



Attendance Office  
1980 Allston Way  
Berkeley, CA 94704

BERKELEY HIGH  
SATURDAY SCHOOL  
AGREEMENT

1. BHS Saturday School meets from **9 a.m. to 12 pm**, in room **H-207**. Students should enter through the door on the corner of Martin Luther King Jr. Way and Allston. Door will close at 9:15 a.m. Students arriving after that time will not be admitted. Students must stay until noon. Students will be allowed to leave early only with emergency contact from parent/guardian.
2. Student must **bring three hours worth of homework**. A few days before Saturday School, student should make contact with all teachers and request homework. It is the student's responsibility to make sure that s/he has textbooks, assignments, and all required materials to complete the assigned homework. There will be computers available with Internet access. Tutors will be available to help.
3. Students will **work quietly and productively**, following directions from all staff -- including teacher, safety officer, and tutors. If a student refuses to work, or is disruptive, s/he will receive a warning from the safety officer and/or the supervising teacher. If misbehavior continues after warning, the supervising teacher will notify the student's parent/guardian that s/he is being sent home. For serious behavior infractions, students may be escorted off campus immediately, without any prior warnings. BPD will be contacted if the student poses a safety threat. Further disciplinary action may be taken by school administration, if necessary.
4. Students are allowed to bring their own **food or snacks**. BHS will not provide food. Students who bring their own food must be prepared to follow teacher's instructions for when/where in the classroom they can eat and they must clean up after they have finished eating.
5. Students can also bring their own **music devices**, such as MP3 players, for use with personal headphones, at a volume unheard by others nearby. Aside from listening to music, no other use of electronics is allowed. Students who use electronics for texting, games, etc. will have their devices confiscated and returned at noon.
6. The attendance office will **clear up to six unexcused period absences from the previous month** for students who follow all the guidelines in the five paragraphs above. Please note that for the absences to be cleared a student must bring the signed contract and attend Saturday School from 9am to noon and complete three hours of work and follow all directions from staff while in Saturday school.

*We understand and agree to this contract...*

Student name: \_\_\_\_\_ Student signature: \_\_\_\_\_

Parent/guardian name: \_\_\_\_\_ Parent/guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

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