



Berkeley High School Yellow Jackets

CLASS OF 2024 SENIOR INFORMATION

Berkeley High School 1980 Allston Way Berkeley, CA 94704 510.644.6121 bhs.berkeleyschools.net



Seniors have an arduous year long journey full of joyous moments and agonizing bites of reality. Although we cannot foresee all things that will take place during this journey, the Senior Information page outlines important dates as well as useful notes about the process of completing this final year at BHS. There are five sections: *Due Dates & Major Events*, *Diplomas*, *Transcripts & Clearing Fines*, *Expectations*, *Activities*, & *Prom*, *Preparing for Graduation*, and *Graduation Day*.

Seniors, please review your student email for the most up-to-date information about end of the semester obligations and post-high school next steps. Updates will also be posted on the [BHS Website](https://bhs.berkeleyschools.net), the BHS e-tree, and other means as needed. If you need a translation, [please click this Google Translator link](#).

If you have any questions regarding this information, please contact the main office 510.644.6121 or Mr. V, Director of Student Activities, in the Leadership Office johnvillavicencio@berkeley.net.

Updated by **John Villavicencio, Director of Student Activities**, on May 16, 2024

Class of 2024 SENIOR INFO
DUE DATES & MAJOR EVENTS

Major Events

September to June - Order cap & gown or get a loaner from Achievers Inc. Details on page 4.

October 7 - Due date for [Petition To Graduate Early forms](#) with [Counselor/Registrar's Office](#)

Fall - College app. due dates, SAT/ACT testing. More info on page 1 & in the College & Career Center.

Fall-Spring - Turn in transcript request for Mid-Year College Reports with the Registrar's Office.

November 18 - Due date to include senior portraits in the BHS Yearbook. See page 4 for details.

February 22 - Spring Senior Expectations [Class of 2024 Senior Meeting slides](#)

March 2 - Due date for [CA Dream Act](#) & [CA state FAFSA](#).

March 15 - [Seal of Biliteracy App](#), [CDE Website](#), [Classroom](#) code: eccmect Contact [Susi Lopez](#), [World Languages Dept.](#)

May - Submit [FINAL transcript request forms](#) to the Registrar's Office.

June 6 - Graduation. Details will be shared on page 7, student email, the BHS e-tree & the [BHS website](#).

June 30 - [Submit address info if different from current address](#) for summer diploma mailing.

Small Learning Community Graduations & Cultural Celebrations

Please seek information from your student or leaders of your student's program, small school, or cultural affinity group for specific details on their ceremony. Participation in a small school or departmental ceremony is not a guarantee that the student has met all requirements necessary for graduation.

June 6	BERKELEY HIGH SCHOOL (BHS) <i>All Class of '24 Graduates!</i> @ JACKET STADIUM 10 AM - 12 PM Last Names A-K 3 PM - 5 PM Last Names L-Z	Contact John Villavicencio , Tonia Coleman Livestream Links below & YouTube Channel
June 1	CELEBRATION OF BLACK EXCELLENCE (AFAM) @ BCT 2:00 PM Click here for tickets	Contact Spencer Pritchard , Dawn Williams BHSAfAmStudies@berkeley.net
May 31	BERKELEY INTERNATIONAL HIGH SCHOOL (BIHS) @ BCT in the Evening 5:00 PM	Contact Harrison Blatt , Rebecca Villagran , Melissa Jimenez
May 31	MULTILINGUAL PROGRAM (MLP) @ Berkeley Technology Academy 5:00 PM	Contact Xochitl Dueñas Cynthia Garcia @mlpteachers
May 30	SENIOR AWARDS NIGHT @ FSLT 6:00 PM	Contact Erika Pistoni
May 29	LATINE (LTNE) @ FSLT 6:00 PM	Contact Ali Ortega-Mendoza @bhs.latinxunidos
May 28	ACADEMIC CHOICE (AC) @ BCT 6:30 - 7:30 PM	Contact Tammy Rose , Brooke McKinney , Joseph Smith
May 25	ASIAN PACIFIC ISLANDER (API) @ Berkeley Methodist United Church 11:00 am	Contact Dana Moran @bhs.apic berkeleyhighapic@gmail.com
May 24	R.I.S.E. (RISE) @ BHS Library in the evening	Contact Adriana Betti
May 23	ACADEMY of MEDICINE PUBLIC SERVICE (AMPS) @ Oxford Elementary in the Evening	Contact Tasha Jackson Diane Kung
May 23	BERKELEY INDEPENDENT STUDY (BIS) @ Berkeley Independent Study in the Evening	Contact Linh Le Heidi Weber
May 22	COMMUNICATION ARTS & SCIENCES (CAS) @ Freight & Salvage in the evening	Contact Bill Pratt , Phil Halpern
May 21	ARTS & HUMANITIES ACADEMY (AHA) @ Freight & Salvage in the Evening	Contact Devon Brewer , Laura Gorrin
May 16	BRIDGE PROGRAM (BRDG) @ BHS Library in the Evening	Contact Jessie Luxford

BCT = Berkeley Community Theater

FSLT = Florence Schwimley Little Theater

Class of 2024 SENIOR INFO
DUE DATES & MAJOR EVENTS

College & Career Center Resources If you have any questions about the next step after you graduate from BHS, [visit the College & Career Center website](#). This page has links to a [calendar of CCC events](#) incl. [college visits](#), & other resources like college [essay reading](#) & [hours](#), workshops, and making an appointment with your college counselor. Drop-in office hours are before school, during lunch, and after school. Information is also on Instagram @berkeleyhighcounseling. Office: 510.644.4583

College Counselors:

[Joanne Dumbrigue](#) (AC, CAS, HB, CEC, SEIP), [Yasmin Navarro](#) (BIHS, AHA, AMPS, MLP, BIS, BTA, Puente)

Admin Assistant: [Erika Pistoni](#)

EAOP Fellow: [Maya Martinez](#)

Career Advisor: [Sakima Williams](#)

Senior Awards Night Seniors who have received, or will receive, scholarships or awards, are honored in front of their friends and family. The ceremony will be May 22 in the Little Theater with more details to be released in the spring. Awardees will be invited and expected to attend to receive their award.

Testing Calendar

AP Testing: May 2024. The AP Coordinator is [Matt Albinson](#) & VP is [Cassandra Tesch](#).

[IB Testing: May 1 - May 19, 2024](#). The IB Coordinator is [Steadman Rogers](#) & VP is [Harrison Blatt](#)

[College Board Exams](#): The SAT Coordinator is [Benette Williams](#). **Make sure to register before due dates*

Class of 2024 SENIOR INFO
DIPLOMAS, TRANSCRIPTS, & CLEARING FINES

[Check out the BHS Registrar's website](#)

Diploma Info Your diploma and transcripts should be mailed within three months of graduation. If your address is different from what we have in the system, please provide us with your new mailing address by June 30, 2024 [using this form](#)*. Please note: The name listed in your school records will be how the name will appear on your diploma, so make sure the spelling is correct. If you do not receive your diploma by September 2024, you may need to come to the Registrar's office in D-173, in the event that it was returned or being held due to debts. For any questions, contact bhsregistrar@berkeley.net.

Outstanding Debts & Book Fines Students must clear all financial obligations (including book debts, athletic equipment, etc.) to the school prior to receiving their free graduation tickets and their diploma. Seniors won't receive their high school diplomas until they return all their textbooks and library books. The BHS library is open for returning books Monday - Friday 8:00 am - 4:30pm. The BHS Library will be understanding of any difficulty with replacing lost or missing books, so consider proactively contacting [Nicole Fitzhugh](#), Textbook Room Clerk. Seniors are able to check their outstanding fines during lunchtime and after school in the library. Please [pay your fines](#) on the [BHS Student Store](#).

Final Transcript Request Procedure All transcripts will be sent based on your response to the [Final Official Transcript Request Form 2024](#). Please note that academic counselors can assist with transcript requests to schools that are listed on the Common App. The Registrar's Office along with the Counselors and the College Center will work with that report and use the information that you provided to determine the college you will be attending in the Fall. This means that you **MUST** be accurate about your college(s) on this report. You will **NOT** need to do any request individually. Transcripts will be sent out as soon as they are finalized. If you have any questions or concerns, please feel free to reach out to the [BHS Registrar](#) or your assigned counselor.

Course Pre-Approval Seniors planning to take classes outside of Berkeley High School or Independent Study Program, and wish to receive grades and credit for the course **MUST** get prior permission from your Counselor and Registrar. If you take the course without prior approval it will **NOT** be reflected on your high school transcript.

Free & Reduced Meals Verification Families should complete a paper application or do so online with the [EZ Meal App](#) in order to receive benefits under the free & reduced lunch program. If determined to qualify, students can receive discounts to school events (prom, graduation, etc.) among other testing discounts if they have completed forms on file with B.U.S.D. Once determined to qualify for free & reduced meals, Nutrition Services will send a paper copy of the eligibility letter to the mailing address on the application or by email. The email notification will show as "noreply@nutrition.com". **Please make sure to check your spam file in your emails.** To receive the discount, this paper copy or digital photo of the eligibility letter will be shown to school officials overseeing the school event.

If a household needs another letter they should contact Sara Leon either through saraleon@berkeley.net. This information is protected by right to privacy so we are not able to provide this information to minors or someone other than the head of household through email. Nutrition Services require up to 3-5 days to process their request as these do not tend to come in one at a time.

Class of 2024 SENIOR INFO
EXPECTATIONS & ACTIVITIES

Expectations: We would like to finish this year on the same positive note that we have had all year, and we would like to remind seniors of a few behavior expectations. Juniors & Seniors may not be allowed to participate in school activities if any of the following apply:

- 30 or more period unverified absences for any class from August 2023 - March 2024. Suspension for any discipline matter (For prom, this policy will be in effect after February 1). The exception to this rule is to attend make-up tutorials; for each 1 hour of tutoring you can earn credit for 1 unexcused absence. You will need to attend as many tutorials as is needed to have under 30 unexcused period absences.
- Juniors & Seniors who violate any school policy that causes an out-of-school suspension will forfeit all rights for participating in graduation activities, including prom. Final decisions about exclusions will be reviewed by the admin team for review and determination about exclusion from prom.

Senior Activities We have a Senior Spellout planned for September and hope to build from there. Updates will be sent to your student email or you can follow [@juicethejackets](#) or [@bhs24seniors](#) on Instagram.

Senior Sunrise & Spellout We are working to secure an event date on a late start Monday. We will send out the info on the bulletin, Instagram and via email when it is approved. The 2024 spell out will take place in the main courtyard at the steps of the Community Theater.

Senior Portraits Prestige Portraits by Lifetouch will offer two more chances for taking senior portraits on campus in the fall. The next two sets of appointments will be during the week of September 18 and the week of November 13 (*date was moved up in October*).

For the last round of on-campus portraits, you will need to schedule your own appointment during the week of November 13-17. The portraits will be taken in the East Gallery of the Community Theater. This is the last on-campus session...[SCHEDULE YOUR APPOINTMENT HERE](#)

**You will look up Berkeley High and then enter in your name before getting to the available times and dates.*

If you need to reschedule or have not gotten an email 2-3 weeks beforehand, please reach out to byarea@lifetouch.com or call 1-877-825-7922. You will most likely need to [book an appointment at their Hayward office](#) by winter break at the latest. *Reminder* BHS Students must use Prestige Portraits to have their senior portrait appear in the yearbook. LifeTouch will provide the dress, tuxedo, or cap & gown for your yearbook portrait. If you select multiple backgrounds or outfits, please bring more outfits as desired to your session. If you are unable to take a portrait, your school photo will be included in the yearbook. If you have already taken your senior portraits, please contact 1-800-736-4775 with any questions.

2024 Yearbook: Yearbooks can be ordered online at www.yearbookordercenter.com or in person in C327. Yearbook sales are from fall until April. Yearbook distribution typically takes place in the weeks leading up until Graduation. Contact the yearbook staff sponsor amandamarini@berkeley.net. For eligible students, yearbooks are on sale in-person only for \$65 by showing the free & reduced meals eligibility letter. Yearbook distribution will take place after school on May 21 - 23 in the BHS Cafeteria.

Class of 2024 SENIOR INFO
PROM

Prom 2024: Red Carpet
Saturday, March 23, 2024

[San Francisco City Hall](#) 1 Dr Carlton B Goodlett Place, San Francisco, CA
8:00 pm – 11:30 pm. Doors close at 9:30pm – No in & out privileges for any reason.

Prom 2024 plans to be a memorable evening with the city skyline as a beautiful backdrop. Guests can expect light food options, activities, and free photobooth pictures. This will be a Class of 2024 & 2025 exclusive event, meaning that no students from the Class of 2026 or 2027 may attend. Check [@juicethejackets](#) or [@bhs24seniors](#) on Instagram for updates as we approach the prom date.

Prom Policy: In order to attend prom, students should not be involved in conduct that violates education code and school rules from January 1 – March 18. If there is a violation of the education code and school rules you will be excluded from prom. The attendance office sends students who have 30+ unexcused absences a letter home notifying them that they cannot attend Prom.

You can earn yourself off the prom exclusion list by showing improvement in your attendance. You will need to complete a 2-week attendance card that you can pick up from the attendance office. You must have no unexcused period absences or CUTs during your 2 week attendance card and it must be completed before March 11th (end of quarter 3). You can attend tutoring with teachers or in the CCC. For each hour of tutorial, you will earn 1 period of credit. If you can get your unexcused absences count under 30, you will be removed from the Prom Exclusion list. Contact Ms. Tesch cassandratesch@berkeley.net with any questions.

Prom 2024 Tickets

February TBD–March 22 \$80–85. Prices increase to \$85 on March 11.

Online ticket sales begin February 15.

In-person ticket sales begin March 4 on Mondays, Wednesdays, and Fridays at lunch.

Cash & debit/credit cards are accepted. Debit/credit cards fees apply. No checks.

[Donate to the 2024 BHS Prom](#)

Tickets: All tickets will be at [BHS Student Store](#). There are no ticket transfers or reselling of tickets for any reason. Be prepared to show a recent photo ID card at the door. Any guest that attempts to enter using a ticket with mismatched names and ID numbers will not be allowed entry or be able to request a refund. *Please understand that there will not be refunds issued for prom if you are unable to attend or get removed from the event. By purchasing the ticket you are agreeing to abide by the rules of Berkeley High, Berkeley Unified School District, SF City Hall and the city of San Francisco.*

Discounted Tickets: For BHS students who qualify, they can purchase discounted tickets at \$50 in person only. Students must show your current school year eligibility letter (paper/email/ pic) from B.U.S.D. Nutrition Services to verify eligibility. [Please see page 3](#) for details on how to qualify.

Guest Passes & Dance Conduct: Non-BHS Guest Pass Forms must be submitted before or at the time of purchase. Only guests 20 years of age or younger will be admitted to Prom. Guest Pass Forms are accepted until March 16 and are available online only. [Click here for the Guest Pass Form](#). You will be sent a passcode once the guest pass is approved. Guests must also show a recent photo ID card at the door.

Security: All guests will pass through a metal detector & security screening managed by SF Sheriffs. Be prepared to show a recent photo ID card at the door. Please do not bring large overnight bags, gum, food or beverage, drugs, weapons, among other illegal items. Contact Mr. V if you have a dietary need, prescription, or other need that may fall on the prohibited item list.


Sobriety: For your safety, any guest suspected of being under the influence or in possession of an illegal or controlled substance, either when arriving or during the Prom, will have their parents/guardians notified and will be required to leave the premises. Parents/Guardians will be responsible for picking the student up as all school policies and subsequent consequences will be enforced. Let's have a joyous and safe celebration!

Class of 2024 SENIOR INFO
PREPARING FOR GRADUATION

Spring Final Exams	Seniors are expected to be in all classes during the final days of school.
May 29	Periods 1 8:30-10:30 AM & Period 2 10:40 AM - 12:40 PM
May 30	Periods 3 8:30-10:30 AM & Period 4 10:40 AM - 12:40 PM
May 31	Periods 5 8:30-10:30 AM & Period 6 10:40 AM - 12:40 PM
School Calendar	BHS website (in case there are major changes)
June 3	Grad Meeting ~ 1:00 PM Donahue Gym <i>*exact time to be confirmed later</i>
May 29-31	Make Up Finals Please contact your teacher to arrange any make-up exams.
June 5	Graduation

Cap & Gowns, Class Rings, & Graduation Announcements

Graduation orders can be placed at any time online, by phone or by mail. Achievers Inc. handles orders for just the cap and gown as well as rings, announcements, grad swag and even graduation packages. Cap & gowns are traditionally worn at an in-person graduation. Consider using a cap & gown for senior portraits, graduation pictures, at home celebrations as well as any of graduation activities to be confirmed in the spring.

Online: [GraduationOrder.com](https://www.graduationorder.com) (password **bhs510**) 
 Phone: 408.441.7200 Monday - Friday 9:00 am - 4:00 pm (English/Spanish)
 Mail: Achievers Inc., 877 Commercial Street, San Jose, CA 95112

Date	Event	Time
August - May	Graduation Cap & Gown Purchase	-
March 1	Last Day to request a LOANER cap, gown, & tassel	-
April 16, 2024	Cap & Gown Distribution at Donahue Gym	Lunch
June TBD, 2024	Graduation near Donahue Gym	9:00 am- 5:00 pm

Details on Cap & Gowns Caps and gowns will be shipped directly to your desired shipping address.

1. Each gown is marked with the student's name, but be sure that you have all items in your package.
2. Purchased caps and gowns are individuals' to keep and do not need to be returned.
3. Decorations can only be applied to the top of the cap.

Cap, Gown, & Tassel Loaner Program Achievers Inc. and BUSD have agreed to begin a loaner program for cap, gown, and tassel loaner for seniors to wear during the commencement ceremony. Please understand that per Berkeley Unified School District's (BUSD) requirements, this cap, gown, and tassel, must be returned immediately following the ceremony. Under Ed Code section 48904, failure to return each of these three items (cap/gown/tassel) may result in the student's diploma being held by BUSD and not being issued until the District has received payment for these items. In order to set up a loaner, please visit www.graduationorder.com and enter the code **bhs510** You will select "Loan" after logging into the website. Please return your loaner cap, gown and tassel immediately following the ceremony. If you forget to return your loaner cap, gown, and tassel after graduation ends, please return these items to the registrar's office at BHS the following week. The deadline to request a LOANER cap & gown is March 1, 2024.

Senior Checkout Procedures

Before your diploma is mailed home in the summer, graduating students must:

- 1) Complete a Senior Exit Report* College Counselor [Yasmin Navarro](#).
- 2) Clear any book, material or athletic debts. See Outstanding Fines and Fees on page 3 for more details.

*exit report will not be available until May

Class of 2024 Graduation Ceremony
Berkeley High School
Wednesday, June 5, 2024
Red Ceremony: Last Names A-K 10:00 am - 12:00 pm
Gold Ceremony: Last Names L-Z 3:00 pm - 5:00 pm
Guest entrance at Milvia Street & Durant Avenue opens up one hour before each ceremony
[Watch the 2024 Livestream Here](#)

We will share graduation updates via student email, BHS e-tree, the BHS website, this section of [the senior information page](#) among other means.

Tickets It is assumed that all graduating students will attend the ceremony. All graduating students from BHS, BIS & BTA will receive six (6) tickets for graduation. Please complete the [RSVP form](#) by May 1st **form opens late March*.

Every person attending, regardless of age, must have a ticket for entrance.

Ticket Distribution We will distribute six (6) tickets to all graduating students after the June 3 grad meeting. An alternative pick up time will be announced closer to graduation. All outstanding debts must be cleared before tickets can be distributed.

Grad Meeting There will be a meeting for all Class of 2024 Graduates in the Donahue Gym on Monday, June 3rd during the school day. We will review the graduation plan, share any last minute updates, and then distribute tickets. [Please preview the presentation by clicking here](#)*. **to be updated May 2024*.

Additional Tickets We encourage graduates to ask their classmates if they have any extra tickets. We do not have plans to release additional tickets beyond the six allotted tickets.

Health & Safety Following each ceremony, all guests will wait for the graduates to recess before exiting the bleachers.

Access for Persons with Disabilities Jacket Stadium is wheelchair accessible and seating is compliant with the Americans with Disabilities Act (ADA). [Please complete this form](#)* for families that may need special accommodations for parking and/or more easily accessible seating. If needed, contact toniacoleman@berkeley.net. We will do our best to accommodate ADA seating requests in the first three rows and top row of the bleachers. **form available April 2024*

Seating Seating is general admission above the first three rows of ADA seating. Jacket Stadium will open up one hour prior to each ceremony.

Bag Policy Only clear tote bags, plastic storage bags, or small clutch bags are allowed inside Jacket Stadium. Guests will not be permitted inside the graduation with bags.

Prohibited Items Guests and graduates are not allowed to bring in items that could obstruct views of the ceremony or seating at Jacket Stadium on the day of the ceremony such as flowers, large signs, balloons, etc. Guests will be instructed to return any prohibited item back to their vehicle or leave them unattended at the entrance gate. Personal sun protection is allowable provided that it doesn't block any views of the ceremony.

Graduation Day Seniors should plan to report to the Donahue Gym 60 minutes prior to the ceremony start time. Caps, gowns, and tassels should be worn at graduation. Achievers Inc. will be present in front of the Donahue Gym from 9:00 am - 5:00 pm for all of your graduation needs. See page 6 of the senior Info for Cap & Gown details.

Parking It is encouraged for guests to walk, shuttle or take public transportation to the event. There are many nearby paid parking spots available. The Bancroft & Durant lots will be reserved for staff and ADA parking.

Photos Professional photography will be made available to the Class of 2024 within a short time after all ceremonies are completed. The photos will be available to download for free or for print at an additional cost. There will not be a need to move up in the bleachers during the ceremony to take photos. In addition, all ceremonies will be recorded by a film crew that is livestreaming the event which you can watch from the bleachers or on replay at a later time.

Cultural/SLC Ceremonies Please see page 1 of the [Senior Info](#) for more details. You can expect updates directly from each group or learning community about sashes, stoles, or other information.

Graduation Performers & Speakers We will recruit student speakers or student performers that represent the heart and spirit of the Class of 2024. ~~Please submit a video clip~~ of your audition speech or performance by May 1st. **Cut off has passed*.