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 offers 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.
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 Guidelines 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 Guidelines 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 Guideline Form is attached.

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 Guidelines 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 Guidelines 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 Elaine Healy 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 Guideline 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 Elaine Healy (ext. 3492) or Marti Moreno (ext. 3286).

CLASSROOM BEHAVIOR/DISCIPLINE POLICY

CFK strives to provide a fun, positive, and safe learning environment for young students, disruptive behavior should be dealt with immediately to insure 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 they do not appear on you 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 absent due to a medical or other emergency, please call our office at 922-6966 ext. 3209 and speak with Marti Moreno or Elaine Healy. 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 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**
Instructors are encouraged to promote their classes. All instructors receive 100 promotional flyers, on request, free of charge. If you would like more than that, you may pay to have additional copies printed by Campus Graphics or an off-campus print vendor. While our primary marketing tools are the printed Spectrum class schedule and the AHC website, there are also other publicity avenues available to you to help promote your class(es). Please feel free to contact our public information specialist, Cordelia Rackley, at crackley@hancockcollege.edu or ext. 3550 to discuss. Any print publicity and/or media interviews must be coordinated through her.

May 2013
INSTRUCTOR MAIL
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.

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

Reimbursement
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.

MINIMUM ENROLLMENT
Fee-based classes have a minimum enrollment requirement of 10. If enrollment is below 10 one week prior to the class start date, please contact Marti Moreno or Elaine Healy, 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 is normally mailed to your home. 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.

PARENT/GUARDIAN GUIDELINES FORM
Please submit this form to Marti Moreno when the class ends.

IMPORTANT CONTACT INFORMATION
If you have an Emergency call 911.

<table>
<thead>
<tr>
<th>Santa Maria Campus</th>
<th>Lompoc Valley Center Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening &amp; Weekend Maintenance Dept.</td>
<td>354-2471 or 354-2468</td>
</tr>
<tr>
<td>Campus Police</td>
<td>922-6966 ext. 5204 available until 9pm M-Th</td>
</tr>
<tr>
<td>Community Education Front Office Staff</td>
<td>922-6966 ext. 3209</td>
</tr>
<tr>
<td>Ardis Neilsen, Dean, Academic Affairs</td>
<td>922-6966 ext. 3325</td>
</tr>
<tr>
<td>Elaine Healy, Coordinator, Community Education</td>
<td>922-6966 ext. 3492</td>
</tr>
<tr>
<td>Marti Moreno, Community EducationTech III</td>
<td>922-6966 ext. 3286</td>
</tr>
</tbody>
</table>

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 “failed login?” 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.

<table>
<thead>
<tr>
<th>USER NAME</th>
<th>PASSWORD</th>
<th>AHC EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>firstname.lastname</td>
<td>Ahc!YYYMMDD</td>
<td><a href="mailto:firstname.lastname@hancockcollege.edu">firstname.lastname@hancockcollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>Enter your birth date in this format Password is case-sensitive</td>
<td></td>
</tr>
</tbody>
</table>
## Roster Example

### Allan Hancock College
#### Summer 2012
##### Community Education

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ</th>
<th>CRSE</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>11218</td>
<td>CFK</td>
<td>8000</td>
<td>.00</td>
<td>SEWING FOR KIDS</td>
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### INSTRUCTOR(S) - (P)primary

<table>
<thead>
<tr>
<th>Dutramk, Cross (P)</th>
<th>TYPE</th>
<th>DAYS</th>
<th>TIME</th>
<th>BLDG.</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Other method or unspecified</td>
<td>M</td>
<td>-</td>
<td>N</td>
<td>13</td>
</tr>
</tbody>
</table>

### CRITICAL DATES

- Start Date: 20-JUN-2012
- End Date: 08-AUG-2012
- Last Date to add class: 08-AUG-2012
- Last Date to drop with a refund: 21-JUN-2012
- Last Date to drop without a "W": 08-AUG-2012
- Census Date: 08-AUG-2012

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**As of: 20-JUL-2012 03:46:43**

| Week | Date | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 |
|------|------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|      | 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 | 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.

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**Instructor's Signature**

**Date**
College for Kids – Parent/Guardian Guidelines 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 (______)_______________________________

Known allergies or other necessary medical information ___________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

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

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

MM 5/6/13 F:1 CFK/PARENT guidelines signature form.doc