Adult Learning Center has counselors who can refer our students to services which can help them fulfill their basic needs. Once our students' needs are satisfied, they can begin learning.

Please refer to A.H. Maslow's Hierarchy of Needs pyramid on the next page.
Learner Persistence
Students who experience success are those who demonstrate strong persistence skills. The staff at Dover Adult Learning Center can boost student persistence by implementing strategies throughout the program which include creating a sense of belonging, helping students understand their clarity and purpose, and helping the students understand the relevance to the material and skills being taught. Creating a sense of belonging will help students feel like they are a part of a community. When students have clarity and purpose, they will persist in setting and achieving their goals. Lastly, when instructors can help students connect learning to experiences and make
learning relevant, students will be motivated to persist. Focusing on persistence will empower students to achieve their goals and impact their success in and out of the classroom.

Acceptance of Students: Age Eligibility and Restrictions
A. A person 18 or over, who has not earned a diploma or out of school, whose basic skills in reading and/or math are below 8th grade level on the TABE may attend Adult Basic Education classes.
B. A person 16 or 17 years old may receive services from DALC as part of a documented alternative learning plan provided and approved by the school district where the student is enrolled.

Adult Diploma Program policies are set forth in the Student Handbook.

Scholarships
Scholarships for tuition diploma classes and HiSET testing may be awarded to individual students. Many work out a payment plan. Those in need must complete a scholarship application. Scholarship support is provided by the Dover Rotary and private donations.

Disabilities
The American with Disabilities Act (ADA) of 1990: Section 504 of the Rehabilitation Act of 1973 was the first civil rights legislation specifically written to protect the rights of individuals with disabilities. Section 504 guarantees that a person with a disability will not be discriminated against because of that disability in any program receiving federal funds.

The American with Disabilities Act (ADA) of 1990 extends the scope of Section 504 to cover private as well as public programs and services. The ADA requires these entities to “level the playing field” for individuals with disabilities by providing accommodations and auxiliary aids, and by making their services physically accessible to anyone with a disability. For more information you can look on www.ada.gov.

Student Conduct/Expectations
A. Acceptance into each program is dependent upon consent of the director, counselor, or instructor. Decisions are based on an interview by the counselor and on evaluation by appropriate staff.
B. Recommendations for entrance must be completed by staff members of the referring agency when applicable. Agency staff will work with a DALC counselor.
C. Students are expected to conduct themselves in a socially acceptable manner that is conducive to their learning and to the learning of fellow students. Students must:
   1. Be able to exhibit self-control in class and on public/school property.
   2. Be physically able to function in the program.
   3. Follow DALC’s conduct rules.
   4. Arrange for their own transportation to and from classes.
   5. Be accompanied by support personnel from a referring agency at the Center’s request.
   6. Be able to work independently in a group setting.
   7. Be capable of making academic progress.
   8. Obey the laws of New Hampshire, including:
      a. No smoking on public/school property except in designated areas.
b. No possession, sale, or being under the influence of alcohol or other drugs on public/school property.

9. Show respect for themselves, teachers, other students, and property. Disrespect will not be tolerated and may result in dismissal from the class. Examples of disrespect include:
   a) Disruptive behavior such as excessive talking or swearing, unauthorized use of a cell phone during class.
   b) Sexual harassment.
   c) Insubordination.
   d) Plagiarism or cheating.
   e) Lack of preparation, including not doing homework.
   f) Non-participation.

Administrative withdrawal from a class for disciplinary reasons is at the discretion of the DALT director after conferring with the counselor, teacher, and/or student. The director reserves the right to remove any student who shows disrespect for people or property.

Revisions approved by Dover School Board May 9, 2016

Attendance
In order for students to get the most out of their adult education class, they need to attend class regularly. Students should be advised of the following:
   A. Students need to call the office at 603-742-1030 if they are going to miss class. They should also let the office know if they have a child in childcare.
   B. For ABE students: if they miss 4 consecutive day classes or 2 consecutive night classes without notification, they may be dropped from the class.
   C. For ESL students: if they miss 2 consecutive day or night classes without notification, they may be dropped from the class.
   D. If students miss more than half of their scheduled classes in a month, without notification, they may be dropped from the class.
   E. If students would like to return to their class after being dropped due to attendance issues, or absent for an extended period, they must schedule an appointment and meet with the counselor before returning to class.

Storm Cancellations
   A. Daytime classes are cancelled whenever schools are closed in the same town. Dover classes follow Dover schools, Rochester classes follow Rochester schools, etc.
   B. If there is a delayed opening for daytime classes, DALT classes will start at 10am.
   C. Evening ABE and ESL classes automatically cancel when day school classes are cancelled.
   D. Separate announcements regarding AHS classes are made after 4:00 pm on radio stations WTSN (1270 AM), The Bay (98.7 FM), and TV Channel 9 WMUR, as well as online at www.wmur.com/weather/closings and www.doveradultlearningcenter.org.

The announcements will refer to Dover Adult Learning Center of Strafford County, Rochester-Dover Adult Learning Center of Strafford County, or Farmington-Dover Adult Learning of Strafford County classes.
Confidentiality Policy
Guiding Principle
Adult student records and participation in our programs is considered confidential information. Confidential information may only be shared in order to serve the student, and with their written permission.

Basic Guidelines
1. According to the Family Educational Rights and Privacy Act (FERPA) of 1974, enacted as Section 438 of the General Education Provisions Act, student information that is considered “private” cannot be shared with anyone who is not designated on a release of confidential information form that has been signed by the student. Examples of “private” information include diagnosed disabilities, recovering substance abuse condition, and medical information including AIDS/HIV. If the student discloses any condition or disability that falls under the Privacy Act, the disclosed information cannot be shared with anyone without a signed form.

2. No confidential information or any other assessment information regarding a student can be shared externally for referrals or recommended testing without a signed release of information form specifying the agency representative or diagnostician to whom the information is to be released.

3. Exceptions allowed without consent to the following parties or under the following conditions:
   - School officials with legitimate educational interest
   - Other schools to which a student is transferring
   - Specified officials for audit or evaluation purposes
   - Appropriate parties in connection with financial aid to a student
   - Organizations conducting certain studies for or on behalf of the school
   - Accrediting organizations
   - To comply with a judicial order or lawfully issued subpoena
   - Appropriate officials in cases of health and safety emergencies
   - State and local authorities, within a juvenile justice system, pursuant to specific State law

Practical implications
- Adult education staff can share information when it is for a legitimate educational purpose (only if sharing information will help the student).
- Staff will not discuss private information outside of the center with classmates, family, or colleagues.
- When possible, signed consent is preferred when sharing any private information even with other schools.

Adopted by DALC Board October 21, 2014
Accident/Emergency Policy
We hope that no students will become ill or be injured in classes, but we should be prepared in case emergencies do arise. Please keep this emergency procedure list with you when you are teaching.

All accidents on school, McConnell Center, or outreach property, require a written accident report by the classroom teacher on duty. Accident report forms are available in the main DALC office and must be filed within 24 hours of the incident. Document the situation, the action taken, and the time of each.

Be sure to familiarize yourself with the directions the first time you teach in a classroom so you are prepared for an emergency.

A. IF A STUDENT NEEDS EMERGENCY MEDICAL AID
1. Stay with the victim.
2. Dispatch a responsible student to call the Dover Police Emergency #911.
3. Dismiss other students.
4. Continue to stay with victim until the police or ambulance arrives.
5. Call the main office (742-1030) immediately, or the next day if emergency occurred in the evening, to report the incident. Use the phone in the guidance office, the main office, or personal cell phone.

B. FIRE/EVACUATION [check with SAU administration (include in change memo)]
Evacuation is used to clear the building for any reason (fire, hazardous materials, etc.). If this evacuation is due to a bomb scare, have the students face away from the building and be clear of the building by at least 500 feet.

IF YOU HEAR A FIRE ALARM, ASSUME IT IS A REAL FIRE!
FOLLOW THE STEPS BELOW:

1. Bring attendance records and any emergency materials with you.
2. Close the door(s) as you leave while keeping the lights on.
3. Take the safest way out of the building (use posted routes).
4. Walk and stay calm.
5. Do not stop for belongings unless instructed.
6. Go to your designated area.
7. Check for injuries.
8. Take attendance. Report missing students/staff immediately.
9. Remain quiet and wait for further instructions.
10. Staff not assigned to students should report to a ‘staging area’.

C. IN THE EVENT OF AN EMERGENCY REQUIRING A LOCK-DOWN
This action is used to secure all students and staff in a safe area (in or outside of the school) and to clear the hallways and common areas of a school.
1. Any staff member can call for a lock-down.
2. If it is safe to do so, staff should check areas immediately outside their rooms and direct any student or known adult to enter the room.
3. Unless instructed otherwise, evaluate your situation and do any of the following:
   a. **Avoid** = Leave to a safer area/Know your exits/Call 911/Consider 2nd exits
   b. **Deny** = Lock doors/Barricade/Lights out/Out of sight/Cover door windows
   c. **Defend** = Positioning or moving/Grasp the weapon/Fight
4. If a substitute is in a room next to yours, help the substitute with securing the room or moving to a safer area.
5. If a student needs medical attention place a red index card on your door and another one on an outside window by the room number. A student needing to go to the bathroom is not a medical emergency.
6. Take attendance of everyone in your area.
7. If the fire alarm goes off during a lock-down do not evacuate until a recognizable voice gives you permission. But if your area is unsafe, leave.
8. Remain quiet and calm while waiting for further instructions. Do not leave the area unless it is safe.
9. The lock-down is over when a recognizable voice declares that it is over.

D. **UNIVERSAL PRECAUTIONS**
All DALC staff members should be aware of and adhere to universal precautions when administering first aid. These include using gloves when coming in contact with blood or other bodily fluid, not reusing needles, and washing hands before and after contact, etc. Treat all patients as if they might be infected with an infectious disease.

*Adopted by DALC Board November 18, 2014*

Automated External Defibrillator Location: There is an AED for use by the Center’s building tenants behind the Fitness Center’s reception desk on the first floor of the McConnell Center.

All teachers are asked to have a cell phone number on file with the secretary in the building when and where you teach. Please keep your phone on and silenced as it is often the only means of communication in the event of emergency.

**Student Safety**
Learners must have a safe atmosphere for study. DALC will not tolerate inappropriate touching, assault, or threatening in any of DALC’s programs.

If a staff member observes fighting or assault or hears a threat of violence, the staff member* should contact the local police department immediately. If a staff member receives a report from a student that an assault has taken place or that a threat of violence has been received, the staff member should contact the local police department immediately. If a staff member learns that there has been a threat to student safety, such as a bomb threat, the staff member must evacuate all students immediately and then contact the police department.

*If an administrator or counselor is on the premises, the decision to call may be made by that person. If not, the teacher on-site will make the decision. Always err on the side of safety.*

**Transportation of Students**
A. No Dover Adult Learning Center job description includes transportation of students.
B. If you decide to provide transportation for a student, do so only if you are willing to accept the fact that liability in case of an accident will probably be your own.
C. Under no circumstances should you provide transportation if you do not have substantial liability insurance as part of your automobile insurance policy.
D. The risk you assume is similar to that assumed in giving a ride to a neighbor or acquaintance.
E. For the same reasons, never ask a student to give a ride to a fellow student.

This cautious policy addresses our concern for student transportation. We help as much as possible by providing information about public transportation.

Graduation and Celebrations
Diploma students who complete the required credits and students who have passed the HiSET may take part in our annual graduation ceremony. The ceremony is held in June, typically in the auditorium at Dover High School. This is a wonderful opportunity for students to celebrate their accomplishments with their families, friends, and teachers. The night is truly student-centered with scholarship awards and essays read by students. Staff members who attend are asked to do so as volunteers.

Dover Adult Learning Center holds an end of year celebration for Academic Skills, HiSET, and ESL students who do not have a completion goal such as graduation or who have not finished the program. All students may receive a certificate of participation.

PERSONNEL POLICIES
DALC staff members, other than independent contractors, are employees of the Dover School Department. In filling out forms related to employment, the staff member should list Dover School Department as the employer.

Dover School Department personnel policies and procedures related to non-discrimination, sexual harassment, complaint procedures, hiring procedures, and equal opportunity apply.

Mileage Reimbursement
When DALC staff travel as a part of their regular duties and within their regular working hours, the organization will reimburse use of personal vehicles at the current federally defined rate. Commuting from home and back is not reimbursable. For group travel, staff members are encouraged to car pool; reimbursement for single travel is subject to the discretion of the DALC director.


Hiring and Advancement Policy for Adult Education Professional Staff
Professional staff members hired for the Dover Adult Education Program will be placed at an appropriate step of the Dover Adult Education Staff Pay Scale as recommended by the DALC director and approved by the Superintendent of Schools and the Dover School Board. Professional staff members will include teaching in the adult diploma, ESL, IET, IELCE, APT,
and ABE. Enrichment class teaching, tutoring or advising, or other services not compensated at the professional level, and service in other educational programs, shall not be included.

Teachers will be compensated 6 hours to attend one adult education conference per year and 6 hours per year to attend staff meetings. Shared planning and preparation time will be compensated up to 10 hours per year as funding allows.

In recommending professional staff members for an appropriate step, the DALC director shall take into consideration professional experience in education at all levels and particularly in adult education. Relevant industrial experience shall also be taken into consideration for vocational teachers. These experiences shall be evaluated and placement recommendation made according to the guidelines indicated here below. The Dover School Board reserves the right to make exceptions to the guidelines.

Progression to the next higher step on the adult education salary schedule will require the completion of 250 additional hours of successful professional services at Dover Adult Learning Center prior to the beginning of the academic year for which the salary level is being set.

Professional staff members are contracted to work for a specific period of time: a semester, a course or a year. Renewal of contracts is subject to grant funding and performance. A teacher may retain the same teaching load and schedule from year to year, provided grant funding allows and performance is satisfactory. Teachers may request changes to their schedule mid-year or from one year to the next and may swap with one another for time slots, subject or level with program coordinator’s recommendation and director’s approval. If a teacher vacates a position without taking on another to replace it, that position will be posted internally, and applications taken and reviewed. If no suitable candidates are found, the position will be posted externally.

Adopted by DALC Board March 17, 2015
Adopted by Dover School Board May 11, 2015, rev. May 14, 2018

Guidelines for Initial Placement of Staff Members on the Adult Education Salary Schedule

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>under 250 hours adult education OR 1-8 years teaching, industrial</th>
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</thead>
<tbody>
<tr>
<td>STEP 2</td>
<td>250-499 hours adult education OR 9 -16 years other teaching, industrial</td>
</tr>
<tr>
<td>STEP 3</td>
<td>500-749 hours adult education OR 17 + years other teaching, industrial</td>
</tr>
<tr>
<td>STEP 4</td>
<td>750 hours adult education</td>
</tr>
</tbody>
</table>

Adopted by Dover School Committee July 1981

STEP 5  professional staff member with master's degree or above, ten or more years of successful adult education experience, and currently employed by DALC for twenty hours per week or more.

Adopted by DALC Board September 1996
# Adult Education Staff Wage Scale 2019-2020

<table>
<thead>
<tr>
<th>Position</th>
<th>2019-2020</th>
</tr>
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<tbody>
<tr>
<td>Enrichment Teacher/HiSET Supervisor/Substitute Teachers not otherwise</td>
<td>$23.91</td>
</tr>
<tr>
<td>employed at DALT/Technology Integrator</td>
<td></td>
</tr>
<tr>
<td>ABE/ESL/AHS Teachers*</td>
<td></td>
</tr>
<tr>
<td>Step 1*</td>
<td>$23.91</td>
</tr>
<tr>
<td>Step 2</td>
<td>$26.93</td>
</tr>
<tr>
<td>Step 3</td>
<td>$29.84</td>
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<td>Step 5**</td>
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<td>According to DTU Pay Scale as funding allows</td>
</tr>
<tr>
<td>Office Manager</td>
<td>DEOP member Class 6</td>
</tr>
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</table>

*Placed according to guidelines on previous page


Dover Adult Learning Center Staff Handbook 2019-2020
Time Card Directions
1. Please be sure to fill in full name and last 4 digits of your social security number.
2. Period ending: use date when the timecard is to be submitted by, from payroll calendar.
3. Please be sure to put date of each day you work.
4. Put in-and-out time for each day worked-class hours; this should include class hours only. Preparation time will be added by office staff in the amount of 1 hour per 4 hours in class. Any non-teaching hours (i.e. staff meetings, professional development, travel) should be noted as such. If you sub for another teacher it must be on a separate time card noted as a sub and the teacher’s name you are subbing for.
5. Put hours per day.
6. Total hours.
7. Full-time staff should use the following symbols to indicate days not worked:
   P: Personal
   S: Sick
   H: Holiday
   V: Vacation
   C: Cancellation (storm or otherwise)
8. Sign and return card to the office.
9. Where funded, prep hours are paid each pay period up to a maximum of 29.5 hours per week total hours and will be added by office staff.

IMPORTANT INFORMATION ABOUT YOUR PAY

If DALC does not receive your time card by noon on the date specified for time card submission (see payroll calendar in this manual), we will have to assume that you intend to submit it for the next time period. Time cards may be brought or sent to the DALC office or given to the evening adult education secretary at Dover High School.

If you do forget to submit your time card, it can be accepted for the next submission date.

We transmit requests for payment along with your cards to the Dover School Department payroll clerk. Your check will be mailed to you by the School Department unless you make other arrangements. Checks are usually mailed one week after the date for time card submission.

If you have not received a check you are expecting by ten days after time card submission, please contact our office first (742-1030). We can check to be sure we've transmitted information correctly, then refer you to the School Department office if necessary.

Please feel free to contact us at any time with questions about your pay.

Substantial tuition support for professional development is also available through the New Hampshire Department of Education. Go to www.nhadulted.org for detailed information.
PROGRAM SPECIFIC INFORMATION

Class Evaluation Procedures
Adult High School and ABE/ESL courses are evaluated by students up to twice per period (semester or year). Enrichment courses are evaluated by students at the end of the course.

Forms are distributed by teachers, completed anonymously and returned to the office where they are compiled and issued to the teacher and director. Teachers are encouraged to review the results and modify their practices accordingly.

Advocacy
Under guidance of the state director, Dover Adult Learning Center is very active developing civic participation by creating awareness of our purpose and progress with state and federal legislators and sharing the success students have experienced with us. Students are encouraged to register and vote.

When possible (contingent on funding), there is an advocacy coordinator on staff who facilitates a student letter writing campaign which generates awareness during state budget planning. This campaign has been very successful in securing and maintaining funding and teaching our students letter writing and political literacy skills.

State legislators and school board members are all invited to attend Dover Adult Learning Center's June graduation ceremony--many of them attend.

Guidelines for Academic Skills (Adult Basic Education) and ESL Teachers
These classes help lifelong learners improve their academic and life skills for real world application. Instructional focus includes classes in math, writing, and reading in the content areas and test taking skills. Classes are free and are funded through state and federal grants. For some students, this is the starting point to their educational journey, and they may progress to the continuum of pre-HiSET and HiSET classes. For some students, passing the HiSET may not be an obtainable goal. If this is the case, the director, counselors, and teachers help students reset their goals so success can be experienced and measured in alternative forms. Students are encouraged to become lifelong learners, whether or not they are able to pass the HiSET.

In addition to students needing to obtain a high school equivalency certificate, Academic Skills classes are also designed to help those with diplomas or HSE certificates strengthen their reading, writing, and/or math skills for career and college preparation. Based on the TABE assessment, students are placed into the subject area level that best meets their needs. Students will move through the continuum as their skills improve.

ESL students come from all over the world and have a wide variety of educational backgrounds, ranging from PhD’s to those not literate in their native language. The knowledge the students bring to class is based on how they learned in the past. Some ESL students did not have the opportunity to attend school in their native countries, so the instructor must recognize each student's learning needs and styles and support the students to overcome the barriers that hinder their success.
ESL classes are free and are funded through state and federal grants. Class instruction includes practice in listening, speaking, vocabulary, reading, writing, grammar, and pronunciation. To determine class placement, all students have an oral interview, are pre-tested with the CASAS, and must complete a writing sample. As a student's skills improve, he or she may move through the continuum of classes, levels 1-4.

A. Teacher Absence
The practice at DALC is for teachers to serve as substitutes for one another. There is an opportunity at the beginning of each year to sign up to substitute for particular classes.

If you must be absent, please alert both the DALC office and your immediate supervisor via phone or email as soon as you know you will be absent. If you have made substitution arrangements, please indicate that when you call or email.

B. Staff Meetings
All ABE/ESL staff members are expected to attend the opening staff meeting, usually held on an evening during the week before classes begin. Important information about programs and policies for the new year are shared at this annual meeting.

Regular staff meetings are held during the months of October, December, January, March, and May. Dates are indicated in the calendar at the back of this handbook. Typically, these are held during the second week of the month on both Wednesday mornings from 7:45-8:45am and Thursday evenings from 4:45-5:45pm. These times may vary due to conflict, so check the annual calendar.

In addition, department meetings (ESL, Childcare, ABE Dover, and ABE Rochester) are held during the months of November, February, and April. Program Coordinators schedule these meetings based on availability of individual staff people.

All staff meetings are paid time.

C. Program Coordinators
Each department within the ABE/ESL Program (Student Services, Outreach, ESL, ALS, Adult Career Post-Secondary Transitions) is assigned a Program Coordinator. The Program Coordinator is responsible for the following:

1. Be the first line of communication for students and teachers regarding their program.
2. Be familiar with the grant that funds their program and its requirements.
3. Develop programs and policies in response to demand and in consultation with director and team.
4. Stay in regular communication with the director about current events in their program.
5. Use technology frequently and comfortably to interact with program management team and to create necessary documents and reports.
6. Attend monthly program coordinator meetings.
7. Be available outside of teaching/counseling time for meetings and other work as allowed by grant.
8. Keep or create records and reports as necessary.
9. Take lead on DALC Strategic Plan Goals relevant to their program.
10. Identify and recommend improvements such as space, assessment, and curricular materials.
11. Attend state meetings as appropriate and available.
12. Supervision and observation of program staff.
13. Contribute relevant information to all-staff meetings.

D. Classroom Attendance
1. Daily attendance records are required for each class.
2. Use DALC Attendance (in Google docs) to record student hours.
3. The name on attendance sheet must match name on enrollment.
4. Enter last name first and alphabetize list. Please enter both names.
5. Note student separations on the spreadsheet.
6. Add any changes or information on the spreadsheet, including: got a job, registered to vote, new address or phone number, etc.
7. Remove separated students from next month’s list.

E. Student Separation from Class
1. When a student is absent from class for two or more days without explanation, please give a “pink note” to the counselor. The counselor will note contact in student folders and give note back to the teacher. It may be helpful to note this on attendance sheets as well.
2. If student does not return by the end of the month, note “separate” on monthly attendance.
3. Remove student from the attendance sheet for the next month.
4. Counselor’s aide enters attendance for the class.
5. Counselor’s aide separates students noted for separation from data base. Separation letters are sent to students.
6. Student folders go into recruiting pile or inactive files.

F. Reactivating a Student
1. If a student returns to class after being separated, please tell him/her that he/she must meet with counselor before returning.

G. New Student No-Shows
1. If a new student does not show up for your class as planned, please return the intake or enrollment to the counselor with a note stating “No-Show.” Try to do this within a few class days of the no-show.

General HiSET Information for Teachers
A. What is the HISET?
The High school equivalency (HISSET) test includes five sections:

1. **Language Arts, Writing** (multiple choice usage questions and an essay): 2 hours
2. **Social Studies** (multiple choice questions on passages about history, sociology, economics, etc.; may include maps, charts, and editorial cartoons): 1 hour 10 minutes
3. **Science** (multiple choice questions about passages on biology, general science, physics, etc.; often includes diagrams and directions): 1 hour 20 minutes
4. **Language Arts, Reading** (multiple choice interpretive questions on poems, passages from stories; may include cartoons, bits of dialogue, etc.): 1 hour 5 minutes
5. **Math** (multiple choice questions in word-problem format: includes arithmetic, beginning algebra and geometry; formulas provided; a calculator may be used): 1 hour 30 minutes

B. Who can take the HISET test?
In New Hampshire, a person who is 18 or older and who has not completed high school. People 16 and 17 years old may register to take the test only with authorization from the school district where the student is enrolled.

C. How do people register to take the official test?
At DALC, we require that a test-taker complete the following steps in order to reserve a testing slot for the official HISET test:
1. Present a government-issued, photo ID card as proof of age and identity
2. Submit proof of having passed pre-tests
3. Documented school district approval if under 18.
4. Complete HiSET registration online.
5. Schedule HiSET tests in the DALC office.
6. Pay the test fee ($25/per test) or submit proof that an agency will pay. **Scholarships are available for students who need them.**

D. How is the passing level determined?
HISET results are reported as standard scores. The Educational Testing Service establishes norms on a sample of American high school seniors. The passing score is set at the point where forty-two per cent of high school seniors fail. A perfect score for each test is 20; a perfect combined score is 100. In order to pass the HiSET and obtain a New Hampshire HiSET certificate, all three of the following criteria must be met:
1. Minimum of 8 to pass any one test. Any test under 8 must be retaken.
2. Average score of 9 or better.
3. Total combined score of 45 or higher.

The McKinney-Vento Act guarantees access to High School Equivalency by homeless youth up to the age of 21. You are considered homeless under the McKinney-Vento Act if you lack “a fixed, regular, and adequate nighttime residence.” If fees are a barrier to your participation, those fees will be waived or paid with donations.

**Guidelines for Adult High School Teachers**
The Adult Diploma program is for students choosing to earn high school credits which can be applied toward a diploma. Diploma students take semester-long classes (45 hours) based on the subjects they need to complete the credit requirements. Alternative Credit options fall into the following categories:
- Credit for prior learning (military, home management, work experience, apprenticeship)
- Distance Learning (online high school, Plato, correspondence class)
- Community and work-based learning (Extended Learning Opportunity (ELO), career exploration, community service/volunteer work)
- Demonstration of competence (test out, HiSET subject test, Plato competency test, Northstar digital literacy test)
- Courses taken at other schools and programs (adult community enrichment, community college, business/trade school, Adult Academic Skills)

Revisions approved by Dover School Board May 14, 2018

A. Staff Meetings
Adult High School teachers are encouraged to attend the opening staff meeting, usually held during the week before classes begin. Important information about programs and policies for the new year are shared at this annual meeting. Staff meeting time is paid time.

B. Professional Development
Adult High School teachers are welcome to participate in any state sponsored professional development opportunities (see below). New teachers may be required to attend the new staff workshop. When AHS-specific training is offered at DALC annually, all AHS teachers are strongly encouraged to attend.

C. Syllabus
A copy of the syllabus for each class must be on file in the DALC office. The syllabus may be in outline form.

D. Grading
1. All students who will be receiving high school credit must be evaluated using an examination or process that is on file at DALC. Please include a description of your grading process in your syllabus.
2. DALC uses the Dover High School grading system (see grading section of this handbook).
3. Warning policy: Any student who is in danger of failing should receive a progress report in time to have an opportunity to improve, no later than mid-term.
4. Grades for all credit students must be submitted on either a class grade report form or the final attendance form within one week after the last class. Grades must be submitted in numeric format.
5. Reporting grades to students: If you plan to give out grades on the last day of class, please request grade report forms from the office at least 10 days in advance. They will be prepared with all information except the final grade, which you can fill in and sign. Otherwise, please fill out and sign a grade report form within one week after your class ends. Grades are mailed to students by the office.

GRADING SYSTEM

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A+</td>
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</tr>
<tr>
<td>A</td>
<td>93-97</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
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<td>73-76</td>
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<tr>
<td>C-</td>
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<td>D+</td>
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<tr>
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<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

E. Student Certificates
All students successfully completing academic may receive certificates. Please submit the certificate form 10 days before your last class so certificates can be prepared and signed. Be sure names are spelled as students wish. It is your responsibility to request certificates.
F. Attendance
1. Take attendance carefully. Your attendance reports become an official record.
2. The following is published in the DALC Student Handbook:
   a) Adult high school classes follow a college model of 45 hours per one credit class, significantly fewer than required in a traditional high school program. Therefore, attendance at every class meeting is mandatory. Students should expect to spend at least one hour of home study for every hour spent in class.
   b) While attendance is mandatory, it is understood that illness and emergencies may arise. Therefore, excused absence may be allowed in extreme circumstances. Examples of excused absences include death of a family member and serious personal illness or injury. An unexcused absence may result in immediate dismissal from the course.
   c) Class attendance and participation are important in all adult high school classes; attendance and participation will constitute a percentage of the final grade for each student. Many classroom activities, including skills practice, laboratory work, group discussion, and possibly tests and quizzes, cannot be made up; any absence from class, including late arrivals and any excused absence, will result in a lower grade and possibly failure.
   d) A student who is absent must assume all responsibility for finding out about and completing missed work. Teachers are not expected to accept any makeup work that is turned in more than one week after the student’s absence.
   e) Individual teachers may have additional expectations for attendance and participation.
   f) In cases where there is a clear documented medical reason for a prolonged absence, such as hospitalization, the student may apply to the Board of Directors for a tuition refund.
   g) Tardiness Policy: Students are expected to be on time for classes. A quarter absence will be applied if a student is five minutes or more late at the start of class or returning from a break.

Revisions approved by Dover School Board May 9, 2016

G. Rooms
1. Rooms must be left as found with chairs and desks in their original positions, boards erased, etc. Please be sure that lights are turned off and doors closed when you leave.
2. You are responsible for seeing that your students adhere to building rules such as not smoking or leaving food and drinks in classrooms.
3. The evening adult education secretary will be on-site at Dover High School or at DALC most evenings. Please give her attendance reports, time cards, and certificate requests.

According to NH State law, there can be no smoking anywhere in school buildings or on school grounds or at the McConnell Center at any time of day. Smoking in the school building, outside of school, or in the Dover High School parking lot is a violation of state law. Students who wish to smoke must go off school grounds, to either end of Alumni Drive (Route 108 or Bellamy
Guidelines for Enrichment Teachers
Dover Adult Learning Center offers enrichment classes during the evenings to the community. Class offerings change each semester and range from yoga, to foreign language, to painting, to computer skills. DALC employees are permitted to take one enrichment class per semester, free of charge except supply fees.

A. Student Certificates
Students successfully completing a computer or enrichment class may receive certificates when the class ends. Teachers requesting certificates are asked to submit the certificate form 10 days before the last class so certificates can be prepared and signed. Be sure names are spelled as students wish. It is your responsibility to request certificates.

B. Attendance
Please keep a record of attendance and pass it in to the counselor office at the end of class (or sooner upon request).

C. Rooms
1. Rooms must be left as found with chairs and desks in their original positions, boards erased, etc. *Please be sure that lights are turned off and doors closed when you leave.*
2. You are responsible for seeing that your students adhere to building rules such as not smoking or leaving food and drinks in classrooms.
3. The evening adult education secretary will be on-site at Dover High School or at DALC most evenings. Please give her attendance reports, time cards, and certificate requests.

According to NH State law, there can be no smoking anywhere in school buildings or on school grounds or at the McConnell Center at any time of day. Smoking in the school building, outside of school, or in the Dover High School parking lot is a violation of state law. Students who wish to smoke must go off school grounds, to either end of Alumni Drive (Route 108 or Bellamy Drive) or to the designated area at the McConnell Center.

Standards for Classes with Potential Commercial Content
The Board of Directors has adopted a policy recommended by LERN (Learning Resources Network).

Each individual program determines its own course or subject offerings. However, there is no reason to indiscriminately ban any subject offering in which there is a potential commercial content in the financial interest of the teacher. (For example, should a painting class taught by a painter be prohibited because a student might want to purchase one of the teacher’s own works?) Instead, recognizing that adult learners want and expect to have their classes taught by people with experience in the subject, when there are classes in which there may be potential commercial content in the financial interest of the teacher, the following is recommended:

A. Procedures and Practices
1. Catalog descriptions.
   a. Class descriptions in the brochure should represent the nature of the class fairly and
honestly.

b. If the instructor is associated with a commercial venture related to the subject being taught, that should be stated in the catalog.

2. Teacher Experience and Qualifications.
   a. The teacher’s experience and qualifications should be put in writing (resume, teacher biography, letter or form).
   b. That record shall be available to present and prospective participants upon request.
   c. It is the responsibility of the teacher to ensure that the record is accurate, and maintaining an accurate record is the responsibility of the teacher.

3. Selling.
   a. Class time should not be used to overtly and explicitly sell a product or service with which the teacher is associated or can financially benefit.

4. Literature
   a. Literature, including flyers and business cards that are principally commercially oriented to the teacher’s financial interests, should not be distributed in class.
   b. Literature may be made available to participants before or after class time UPON REQUEST of the participant.

5. Evaluations
   a. Programs should have participant evaluations of each teacher.
   b. The evaluations should have been conducted within the past 24 months.
   c. These evaluations should be available to prospective participants upon request.

B. Responsibility
1. Outside Activities
   a. The program and its administration are not responsible for any activities that take place outside of the class between the teacher and participants.
   b. Participants take responsibility for their own learning and making their own choices.
   c. Participants recognize that each teacher not only has, but also has a right to have, certain opinions on a given subject.

2. Teacher Opinions
   a. The opinions of any given teacher do not necessarily represent those of the program or administration.
   b. Neither the program nor its administration takes responsibility for the content of the class or the verity of what is being taught.

C. Applicability
The recommended procedures are applicable ONLY to classes, activities, or educational programs in which the teacher is associated with a commercial venture related to the subject being taught. The recommended procedures do not necessarily apply to other classes or activities being offered.

The recommendations also do not mean to imply that a teacher cannot suggest or recommend a
product or service with which the teacher is NOT associated. For example, it is quite acceptable for a gardening teacher to recommend a certain seed company, or a software instructor to recommend a word processing program, as long as the teachers do not stand to financially benefit from the sale of those products or services.

Adopted by DALC Board December 15, 1992

Childcare
On-site childcare is available for daytime classes at the Dover McConnell Center, and may be available in Rochester, for children of participants in programs such as those listed below. Children of parents for intake and testing may use childcare service as available with prior notice.

- HiSET Preparation
- Adult Basic Education
- English for Speakers of Other Languages (including Civics, Citizenship, ESL mini courses/electives/enrichment and Discussion Groups)

The Adult Learning Center provides childcare for two important reasons:
1. So that parents can attend classes without having to arrange for babysitting, and
2. For children to have a good learning experience while their parents are in classes.

Childcare space is limited and the staff is concerned about the health, safety, and teaching of the children. Therefore, children can attend childcare only if they meet these guidelines:

1. A parent or legal guardian has pre-registered the child for childcare with the childcare coordinator.
2. A parent or legal guardian is attending class on campus. Parents may not leave the premises while they have children in childcare (i.e., for a field trip).
3. The child is between the ages of six weeks and six years.
4. The child is not enrolled in public school and, therefore, missing school while attending here.
5. The child is not sick with a communicable disease.
6. The parent has completed an information form for the childcare teacher's use.

Access Fees:
- $10.00 per month per family, per class.
- No cost to NHEP clients.
- Scholarships available to families unable to pay.

DALC staff reserve the right to set limits on the number of children enrolled, based on their age and activity level. At some times, students may have to wait until an opening arises before they can enroll their children.

CHILDREN (INCLUDING ALL UNDER SIXTEEN) MAY NOT BE AT THE ADULT LEARNING CENTER AT TIMES WHEN CHILDCARE IS NOT PROVIDED.

Revisions approved by Dover School Board May 9, 2016
PROFESSIONAL DEVELOPMENT

Certification is required for all adult diploma program teachers. It is not required for Academic Skills/HiSET and ESL positions, but if an instructor is certified, it is strongly recommended that certification be maintained. The Dover School District does not maintain professional development hours or files for recertification for Adult Education employees. Please refer to www.education.nh.gov/certification if you have any questions regarding your certification.

Professional staff members are expected to participate in a minimum of 8 hours of professional development activity each year. Examples of such activities include:

- State sponsored staff development
- Center sponsored staff development
- Action research
- Classroom visits/observations
- Regional conferences
- Internet-based learning
- Independent reading
- Coaching/mentoring
- College classes
- Focus/study groups
- Online courses
- Participation in special projects
- Video teleconferencing
- Research and curriculum development

State Sponsored Professional Development
Each year the Staff Development Office of the Bureau of Adult Education organizes many free conferences and workshops for adult educators. These activities are designed to meet the needs of those working in the field as well as to keep practitioners abreast of new and developing theories, techniques and methodologies for working with adults. These include:

- The Fall Conference for Adult Educators
- Workshops for New Staff
- ESOL Sharing Groups
- Webinars on various topics

A complete list and calendar of state sponsored professional development opportunities is available at http://www.nhadulted.org.

Practitioners and mentors attending Bureau of Adult Education-sponsored workshops or conferences are usually eligible to receive $15 per hour plus mileage. This does not apply to the Fall State Adult Education conference, which is unpaid by the state. DALC staff may submit up to 6 hours of paid time for attendance at the fall conference.

Center Sponsored Professional Development
DALC offers three professional development workshops each year. These are typically held from 9am-12pm on the Thursday before the Thanksgiving, February, and April vacation periods. Classes are suspended during these workshops, so all may attend. Professional staff members who attend these workshops are paid for up to three hours of training time.

Self-Evaluation and Professional Development Plans
In the spring of each year, professional staff will complete a teacher self-assessment. Using this tool to identify areas for improvement, each teacher will create a professional development goal
for the year. Each teacher will also meet annually with the director or program coordinator to review progress on their current goal and to set a goal for the coming year.

Classroom Observations
Professional staff may expect up to two informal classroom observations per year. These may be announced, unannounced, or by request of the teacher. The teacher will receive feedback in writing after the observation.

A formal observation may be conducted at the request of the teacher, the program coordinator, or the director. A formal observation will include a preview meeting, the observation itself, and a follow up meeting after which a written observation report will be provided to the teacher.

A summary of all observation(s) will be provided within a year at the annual professional development meeting or upon request.

Tuition Waiver/Tuition Support
By vote of the Board of Directors, September 2004, DALC will waive tuition for staff to take DALC enrichment and personal development courses on a seat-available basis, provided there is sufficient paid enrollment for the class to be held. If the instructor requires reimbursement per person, staff will pay the instructor fee. Staff members are expected to purchase their own supplies and materials. This is unpaid time, and should be taken outside working hours.

The DALC budget includes a small fund for Professional Development activities not reimbursed by the Bureau of Adult Education or other sources. You may request reimbursement via the Director.

Substantial tuition support for professional development is also available through the New Hampshire Department of Education. Contact NH Adult Education for more information.

Revised and Adopted by DALC Board February 27, 2015

Courses for College Credit
The State Bureau of Adult Education will provide up to $200 per credit for college courses. Applications will be judged on relevance of the course to the applicant’s position in the local adult education program. An applicant must submit the Application for Tuition Support form and the Letter of Recommendation from Program Director form to the Bureau of Adult Education in time to receive approval PRIOR to the beginning of his/her class. Forms should be submitted to the address below:

    Bureau of Adult Education
    NH Department of Education
    21 South Fruit Street, Suite 20
    Concord, NH 03301

Approved applicants will receive a check for the agreed upon amount after they complete the course and submit a receipt for payment and a passing course grade.

Additional information about tuition support and appropriate forms can be found at
http://www.nhadulted.org/educators/staffdevelopment/tuition.html
Practitioner Initiated Activities
Staff development activity sponsored by outside institutions, agencies, organizations, or programs may be eligible for reimbursement. In order to be reimbursed, the activity must have the approval of the practitioner’s program supervisor and be directly related to the work that he/she is doing. The amount of reimbursement follows the guidelines below and is dependent on the availability of funds. To access these funds, a participant must submit a Request for Support Form to the Staff Development Office, obtain a signed contract, and submit proper receipts, proof of attendance, and evaluation form.

No activity will be reimbursed unless it has been approved ahead of time by the Staff Development Office.

Additional information and forms may be found at http://www.nhadulted.org/educators/staffdevelopment/reimbursement.html

For more information about reimbursement for practitioner-initiated activities, contact:
   Staff Development Office
   Second Start
   17 Knight Street
   Concord, NH 03301
   Telephone (603) 635-3379
   Email jchandler@second-start.org

TECHNOLOGY AT DOVER ADULT LEARNING CENTER

Dover Adult Learning Center is committed to providing appropriate technology resources to support teaching and learning in all of our locations. A Technology Integrator is available to support and train staff in the use of technology. The following is a summary of technology policies and available resources.

Technology Use Policy
All staff members are required to agree to the DALC technology use policy (below) and the Dover School District SchoolNET email policy before using technology resources at DALC. If you would like an electronic copy of these policies, please contact the Technology Integrator.

DALC Tech Website
The most up-to-date resources on using technology at DALC will be located on the DALC Tech website, which is currently being revised. Please contact the Technology Integrator with any questions until this is finalized. Resources on DALC Tech will include:

- Current Technology at DALC news
- Links to educational websites and class resources
- Technology professional development opportunities
- Instructions and tutorials for DALC technology
- Electronic files and forms
**Email**
DALC staff employed for the school year will be issued a Dover School District email address. Email is accessed through the SAU portal.office.com. It can also be accessed on mobile devices (see the Technology Integrator for instructions).

**DALC Student Wi-Fi**
Wireless Internet access is available for staff and student-owned devices in McConnell center classrooms. The DALC Student Wireless access points are password protected, and the password is changed each school year. Students and staff must sign the DALC Technology Use policy each year to receive the password to use on their personal devices.

**Available Equipment**

A. Classroom Equipment in Dover and Rochester:
   - Desktop computers with Microsoft Office software and access to the Internet.
   - Projector, iPad, and document camera.

B. Shared Equipment for Sign-Out
   The equipment sign-out book is located in the DALC Dover office. Equipment can be reserved ahead of time or signed out as needed.
   - Laptop Cart with eight laptop computers, document camera, and projector. The cart is housed in the McConnell Center Computer Lab, Room 301. There is a travel case available so laptops can be transported to other DALC locations (Rochester, DHS, etc.) Laptops can be signed out as a group or individually.
   - iPads – Extra iPads are located in the laptop cart.

C. Computer Lab
   - A computer lab with 12 desktop computers is located in Room 301 in the McConnell Center.
   - Volunteer proctors facilitate open computer lab times for student and public use. A schedule of times is posted on the lab door.

**Password Policy**
Password security is a vital part of keeping data safe and secure. Accounts that access sensitive data should have unique and highly secure passwords. To achieve a higher level of password security we ask that all DALC staff follow this password creation policy on DALC related accounts that protect sensitive data.
A. Create a Strong Password
A strong password is at least eight (8) non-repeating characters in length. Strong passwords contain a combination of upper and lower case letters, numbers, and special characters (examples: !, ^, *, $, ~, ?). Short phrases strung together with upper and lower case letters, numbers, and special characters’ work well as secure passwords. For example: Learning!is2Fun

B. Avoid creating passwords using:
- Words found in a dictionary in any language
- Words spelled backwards, common misspellings, and abbreviations
- Sequences or repeated characters such as "asdfgh" which are letters next to each other on a typical keyboard, or "666666"
- Names (e.g. spouse, children, pets)
- Personal information that people would easily associate with you (ex: your username, favorite sports teams, hobbies, clubs or organizations with which you may be involved)

Do not use the same password on a DALC account as one that you have used for a personal account.

C. Keep your Password Secure
Do not write down passwords and leave them in obvious locations. Do not tape your passwords to your monitor, under your keyboard, inside your desk, etc. If you must keep a written record of your passwords, do so in a secure location accessible only to you, a document encrypted with a strong password, or a password security phone app. Do not allow other people to use your login credentials.

D. Change your Password Regularly
Passwords should be changed at least once per year, or whenever you feel it may have been compromised. Accounts with greater data sensitivity should be changed more often.

Approved by Dover School Board May 9, 2016
Computer and Internet Use Policy and Guidelines

Policy
We are pleased to be able to offer the use of computers and access to the Internet for Strafford County residents as part of Dover Adult Learning Center’s commitment to helping adults enhance their life-coping skills and improve their lives through basic education, job training, high school completion, and enrichment classes.

The Internet provides the means to access information and share ideas from a wide array of resources. The vast information available over the Internet is of sound value. There may be a small percentage of information that is considered questionable, pornographic, controversial, illegal or otherwise objectionable. Dover Adult Learning Center accepts no responsibility or liability for questionable material found on the Internet. Users must use the Internet at their own risk.

Guidelines
1) Before using computers at the Dover Adult Learning Center (DALC), users must read this document in full, initial the bottom right corner, and fill out the computer user registration form on the reverse side.

2) Internet users may sign up for free email services such as Yahoo or Gmail. Email applications which use software on a DALC computer may not be used. Any material ordered from a vendor over the Internet must be paid for by the user via their credit card only. DALC cannot guarantee complete privacy and/or security for these transactions. DALC will not be responsible or liable for these transactions.

3) Users are expected to engage in responsible, ethical use of the Internet, which includes not displaying text or images which are inappropriate. Users may not use the Internet accessible via DALC computers for any illegal purpose including, but not limited to unauthorized access, software piracy or violation of copyright laws. Viewing, storing or transmitting sexually explicit material is prohibited.

4) In order to prohibit the sharing of viruses that can harm operating systems, installation and/or download of software on DALC computers is prohibited.

5) Email attachments from unknown senders should be deleted without opening. If the attachment seems suspicious, notify DALC staff. Viruses are often spread by enclosing them in email attachments that look legitimate. Email attachments from known senders should be scanned for viruses. Do not disable the automatic scanning that takes place on your machine.

6) The alteration of any DALC computer configuration, including – but not limited to operating system, setup, screen settings or files – is not allowed under any circumstances.
7) Any flash drive, CD or other external storage media must be checked by a proctor or instructor before being used.

8) Personal devices are welcome, but they may not be hard wired to our network without prior authorization from DALC technology staff. The DALC Student Wireless network is available in our Dover location for students and staff to access the Internet on their personal devices. Users are required to abide by the Internet use guidelines listed in this document while connected to DALC Student Wireless.

9) DALC personnel, in order to prevent any abuse of the system or to recover from disaster, reserve the authority to inspect any and all materials transferred by or stored on the DALC network. This inspection can occur at any time and without any cause.

10) Violation of the above guidelines and policies may result in termination of DALC computer and network access.

Initials ________

Adopted by DALC Board May 20, 2014 - Replaces Computer and Internet Use and Registration
Internet and Computer Registration Form

I have read or had read to me and fully understand the Dover Adult Learning Center’s “Computer and Internet Use Policy and Guidelines” and agree to abide by these policies. I will not hold Dover Adult Learning Center responsible for materials accessed on the Internet or any other consequences of Internet or computer use.

Date:______________________________________________

Name (print):__________________________________________

Signature:____________________________________________

Street Address:________________________________________

Town/City/State:________________________________________ Zip____________________

Phone Number:________________________________________
## Dover Adult Learning Center General & Payroll Calendar

### 2019-2020*  

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**SPECIAL DATES (in bold)**
- Monday, September 9: AHS fall term classes begin
- Wednesday, September 11: Opening All Staff Meeting, 4-6 p.m.
- Monday, September 16: ABE/ESL classes begin
- Saturday, September 28: New Staff Workshop, Part I
- Saturday, October 19: Fall Adult Education Conference
- Wednesday, December 18: AHS fall term classes end
- Thursday, December 19: ABE/ESL classes end
- Tuesday, February 4: AHS spring term classes begin
- Saturday, March 14: Spring Adult Education Conference
- Wednesday, May 27: AHS spring term classes end
- Thursday, June 4: ABE/ESL classes end
- Friday, June 5: End of Year All-Staff Gathering, 4-6 p.m.
- Tuesday, June 16: Graduation (tentative date, assuming no snow days or other disruptions)

### KEY
- PD: Professional Development Day/No AM Classes
- X: Office closed/no school
- SM: Staff Meeting (Morning-Wednesday, Evening-Thursday). *In December both morning and evening will be held on Thursday.

**Time cards are due on highlighted dates**

*Subject to change*
DOVER SCHOOL DEPARTMENT

The Dover School Department acts as a fiscal agent for the Dover Adult Learning Center. The Dover School Department is the employer of all Center personnel and staff members are responsible to the Superintendent of Schools and the Dover School Board, as well as The Adult Learning Center’s Board of Directors.

Dover School Board 2019-20
Amanda L. Russell, Chairperson
     Keith Holt, Vice Chair
Kathleen Morrison, Secretary
     Andrew Wallace
     Carolyn Mebert
     Zachary Koehler
     Matthew Lahr
Courtney Dalbec, Student Representative

Dr. William Harbron, Superintendent of Schools
Tammy Badger, Assistant to the Superintendent
McConnell Center, Suite 401, 61 Locust Street, Dover, NH
Telephone: 516-6804

Libby Simmons
Business Administrator
     516-6482

Paula Glynn
Curriculum Coordinator
     516-6706
Also responsible for compliance with non-discrimination and sexual harassment policies

Kristin Rup
Accounting Specialist
     516-6253

Robin Lafeur
Payroll/Benefits Clerk
     516-6812

Evonne Kill-Kish
Business Services Assistant
     516-6810
AGREEMENT OF UNDERSTANDING

I have read and fully understand the Dover Adult Learning Center’s Staff Handbook 2019-2020 in its entirety and agree to abide by its rules and policies. See our website, www.doveradultlearning.org for a downloadable version of our Staff Handbook.

Date:__________________________________________________________

Name (print):____________________________________________________

Signature:________________________________________________________

Street Address:___________________________________________________

Town/City/State:_________________________________________ Zip__________

Phone Number:___________________________________________________