

BERKELEY ADULT SCHOOL
Teacher Information
2012-2013

Absences: Myretta Whitaker (644-6130) must be called when a teacher is going to be absent. Please call as soon as possible to ensure coverage of your class. If a teacher arranges for his/her own substitute, he/she must still call Myretta with this information. Absence sheets must be turned in with the payroll sheet so that both the teacher's and substitute's work hours can be properly accounted for. The payroll check can be adversely affected if your work hours are not properly accounted for.

Attendance: All staff will be required to do online attendance this year. Attendance is done on a daily basis and saved. At the end of the week, "Print Attendance Report (weekly)", sign and date each page, and place in the box in the mailroom. (Please remember to save your attendance after inputting it each day. If a student is not on your online attendance roster, please send them to the Main Office.) Teachers should retain back up records for their online attendance.

Photocopying: There is a teacher's workroom located in Room 106. Each teacher will be assigned a copying code, the same as last year's code, and a 5,000-copy limit (2,500 per machine). If you exceed your copy limit, please see the Principal. All staff are asked to conserve paper and not make excess copies. To keep the copiers in good working order, **all copy machine problems must be reported immediately to the Main Office.**

Student Registration: All students must register in the Main Office and pay a registration fee before attending any class. Students will be assigned a student I.D. number. If a student does not appear on your online attendance (or does not have a current registration form indicating that a fee has been paid and the student's I.D. number), please send them to the Main Office. Due to the reduction in class offerings, students may be wait listed this year.

ESL students: All new students must complete the assessment process and attend a 3-hour Orientation class before attending any class. Orientation classes are on Thursdays.

All students pay a \$45 non-refundable registration fee each semester.

ASE students: All students must complete registration forms and pay a \$35 non-refundable registration fee each semester before they attend Orientation. After Orientation, they will be assigned classes.

CTE and Community Service students: All students will complete registration forms, pay the appropriate fee and receive a copy of their registration and receipt. (Their names are also entered in a class folder located in the Main Office.)

Offsite students: All students complete registration forms in their classes on the first day of attendance and pay a \$35 non-refundable registration fee per class per semester.

Testing: Adult Basic Education (ABE), High School Diploma, GED and English as a Second Language students need to take assessments tests before they are placed into these programs at Berkeley Adult School.

ABE, GED and High School Diploma students: Students must arrive between 8:30-9:30 a.m. to pay a non-refundable registration fee. Assessments are administered on Tuesday mornings at 9:30 a.m. in Room 21 or Tuesday evenings from 6:00-8:00 p.m. in Room 201.

ESL students: After completing the assessment process, students must attend a 3-hour Orientation class in Room 107 on Thursdays from 10:00 a.m. – 1:00 p.m. or 6:00-9:00 p.m.

Book Orders: In all departments, book orders are handled by the Coordinator and finalized with the designated administrator. Book orders for the fall should be completed ASAP and for spring by November 15th.

Course Outlines: Course outlines for new classes must be submitted to the administrator for the program. Copies of course outlines are kept in the Main Office.

Field Trips: Teachers must fill out a Field Trip form and have it signed by the appropriate administrator at least one week before the planned excursion, as per District practice. On the day of the field trip, a list of student participants with emergency contact numbers must be turned into the office. A maximum of four field trips is allowed per class per year.

Keys & Padlocks: Each teacher is responsible for signing out room and cabinet keys from the Main Office. All cabinet and room keys must be returned at the end of the school year. If a teacher provides a personal cabinet padlock, a key for that padlock must be turned into the Main Office.

Parking: There are no assigned parking spaces in the San Pablo Avenue parking lot. The Curtis Street lot has designated faculty and staff parking spaces. There are limited unmarked spaces for students. **All cars must be parked in designated parking spaces.**

Payroll: All certificated staff, including substitutes, must turn in timesheets by the 20th of each month. The time sheets must be completed for the entire month. A separate time sheet must be turned in for non-instructional curriculum development hours. There is a file in the Teachers' Mailroom with time sheets, marked by program and by activity. If you have questions regarding time sheets, please see Mildred Scherr in Room 13.

Reimbursements: Reimbursements must be pre-approved by the designated program administrator.