

Handbook

Produced by the
Berkeley Unified School District
Student Services Department

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Verification of Receipt Instructions

Please be sure to review all sections of this document which include:

¥ Page 5: A required form, The VERIFICATION OF RECEIPT

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parents to provide support have not made a sufficient impact. The SST is based on the assumption that the school, home and community need to coordinate their efforts through a focus on student strengths to eliminate barriers to learning.

An SST meeting can be convened at any time during the school year by a teacher, administrator, parent/guardian, or other school personnel.

demior extracurricular program activityto

5! An explanation of the parents' option to transfer their child to another public school with transportation provided or to obtain supplemental educational services for the child, as applicable.

1.14. English Language Learners

More than forty languages are spoken by TJ ET Q Q q 12 12 588 768 re W n /Cs1 cs 0 0 0 sc q 0.247 TJ Eq 0.24 0 0 0.24 142.1096 690.24 c

success in future years. Our school library resources can be accessed at <http://www.berkeley.net/libservices>. For additional information, please call Becca Todd, Library Coordinator, at 6444895.

120. Music Program
The 120. Music Program is a 120. Music Program. It is a 120. Music Program.

ence form indicating their choices of middle school ~~and must~~ re-proofs of residency in January.

New Students:

Parents of students who are entering Berkeley's schools must submit an enrollment form and list their preferences for schools. ~~Along with the~~ enrollment form, parents must submit the student's birth certificate and Berkeley residency documentation.

Documentation includes providing personal identification ~~and a copy of an~~ original of a current governmental identification (ID) card, as well as a declaration of Berkeley residency and proofs of Berkeley residency. The acceptable current proofs of Berkeley residency are documents imprinted with the name and Berkeley address of the parent/legal guardian. The parent/legal guardian must provide one (1) original item from each of the following three (3) groups of documentation.

Group A: Utility Bill (Entire bill issued within the last two months)

- ☒ PG&E, Landline phone (not cellular), EBMUD, Internet, Cable

Group B: Residency Documentation

- ☒ Current bank statement issued within the last two months (checking or savings only)
- ☒ Action letter from Social Services or government agency issued within the last two months

Unexcused absences may affect a student's academic standing.

Please contact your child's principal, vice principal, or dean if you know that s/he is going to be absent for an extended period of time of a week or more. Short-term independent study may be approved by the Principal, depending on the circumstances. Short-term independent study for a period of more than 21 calendar days must be requested in writing, indicating 1) the reason for request, 2) the date of departure, and the date of return. The request must be submitted to the Director of Student Services for consideration. Completion of independent study will help your student's academic achievement and will allow the District to collect ADA.

immunized against the following:

Kindergarten to 12th grade

Polio

4 doses meet the requirement, or

3 doses for ages 4-6 years if at least 1 was given on or after the 4th birthday, or

3 doses meet the requirement for ages 7-17 years if 1 was given on or after the 2nd birthday

Diphtheria, Pertussis, and Tetanus

Definition of Sexual Harassment
Sexual harassment

sent it as a controlled substance, alcohol, beverage, or intoxicant.

e. Committed or attempted to commit robbery or extortion.

f. Caused or attempted to cause damage to school property or private property.

g. Stole or attempted to steal

cess to any educational opportunity readministered for good and just cause. Due process procedures entitle students to: 1) oral or written notification of the charges; 2) an explanation of the evidence; 3) an opportunity to present his/herside of the story; and 4)

- 1! Determine a safer route to the school by accompanying your children on bicycles. That way you can ensure that they are familiar with the routes and that they observe standard traffic safety rules and etiquette. Accompany children until you are confident that they are responsible enough to bicycle alone to school.
- 2! Make sure your child wears a properly fitted helmet in accordance with State Law. When accompanying your child, wear your own helmet.
- 3! To prevent theft or vandalism, seek secure parking spaces on school campus. For student at

transportation from schools, school supplies, supplemental academic supports, case management and referrals to outside agencies. Contact BUSD McKinney Vent Counselor Sophina Jones at 6446529 for information regarding assistance for homeless students.

8.6. Parent Teacher Association (PTA)

Most schools have a parent organization that comes under the umbrella of the state PTA. The PTA usually sponsors several events annually, including fundraising activities and parent education nights. The PTA also coordinates afterschool classes, open parents and volunteers, publishes school newsletters and directories, organizes teacher lunches, and serves as a forum for parental concerns. At Berkeley High School, the PTA includes students as members.

8.7. School Site Committees

School Governance Council (SGC)

This committee is a combination of the former School Site Council (SSC) and BSEF Site Committees. The School Governance Council is charged with developing, reviewing, and evaluating annually a Single Plan for Student Achievement, which addresses:

- & Student achievement
- & Opportunities for enrichment
- & Special needs of identified students
- & Staff development
- & Program evaluation
- & Program expenditures

The SGC monitors and evaluates the Single Plan for Student Achievement (SPSA) to ensure that BSEF funds, Title I, and other resources are being spent appropriately. Members of the SGC include the principal, teachers, classified staff, parents, other community members, and at the secondary schools, students. Members of each group are selected by their peers. Election for membership is held annually at each school; the meetings are open to the public. Decisions made by the School

mation about the Committee is available at 644.6066 and on the BUSD website.

Facilities Maintenance

Office for Civil Rights U.S. Department of Education 50 Beale Street, Suite 7200 San Francisco, CA 94105	Telephone: 415 655555 FAX: 415 655570; TDD: 800 78339 Email ocr.sanfrancisco@ed.gov
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9.2. Board Policy 5020: Parent Rights and Responsibilities

The Governing Board recognizes that parents/guardians of district students have certain rights as well as responsibilities related to the education of their children.

The Board believes that the education of the district's students is a shared responsibility. The Superintendent designee shall work with parents/guardians, including parents/guardians of English learners, to determine appropriate roles and responsibilities of parents/guardians, school staff and students for continuing the intellectual, physical, emotional and social development and well-being of students at each school site, including the means by which the schools and parents/guardians can help students achieve academic and other standards of the school.

Within this framework, the school's primary responsibility shall be to provide a high quality curricular and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school.

Parents/guardians shall have the opportunity to work with schools in a mutually supportive and

workinordetobetter

unless the student's regular classroom teacher, after considering additional academic factors that can contribute to a successful retention, determines, in writing, that repeating the grade is not the appropriate intervention for the student's academic deficiencies. Factors to be considered must include:

- & Academic success in reading, mathematics, or other academic areas
- & Student attitude about retention
- & Parent support for retention
- & Chronological age
- & Maturity
- & Physical size
- & Social adjustment
- & Ability level
- & Availability of alternative programs
- & Previous/possible interventions

This determination shall

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- ⌘ Not using her resources to further the acts that are criminally violative of the school's code of conduct.
- ⌘ Avoiding spam chair letters or the mass unsolicited mailings.
- ⌘ Refrain from buying or selling advertising.

Parents/guardians shall provide medication in a properly labeled original container.

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complained;

4. A clear message that student safety is the district's primary concern and that any separate violation involving an alleged victim or any other person reporting sexual harassment incident will be addressed separately and will

danger to the safety of students, District property or materials, and substantially disrupting the school environment.

This policy pertains to cyberbullying that is related to school activity or attendance that occurs at any time, including but not limited to, while on school grounds, while going to or coming from school during the lunch period, whether on or off campus, during or while going to or coming from a school-sponsored activity that is directed specifically toward a pupil or school personnel. If the cyberbullying occurs outside of the scope of the District but the school has knowledge of its occurrence, the school will inform the parents/guardians of the students involved.

Bullying and Harassment

Bullying, cyberbullying, and intimidation may, from time to time, be part of a continuum of student misconduct such as sexual harassment, hate motivated behavior, assault, or child abuse and, as such, the action of the student or the nature of the incident could be considered a violation of other aspects of student conduct policies and state and federal law.

Bullying based on a person or group's actual or perceived sex, gender, transgender or gender identity, nonconforming socioeconomic status, race, color, religion, ancestry, national origin, ethnic group identification, physical or mental disability, age, sexual orientation, marital or parental status which constitutes discriminatory harassment shall be dealt with in accordance with the Nondiscrimination/Harassment Policy (BP 5145.3)s

combat bias and a responsibility to provide equal educational opportunities to all pupils. Additionally, District policy requires that all schools and all personnel promote mutual respect and acceptance among students and staff. Thus, the District has a legal obligation to ensure that transgender students are safe, supported, and fully included in all school activities, programs, facilities, and educational opportunities. No person shall be subjected to discrimination on the basis of actual or perceived gender identity, gender expression, gender or sexual orientation (Cal. Ed. Code § 220.20 U.S.C. § 1681 (Title

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any sales of ~~non~~ nutritious foods and beverages in fundraisers or other

The Superintendent shall develop a re-entry plan to be implemented for the accused student's re-entry to the District after an expulsion or back into the

No student shall be questioned for the purpose of

for the Education Code section 48432.5 in the District's continuation school.

[Ed Code sec. 48918(e).]

An administrative panel's decision to recommend an expulsion shall be final. The discretion to recommend a suspension or enforcement of the expulsion order is available in every expulsion case. The administrative panel shall submit a detailed written factu4 (c)7. Isq 0.24 0 0 0.24 132401 12 -3 (47rds.24 0 0 0.24 163.7583 663.6 cm BT 0.0034 Tc 39 0 0 35

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10! Procedures and Forms

10.1 Overview of Complain Procedures and Forms

As a parent, student, employee or resident you have a right to address issues you feel were not appropriately handled by the District. Please use the forms in this section according to your specific concern as described in the chart below. Please file complaint forms at the following location:

Office of the District Compliance Officer/Title IX Coordinator
Berkeley Unified School District
2020 Bona Street Room 112 Berkeley, CA 94702
510 486 9338

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Complaint against any BUSD policy, practice, procedure, or employee	Complaint Procedure for Parents, Students, Employees and Residents (Form 102)
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Complainant's Signature _____ Date Signed _____

Step 1: Informal Resolution

Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, you should communicate directly with the employee involved in order to resolve concerns.

If you are unable or unwilling to resolve the complaint directly with the employee, you may file a written complaint directly to the principal or immediate supervisor (Step 2).

Step 2: Filing a Written Formal Complaint

If the complaint was not resolved informally (Step 1), you have the right to submit a formal

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The Board recognizes that it is the District's responsibility to ensure compliance with applicable federal and state laws and regulations governing the education program listed below and to investigate allegations of non-compliance. Any person, including any parent of a pupil enrolled in a federally or state-funded consolidated categorical program, may file a complaint alleging a violation of law, policy or regulation governing such program. Programs making up the consolidated categorical program are:

- * Adult Basic Education
- * Child Nutrition
- * Child Care and Development Programs
- * Vocational Education
- * Consolidated Categorical Aid Programs
- * Migrant Education
- * Special Education

In addition, discrimination complaints may be filed

Berkeley Unified School District
104. Bullying Complaint Form (Policy 5131.2)

School: _____

Definition of bullying: Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior including but not limited to any threatening, insulting, or dehumanizing gesture by an adult or student that has the potential to create an intimidating, hostile, or offensive educational environment or cause long-term damage, cause discomfort, humiliation, or unreasonably interfere with the victim's school performance or participation. Bullying is carried out repeatedly;

105. Williams Uniform Complaint Procedure

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Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clear or safe manner or in good repair, teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact infor-

& A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which

106. USE OF STUDENT IMAGES/SCHOOLWORK

This is an OPTIONAL form. Please sign and return only if you wish to withhold permission

The School District (BSD) often includes images of students engaged in school activities and events as part of outreach and information about our programs for parents, family and the wider community. Community partners such as the PTA and the Berkeley Public Schools Fund value these images as compelling ways to share and urge support for the work of our teachers and students.

During the school year, your student may be photographed or filmed by District staff while participating in school programs and activities. We would like to have the opportunity to use these images

107. MEDIA/OPTOUT

This is an OPTIONAL form. Please sign and return only if you wish to withhold permission for your student to be photographed or interviewed by news media representatives.

There are times when our schools may be featured in various news media. News reporters, photographers and/or film crews from TV, radio stations, newspapers, magazines, or online publications may wish to interview, photograph and/or film your child in relation to a story about our schools or students, such as a school performance, sports, etc.

108. FOR FAMILIES OF HIGH SCHOOL STUDENTS

Release and Disclosure of Student Information to the Military and Institutions of Higher Learning

Under the No Child Left Behind Act, of 2002, school districts are now required to allow the military the same access to high schools and student information as is given to colleges, universities, or institutions of higher learning. Prior to the passing of this legislation the Berkeley Unified School District did not provide either the military or institutions of higher learning access to the names or addresses of our students. The Board of Education supports this

10.10. Request for Disability-Related Aids, Supports, Accommodations and Services*
Nonacademic and Extracurricular Programs and Activities

Student Name _____ BD _____ Grade _____

School _____ Teacher _____

Parent/Guardian Name _____

Phone(s) _____ Email _____

Parent/Guardian Name _____

Phone(s) _____ Email _____

Does Student have current IEP? Yes/No Special Education Case Manager _____
Name

Does Student have current 504 Plan? Yes/No Case Manager _____
Name

10.11. Free/Reduced Price Meal Application

FREE/RE DUCED PRICE MEAL

2. If your student pays for lunch, you may pay for meals online and/or at school for online payments go to

10.13. Gender Support Plan and Gender Transition Plan from Gender Spectrum

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ANNUAL NOTICE TO PARENTS
2016-2017

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1:=1!2B!3G/@=1/!24!=!F=44/@!;/B2D4/!13-!

PLR!c=V2F2T/!1:/!3GG3@!B1<:/41B!13!;/E/?3G!1:/!
G3B212E!/E=?</B0?B=?0/J!24212=12E/J!U24;4/BBJ!
BG341=4/21SJ!@/B3<@0/9<?4/BBJ!03<@=D/J!0@/=12E21SJ!
@/BG34B2C2?21SJ!4;X3SO
PIR!%/03D42T/!1:=1!1:/!C/B1!/?=@424D!1=U/B!G?=0!Q:/41!:/!
B1<:/41!/?=@4B!C/0=<B/!39!;2B!@/!13!/?=@40
PHR!c=241=24!=?/= @424D!B21<=1234!F=V2F2T24D!B1<:/41!B/?9
F312E=1234!=4;!/403<@=D24D!1:/!B1<:/41!24!:2B)/@!3Q4!12F/!13!
93??3Q!:2B)/@!3Q4!241/@/B1BO!!(:/B!241/@/B1B!F=S!/@/B<?1!24!
Q:3?/!3@!24!G=@1!9@3F!G@/B/41=1234!3S!;2B)/@!1!/=0:/@B
0:320/B!39!/?=@424D!G@3X/01BO
P5R!c=V2F2T/!1:/!3GG3@1<421S!93@!1/=0:/@BJ!G=@/41B!=4;!
B1<:/41B!13!033G/@=12E/?S!;/E/?3G!1!/?=@424D!G@30/BB!=4;!21B!
B<CX/0!F=11/@O!!(:2B!3GG3@1<421S!B:=??!C/!=!034124<3<BJ!
G/@F=4/41!G@B0/BBO
PKR!c=V2F2T/!1:/!3GG3@!421B!<:/41BJ!1/=0:/@BJ!=4;!
G=@/41B!13!034124<3<B?S!@/=0!1!13!1!/0:=4D24D!Q3@?;J!240?<;24D!
C<1!431!/?2F21/!13!1!/!03FF<421S!24!Q:20:1!1!/B0:33?!2B!/?30=1;/O
,4!1:/!E/41!=4S!G=@/41J!B1<:/41J!3@!1/=0:/@!2B!241/@/B1;!24!
9<@1:/@!2493@F=1234!0340@!421B0?33PE2!&(!
!2/\$#"*&\$*!\$*&)+)!%4"938)&4\$)-!,""3&#-&"G\$)'++"%\$)+)&4"3)

G@3D@=F!G/@93@F=40/J!G=@/41!3G1234B!13!@/F3E/!=!B1<,/41!
9@3F!!=G@3D@=F!=4,;2@!2@,10=?!/4@3??F/41J!=4;!
/VG/01/;!@=1/!39!1@=4B21234!2413!0?=BB@33FB!431!1=2?3@/;!93@!!
#4D?2B!@4/!B!

x *SZ[SNU&.UdSZ\KUKOL&%YQZZTM7

%,-++#&,,!\$).8'8.+(&/\$,&0125?=D<67%/A<2@#B
B0:33?!;2B1 @201!13!43129S!/0:!G=@/41!3@!D<=@;2=4!39!;!G<G2?!24!!=!
B0:33?!1:=1!:=B!?3B1!21B!=00@/;21=1234!B1=1<B!=4;!1:!/G31/412=?!

**AVISO ANUAL PARA LOS PADRES
2016-2017**

ESTIMADO PADRE/TUTOR:

La sección 48980 del Código de Educación de California req

con las leyes federales y estatales. Esto significa que el nombre, fecha de nacimiento, lugar de nacimiento, dirección, número de teléfono, dirección de e-mail, curso de estudio principal, participación en actividades escolares oficialmente reconocidas, fechas de asistencia, títulos y premios recibidos, y asistencia más reciente en una escuela pública o privada previa, pueden ser divulgados de acuerdo con la política de la mesa directiva. Además, se puede dar la estatura 3 (l(r) 12 (a)u) 10 (e) -1 (t) 13 (a) o10(a) -3 (r13 (l) 3 (i) 3 (t) 3 (i) 1a)-3 (-9 (.) ec) -13(ha) -13 (tu) 10 (v) 14 (i) -10 (8

enero de 2016 podrán seguir matriculados hasta empezar en el siguiente intervalo de grados en el distrito. Los intervalos de grado se definen como nacimiento hasta pre-escuela, K a 6°, incluyendo kínder transicional, y 7° a 12°. Los estudiantes que han calificado para un programa de educación

del que trasladaría puede negar un traslado si éste afectaría adversamente el equilibrio racial y étnico del distrito, o un plan de desegregación voluntario o mandado por la corte. Un distrito de opción no puede negar una solicitud de traslado basado en que los gastos de proveer servicios excederían los ingresos, pero sí puede negar una solicitud si ésta requeriría que se creara un programa nuevo. Sin embargo, el distrito de opción no puede negar el traslado de estudiantes con necesidades especiales, incluyendo estudiantes con necesidades excepcionales, y estudiantes aprendices del inglés (*English Learners*) aún si el coste de educar al estudiante excede los ingresos recibidos o si requiere la creación de un programa nuevo. El distrito del que se traslada un estudiante puede también limitar el número total de estudiantes que se trasladan cada año fuera del distrito a un porcentaje determinado del número total de matrículas, dependiendo del tamaño del distrito.

‡Las comunicaciones de un distrito de opción con los padres o tutores contendrán información precisa y no estarán dirigidas a estudiantes basado en su rendimiento académico, habilidad atlética, u otras características individuales.

- x Ningún estudiante que asiste actualmente a una escuela o reside dentro del área de asistencia de una escuela puede ser obligado a dejar esa escuela para hacer sitio para un estudiante que se traslada bajo estas provisiones.
- x Se deberá dar prioridad de traslado a los hermanos de estudiantes que ya asisten a la escuela en el "distrito de opción" y

MISCELANEOS

PROGRAMAS NO OBLIGATORIOS PARA PARTICIPACION DE PADRES/ESTUDIANTES (EC §49091.18): Las escuelas no pueden obligar a un estudiante ni a su familia a someterse o participar en ninguna prueba, evaluación, análisis, ni seguimiento de la calidad o carácter de la vida familiar del estudiante, evaluaciones o pruebas parentales, programas de consejería no-académica en hogar, capacitación para padres, ni planes prescritos de servicios educativos familiares.

EQUIDAD DE GENERO EN PLANIFICACION DE CARRERAS (EC §221.5(d)): Se notificará a los padres por adelantado de la consejería de carreras y selección de cursos comenzando con la selección de cursos en 7º grado, de modo de promover la equidad de género y permitir que los padres participen en sesiones de consejería y decisiones.

CAMPUS LIBRE DE 1 T3 (8.52 -2 0 3-1 () -7((B) -8RRE) 1d0 3-1u(i) 3 (c) -10 () -10 (c) -10 (i610 (ó) 10 (n) 3 () JIJ 0 Tc ET BT -0.007 Tc 8.52 0 0 8.5298.7486 6

presentó durante su ausencia.

(c) Para propósitos de esta sección, la asistencia a retiros religiosos no excederá cuatro horas por semestre.

(d) Las ausencias bajo esta sección se considerarán ausencias en la computación del promedio de asistencia diaria y no generarán pagos distribuidos por el estado.

se usa en esta sección, tiene el mismo significado que en la sección 45194, excepto que las referencias en ésta sección a "empleado" se determinarán como referencias a "estudiante."

INVIRTIENDO PARA LA EDUCACION FUTURA (EC §48980(d)):

Se aconseja a los padres acerca de la importancia de invertir en una educación superior para sus hijos y de considerar las opciones de inversión apropiadas, incluyendo, pero no limitándose a, los bonos de ahorro de los Estados Unidos.

QUEJAS DE DEFICIENCIAS RELACIONADAS A MATERIALES DE INSTRUCCION, ETC. (EC §35186):

El procedimiento uniforme de quejas está para ayudar a identificar y resolver deficiencias relacionadas a los materiales de instrucción, condiciones de emergencia o urgentes de instalaciones que puedan representar un peligro para la salud y seguridad de estudiantes o personal, y vacancias o asignaciones inadecuadas de maestros. El aviso del proceso de presentar una queja y el lugar en donde se puede obtener el formulario deberán estar puestos en todas las aulas.

!
CONFIRMACIO



Berke