



# LEVITTOWN ADULT CONTINUING EDUCATION

General Douglas MacArthur High School

3369 Old Jerusalem Road

Levittown, New York 11756

(516) 434-7275

(516) 434.7285 facsimile

mail@LevittownAdultEd.com

www.LevittownAdultEd.com

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## MEMO: SPRING 2020 SESSION

### TO: ADULT EDUCATION INSTRUCTORS

### OUR SPRING 2020 SESSION BEGINS ON MARCH 2, 2020

### PLEASE NOTE THE FOLLOWING

1. Check the brochure file for the location (building and room), night, and time of your course. Please call Doreen at (516) 434-7275 or email (mail@levittownadulthood.com) on February 25th (before 2:30) to check on the status of your class.
2. Inform your students of school holidays and other dates there will be cancelled and/or relocated classes. Please do this at the first class session (calendar is in brochure). When you receive your roster check "Most Current Information" section (given or e-mailed the first night of your class) for any specific changes during the session.
3. Please leave your class no later than 10:00 p.m. to assist our very accommodating custodians. Make sure to secure the room (close all windows) and equipment used. Leave the room neat and clean, and return furniture to its original location.

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## FIRST EVENING

**Instructors at MacArthur H.S. & Salk M.S.:** Please stop in the office (room 100B) at MacArthur High School (starting at 6:30 p.m.) before the start of class (if your class starts the first week of the session) to pick up your *Roster / Attendance Sheet*. If your class starts after the first week of the session I will e-mail your roster to you. You can also contact me (kwalden@levittownschoools.com) if you did not receive your roster. Please do this by 2:30 P.M. the day your class first meets.

**Instructors at Memorial Education Center:** I will e-mail your roster to you the day of your first class. Please send new registrations to our office (blank form attached to this e-mail).

**Fire Alarms & Procedures:** *Go over this procedure the first night of your class.* If a fire alarm is heard the class must quickly exit the room and evacuate the building. A diagram by the door will show the location of the nearest exit to leave the building. Tell all students to take their belongings with them. Once the safety bell is heard the class may return to class.



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## FIRST AND LAST NIGHT

### ROSTER / ATTENDANCE SHEET:

Please keep accurate attendance records for your class. The **completed** *Roster / Attendance Sheet* must be submitted at the conclusion of your course so we can process your pay.

### FIRST NIGHT:

Please check that all students have a validated student receipt. Do **not** allow any student to remain in class if their name does not appear on the roster or they do not have a validated receipt. If their name is on the roster and they do not have a validated receipt, ask for identification to verify their name. Validated receipts are for verification purposes only, do not collect receipts. If they are not on your roster then have them complete a registration form and collect both the form and their check.

### TIME SHEETS:

At the conclusion of your course submit your **completed** (and signed) *Time Sheet* and *Roster / Attendance Sheet* to the office. We can only process your pay if we have these items completed. If your class was reduced in hours or days, **your *Time Sheet* should equal the reduced amount of time.**

### PAY:

After receiving your completed (and signed) *Time Sheet* and *Roster / Attendance Sheet* at the **conclusion** of your course, a paycheck request will be forwarded to our central office. Paycheck requests are processed on a twice a month cycle (the 15th and last day of the month). If your request is submitted before the 15th of the month a check should be mailed to you by the last day of the month. If your request is submitted before the last day of the month a check should be mailed to you by the 15th of the following month. Please note that sometimes it takes two pay cycles to be processed (depending on holiday schedules and if this is your first time getting paid from the district). Note that the Adult Education office needs to get your sheets at least **two working days** ahead of the pay cycle dates (15th and last day of the month).



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## CALENDAR - SPRING 2020

	<u>MON</u>	<u>TUE</u>	<u>WED</u>
<b>MARCH</b>	2	3	4
	9	10	11
	16	17	18
	23	24	25
	30	31	1
<b>APRIL</b>	6	7	*(8)
	*(13)	*(14)	*(15)
	20	21	22
	27	28	29
<b>MAY</b>	4	5	6
	11	12	13
	18	19	20
	25	26	27

*\*(No classes)*

## DO NOT WRITE ON SMARTBOARDS!

Before writing on a white board in a classroom, check the border. If the border has the word "SmartBoard" written on it, DO NOT write on it!

These are special computerized white boards that are not meant to be written on.

Thank you!