

[www.doveradultlearning.org](http://www.doveradultlearning.org)

## DOVER ADULT LEARNING CENTER STAFF HANDBOOK

### 2023-2024

*Adopted by the Dover School Board June 12, 2023*

#### DOVER LOCATION

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

#### ROCHESTER LOCATION

150 Wakefield Street  
Suite 267  
Rochester, NH 03867  
(603) 335-6200  
[dalc@doveradultlearning.org](mailto: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.*

All policies herein are subject to change, and changes may be made after this publication and may not be reflected in printed handbooks. Every effort has been made to reflect current law.

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## VISION

All community members reach their full personal, educational and career potential. They find opportunity, gain self-confidence, and move toward economic self-sufficiency.

## MISSION STATEMENT

Dover Adult Learning Center of Strafford County helps all adults who seek to learn enhance their skills and improve their lives through education, job preparation, high school completion, and enrichment classes. We help our students become more effective lifelong learners, family members, workers, and citizens.

## STATEMENT OF PHILOSOPHY

The following principles guide the Learning Center board of directors and staff in all programs:

1. We treat participants with respect; we value their opinions and take their personal goals, experiences, and needs into account.
2. We individualize instruction, as required, building on participants' strengths and prior learning, as well as helping them remediate their educational weaknesses.
3. We remove barriers to participation by providing an accepting atmosphere and by offering, whenever possible, a variety of learning options, flexible schedules, free or affordable classes, and support services such as childcare.
4. We seek the development of each participant to his or her fullest potential, designing educational experiences to maximize each person's independence and to empower people to carry out their personal, family, and political responsibilities and to become as economically independent as possible.
5. We emphasize opportunities for least educated adults, providing general educational services for the community when such services do not interfere with our primary emphasis.

## Dover Adult Learning Center Board of Directors 2023-2024

Shawn Mahoney, *President*

Jenna Anand, *Vice President*

Laura Baxter, *Secretary*

Kim McLaughlin, *Treasurer*

Anna Boudreau

Barbara Cotta

Rollins L. Janetos

Tereza Leite

Dennis Munson

Don Nary

Bob Renshaw

Rosemary Zurawel

## **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 DALC personnel, and staff members are responsible to the Superintendent of Schools and the Dover School Board, as well as The Dover Adult Learning Center's Board of Directors. Dover Adult Learning Center administers all grants made to the District by the Bureau of Adult Education.

### **Dover School Board 2023-2024 (school board terms end 12/31/23)**

Carolyn Mebert, Chairperson  
Jessica Rozzo, Vice Chair  
Kathleen Morrison, Secretary at Large  
Michelle Muffett-Lipinski, Council Liaison  
Maggie Fogarty  
Robin Trefethen  
Micaela Demeter  
Michelle Clancy  
Jack Gosselin, Student Liaison

### **Dr. William Harbron, Superintendent of Schools**

**Tammy Badger, Assistant to the Superintendent**  
McConnell Center, Suite 401, 61 Locust Street, Dover, NH  
Telephone: 603-516-6804

**Dr. Christine Boston**  
**Assistant Superintendent**  
603-516-6722

**Abby Small**  
**Director of Student Services**  
603-516-1309

**Michael Limanni**  
**Business Administrator**  
603-516-6482

Kristen Rup  
**Accounting Specialist**  
603-516-6253

Kim Hamel  
**Payroll/Benefits Clerk**  
603-516-6812

Evonne Kill-Kish  
**Business Services Assistant**  
603-516-6810

## **DOVER ADULT LEARNING CENTER STAFF**

Deanna Strand, Executive Director

Donna Ciereszynski, Office Manager  
Angela Newbury, Bookkeeper  
TBD, Technology Integrator  
Sharon Sevland, Technology Specialist  
Judi Currie, Marketing

Pam Shaw, Counselor & Student Services Coordinator /Dover  
Tracey Donaldson, Counselor & Outreach Coordinator/Rochester  
Cynthia St. Germain, Counselor Aide/HSE Coordinator/Rochester  
Bridget Barker, Volunteer and Tutorial Coordinator  
Lien Harris, ESL & Alternative Credit Option Coordinator/Dover  
Jacky LeHoullier, Alternative Credit Option Coordinator/Rochester  
Brie Thomas, Childcare Coordinator  
Susan Hardy, Childcare Assistant

Joyce Malley, ESL Level A-AM  
Sandra Straus, ESL Level B-AM  
Lien Harris, ESL Level C-AM  
Prentiss Phillips, ESL Level A-PM  
Barbee Sullivan Harrington, ESL Level B-PM  
Betsy Kimball, ESL Level C-PM  
Barbara Visciano, ESL Civics and US Citizenship  
William Badgley, Tutor, ESL-Advanced

Jill Hampton McCarthy, ABE-AM/Dover & Rochester  
Kim Hanson, ABE-Math/Dover & Remote Learning  
Donna Vittands, HSE Prep/Somersworth HS  
Taryn Ward, ABE-PM/Rochester

Liliana O'Connell, ESL/SCDOC  
Mark McLaughlin, HSE Prep/SCDOC  
Minnett Induisi, HSE Prep/SCDOC

Maureen Murtagh, CTE LNA Instructor/DHS  
Lisa Roy, CTE LNA Instructor/DHS  
David Tong, Chemistry Instructor/DHS

## **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 Center is a vendor for the New Hampshire Bureau of Adult Education, which supports education services to adults who have not received a high school diploma, high school equivalency (HSE) certificate, or who do not read, write, or speak English proficiently. Please visit [www.nhadulted.org](http://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 Dover 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 of Strafford County, Inc., a private, non-profit organization responsible for its support and oversight.

### **Service Area**

Dover 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 500-1,000 people create over 2,500 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). Some vocational, enrichment, and diploma classes meet evenings in classrooms and laboratories at Dover High School.
- B. **Rochester** - The Dover Adult Learning Center offers Adult Basic Education (ABE) and HSE prep daytime and evening classes 150 Wakefield Street, Rochester.

### **Programs**

Dover Adult Learning Center offers a wide range of programs in Strafford County:

- A. Adult Basic Education (ABE) and high school equivalency (HSE) 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 (HSE) 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 Volunteer & Tutorial Services, matching adults with



trained volunteer tutors.

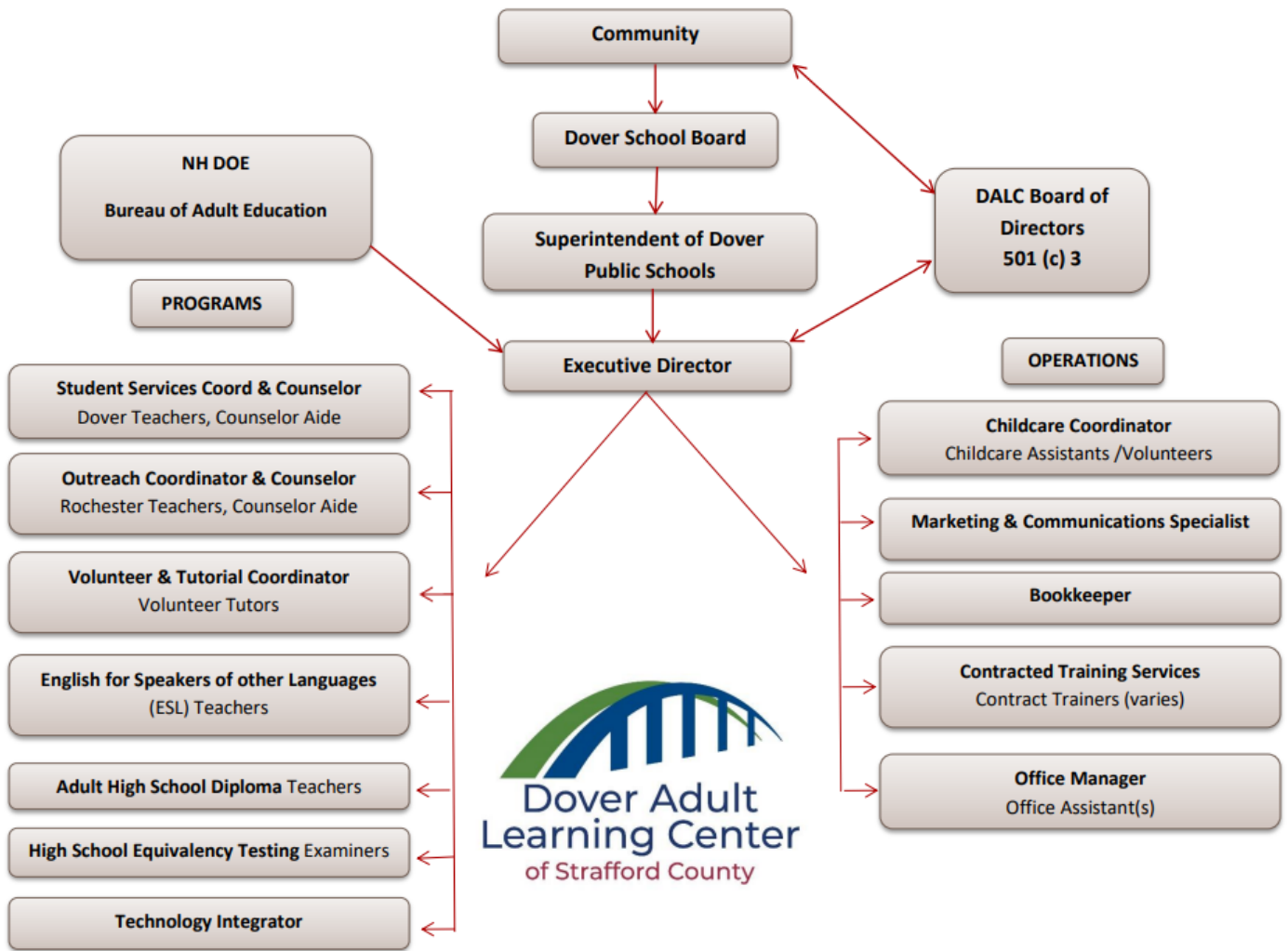
- I. ABE, HiSET preparation and testing, anger management, parenting, and computer classes at Strafford County Department of Corrections.
- J. Educational counseling and referral services.
- K. Adult Post-Secondary Transitions advising.

## **Funding**

Dover Adult Learning Center receives funds from the following sources:

- A. New Hampshire Department of Education, Bureau of Adult Education (BAE).
- 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. Scholarship funding from the Rotary Club of Dover.
  - 2. Donations from individuals, organizations, and businesses.
  - 3. Sponsorships by local businesses and individuals.
  - 4. Community Development Block Grant (CDBG) for 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 HSE testing

# Organizational Chart 2024



## 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 (a product of the 1966 federal Adult Education Act). Irene Duffy starts daytime program at First Parish Church, with 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 and 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-*Textron*; 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. 25<sup>th</sup> 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 Verschueren appointed Executive Director. Total of 335 GED graduates 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  
Deborah Shelton & Mark Thomas  
Kathryn Parks Forbes  
Jack & Judy Mettee

Joe B. Parks  
The Pentair Foundation  
The Verschueren Family

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. 40<sup>th</sup> 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.

2020's In the spring of 2020, the COVID 19 pandemic initiated a pivot to entirely remote instruction; the school year 2020-2021 was conducted almost entirely remotely due to the ongoing pandemic. DALC lost three significant members of its community this year: Debbie Tasker, DALC director for 25 years; Irene Duffy, one of DALC's founders; and Bev O'Brien, long time Adult Diploma Program Counselor. They will be missed. Rochester site relocates to the Rochester Community. In 2022, Dover Adult Learning Center celebrates its 50<sup>th</sup> Anniversary. In the fall of 2022, DALC absorbs the Rochester Community Education ADP program.

## **STUDENT INFORMATION**

### **Profile of Adult Learners**

Describing 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 to:

- Prepare for and to 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

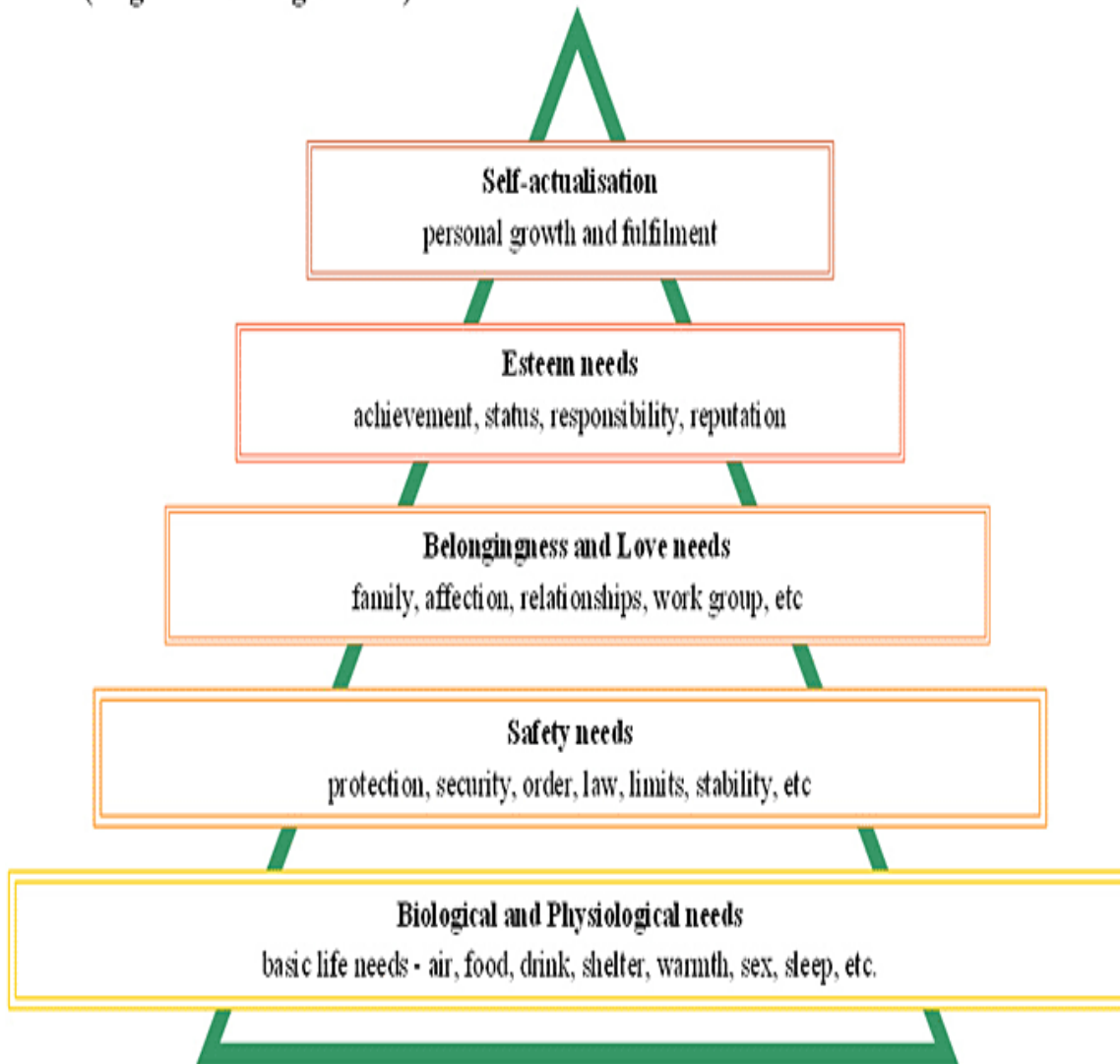
There are different paths our students can take to complete their educational goals. When new students come to Dover Adult Learning Center, they are interviewed to determine what program or combination of programs will best meet their needs and abilities.

For our students, returning to school can be very stressful. Many did not experience success the first time they attended school. 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 security. 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, below.

## Maslow's Hierarchy of Needs (original five-stage model)



© alan chapman 2001-4, based on [Maslow's Hierarchy of Needs](#)

Not to be sold or published. More free online training resources are at [www.businessballs.com](http://www.businessballs.com). Alan Chapman accepts no liability.

### **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, and agency, competence, and stability grow. 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.

-adapted from “Drivers of Persistence.” NELRC/World Education  
(<https://nelrc.org/persist/drivers.html>)

### **Acceptance of Students: Age Eligibility and Restrictions**

- A. A person 18 or over, who has not earned a diploma or is out of school, whose basic skills in reading and/or math are below 8<sup>th</sup> 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 HSE testing may be awarded to individual students. 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, see [www.ada.gov](http://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 DALC'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 DALC 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 participating in online, asynchronous ABE, ESL, or HSE instruction are expected to be actively engaged with the content and teacher on a weekly basis. 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 when they are absent.
- 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 absence for an extended period, they must schedule an appointment and meet with the counselor before returning to class.

### **Storm Cancellations (applies to in-person classes and appointments only)**

- A. Daytime classes are cancelled whenever schools are closed or **have a remote learning day** in the same town. Dover classes follow Dover schools, Rochester classes follow Rochester schools, etc.
- B. If there is a delayed opening, DALC classes are cancelled.
- C. Evening ABE, HSE, and ESL classes automatically cancel when day school classes are



cancelled.

- D. Separate announcements regarding AHS classes are made after 4:00 PM.
- E. Cancellations will be posted on TV Channel 9 WMUR, online at [www.wmur.com/weather/closings](http://www.wmur.com/weather/closings), at [www.doveradultlearningcenter.org](http://www.doveradultlearningcenter.org), and on the outgoing message at DALC, (603)742-1030 and 603-335-6200.

**The announcements will refer to Dover Adult Learning Center of Strafford County and Rochester-Dover Adult Learning Center of Strafford County.**

*Revisions approved by Dover School Board May 9, 2016*

### **Confidentiality Policy**

#### **Guiding Principle:**

Adult student records and participation in our programs are considered confidential information. Confidential information may only be shared in order to serve the student and only 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 release 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
  - Pursuant to appropriate state law, state and local authorities within a juvenile justice system

#### **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 student information with classmates, family, or colleagues inside or outside of DALC.
- 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.

#### **B. FIRE/EVACUATION**

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. (Front lawn of McConnell Center, parking lot of Dover High School, or Foley Community Center).
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 the staging areas outlined in #6 above

### 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 2<sup>nd</sup> exits
  - b. **Deny** = Lock doors/Barricade/Lights out/Out of sight/Cover door windows
  - c. **Defend** = Positioning or moving/Grasp a 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. Take attendance of everyone in your area.
6. 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.
7. Remain quiet and calm while waiting for further instructions. Do not leave the area unless it is safe.
8. The lock-down is over when a recognizable voice declares that it so.

### 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 encountering 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 McConnell Center's tenants behind the Fitness Center's reception desk on the first floor of the McConnell Center as well as in the gym closet and on all floors of the center. In Rochester, there is an AED located in the hallway next to the SAU office.

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. Classrooms in the McConnell Center are equipped with phones for internal communications only.

### **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 an HSE exam may take part in our annual graduation ceremony. The ceremony is typically held in June. 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 generally holds an end of year celebration for ABE, HSE, 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 carpool; reimbursement for single travel is subject to the discretion of the DALC director.

*Rev. May 15, 2012; rev. November 28, 2017; rev. May 14, 2018*

## **Hiring and Advancement Policy for Adult Education Professional Staff**

DALC staff members may be hired in instructional, support or administrative roles. Positions may be hourly or salary, as indicated in the chart below. New hires will be paid at a rate within the appropriate range according to their level of skill and experience and will advance within the range based on their performance.

All 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 exchange assignments 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

**Wages are set at market rates comparable to similar positions within the region and COLA increases are made when Bureau of Adult Education grant funding allows. Hourly rates for FY24 are as follows:**

### **Instructional Positions**

<b>Adult Education &amp; Literacy Teacher</b>	<b>\$27-32</b>
<b>Adult High School Diploma Teacher</b>	<b>\$27-32</b>
<b>Technology Integrator</b>	<b>\$27-32</b>
<b>Computer Literacy Teacher</b>	<b>\$27-32</b>

### **Support Positions**

<b>HiSET/GED Supervisor</b>	<b>\$22-24</b>
<b>HiSET/GED Proctor</b>	<b>\$14-17.50</b>
<b>Counselor Aide</b>	<b>\$15-19</b>
<b>Office Assistant</b>	<b>\$15-19</b>
<b>Receptionist</b>	<b>\$14-17.50</b>
<b>Childcare Coordinator</b>	<b>\$15-19</b>
<b>Childcare Assistant</b>	<b>\$14-17.50</b>

### **Administrative Positions**

<b>Data Manager</b>	<b>\$22-24</b>
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The following year-round, full-time positions are paid an annual salary, commensurate with experience, and are benefits eligible.

**Instructional Positions**

**Counselor**

**Student Services Coordinator**

**Volunteer Tutor Coordinator**

*Dover Adult Learning Center Office Manager is a member of the DEOP and is paid according to the collective bargaining agreement.*

*Approved by Dover School Board June 13, 2022*

## IMPORTANT INFORMATION ABOUT YOUR PAY

### **Time Reporting**

The Dover School Administrative Unit (SAU) will train you to use an online time submission system. Time submission is due by noon on Friday afternoons of the weeks specified - see the payroll calendar in this manual (Pg. 40).

If the School Department Office does not receive electronic time entry by **noon** on the date specified for electronic time submission (see payroll calendar in this manual), we will have to assume that you intend to submit it for the next time period.

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

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 timecard submission. Direct deposit is available and encouraged.

If you have not received a check you are expecting by ten days after timecard submission, please contact the School Department office, 516-6800.

Please feel free to contact the Office Manager at any time with questions about your pay.

The New Hampshire Department of Education offers substantial professional development opportunities. A stipend is available for most of these. In-house PD offered during the academic year is paid at your teaching rate. Go to ***[www.nhadulted.org](http://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.

Teachers are encouraged to review the results and modify their practices accordingly.

### **Advocacy**

Under guidance of the New Hampshire Adult Education Directors' Alliance (NHAEDA), Dover Adult Learning Center is very active in 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.

Student letter writing campaigns generate awareness during state budget planning. These campaigns have been very successful in securing and maintaining funding and teaching our students letter writing and political literacy skills.

State legislators, school board members, and city council 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 on the continuum to pre-HSE and HSE 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, regardless of whether they are able to pass the HSE.

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 to 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 PhDs 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 CLAS-E, and must complete a writing sample. As a student's skills improve, he or she may move through the continuum of classes, levels A, B, and C.

#### 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 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 invited to attend the opening staff meeting, usually held on an evening during the week before classes begin in the fall. Important information about programs and policies for the new year are shared at this annual meeting.

Staff meetings are scheduled as needed to keep you up to date on activities, resources, programs, and policies. Notes for these meetings are taken and distributed.

In addition, department meetings (ESL, Childcare, ABE Dover, and HSE Rochester) are held as needed. 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, Volunteer Tutorial, 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 program coordinator meetings.

7. Be available outside of teaching/counseling time for meetings and other work as allowed by funding.
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. 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, preferably daily, but no less than weekly.
3. The name on attendance sheet must match name on the enrollment form.
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.

#### E. Student Separation from Class

1. When a student is absent from class for two or more days without explanation, please alert the counselor. The counselor will make contact with the student and advise 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 in database.
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 them that they 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 form to the counselor with a note stating “No-Show.” Try to do this within 1-2 days of the no-show.

### **General High School Equivalency (HSE) Information for Teachers**

**DALC offers two options for earning the NH High School Equivalency Certificate, the GED® and the HiSET.**

#### A. Who can take an HSE test?

In New Hampshire, a person who is 18 or older and who has not completed high school can take the test. People 16 and 17 years old may register to take the test only with

authorization from the school district where the student is enrolled.

**B. How do people register to take the official test?**

1. Present a government-issued, photo ID card as proof of age and identity at the time of testing.
2. Submit proof of having passed pre-tests, official practice tests if under 18.
3. Documented school district approval if under 18.
4. Complete HiSET or GED® registration online.
5. Schedule online at [hiset.ets.org](http://hiset.ets.org) or [ged.org](http://ged.org).
6. Pay the test fee online with a credit card or with a voucher purchased from the testing company. Scholarships are available for students over the age of 18 who need them.

**C. What is the HiSET?**

The (HiSET) 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

**D. How is the HiSET scored?**

HiSET results are reported as standard scores. 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.

**What is the GED®?**

The GED® test includes four sections:

1. Mathematical Reasoning- basic math, geometry, basic algebra, graphs and functions; 115 minutes; multiple choice and other question types (drag and drop, fill-in-the-blank, select an area, and drop down); formulas provided; two parts, a calculator may be used for one part; 3-minute break.
2. Reasoning Through Language Arts- reading for meaning, identifying and creating

arguments, grammar and language; 150 minutes; 3 sections, 1 written essay (extended response), multiple choice and other question types (drag and drop, select an area, and drop down); 10-minute break.

3. Social Studies- reading for meaning in social studies, analyzing historical events and arguments in social studies, using numbers and graphs in social studies; 70 minutes; multiple choice and other question types (drag and drop, fill in the blank, select an area, and drop down); access to calculator; no break.
4. Science- reading for meaning in science, designing and interpreting science experiments, using numbers and graphics in science; 90 minutes; multiple choice and other question types (fill in the blank, drag and drop, select an area, and drop down); access to calculator; no break.

How is the GED® scored?

1. The GED® test has a passing score of 145 for each test subject. To earn your high school equivalency, you'll need to score 145 or higher on all four subjects.
2. Scoring above 165 (on any test subject) means you have demonstrated you are ready to take college level courses and you may qualify for waivers from placement testing or developmental education requirements if you enroll in college.
3. Scoring above 175 (on any test subject) means you have demonstrated skills that could qualify for up to 10 college credit hours.

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

### **Guidelines for Adult High School Teachers**

The Adult High School Diploma program is for students choosing to earn high school credits which can be applied toward a diploma. Diploma students take classes in the subjects they need to complete credit requirements as outlined in the Student Handbook. 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 PD section in this handbook). New teachers may be required to attend the new staff workshop. When ADP-specific training is offered at DALC annually, all ADP 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

A+	98-100	B+	87-89	C+	77-79	D+	67-69	F	59 and below
A	93-97	B	83-86	C	73-76	D	63-66		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

### E. Student Certificates

All students successfully completing academic classes 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 attendance requirements are 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 documented medical reason for a prolonged absence, such as hospitalization, the student may apply to the Board of Directors for a tuition refund.

*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 DALC office will be staffed Tuesday and Thursday evenings. Please submit attendance reports and certificate requests to the data manager.

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.

## **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 or computer skills. DALC employees are permitted to take one enrichment class per semester, free of charge except for supply fees, provided there is sufficient enrollment to cover expenses (see page 32).

### **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 submit it to the 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 DALC office will be staffed Tuesday and Thursday evenings. Please submit attendance reports and certificate requests to the data manager.

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 and Foley 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 of DALC administration.
  - b. Neither DALC 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 do not mean to imply that a teacher cannot recommend or suggest 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 benefit from the sale of those products or services.

### **Childcare**

On-site childcare may be available for English for Speakers of other Languages (including Civics, Citizenship, ESL mini courses/electives/enrichment and Discussion Groups)

Dover 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 per month, per child, 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 DOVER 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](http://www.education.nh.gov/certification) if you have any questions regarding your certification.

Professional staff members are expected to participate in ongoing professional development while under contract with DALC. Examples of such activities include:

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

### **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 Conference for Adult Educators
  - Workshops for New Staff
  - ESL Sharing Groups
  - Webinars on various topics
- A calendar of state sponsored professional development opportunities is available in the **Adult Ed Practitioner** group of your CANVAS account.

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 State Adult Education conferences, which is unpaid by the state.* DALC staff may request up to 6 hours of paid time for attendance at a conference and will be paid as funding allows; please request approval from the director before registering.

### **DALC Sponsored Professional Development**

DALC may offer professional development workshops onsite throughout the year. Classes will be 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**

Once per 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 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 ([www.nhadulted.org](http://www.nhadulted.org)) for more information.

*Revised and Adopted by DALC Board February 27, 2015*

## **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 dashboard and is also available from the DALC website under Technology Integration. Please contact the Technology Integrator with any questions until this is finalized. Resources on this site will include:

- Current Technology at DALC news
- Links to educational websites and class resources
- Technology professional development opportunities
- Instructions and tutorials for DALC technology

## **Email**

DALC staff employed for the school year will be issued a Dover School District email address. Additionally, a Gmail address from the NH Bureau of Adult Education will be assigned. This email address will provide access to Canvas. All school related communication should be done via one of these email addresses. All school email is considered public information and is subject to disclosure under Right to Know laws, even if is generated from a personal email address.

## **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 have signed the DALC Technology Use policy each year to receive the password to use on their personal devices.

## **Available Equipment**

### **Dover:**

#### **Dover Computer Lab**

The Dover Computer Lab is located in Room 301. It has 13 desktop computers, 12 for student use and one for teacher use. The Computer Lab has other resources such as a projector, laser printer, headphones, headphone/microphone, and Jabra Speak (a webinar/conference call USB speaker/microphone system.)

The Dover Computer Lab also contains a Laptop Lab cart. Within this cart are laptop computers, iPad tablets, projector, document camera, as well as two rolling travel cases for transporting items off-site. There is a sign-out calendar on the cart to for borrowing items.

Reserve the lab by contacting the Dover office (Google Calendar)

### **Classrooms-Dover**

Classrooms in Dover are equipped with a Windows computer with Microsoft Office software. Classrooms also have a Classroom Cart that contains a projector, document camera, and Bluetooth speaker. Teachers also have a laptop for classroom use. Two Newline Interactive whiteboards are available for class use in Dover.

### **Rochester:**

#### **Laptop Lab**

The Rochester Laptop Lab contains both laptop computers and iPad tablets.

### **Classrooms-Rochester**

Classrooms in Rochester are equipped with a Windows computer with Microsoft Office software. Classrooms also have a Classroom Cart that contains a projector, document camera, and Bluetooth speaker. Teachers also have a laptop for classroom use.

### **Loaner Laptops and iPads**

Documents for loaner devices can in DALC Cloud Resources folder. These include the Computer and Internet Use policy, the Loaner Laptop Agreement, and the Loaner Laptop Checkout list.

### **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.

### **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

#### **A. 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.

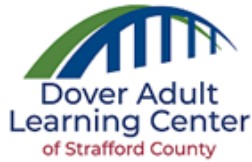
**B. Keep your Password Secure**

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.

**C. 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*

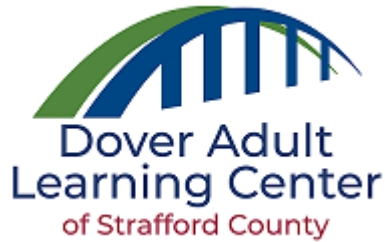


# GENERAL & PAYROLL CALENDAR 2023-2024

	M	T	W	TH	F		M	T	W	TH	F
<b>SEPTEMBER</b> <i>Fall Session</i>					1	<b>FEBRUARY</b>				1	2
	X	5	6	7	TC		5	6	7	8	TC
	11	12	13	14	15		12	13	14	15	16
	18	19	20	21	TC		19	20	21	22	TC
	25	26	27	28	29		X	27	28	29	
<b>OCTOBER</b>	2	3	4	5	TC	<b>MARCH</b>					1
	X	10	11	12	13		4	5	6	7	TC
	16	17	18	19	TC		11	12	13	14	15
	23	24	25	26	27		18	19	20	21	TC
	30	31					25	26	27	28	29
<b>NOVEMBER</b>			1	2	TC	<b>APRIL</b>	1	2	3	4	TC
	6	7	8	9	X		8	9	10	11	12
	13	14	15	16	TC		15	16	17	18	TC
	20	21	X	X	X		X	23	24	25	26
	27	28	29	30			29	30			
<b>DECEMBER</b>					TC	<b>MAY</b>			1	2	TC
	4	5	6	7	8		6	7	8	9	10
	11	12	13	14	TC		13	14	15	16	TC
	18	19	20	21	22		20	21	22	23	24
	X	X	X	X	TC		X	28	29	30	TC
<b>JANUARY 2023</b> <i>Winter/Spring Session</i>	X	2	3	4	5	<b>JUNE</b>	3	4	5	6	7
	8	9	10	11	TC		10	11	12	13	TC
	X	16	17	18	19		17	18	19	20	21
	22	23	24	25	TC		24	25	26	27	TC
	29	30	31								

\*Subject to Change

SESSION DATES	KEY
Summer: 7/12/23-8/17/23	No AEL classes, Office open
Fall: 9/19-12/21/23	X No classes, Office closed
Winter/Spring: 1/9-5/30/24	TC: Time Cards due by noon
	<b>SPECIAL DATES</b>
	9/13/23 Opening Staff meeting
	11/16/2023-Prof. Dev.-No AM Classes
	6/12/24 Tentative Graduation Date
	6/7/24 Staff Gathering



## 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 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

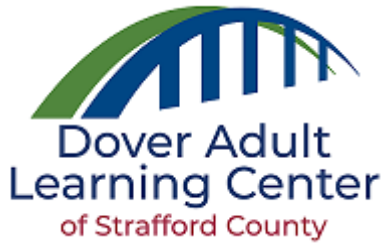


enclosing them in email attachments that look legitimate. Email attachments from known senders should be scanned for viruses. Do not disable the automatic scanning that takes place on your machine.

- 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, 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:

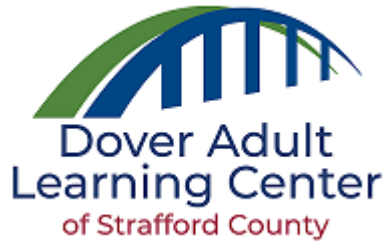
\_\_\_\_\_

Town/City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number:

\_\_\_\_\_





**AGREEMENT OF UNDERSTANDING**

I have read and fully understand the Dover Adult Learning Center’s Staff Handbook 2023-2024 in its entirety and agree to abide by its rules and policies. See our website, [www.doveradultlearning.org](http://www.doveradultlearning.org), for a downloadable version of our Staff Handbook.

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town/City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number:  
\_\_\_\_\_