

BERKELEY ADULT SCHOOL
Teacher Information 2017-2018

Absences: The BAS school secretary (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 the school secretary 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 are required to do online attendance (Community Education classes are exempt). 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 Attendance 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 of their online attendance for at least one year. If you have questions about attendance please ask Silvia Curiel for help.

Photocopying: The Teacher's Workroom is 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 submit a written request to the school secretary to increase your copy limit. 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 on-site students must register in the Main Office and pay the applicable registration fee before attending any class. Registration fees are non-refundable. Students will be assigned an I.D. number. *If a student does not appear on your online attendance or does not have a current registration form, please send student 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.
- ASE students: All students must complete registration forms each semester before they attend orientation. After Orientation, they will be assigned classes.
- CTE and Community Education students: All students must complete registration forms, pay the appropriate fees, 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: LLL students may register on-line, in the BAS main office or in class. If students register in class, you may take a check or their credit card information. Do not take cash. Frail Elderly and AWD students are enrolled by site staff or by the teacher with site staff help. Off-site students may participate in one class before enrolling. For LLL students there is a sliding scale registration fee of \$35 - \$15 per semester. For FE and AWD students there is no charge - the site pays a set fee each semester.

Testing: Adult Basic Education (ABE), Adult Secondary Education (ASE), High School Equivalency (HSE) and English as a Second Language (ESL) students need to take assessment 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. for morning testing, and between 6:00 and 6:30 P.M. for evening testing. Assessments are administered on Thursday mornings at 9:30 a.m. in Room 116 or Thursday evenings from 6:30-8:30 P.M. in Room 116.
- ESL students: After completing the assessment process, new 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 should be completed by February 28 for use for the fall of the next year.

Course Outlines: Course outlines for new classes must be submitted to the administrator for the program. Copies of course outlines are kept on file 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.** For off-site teachers please ask site staff about parking.

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 are file boxes in the Teachers' Work Room (106) with time sheets, marked by program and by activity. If you have questions regarding timesheets, please see Mildred Scherr in Office 13. **Benefits Office:** If you have questions about benefits for part time employees, please call the Risk Management/Benefits Office at 644-8750.

Prep Time: Bargaining Unit Adult School hourly teachers, those who teach 9 or more hours each week in a regular assignment, will receive a maximum of 4 paid hours per month, paid at curriculum development rate: one for department meeting and three for preparation time. Unless the department meeting is cancelled, teachers must attend the department meeting to receive the four hours.

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

Help Desk Requests: Have a technical problem in your classroom? To create a Help Ticket asking for assistance with a particular BAS/BUSD tech problem, here is the link to Help Desk:
<http://helpdesk.berkeley.net/>

End of Year Professional Responsibilities Checklist: Please complete the items on the checklist and turn it into the school secretary no later than 10 days after the last day of instruction of each year.