



# BIS APPLICATION PACKET

## Berkeley Independent Study Program Overview

Berkeley Independent Study is a program of Berkeley High School, and offers an academically rigorous alternative to the typical classroom environment. **Students must be self-motivated and organized to succeed at BIS.**

### K-8 Home School Overview

In the K-8 program, parents/guardians accompany students to weekly 90-minute meetings with teachers. Assignments adhere to state curriculum standards while accommodating students' interests and abilities. BIS provides instructional materials, and tutoring is available.

Parents/guardians act as home teachers for all of the K-8 lessons. They need to be available to educate and supervise their children's studies at home for 20-25 hours of coursework per week.

### 9-12 Independent Study Overview

Students fulfill the same course requirements as at Berkeley High School and earn the same high school diploma by meeting individually or in small groups with their instructors weekly. Students at BIS complete ten hours of homework per course every week. They earn five semester credits for each quarter course they complete (typically 3 courses each quarter). Courses not offered on the Berkeley Independent Study campus may be taken concurrently at the high school. Most Berkeley High School courses are offered at BIS.

Many different kinds of students attend BIS: those who excel academically, or are taking college courses, students who have jobs, students with children, students with major athletic or artistic pursuits, students with emotional or health-related issues who need mentoring, or students who for some other reason are seeking an alternative educational environment. Many have found that BIS has been fine preparation for college and life.

### Application & Contact Information

To apply, complete this packet and submit the required documentation to BIS per the *Berkeley Independent Study Application Checklist* in this packet.

Do you have questions? Contact us. The Berkeley Independent Study office is in room 200, located on its own small campus on Derby near Milvia, between B-Tech and King Child Development Center. The BIS phone number is (510) 644-8592. On the Internet: <http://www.berkeley.net/index.php?page=independent-study>

David's v.1.9 June 9, 2010

# Berkeley Independent Study Application Checklist

Students are admitted to BIS according to the steps below. Some sections are marked for K-8 home school or 9-12 independent study students only; others are for all K-12 students. Note that a completed application does not guarantee admission to BIS.

## 1. **Determine if BIS is the right fit:**\*

- K-12:** Read the *Berkeley Independent Study Program Overview* in this packet
- K-8:** If the parent/guardian is willing and able to set aside 20-25 hours per week for educating the student at home, contact the K-8 program
- 9-12:** Attend an orientation session at BIS

## 2. **Submit documents to the BIS office to apply:**

- K-12:** Completed *BIS Application for Admission*
- K-12:** Period attendance record from this year (check with the school counselor)
- K-12:** All special education documentation (IEP, 504 plan, list of all services received)
- 9-12:** Most recent high school transcript

## 3. **Interview:**

- K-12:** Student and parent/guardian meet with the BIS administrator to discuss admission to BIS.

## 4. **If admitted to BIS:**

- K-12:** Contact the student's most recent school to get a transfer slip from that school
- K-12:** Bring the transfer slip to the BUSD admissions office and exchange it for a pink slip
- K-12:** Bring the pink slip to register in BIS. **Only students with pink slips may transfer.** Students and their parents/guardians bring the pink slip at a scheduled time to sign contracts, allowing the students to enroll in courses at BIS.

## \***Check these requirements first:**

- **K-12:** Before doing anything else, students new to Berkeley schools must be processed by the admissions office. See the page in this packet titled *Admissions*. If the student is accepted into BUSD schools, the student may then apply to BIS per the checklist above.
- **K-12:** Legally, **before applying, students with IEPs must have an IEP meeting**—with a representative from BIS present—to determine if BIS is an appropriate placement.

# BIS Application for Admission

## Personal & Contact Details

### ***Student***

First Name	Last Name
Current Grade Level	Date of Birth
Street Address	
City & Zip	
Home Phone	Cell Phone
Work Phone	Email

### ***Parent/Guardian***

First Name	Last Name
Home Phone	Cell Phone
Work Phone	Email

### ***Parent/Guardian***

First Name	Last Name
Home Phone	Cell Phone
Work Phone	Email

### ***When You Want to Start at BIS***

When would you like to enroll in BIS? *School Year:*

*Quarter:*

## **Your School History**

### ***Your Current School***

Name of school where you are now enrolled		
Last Date of Attendance	Current GPA	Current # of high school credits
Counselor Name		Teacher Name ( <i>K-8 Only</i> )

### ***Other Alternative Programs You Have Participated In***

<input type="checkbox"/> Berkeley Technology Academy (also known as B-Tech, Alternative High School, or East Campus)
<input type="checkbox"/> Berkeley High small schools ( <i>please specify which</i> ):
<input type="checkbox"/> Other:

### ***Special Education***

<input type="checkbox"/> I do not require any special education ( <i>so skip the special ed section below</i> ).		
I use the following special education.		
<input type="checkbox"/> IEP	<input type="checkbox"/> 504 Plan	<input type="checkbox"/> Other:
This is what I do for special ed. ( <i>summarize below AND attach a thorough list of services</i> ):		
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## School History, Continued

### **Attendance & Discipline**

Do you think attendance problems affected your grades?  Yes  No

Have you had a SART/SARB meeting regarding attendance?  Yes  No

If there are disciplinary proceedings regarding you at the school you last attended, briefly describe them:

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## More About You

### **Personal Circumstances**

Who is legally responsible for you and what is your living situation?

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Describe any other circumstances that affect your life: (*pregnancy/child care, other family needs, probation, personal health/safety issues, medical concerns, financial or other personal responsibilities, etc.*)

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## Planning and Goals

### Career Planning

Who decided you should apply for BIS? ( <i>Check all that apply</i> )			
<input type="checkbox"/> You	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Counselor	<input type="checkbox"/> Other:

Do you have a job? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many hours per week?
Would you have a job while at BIS? <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours per week:

Describe where you would study and complete 10 hours of homework per class per week (for grades 9-12) or 20-25 hours total each week (for K-8) if you were accepted into BIS:

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### High School Plans (*Grades 9-12 only*)

What would you like to accomplish while at BIS? ( <i>Check all that apply</i> )	
<input type="checkbox"/> Earn enough high school credits to graduate from BIS with a Berkeley High School diploma	<input type="checkbox"/> Transfer to another school ( <i>which one?</i> ) at a time when...
Get a job: <input type="checkbox"/> full time <input type="checkbox"/> part time	<input type="checkbox"/> Take the GED/CHSPE
<input type="checkbox"/> Concurrently take classes at a local College/University	<input type="checkbox"/> Earn enough credits to graduate early
<input type="checkbox"/> Participate in service learning/community service	<input type="checkbox"/> Other:

## Planning and Goals, Continued

### **Plans for After High School** (Grades 9-12 only)

What are your plans after high school? (check all that apply)

<input type="checkbox"/> Two year college	<input type="checkbox"/> Four year college
<input type="checkbox"/> Trade/technical school	<input type="checkbox"/> Full time employment
<input type="checkbox"/> Part time employment	<input type="checkbox"/> Military
<input type="checkbox"/> Undecided	<input type="checkbox"/> Other: _____

### **Reflections**

What do you like about school?

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What do you dislike about school?

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Why are you seeking BIS as an educational alternative?

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### **Signatures**

I agree that I have provided all of the information requested in this application packet, and the information I provided is complete and correct to the best of my knowledge,

*Student Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Parent/Guardian Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

# Admissions

This is only a summary. Check at the admissions office or web page for complete information about admissions to schools in the Berkeley Unified School District.

## ***K-12 New Students***

To request a school assignment from the admissions office, a student **must submit all of the following:**

- Birth certificate
- *Parent Preference Form* (available from the admissions and attendance office)
- Last report card (or official document verifying educational standing)
- Proof of student immunization for polio, DPT (diphtheria, tetanus and pertussis), measles, rubella, mumps, hepatitis B and chickenpox
- Three original (not photocopied) proofs of Berkeley residency. Proofs must be recent and have the address and name of the student's parent/guardian. The following bills/documents are acceptable proofs:

PG&E	EBMUD	Garbage
Telephone (not cell phone)	Cable	Bank
Paycheck stub	Driver's license	Social services action letter
Berkeley Housing Authority documentation		

At least one proof of residency **must be** a utility bill (PG&E, EBMUD, telephone, garbage, cable or land line).

## ***Admissions Information***

Admissions and Attendance Office  
Central Administration Annex Building  
1835 Allston Way  
Berkeley, CA 94703

Phone: (510) 644-6504

E-Mail: [admissions@berkeley.k12.ca.us](mailto:admissions@berkeley.k12.ca.us)

Hours: 8:00-12:00 and 1:00-4:00 P.M.  
Closed Tuesdays at 3:00 P.M.

**Check the web site!**

<http://www.berkeley.net/enrollment/>

Thanks for applying! Have a nice day☺