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## **Advice for Substitute Teachers: Parking and Classroom Access**

### Parking Tips for Berkeley Schools

See attached maps for Berkeley High School, Berkeley Arts Magnet, and LeConte.

**Emerson** – The closest non-restricted parking is on Ashby Avenue, about 4 blocks away on the north side of the street. We have asked the principal to obtain neighborhood passes but are still trying to facilitate that process. Parking is sometimes available in the driveway. Arrive early and speak to the secretary.

**John Muir** – Parking is available below Claremont on Ashby on the north side of the street. Parking is also available on Claremont south of the school from Hazel Road to The Uplands on the east side of Claremont.

**Willard Middle School** – No near non-restricted parking. The secretary has had 1-day neighborhood parking passes upon request. Also, you can park on the back side of the school, off Regent St., if you arrive early. Ask the secretary first if it is OK to park there.

All other schools have non-restricted parking near the school. There are street cleaning restrictions so it is advisable to look out for this.

### Tips for Classroom Access at Early Start Schools

- Arrive 15 minutes early to get situated.
- If you know ahead of time the teacher you will be subbing for, you can contact them via email at [berkeley.net](mailto:berkeley.net) to request lesson plans (for example, [johnsmith@berkeley.net](mailto:johnsmith@berkeley.net)).
- Sometimes the teacher will be willing to leave a classroom key in his or her mailbox. If you know the name of the teacher, you can request this via email.
- Become familiar with how to contact the custodian, principal, or head teacher at each early start site.
- **If you consistently have a problem with classroom access at certain early start sites, please contact Anita Martinez at [amiwm@yahoo.com](mailto:amiwm@yahoo.com), 510-910-3407, or Nancy Feinberg at [nancyfeinberg@berkeley.net](mailto:nancyfeinberg@berkeley.net), 510-387-5577.**

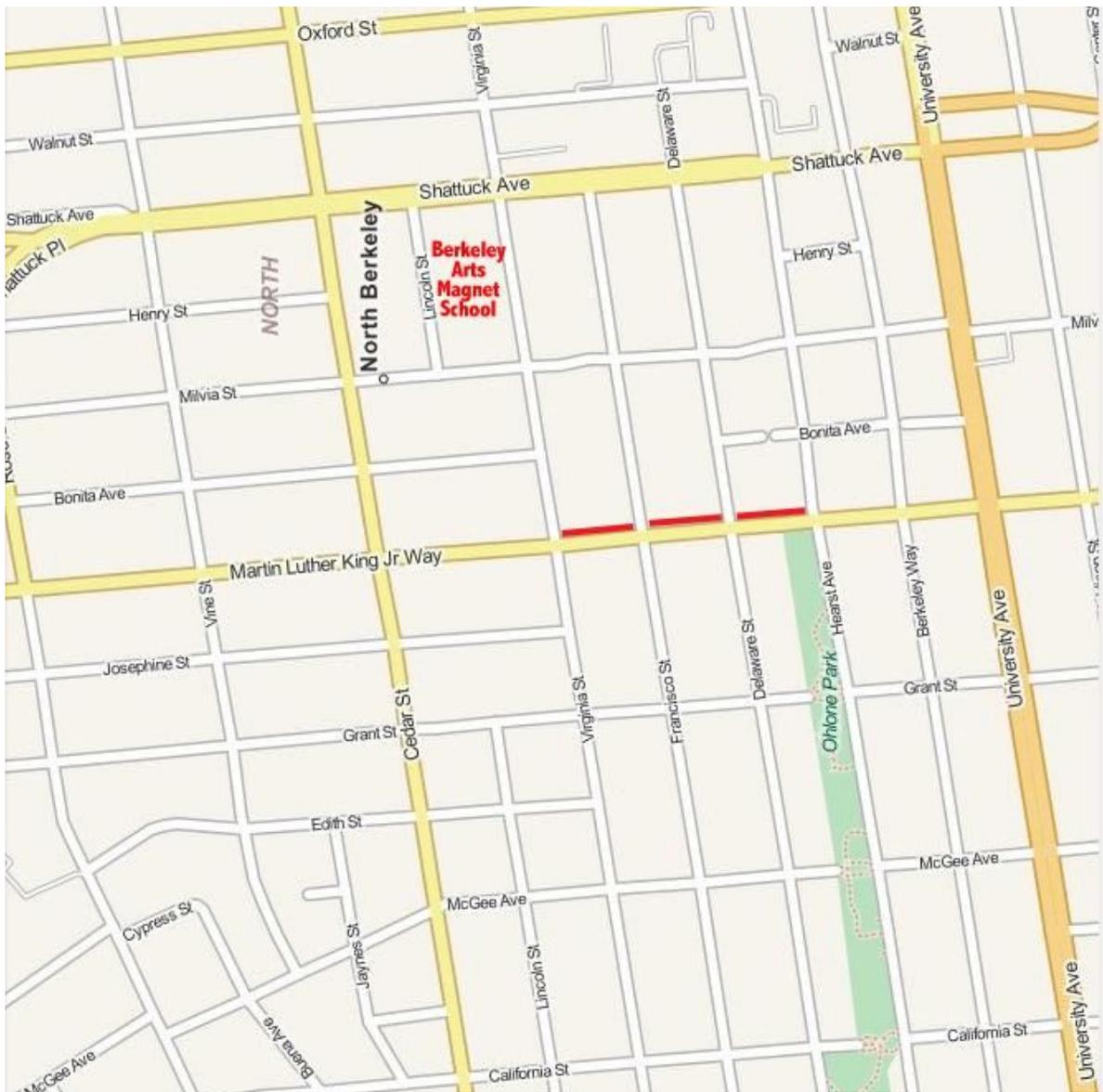
Berkeley High School Parking – non-restricted 2-hour parking between Bancroft and Dwight on streets west of McGee, including east side of McGee only. On south side of streets west of Martin Luther King, Jr. Way, starting with Blake St.



LeConte Parking – non-restricted parking available on Wheeler St., 3000 block, both sides from Russell to Ashby. Must enter from Russell St. as blocked from Ashby Ave. Parking also on Lorina St., same block. Also must enter from Russell St.



Berkeley Arts Magnet Parking – not restricted to 2 hours on Martin Luther King Jr. Way between Virginia St. and Hearst St. on east side of the street.



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