



Merrymeeting Adult Education

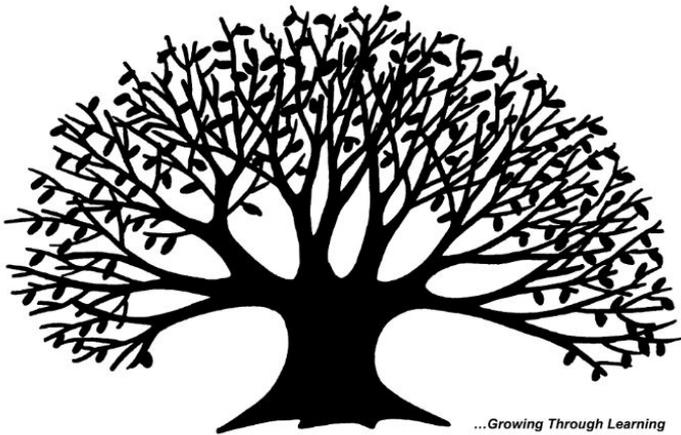
Instructor Handbook 2019-20



Linda Murray and Kathie Boldt, left, both long-time art teachers, with some of their students at the 2019 Merrymeeting Student Art Show.

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General

Thank you for teaching with Merrymeeting Adult Education. Our program offers adult learning opportunities in the MSAD 75 communities of Topsham, Bowdoin, Bowdoinham, and Harpswell, the RSU 1 communities of Bath, Woolwich, Phippsburg, and Arrowsic, and the towns of Brunswick and Wiscasset.

Information in this handbook answers many questions about our program. If you need additional support, please consult a staff member directly.

Director Allen Lampert is available by calling 729-7323 or by emailing lamperta@link75.org.

Questions about course proposals, enrollment, scheduling, and payroll?

Raye Leonard, project administrator

leonardr@link75.org

Carolee Tupper, office manager

tupperc@link75.org

Jinger Howell, evening secretary, adult ed center

howellj@link75.org

Questions about RSU 1 and Wiscasset programs?

Dawn Wheeler, Bath coordinator

wheelerd@link75.org

Pauline Hanson, Bath secretary

phanson@merrymeeting.org

Questions about academic programs?

Paul Elisha, academic counselor, adult ed center

elishap@link75.org

Dawn Wheeler, Bath coordinator

wheelerd@link75.org

Instructor Credentials & Qualifications

Academic, English Language Learners, and enrichment instructors, as well as volunteers and tutors share the same application process, beginning with the Merrymeeting teacher application, interview, and check of personal and professional references.

Academic instructors must be Maine certified 7-12 teachers in the content areas of math, science, English language arts, or social studies. A copy of your certification letter from the Maine Department of Education must be on file with the adult ed office.

In addition, you must have an adult ed endorsement from Maine DOE prior to employment. Contact DOE certification office at 207-624-6603, to begin the process.

Maine criminal history and background check is required, as well.

English and math instructors only: Training in the College and Career Readiness Standards for Adult Education is required. The state mandates that English and math courses conform to these standards. Training is offered throughout the year through the Maine Adult Education Professional Development Portal.

Other professional development opportunities to help you maintain and renew your certifications are announced year-round, including conferences, workshops, and Professional Learning Communities.

Instructors of English Language Learners should be Maine certified 7-12 teachers with TESOL endorsement and significant experience teaching English language learners.

Enrichment teachers are members of the community with a passion, field of expertise, art, craft, or wellness-related interest and a genuine desire to share it with other adults for purposes of general education. We do not hold classes that market, promote, or endorse instructors' businesses or services.

Maine criminal history and background check is not required.

Enrichment instructors please note: You must stop by the adult ed office where your class is held to pick up a teacher packet on the first night of your class.

Tutors and volunteers are not required to be certified or to be background checked.

Class schedules

Enrichment classes run year-round at the adult ed center, Mt. Ararat Middle and High schools, and Brunswick and Morse high schools. Academic classes take a month-long break each August.

Academic classes are generally offered between 9 a.m. and 8 p.m. Monday through Thursday at the adult ed center, Mt. Ararat and Brunswick high schools, and between 11 a.m. and 8 p.m. at Morse and Wiscasset high schools.

Enrichment classes are generally offered between 9 a.m. to 9 p.m. Monday through Thursday, and occasionally at various times on Friday, Saturday and Sunday.

Class locations

Merrymeeting Adult Education Center, 35 Republic Ave., Topsham

Mt. Ararat Middle School, 66 Republic Ave., Topsham

Mt. Ararat High School, 73 Eagle's Way, Topsham

Brunswick High School, 116 Maquoit Road, Brunswick

Region Ten Technical High School, 68 Church Road, Brunswick

Morse High School, 826 High St., Bath

Bath Middle School, 6 Old Brunswick Road, Bath

Bath Regional Career & Technical Center, 800 High St., Bath

Dike-Newell Elementary School, 3 Wright Dr., Bath

Wiscasset Middle High School, 272 Gardiner Road, Wiscasset

UMA Brunswick Center, Orion Hall., Brunswick Landing

Southern Maine Community College, Midcoast Campus, 29 Sewell St.,
Brunswick Landing

Perryman Community Center, Perryman Drive, Brunswick

Mid Coast-Parkview Hospital, 123 Medical Center Dr., Brunswick

Other sites may be added based on class, instructor, and student interest, at the discretion of Merrymeeting staff.

Age Policy

Adults must be 18 years of age to participate in enrichment classes unless prior agreement is made between the instructor and Merrymeeting.

If you would like to admit students younger than 18 to an enrichment class, you must arrange for a Maine Criminal History and Background Check at your own expense. This is required by law.

Students must be 16 years old and have a permission to enroll form on file with Merrymeeting to attend academic courses for high school credit.

Anyone over the age of 17 is eligible to take the High School Equivalency Tests (HiSET). Students can study with us at age 16 if approved by the director and school administrator.

Cancellations

A class may be cancelled due to **low enrollment** of students. Students receive a 100 percent refund if we cancel a class.

There is no compensation of instructors if a class is cancelled due to low enrollment. Instructors are encouraged to stay in close contact with the office if low enrollment threatens to prevent a class from running.

Merrymeeting follows the **weather cancellation guidelines** set up by MSAD 75. When MSAD 75 schools are closed due to inclement weather, MAE classes at all sites are also cancelled.

If there is a delayed start in MSAD 75, RSU 1, Brunswick or Wiscasset, MAE classes start at regularly scheduled times in the morning.

If a storm is approaching, MAE will announce at 2 p.m. whether evening classes are cancelled. Visit merrymeeting.org, Channel 6,8,13 or call our office at 729-7323.

You can sign up to have cancellation notifications from News Center Maine texted to your mobile phone, by visiting the WCSH 6 [website](#).

We do not call students or teachers. Please be sure to cover the weather cancellation procedure with your students.

Make ups: If your class is cancelled due to weather, plan for it to be made up the following week, if it is a one-session class. If your class runs for more than one week, an additional class(es) will be added at the end of your run. If you need to make other arrangements for make-up classes, please contact the adult ed center.

Academic instructors only: Sometimes no students show up for class. In this situation, you will be paid for one hour of instruction. After 30 minutes, contact the adult ed office to report a **no-show class**. You may leave once you have contacted the office.

Holidays and Vacations

Offices are closed on all legal holidays. We do not hold classes during school vacation weeks in December, February, and April, or during parent-teacher conferences, although our offices are open.

2019-20 Calendar

Labor Day, Sept. 2
Indiginous Peoples' Day, Oct. 14
Veterans' Day, Nov. 11
Thanksgiving, Nov. 28-29
Winter Break I, Dec. 23 to Jan. 1
New Year's Day, Jan. 1
MLK, Jr. Day, Jan 20
Winter Break II, Feb. 17-21
Spring Break, April 20-24
Memorial, May 25

Prohibitions

Smoking is not allowed at any Merrymeeting class location. This includes vaping and e-cigarettes.

Teachers, staff, and students may not participate in Merrymeeting programs under the influence of **alcohol or controlled substances**. Failure to follow this policy may result in immediate dismissal.

Disruptions: If you see an individual or group in the building who seem to have no obvious destination, notify the custodian of the building where your class is

held and adult ed staff. If the safety of you and your students is a concern, dial 911, then follow up with the adult ed office.

District-required training

Academic instructors only: MSAD 75 requires training for all employees **regarding sexual harassment, suicide prevention, and mandated reporting of child abuse.** Consult adult ed staff immediately if you encounter students who harass, intimidate, threaten or behave disrespectfully toward another student or the instructor, or if you suspect mental health issues, domestic or child abuse.

Safety

You will be notified in advance of scheduled fire drills to be held during your class. Identify the nearest exit to your classroom and alternative exits. It is the teacher's responsibility to know the closest fire exits and lead students out. If the fire alarm sounds, instruct your class to exit the building immediately and not return until cleared by the fire department. Take coats and personal items with you.

Confidentiality

Staff and instructors must maintain confidentiality regarding all student personal information. This refers to, but is not limited to, attendance, grades, behavior, etc. Please refer people who ask for this information to the director.

Do not use student email addresses and other contact information to promote your business or services without their consent.

Photographs

Occasionally, staff takes picture of students engaged in classroom experiences and on trips for promotional purposes. If a student does not want their picture taken, please advise the photographer or contact the office.

Statement of Anti-Discrimination

Merrymeeting does not discriminate on the basis of race, color, national or ethnic origin, religion, gender, sexual orientation, marital or parental status, age or disability in employment, administration, or student enrollment. Contact MSAD 75 human resources at 729-9961, if you have questions.

Enrichment Courses

We are always open to suggestions for new enrichment courses. If you would like to propose an enrichment class in Topsham or Brunswick, please email Raye Leonard, project administrator, at leonardr@link75.org to discuss your idea. If you would like to propose a class in Bath, please email Dawn Wheeler, site coordinator, at wheelerd@link75.org.

Deadlines for new enrichment course proposals and continuing courses

Semester	Proposal Due
Winter/Spring	Oct. 30
Summer	April 1
Fall	June 1

Catalog production takes about 8 weeks from the day proposals are due to the day the finished catalog arrives in mailboxes. The process includes course selection, interviewing and onboarding new teachers, coordinating schedules, arranging locations, editing, graphic design, printing, bindery, and distribution. It's a very busy time. If you do not hear from someone at Merrymeeting during peak production times, please drop a note to Raye at leonardr@link75.org.

Registration

Academic and ELL registrations are coordinated by Paul Elisha at the adult ed center and Dawn Wheeler at the Bath campus. These enrollments include a pre-CASAs diagnostic assessment, learning style inventory, and one-on-one intake to determine educational goals. Academic students are entered into MaineStars once they are enrolled.

Enrichment registrations are processed on a platform called CourseStorm, either online directly by the student or over the phone with a staff member. All enrichment registrations are handled by CourseStorm.

Class Management

Academic and ELL class management is through MaineStars, where instructors can keep track of attendance and access student information. It is very important that information in MaineStars be current as we rely on it for data that ensures continued federal and state grant funding.

Enrichment class management is through CourseStorm where you can view and print your class roster, contact students by email, and view student information. You will receive login instructions before your class begins.

Syllabus and Course Content

Students should be given a syllabus or course outline on the first day of classes that meet more than once. Academic instructors must have an updated syllabus on file with the adult ed office. If you are teaching English or math, your syllabus must conform to College and Career Readiness Standards for Adult Education. If you need help aligning your course syllabus to these standards, please contact Raye Leonard at leonardr@link75.org.

Textbooks

Textbooks for academic classes must be ordered through the adult ed office and sold/issued by the office. Academic texts are provided for free for student use during the course. They should be returned at the end of the semester.

Textbooks for enrichment classes should be purchased by the student directly. Optional texts may be recommended by the instructor, but should not be provided or sold by the instructor.

Photocopying

We strictly adhere to copyright laws. Copying should be limited to 10 pages or less of specific examples, exercises, magazine or newspaper articles, patterns, experiments, etc. Include the source of the information on the copies.

Copying 30-40 pages of a text is not a good practice and is illegal. *If you need this much, ask students to buy the book.*

Enrichment teachers please be aware that if you do a lot of copying for your class, we should require a materials fee from students.

Materials

In some cases, Merrymeeting can buy in bulk at substantial savings to the student. Teacher-made or provided materials should be sold as close to cost as possible.

Please get prior approval if you will be providing materials for your class. No cash is to be collected by instructors for any reason without prior approval.

Room Requirements

Please let adult ed staff know what you need in your classroom to teach. Public school locations often block internet access on personal devices, or limit access

to district employees and students. **If you need to get online to teach, please let us know when you propose your course, so we can assign you to a classroom with access or arrange for you to have access.**

All audio/visual equipment **must** be requested at least 24 hours prior to the day it is needed.

Room Assignments

We take into consideration site and room requests when we plan the semester. Please do not change rooms or locations without checking with the adult ed office first.

All instructors are asked to be in your assigned classroom at the scheduled time. If you will be delayed beyond the start of your class, notify the adult ed office as soon as possible so we can let your students know.

We request that academic instructors, as part of your class preparation responsibilities, be available in the classroom 15 minutes prior to the start of class. This will provide time for consultation with students who may wish to speak to you privately about their work.

Merrymeeting General Information Sheet for Students

This contains important information regarding the program, such as weather cancellations and policies, as well as other reminders. A copy of this sheet will be in your teaching packet on the first night of class. Please share with your students.

Attendance

Attendance is required for all academic and HiSET Learning Labs.

There is a 45-hour state mandated attendance policy for all academic students pursuing a high school diploma and or high school seniors in jeopardy of not graduating and seeking credit recovery. In general, more than two absences (6 hours) will result in loss of full credit. Work done outside the classroom does not count towards the 45-hour in-classroom requirement.

Classes are generally 9 to 13 weeks long, totaling 52 hours. Students are required to attend 45 hours to receive credit and all work needs to be completed to outlined standards.

Students will automatically be withdrawn from a class if they miss more than two classes. Exceptions may include a documented medical or family emergency approved by the director.

Academic instructors: An attendance folder will be ready for you to pick up on the night your class begins. All attendance folders should be returned to the office after your last class. If you are teaching a credited class you will be required to submit your attendance electronically each class.

Check your roster and ensure that anyone in attendance who is not on the roster contacts the adult education office immediately to make payment for the class.

There is no attendance requirement for students in enrichment or ELL classes.

Grades

Academic students pursuing a high school diploma or high school seniors in jeopardy of not graduating and seeking credit recovery are graded on a 4-point scale using rubrics appropriate to the class content and level of instruction.

Enrichment and ELL courses are ungraded.

Evaluations

You will be provided with student evaluation forms in your teaching packet. Please explain the scale system to your students and remind them forms can be anonymous. Please return evaluations to the adult ed office in the envelope provided. We have a mail drop for after hours.

Paychecks

Instructors who are paid **hourly** receive a paycheck every two weeks. Time is recorded using an app called Time Clock Plus, and must be received by noon the Friday before payroll is processed. If you miss submission, contact Carolee Tupper at tupperc@link75.org as soon as possible.

All payroll paperwork must be completed before the business office will process your check.

Academic instructors only: Three hours of academic prep time may be added to your final time card of the semester at your full pay rate.

New instructors: If you are paid hourly, hiring paperwork will be provided by Carolee Tupper (adult ed center) or Dawn Wheeler (Bath campus)..

New enrichment teachers: Once Merrymeeting knows for sure that your class has enrolled enough students to run, Carolee or Dawn will contact you with a hiring packet.

Instructors who are paid as **contractors** may submit an invoice either at the beginning or end of their class.

Discipline

If you have an unruly, impaired or otherwise disruptive student try the following procedure:

1. Ask the student privately if they wish to take the night off.

Something might be bothering them that may be interfering with their focus in class. Report to director within 24 hours.

2. If the person elects to remain in class and continues to be disruptive, call a break and relate the situation to the director and/or call 911 and ask the police to escort them out of the building. Report to director within 24 hours.

Avoid

Confronting or demeaning the student in class

Threats of punishment

Any physical contact

We occasionally enroll in academic classes younger students who have withdrawn from high school and may not yet left their high school behaviors behind. Be sure they know they are not in high school and there is nothing to be gained by their behavior. If such behavior persists, notify the director.

Although we are all adults in adult education, you are still seen as an authority figure, a paid professional and representative of the school district. You are expected to maintain a professional relationship with all students at all times.

Thank you for teaching with
Merrymeeting
Adult Education!



13 WAYS TO DEVELOP A GROWTH MINDSET

1. Accept opportunities that push you out of your comfort zone – challenges are chances.
2. You don't know what you don't know. Ask questions!
3. Appreciate obstacles – growth comes from struggle.
4. Mistakes are an important part of the process.
5. Skills are built, not born. They're yours if you work for them.
 6. Choose learning well over learning fast.
 7. Reward efforts and actions, not traits.
(Don't praise intelligence; praise perseverance, effort, and improvement.)
8. Don't be threatened by feedback and criticism – use it to support you in your learning instead.
 9. Think of learning as "brain training".
10. Always reflect on what you've learned.
 11. Actively seek out new things.
The more you do, the more you learn.
12. Just because you haven't seen change, doesn't mean you won't. Stick at it.
13. Your brain has the ability to change throughout your life. Never stop.





**Adult Ed Center
35 Republic Ave.
Topsham, ME 04086
207-729-7323**

**Bath Campus
826 High St.
Bath, ME 04530
207-443-8255**

**Director
Office manager
Project administrator
Academic counselor
Evening secretary
Evening secretary
Bath coordinator
Bath secretary**

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"The beautiful thing about learning is that
nobody can take it from you."
B.B. King

