

GUIDE FOR COLLEGE FOR KIDS FACULTY

College for Kids (CFK) offers teachers personal rewards and some unique challenges. It is important to keep in mind that our students are minors, so there are special procedures that need to be followed because of their age and potential liability. College for Kids classes provide an excellent opportunity to gain skills and explore interests in a positive learning environment on a college campus.

EXPECTATIONS FOR CFK FACULTY

1. CFK teachers are role models for both the students and their parents. As representatives of Allan Hancock College, appropriate and professional attire, vocabulary, and behavior are expected from teachers at all times. Remember that young students often repeat and mimic what is heard and seen in the classroom.
2. Teachers should arrive promptly to each class and be prepared to devote their complete attention to our young students. Classroom doors must be open and the teacher ready at the start time of every class.
3. Teachers should be familiar with facilities surrounding the classroom, including restrooms, stairwells, and exits.
4. Never leave students alone.
5. Teachers must be knowledgeable with the safety, emergency, and conduct policies and procedures listed below.
6. CFK teachers should turn off their cell phones and not accept or make calls during class time. Personal calls are not acceptable during teaching time.
7. Review information about registration, attendance, and accessing your class roster. Confirm that all students in your class are registered and appear on your roster.

SAFETY PROCEDURES

Allan Hancock College and Community Education are very concerned about the safety of our young students. The CFK policy for parents/guardians states that ***students MUST be escorted to and picked up promptly from the assigned classroom location each session.**

1. **Contact Information / Parent/Guardian Emergency Contact Form**

The CFK registration form includes important information about who to contact in case of emergency. The teacher must collect from the parent a copy of the Parent/Guardian Emergency Contact Form at the first class meeting and keep a copy with them at each class session. The information is necessary in case of an emergency. If you do not have emergency contact information, the teacher should notify Community Education. A sample of the Parent/Guardian Emergency Contact Form is attached (pg 7).

2. **CFK students should never be left unattended.** The teacher is solely responsible to supervise all children, at all times. This means that students are not allowed to leave the classroom unescorted and teachers are not allowed to leave students in the classroom alone during the class session. As the teacher, you are responsible for the students during the entire class period and until the child is picked up.

Note: If a student needs to use the bathroom or get a drink or snack outside of the classroom, then the entire class needs to go as a group. Keep this in mind, as you may need to schedule a break during the middle of your workshop. Parents should be encouraged to have their child use the restroom and get a drink prior to the beginning of each class.

3. **CFK Student Pick-Up Policy**

It is a CFK policy that students must be picked up on time at the end of each class session. It is the responsibility of CFK teachers to remind all parents at the beginning of their class when the class ends and the expectation

that students are picked up promptly. **If a parent wants their child to leave after class on their own, then the parent needs to hand write and sign and date a note indicating so.**

If a student is not picked up immediately when the class ends, the CFK teacher should contact the parent to inform them that the student is waiting and must be picked up immediately. The parents' contact information is on the students' Parent/Guardian Guidelines form. *(Note: The Community Education office is closed on the weekends.)*

If a parent does not arrive, first call Community Education (922-6966 ext. 3209). If there is no authorized Community Education Staff available to assist, the teacher can contact the Campus Police (ext. 3652). Contact Campus Police as a last resort only.

Quick Checklist for CFK Teachers

- Collect Parent/Guardian Emergency Contact Form from each parent on the first day of class.
- Remind parents on the first day of class of the exact time the class ends and emphasize that it is imperative that students be picked up on time.

If a child is not picked up promptly when class ends:

- Immediately call all phone numbers on the child's Parent/Guardian Emergency Contact Form.
- In an emergency that prevents the teacher from waiting for the parent, contact Community Education (ext. 3209)
- If Community Education staff is not available to assist, contact Campus Police at ext. 3652
- Notify Jennie Robertson or Marti Moreno of the details and outcome of the situation so they can follow up.

EMERGENCY PROCEDURES

1. Contact Campus Police at 922-6966 ext. 3652 for assistance in any type of emergency.
2. In case of an emergency, follow the emergency procedures outlined on the brightly colored "Emergency Procedures" flip chart posted in each classroom.
3. In case of a medical emergency, call 911. Teachers should have the Parent/Guardian Emergency Contact Form for the child available to give the information to emergency personnel and to notify the parents.
4. After Campus Police has been notified, teachers should notify Jennie Robertson (ext. 3213) or Marti Moreno (ext. 3286).

CLASSROOM BEHAVIOR/DISCIPLINE POLICY

CFK strives to provide a fun, positive, and safe learning environment for young students, and disruptive behavior should be dealt with immediately to ensure that the entire class has an enriching experience. Teachers should address any misconduct concerns directly with the student first. If the undesirable behavior does not cease, then the teacher should inform the Community Education coordinator or dean, as soon as possible regarding the situation and according to the procedures below. Students should not be sent out of the classroom on their own for failure to follow the conduct code, as they cannot be left unattended.

If a teacher encounters a student who does not adhere to the standards of student conduct, the following procedures should be followed:

- First Offense:** **Verbal Warning** (Identify the unacceptable behavior, clarify expectations, inform the student their parent/guardian can be called.)
- Second Offense:** **Contact Parent** (Explain unacceptable behavior, clarify the expectations of the student, inform parent/guardian if student's behavior continues they will be called, student may be sent home, excluded from further participation, and not receive a refund.)
- Third Offense:** **Dismiss Student** (Notify the dean or Community Education coordinator, who will then handle the dismissal process.)

The teacher should contact the parent immediately if the student's disruptive behavior continues after warnings and the dean or coordinator is not available (see "Third Offense"), or if their child intentionally damages college equipment. If a student is physically harmful to themselves or others and/or has a weapon or drugs in their possession, or intentionally damages college equipment, the teacher should automatically and immediately contact Campus Police at 922-6966 ext. 3652, then, inform the dean or Community Education coordinator of the situation as soon as possible.

MANDATED REPORTING OF CHILD ABUSE:

CFK teachers are legally mandated to report suspected child abuse. Teachers must be familiar and follow the procedures that are outlined in the Required Statement of Mandated Reporter. If a teacher suspects that a student is being physically, emotionally, and/or sexually abused they MUST follow the written policy and report suspected child abuse to Campus Police at 922-6966 ext. 3652. Campus Police will interview the teacher and submit the necessary reports. The teacher should also notify the Community Education coordinator, Elaine Healy, ext. 3492. Please keep in mind that this is a sensitive issue and information or details should not be shared with others than authorized Allan Hancock College Campus Police or Community Education coordinator.

REGISTRATION & ATTENDANCE

1. All children must be pre-registered. Ensure you have a current roster. If a child does not appear on your roster, please refer them to the Community Education office. Students cannot attend class without being registered. Please do not accept walk-in class registrations.
2. Call roll and check mark dates of attendance. Attendance should be taken at each class meeting. Submit your CFK roster to Marti Moreno at the end of the session.
College for Kids dance or semester length CFK classes: For payroll purposes, submit a copy of the roster by the 7th of the month for the first two months to Marti Moreno (ext. 3286).

INSTRUCTOR ABSENCE

If you need to be absent due to a medical or other emergency, please call our office at 922-6966 ext. 3209 and speak with Marti Moreno or Jennie Robertson. If they are unavailable, speak with a staff member and provide the class name, CRN number, time/day of class. Please do not leave a voice message. Ensure you speak with someone and call us in a timely manner to allow adequate time for staff to call parents and post a sign on the classroom door.

EVALUATION FORMS

Please allow a few minutes at the end of the last class to distribute and collect evaluation forms from students, then submit them to Marti Moreno in Community Education. You may obtain a supply of evaluation forms from Community Education office.

FLYERS AND PUBLICITY

To request a flyer to promote your class, please contact Community Education's fee-based coordinator, Jennie Robertson (ext. 3213, jrobertson@hancockcollege.edu) at least four weeks before your class is scheduled to begin. All instructors receive 100 flyers free of charge. If you need more than 100 flyers, you may pay to have them printed by Campus Graphics or an off-campus print vendor. Fee-based classes are listed in Spectrum, the Community Education schedule of classes, and listed online. If you wish, you may submit a request for publicity by completing a Public Affairs Publicity Request/Event Calendar on myHancock, Worktools Tab, Requests for Assistance Channel, to develop a news release for your class. Instructors are encouraged to promote their classes. Any print publicity must be approved by Public Affairs. Publicity posts can be created and posted to our **Community Education Facebook** page with approval. Please like us and spread the word in your classes about our page to keep parents updated with college activities and class information <https://www.facebook.com/HancockCommunityEducation>.

INSTRUCTOR MAIL / EMAIL

You may request a mailbox be created for you in Community Education, building S. Please check your mailbox periodically for student messages, mail, or flyers. If you wish students to contact you, we encourage you to give them

your Hancock email address. Our office will communicate with you primarily using your Hancock email. Please check it regularly.

CLASS MATERIALS FEE PROCESS

All materials fees are paid upon time of enrollment. Instructors may be reimbursed after the class has ended.

Reimbursement Process

1. The instructor purchases materials and submits all itemized receipts to Marti Moreno for reimbursement after the class has ended.
2. The instructor must fill out a Reimbursement Certification Form. The form is available on the myHancock portal under the Doc/Forms Library tab. A request for reimbursement cannot exceed the materials fees collected. Funds will only be reimbursed once receipts and the reimbursement form are submitted.
3. Snacks for kids are not reimbursable.

MINIMUM ENROLLMENT

Fee-based classes have a minimum enrollment requirement of ten (10). If enrollment is below 10 one week prior to the class start date, please contact Marti Moreno or Jennie Robertson, as the class is subject to cancellation.

PAYMENT/PAYROLL

Payment requests for instructors are submitted to Payroll on the 10th of each month. A check is processed for you the last day of the month and can be mailed to your home, directly deposited or held for pick-up. Contact the payroll department (located in building B, Business Services or at ext. 3259) to request your desired payment method. **Payment is based on class enrollment, so be sure all students attending are registered, and you have submitted a signed/dated class roster by the 7th of the month to Marti Moreno.**

PARENT/GUARDIAN EMERGENCY CONTACT FORM

Please submit these forms to Marti Moreno when the class ends.

IMPORTANT CONTACT INFORMATION

If you have an Emergency call 911.

Santa Maria Campus	Lompoc Valley Center Campus
Evening & Weekend Maintenance Dept. 354-2471 or 354-2468	922-6966 ext. 5204 available until 9pm M-Th
Campus Police 922-6966 ext. 3652	Campus Police 922-6966 ext. 5652
Community Education Numbers:	
Community Education Front Office Staff	922-6966 ext. 3209
Sofia Ramirez Gelpi, Dean, Academic Affairs	922-6966 ext. 3325
Jennie Robertson, Coordinator, Community Education	922-6966 ext. 3213
Marti Moreno, Community Education Tech III	922-6966 ext. 3286

myHANCOCK PORTAL

The myHancock portal is a gateway to all college web-based services. The portal allows you to access class rosters and web mail. Based on your login, the portal recognizes your role (i.e., student, faculty, staff, etc.) and displays tabs and channels accordingly. You can access the portal 24/7 both on and off campus from any computer with an Internet connection. The portal login page can be found by clicking the myHancock button in the top right corner of the www.hancockcollege.edu home page. If you do not know your user name or password, please call 922-6966, ext. 3345 or email the ITS helpdesk at helpdesk@hancockcollege.edu. All Community Education instructors are required to gain access to the portal. Please email Anna Rice at arice@hancockcollege.edu to attend training on campus.

ACCESSING THE myHANCOCK PORTAL & YOUR ROSTER

It is important that you print your class rosters to confirm that students who attend class are registered. Instructors should also regularly check their AHC email accounts as this is the primary means of AHC communication with instructors.

Printing Class Rosters & Accessing AHC Web Mail

1. Go to the AHC homepage: <http://www.hancockcollege.edu> and click myHancock in the top right corner.
2. Enter your user name and password (see instructions below). If you are unable to login, please click "Forgot Password" If you are still unable to login, click "Still having problems logging in?" These links are found below the User Name and Password boxes.
3. Once you logon, you can access your official AHC email account by clicking "Web Mail" in the top right corner.
4. To access class rosters, click the "Faculty" tab. After you click the "Faculty" tab, you will see a box title My Faculty Stuff. Click "Class Roster Search" in this box.
5. Highlight the current term and click "Set Term." Scroll down to "Fast Lane . . ." Enter your 5-digit CRN. Click the circle next to "Printable Roster," then click "Submit." You should now see your roster showing students currently enrolled in your class.
6. To print the roster, click "Print Roster." You will need to print the roster in landscape orientation. You may also have to change options on your print menu to ensure proper printing on your particular printer. There is a computer and printer available for faculty use in Community Education.

<u>USER NAME</u>	<u>PASSWORD</u>	<u>AHC EMAIL ADDRESS</u>
firstname.lastname	Ahc!YYMMDD Enter your birth date in this format Password is case-sensitive	firstname.lastname@ HancockCollege.edu

7. Please ensure all students that are attending are registered and submit a signed/dated class roster to Marti Moreno by the 7th of the month.

Roster Example

Excel Download		Allan Hancock College Summer 2012 Community Education						
CRN	SUBJ	CRSE	CREDITS	COURSE TITLE				
11218	CFK	8000	.00	SEWING FOR KIDS				
INSTRUCTOR(S) - (P)primary				TYPE	DAYS	TIME	BLDG.	ROOM
Dutramk, Cross (P)				Other method or unspecified	M	-	N	13
CRITICAL DATES								
Start Date: 20-JUN-2012				Last Date to drop without a "W": 08-AUG-2012				
End Date: 08-AUG-2012				Last Date to drop with a "W": 08-AUG-2012				
Last Date to add class: 08-AUG-2012				Census Date: 08-AUG-2012				
Last Date to drop with a refund: 21-JUN-2012								

<table border="1"> <tr> <td>Seats</td> <td>Taken</td> <td>Available</td> </tr> <tr> <td>20</td> <td>20</td> <td>0</td> </tr> </table>			Seats	Taken	Available	20	20	0	As of: 20-JUL-2012 03:46:43																							
Seats	Taken	Available																														
20	20	0																														
			Week																													
			Date	20	21	22	23	24	25	27	28	29	30	31	1	3	4	5	6	7	8	10	11	12	13	14	15					
	Student Name	ID	Reg	Total	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th	Fr	Sa				
1	Alexdandes, Star	H12345678	RE		√					√																						
2	Grimsley, Wym	H12345678	RE							√																						
3	Hurtado, Kerat	H12345678	RE		√					√																						
4	Inag, Yee	H12345678	RE		√					√																						
5	Meerquez, Marcky	H12345678	RE		√					√																						
6	Meerquez, Unic	H12345678	RE		√					√																						

Check mark dates of attendance

- Take attendance at every class meeting.
- When your class ends, please sign and date below and submit this roster and the College for Kids Parent/Guardian Guidelines Form to Marti Moreno.

Instructor's Signature Date



College for Kids – Parent/Guardian Emergency Contact Form
Parent must take this form to the instructor at the first class meeting.

Student's name – Please print legibly _____
Last Name First Name

Contact telephone number while student is in class (_____) _____

Alternate telephone number while student is in class (_____) _____

Additional Information (known allergies, medical needs, behaviors)

I have reviewed and understand the attached parent/guardian guidelines.

Parent/Guardian Name (Print) Parent/Guardian Signature Date