



2018-2019

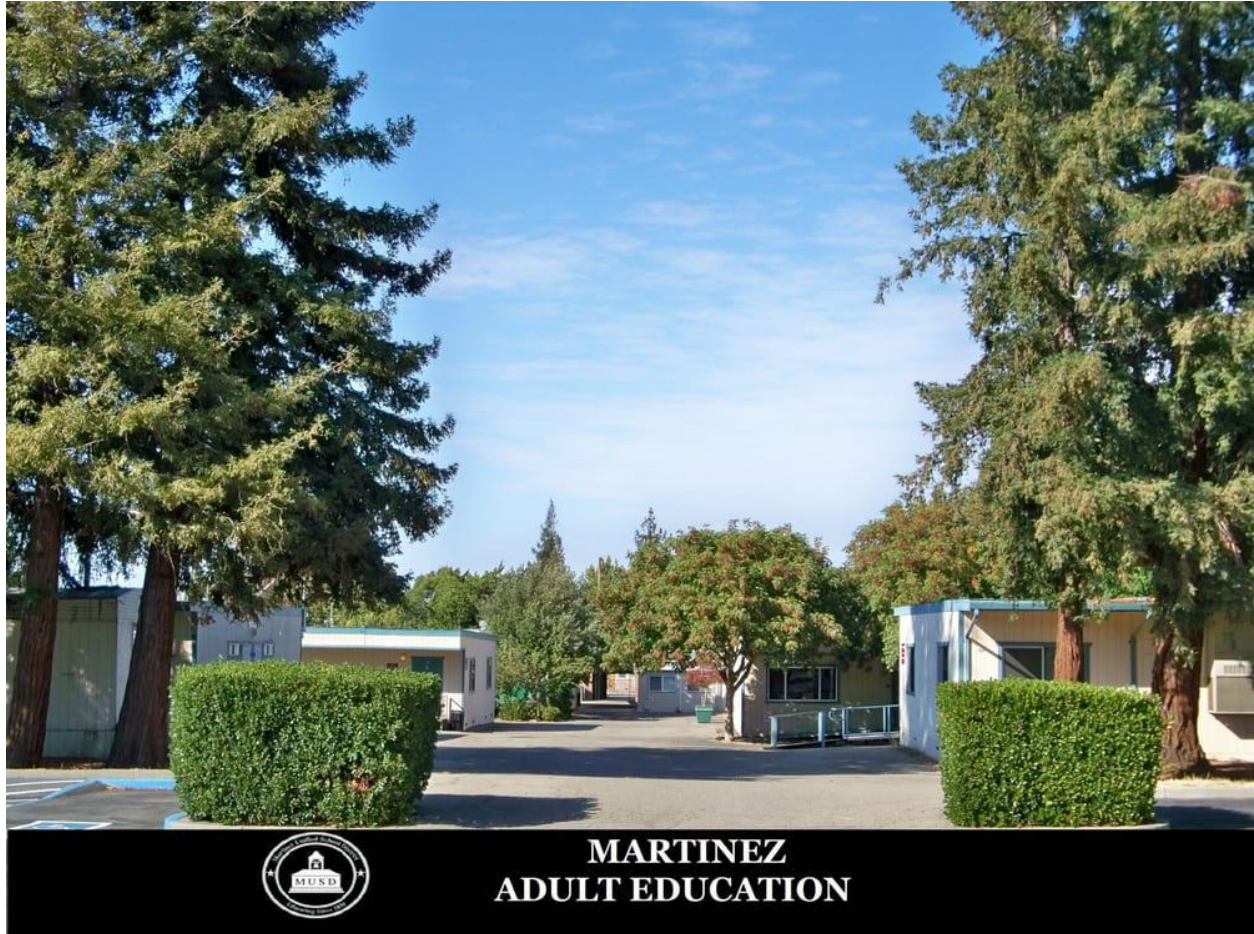
Martinez Adult Education Student Handbook

Marcio de Paula Wai

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Martinez Adult Education Office



Address: 600 F Street, Martinez, CA 94553
Main Office Phone: **(925) 335-5890**
Hours: Monday–Thursday 8:00 a.m. to 7:00 p.m.
Friday 8:00 a.m.–1:30 p.m.
<http://mae-martinez-ca.schoolloop.com>

Welcome!

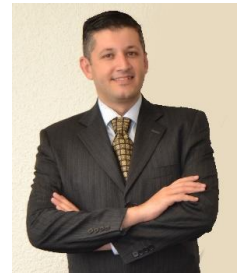
The Business Training Center extends a warm welcome and thanks to you for selecting our school to assist you in reaching your goals. Martinez Adult Education has a long history of excellence in the educational process and a dedication to serving the community at large.

Martinez Adult Education has successfully provided education to the community since 1920 and office skills and computer training in our Business Training Center since 1979. You are part of a legacy of thousands who have attended our school and have enhanced their skills and careers.

May your experience at Martinez Adult Education be one of the most rewarding in your educational career.

Marcio's Office Hours

*Marcio de Paula Wai,
Business Administrator,
CTE Business, Finance, Communication
& Information Technology*



Address: 600 F Street, Room 9, Martinez, CA 94553

Office: (925) 335-5890, Ext.3914

Hours: **Monday–Wednesday 8:15 a.m. to 8:30 p.m.**

Thursday–Friday 8:15 a.m. to 2:45 p.m.

Site: <https://serafimdpaulla.com>

Email: mdepaulawai@martinezusd.net

How to Use This Handbook

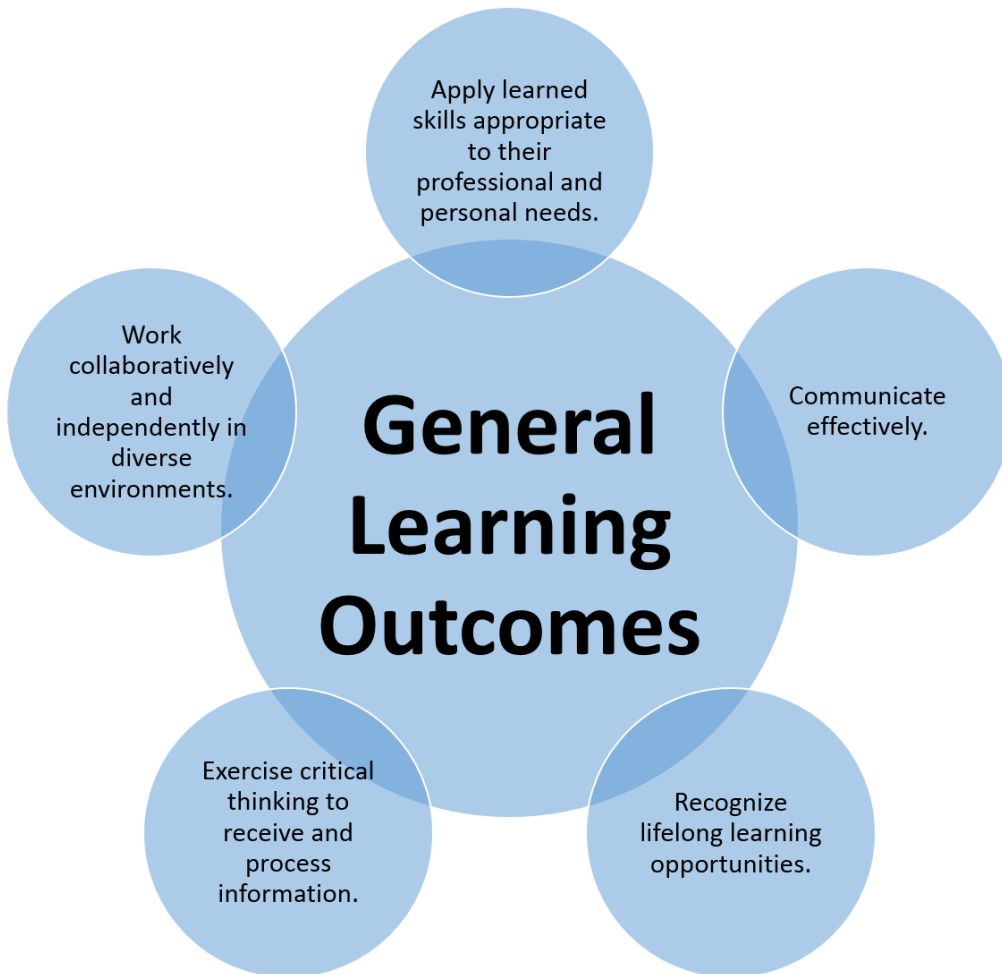
The Business Training Center Student Handbook is designed to serve as a valuable resource as you progress through your educational program. The Student Handbook makes it easy to know where to go for resources and information and includes policies and procedures that are important for you to read and understand. Please keep this reference with you and let us know if you have any questions or concerns regarding any information found inside.

Notice Regarding Policies in the Student Handbook

Martinez Adult Education reserves the right to change the policies contained within this Student Handbook from time to time. Notice is not required for a new policy to take effect; however, the School will make reasonable attempts to notify students promptly of any policy changes in person, email, phone, or standard mail or any other methods deemed appropriate by the school administration.

Institutional Objective

Martinez Adult Education is dedicated to providing an education that challenges, stimulates, and enriches the mind and provides students with the skills, motivation, and confidence to lead aspiring and successful lives.



Vision

- The vision of Martinez Adult Education is to meet evolving individual and community needs through accessible, effective education and lifelong learning.

Mission

- Martinez Adult Education will provide workforce training and business ethics; academic, literacy, and citizenship preparation; and family and community education in a safe, supportive environment.

Accreditation

- Martinez Adult Education is accredited by the Western Association of Schools and Colleges (WASC) and administered by the California Department of Education within the Martinez Unified School District.

Campus Information

Parking

Cars and motor vehicles must be parked in designated parking areas in the large lot adjacent to Alhambra Avenue. Fire and police regulations require that the campus access is kept open and available for emergency vehicles. Please observe Handicapped, Staff Parking Only, and No Parking signs. Please do not block the exit of another vehicle or park on the pavement between classroom areas. Students assume all risk and liability for their vehicles. All cars improperly parked will be towed at the owner's expense.

Restrooms

Restrooms are located in the building adjacent to the student parking lot between the open courtyard and the Martinez Academy garden. Please report cleanliness issues with any staff member for prompt custodial attention.

Student Lounge

Students may purchase snacks and hot/cold beverages in the Student Lounge adjacent to the open courtyard. A microwave is available for student use. It is the responsibility of students to keep this area clean. The Student Lounge is generally open from 7:30 a.m. to 3:00 p.m. Monday through Friday and Saturday from 7:30 to Noon. Martinez Adult Education reserves the right to suspend access to the Student Lounge due to misuse or vandalism.

No food of any kind is allowed in the classroom. Covered beverages are permitted in designated areas of classrooms but never near computer workstations.

Visitors

Anyone on the adult school campus must be registered, whether as a student or as a visitor. Visitors must register in the Main Office and obtain a Visitor's Pass. There is a \$1.00 refundable fee for the pass. Loitering on school property is forbidden.

Students with Disabilities

Martinez Adult Education provides accommodations to qualified students with disabilities. The Business Training Center office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs, and activities at the school. Students who seek reasonable accommodations should notify Rob Lawrence, Department Coordinator of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation on the need for accommodation.

Personal Property

The School is not responsible for the personal property of students, including, but not limited to, vehicles, books, supplies, equipment, and clothing. Students should put their names on all items of value.

No Soliciting

Soliciting, including the posting of material on bulletin boards or classroom walls or actively engaging other students or staff for the purpose of selling, advertising, or

religious/political demonstration is not permitted on any areas of the campus including parking lots and outdoor areas.

Martinez Adult Education School Rules and Policies

Alcohol/Drugs

No alcoholic beverages are to be brought, possessed, consumed, or sold on campus at any time. Students are not to unlawfully possess, use, sell, or otherwise furnish, or be under the influence of any controlled substance.

Smoking Policy

Use of tobacco or tobacco products is not permitted at any time on the adult school campus or in the parking lot per California Department of Education code and District policy.

Weapons

No firearm, knife, explosive, weapon or other dangerous object is to be brought on school property at any time.

Dismissal

No disruption of the program at the adult school will be allowed. Use of profanity with any staff member or student will not be tolerated.

Any student who disrupts the education program may be immediately dismissed from the program.

Martinez Unified School District adheres to a no-tolerance policy regarding discrimination, harassment, and bullying (see below).

Non-Discrimination Policy

This school district does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sexual orientation, parental or marital status, or any other basis protected by federal, state, or local law, ordinance or regulation, in its educational program(s) or employment as required by Section 504 of the Rehabilitation Act of 1973. For inquiries concerning the application of Section 504 programs or activities of the District, contact J. Eyet at the District Office, 925.335.5800.

Anti-Bullying/No Harassment

In response to new legislation (AB 9 "Seth's law"), Martinez Unified School District has strengthened its anti-bullying policies and programs. These policies specifically spell out the prohibited bases for bullying, including sexual orientation and gender identification/expression. In addition, MUSD has adopted specific processes for receiving and investigating complaints of bullying and has trained school staff on these processes.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



Program Certificates

The Business Training Center at Martinez Adult Education offers a wide variety of courses and certificate programs that offer students an opportunity to upgrade their skills, retain current employment, or increase confidence and marketability in their job search endeavors. Our award-winning credentialed instructors have the ability to motivate and develop you to your highest potential and to provide individualized attention. You may choose individual course offerings or work toward one of our Program Certificates which target specific career fields. Daytime classes are held from 8:15 a.m. to 2:45 p.m. Monday through Friday. Evening Classes are held from 5:30 p.m. to 8:30 p.m. Monday through Wednesday.

The Business Training Center Program Certificates are composed of individual two-hour classes which last 5 to 10 weeks and are combined to complete specific programs. These programs take from 10 weeks to 30 weeks, assuming that a student is attending for six hours daily with normal progress.

The programs we offer are as follows:

10 Weeks	20 Weeks	30 Weeks
Bookkeeper Microsoft Office Suite	Accounting Technician Administrative Assistant	Accounting Specialist Executive Administrative Assistant

Admission Requirements

There are NO residency requirements to enroll in any of the courses offered by Martinez Adult Education. Students must be at least 18 years of age. Those students under 18 must show need. Regular day high school students must first obtain permission to attend adult school from their day school counselor.

No children or pets are allowed in Business Training Center classes.

Open Entry/Open Exit

Many courses are open for enrollment at any time during the quarter when space permits. Instructor directed classes follow a designated time frame and must be started and completed on schedule.

Class Schedule

Day Classes are in two-hour sessions, three sessions per day, 8:15 a.m. to 2:45 p.m. Monday–Friday. Students are scheduled for classes and courses in relation to their career goals.

Evening Classes are in three-hour sessions, one sessions per evening, 5:30 p.m. to 8:30 p.m. Monday–Wednesday. Students are scheduled for classes and courses in relation to their career goals.

Business Training Center Rules and Guidelines

Reporting Absences

Call the Business Training Center Office (925.335.5890, Ext.3983) if you're going to be absent. Leave a message on the answering machine when the staff is unavailable. If a student is absent a day in the first week, the student will risk losing assigned equipment or space.

Sign-in Procedures

All students should sign in Room 3 before beginning the first class of the day. Attendance information for each student is retained as a backup to the instructor's attendance record kept in the classroom. The instructor's attendance record is the official record of student attendance.

Student Software/Equipment Agreement

All students must read and sign the Student Software/Equipment Agreement on or before the first day of class attendance. This agreement has been developed by the school administration and IT department to assure the integrity of computer systems and equipment, to optimize student access and to control usage of consumables. Failure to adhere to these policies and procedures can result in the suspension of computer access and/or disciplinary action.

The use of our rooms, hardware, and software is a privilege we are proud to extend to our students. In order to keep our facility and equipment in the best possible condition, we require that you agree to and comply with the following:

Absolutely NO food or drink is allowed at or near the computer work stations.
Please do not use the printer/copier in the classroom without permission from the instructor on duty. Most courses do not require printing in completion of coursework.
NO students are allowed access to instructor areas at any time.
Do not throw used printer paper in the trash; place in recycle bins provided.
Do NOT store data on the hard drive. These drives may be cleared of material periodically WITHOUT NOTICE.
Do NOT download or install any program or software on classroom computers.
Students may NOT copy software provided by the school onto their own computers.
Accessing internet sites that are inappropriate or unrelated to course work is forbidden.
There are specific policies for courses that utilize the Blackboard web-based course management system. Your instructor will provide you with a copy of this document as applicable.

Textbooks and Supplies

Textbooks are available in the Main Office of Martinez Adult Education for selected students participating in sponsored programs. A Book Authorization Form will be issued by the designated instructor on the first day of class. It is the responsibility of self-funded

students to purchase their textbooks through outside sources. Martinez Adult Education does not sell textbooks directly to students. The designated instructor for your course will have the most updated textbook requirements. Students will need to provide a USB flash drive for all courses utilizing a computer. It is the responsibility of students to have all books and materials on the first day of class.

Appropriate Student Conduct and Appearance

As a job training program, students are expected to dress and to conduct themselves in a manner consistent with the standard of professionalism that will reflect favorably upon the student and the school in the eyes of an employer.

Bare feet, exposed shoulders (such as tops with spaghetti straps, halter tops, tank tops, and tube tops), low-cut tops or midriffs, short tight skirts, short tight shorts, torn jeans, pajamas, garments with inappropriate or offensive slogans and/or other inappropriate clothing are not suitable attire.

Excessive absences, breaks, tardiness, and visiting during class are not suitable behaviors in the workplace or a job training environment. Students who persist in this behavior may be dropped from the program due to their unsuitability for employment. The student's ability to receive a favorable recommendation from instructors and administration is dependent upon a professional demeanor as well as academic progress.

Sharing completed work (hard copy, drive, email, or web), completing work for another student, copying or sharing quizzes and tests, and retaining test documents (blank or completed) is strictly prohibited and may be grounds for dismissal.

Instructors' areas are considered off limits, i.e., it is unacceptable to open cabinet or desk drawers, pick up or read documents on the teachers' desktops.

Personal electronic devices such as cell phones, laptops, notebooks, etc. may be used in certain classrooms in their use with course curriculum, such as using the calculator on a smart phone. However, the use of these devices in instructor directed courses is not allowed at any time due to the interactive nature of the class. Casual use of these devices in any classroom is prohibited and will cause the loss of this privilege for the student. If you must answer your phone, take the call outside of the classroom first. Please ensure all electronic devices are turned to silent before entering any classroom.

Attendance

The attendance requirement for certificates at Martinez Adult Education Business Training Center is 85 percent for all classes. Attendance percentages will be figured weekly upon a student's request. If attendance falls below 85 percent, the course will have to be repeated if a certificate is desired. Students will be allowed to remain in class if they wish, but no certificate will be issued. The instructor's attendance record is the official record of student attendance.

Instructional Methods

Course Lesson Plan

Students work at their own pace, following a training plan to meet their individual needs. Curriculum is designed to help direct students in completing projects and assignments in a timely manner. Curriculum instruction must be followed by all students and all assignments must be completed satisfactorily according to established course rubrics and objectives in order for a course to be considered completed. Instructors will assist and guide where necessary. Selected classes have directed learning through lectures, demonstrations, and planned activities.

Testing/Assessment

All tests are administered by the assigned instructor. Every course taught in the Business Training Center has individual, specific rules for student assessment using a variety of methods including verbal, written, web-based, project, and presentation. Your instructor will provide you with course assessment procedures in the course syllabus. Martinez Adult Education maintains a strict code of ethics. Sharing or saving testing data in any way, completing tests for another student, and copying other students work are strictly prohibited. Failure to comply with any testing procedure or policy will be considered immediate grounds for dismissal from your program.

Timings for Keyboarding and Ten Key

All timed writings for certification will be FIVE MINUTES in length. Certificates will be issued for keyboarding timed writings of 30 words per minute or more with 3 or fewer errors and ten-key timed writings of 120 strokes per minute or more with 5 or fewer errors. Ten-key timings and keyboarding scores must be from current or previous quarter to be valid for a program certificate.

Student Surveys

Student feedback and suggestions are always welcomed! You may complete a course/instructor evaluation at any time by visiting <http://mae-martinez-ca.schoolloop.com> and clicking the Evaluations link. The feedback that is received helps the Business Training Center to identify goals and action plans to improve the educational experience for students.

Additional Services

Placement Assistance

Rob Lawrence, Alison Armand, Darryl Coachman, and Nicole Gomes will provide job search employment services to job-ready students as required. These services include all steps in the job search, from application preparation to thank-you letters after an interview.

Funding

Business classes are funded by a combination of federal, state, and local monies and by registration fees paid by the student.

Workability II—If you have a medical barrier that keeps you from working, you may be eligible for California State Department of Rehabilitation Services. Contact at (925) 602-3953 for information.

Post-Training Services

With prior approval, résumé preparation assistance or computer use is available for one month following the last day of training.

General Notifications

Public Notice

The Martinez Unified School District is subject to all laws governing Affirmative Action and Equal Opportunity, including but not limited to Title VI and Title VII of the Civil Rights Act of 1964, Executive Order No. 11246 of 1965, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, California Fair Employment Practices of 1959, and the Age Discrimination and Employment Act of 1972. Martinez Unified School District does not discriminate on the basis of sex, race, age, ancestry, medical condition, color, religious creed, national origin, marital status, veteran status, pregnancy, political affiliation, or handicap in education programs and employment practices. Inquiries concerning compliance or complaints may be addressed to the: Title IX Coordinator, Director of Curriculum/Instruction or Section 504 Coordinator, Director of Special Services, 921 Susana Street, Martinez, CA 94553.

Philosophy and Purpose

Martinez Adult Education believes that lifelong learning is essential to the perpetuation of the democratic principles which guide this state and nation; that each individual is entitled to the knowledge and skills necessary for him/her to achieve self-fulfillment as a functioning, contributing member of a vigorous, ever-changing society; that education is a direct, supportive correlation to growth in the life experience of each member of this society; and that education for adults must be sensitive and responsible to the educational needs of both the individual and the community.

The purpose of the adult education program is to provide the learner with the educational opportunities necessary to develop his/her potential in seven general classifications: aesthetics, communication, computational skills, environment/economic efficiency, health/safety, human relations, humanities.

It is also part of the philosophy of the adult education division of Martinez Unified School District to carry out its purposes in a cost effective and efficient manner, providing an educational program suited to community needs at the lowest possible cost with shared agency financing wherever possible. The campus is fully accessible.