



Aspire Berkley Maynard Academy  
Student and Family Handbook Addendum  
School Year 2023-2024

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## Letter from the Principal

Dear BMA Families,

Welcome to the [Aspire Berkley Maynard Academy](#) community! We are excited that you have chosen to join us for some of the most important years of your child's educational journey. We are a school community focused on creating joyful learning experiences, nurturing strong relationships amongst students, families, and teammates, and preparing students for a path to, through, and back from college. We have re-established a thriving, local and state-recognized TK- program, with a commitment to a strong, safe, and healthy learning environment. Together, in partnership with staff, students, families, and our community, we will ensure all of our middle school scholars are prepared to thrive in high school, so that ultimately they graduate high school critically literate & empowered, ready to leverage college to create a more just world.

We know that when scholars feel connected to their environment, and know what to expect, they feel safe and ready to learn. A sense of belonging is integral and imperative to a ready brain. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities with an experienced and committed staff who proactively engage students and create a warm and rigorous academic and social environment. We ask that you guide and support your child's learning this year by ensuring that he/she:

1. Attends school daily, and arrives **in uniform** and **on time** by 8:30 ready to learn
2. **Reads daily** to develop a love for reading, stamina, and to improve literacy skills
3. Writes and **completes homework** assignments using the school plan book
4. **Shares school experiences** with you so you are aware of his/her school life
5. **Uses office hours**, After School Program and other supports if he/she needs extra help
6. Knows that **you expect him/her to succeed** in school and go on to college

We see families as the first and most important educator for every scholar. Thank you for setting high expectations with your child AND emphasizing the message that hard work and a growth mindset are important school and family values.

This is an exciting time in your school career and we look forward to answering your questions and helping you and your family prepare for a strong start to your journey through BMA. It's a whole new world, and one we're excited to launch with each of you. While we can no longer expect schools and our country to operate the same, you can count on the team, family, and community of Aspire Berkley Maynard Academy to unconditionally love and support your scholar during and after their time learning and growing with us. Welcome!

Sincerely, Jay Stack | Principal | [Aspire Berkley Maynard Academy](#)



## About the School

Aspire Berkley Maynard Academy is located in North Oakland. BMA opened its doors in 2005. We have scholars from TK – 8<sup>th</sup> grade. Our school body population is 550. Our school ensures that all of our scholars receive the education and attention they require. We enhance our scholars' learning with exposure to Technology, Art and Music.

## School Site Mission and Vision

BMA is a community, taking pride in creating joyful, positive, inclusive culture with rigorous and engaging learning experiences for all stakeholders.

We hold high behavioral and learning expectations for our students, families, staff and entire school community. Our four pillars, rooted in our values, are Community, Character, Curiosity, and Equity.

## General School Information

### School Contact Information

Aspire Berkley Maynard Academy  
6200 San Pablo Ave.  
Oakland, CA 94608  
510-658-2900

Jay Stack - Principal

Monica Ramos-Franco - Business Operation Manager

Iris Velasco - Assistant Principal TK-2

Jessica Ayala - Assistant Principal 3-5

Angelena Banks - After School Director

### PowerSchool and ParentSquare

Our school site uses PowerSchool and ParentSquare to help communicate with families regarding grades, attendance and important school updates. All parents and guardians have access to PowerSchool and ParentSquare, and we encourage you to check both websites often for the most up to date information. Please be sure that you update your contact information, including email, with the front office if there are any changes in how to reach you.

If you need help with accessing your PowerSchool or ParentSquare account, please reach out to the front office.



## **School Site Calendar**

### **Bell Schedule**

Supervised Morning Recess & Breakfast: 8:00 - 8:30 am

First Bell & Morning Call Out: 8:30 am



## Aspire Berkley Maynard Academy 2023-2024 Family Calendar



July '23						
S	M	T	W	Th	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
10 to 21: Summer Intersession (Contact Angelena Banks for sign up information)						
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
1 to 5: No School (Winter Break)						
7	8	9	10	11	12	13
8: No School (Staff Development)						
14	15	16	17	18	19	20
15: No School (Dr MLK Jr Birthday)						
21	22	23	24	25	26	27
28	29	30	31			

August '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
7: First Day of School						
6	★	8	9	10	11	12
7 to 11: Strong Start Minimum Days						
13	14	15	16	17	18	19
7 to Sep1: TK/K Strong Start Min Days						
20	21	22	23	24	25	26
27	28	29	30	31		

February '24						
S	M	T	W	Th	F	S
				1	2	3
2: No School (Staff Development)						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
15: Minimum Day for Planning						
18	19	20	21	22	23	24
19: No School (President's Day)						
25	26	27	28	29		

September '23						
S	M	T	W	Th	F	S
					1	2
4: No School (Labor Day)						
3	4	5	6	7	8	9
10	11	12	13	14	15	16
14: Minimum Day for Planning						
17	18	19	20	21	22	23
15: No School (Staff Development)						
24	25	26	27	28	29	30
25 to 29: Conference Minimum Days						

March '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
18 to 22: Conference Minimum Days						
24	25	26	27	28	29	30
25 to 29: No School (Spring Break)						
31						
25 to 27: Intersession						

October '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
2 to 6: No School (October Break)						
8	9	10	11	12	13	14
2 to 4: Intersession						
15	16	17	18	19	20	21
9: No School (Staff Development)						
22	23	24	25	26	27	28
29	30	31				

April '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
1 to 5: No School (Spring Break)						
7	8	9	10	11	12	13
1 to 5: Intersession						
14	15	16	17	18	19	20
8: No School (Staff Development)						
21	22	23	24	25	26	27
28	29	30				

November '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
9: Minimum Day for Planning						
12	13	14	15	16	17	18
10: No School (Veteran's Day)						
19	20	21	22	23	24	25
20 to 24: No School (Harvest Break)						
26	27	28	29	30		

May '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
23: Minimum Day for Planning						
26	27	28	29	30	31	
27: No School (Memorial Day)						

December '23						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
11 to 15: Minimum Days for Tiered Conferences						
10	11	12	13	14	15	16
18 to 5: Winter Break						
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
8: BMA Juneteenth Celebration						
9	10	11	12	13	★	15
14: Last Day of School						
16	17	18	19	20	21	22
17 to 18, 20 to 28: Intersession						
23	24	25	26	27	28	29
30						

Recess: 9:00 - 10:30 am

Lunch : 10:45 am - 1:30 pm

Monday - Thursday Dismissal: 3:10 pm for TK-5 & 3:15 for MS

Friday Dismissal: 12:15 pm for All Grades



## **Drop Off and Pick-Up Procedures**

On time drop off and pick up is important to your child's success. In order to make drop off and pick up as efficient for you, your child and other families, please follow the below procedures.

**Drop Off Time: 8:00 - 8:30 am:** Please drive East on 63rd street and pull all the way up towards the entrance on 63rd Street. Please do not double park or block neighbors driveways.

**Pick Up Time: 3:10 - 3:20 pm:** Beginning at 3:00 pm, families can queue on 63rd street facing West towards San Pablo beginning behind the speed bump. At 3:10 pm we will open the gate for families who have parked to pick up their scholar(s). We will radio for students whose families are in the queue and direct traffic one way.

All scholars in grades 1st to 8th will be dismissed in the front yard. All TK and Kindergarten scholars will be dismissed in the back playground. All students not attending our after school program must be off campus by 3:30pm. Students may not be left after school unsupervised. In the event that we have a student unsupervised on campus after 3:30 pm, administration may contact Oakland Police.

**Early Pick-Up Policies and Procedures:** Please ring the doorbell and ask the front office to sign out your scholar early. Students will not be able to be signed out early beginning at 2:50 pm Monday through Thursday and 11:50 am on Minimum Days.

For the safety of students, parents or guardians are not to drop students off, nor are students to arrive at school, prior to 30 minutes before the start of school, unless the student is involved in a regular school activity, meeting, or community program. Similarly, it is the responsibility of the parents or guardians to arrange to have their student leave or be picked up right after school, unless the student is involved in a regular school activity, meeting, or community program or is staying at the request of school personnel. In case of emergency, all students should go directly to the school office at any time before or after school.

Students who cannot comply with these requirements are placing all those at the school at risk by disregarding safety considerations. Students placing themselves or others at risk by violating the above policies may be subject to disciplinary action, including suspension and expulsion.

## **School Site Attendance and Tardy Procedures**

Regular, on-time attendance is important for your child's success. In the event your child is absent or tardy, please follow the procedures below.

If your child is **absent**, please call the school office to **report the absence within 5 days** and ask for makeup work so that your child does not fall behind. Please note that you must have a judicial or medical note in order to excuse more than 3 consecutive days.

If your child is **tardy**, please have them come to the office to sign in for the day and obtain a “tardy pass” before they go to class to make sure they receive credit for being in school. A judicial or medical note is needed to excuse a tardy.

## School Site Specific Dress Code

Aspire Berkley Maynard Academy requires all students to wear uniforms. Below are the specific uniform requirements for students.

Our dress code applies before; during and after school (including all lunches and recesses) for as long as the scholar remains on our campus, as well as times when a scholar is participating in a school-related activity that requires dress code adherence. The only exceptions to this rule are when the administration has announced a Spirit Dress Day via Parent Square and newsletter.

<p><b>Shirts</b></p>	<p>Dark (Forest) Green, Light Yellow, or White polo shirts. We encourage the inclusion of the <b>BMA school logo</b>.</p> <ul style="list-style-type: none"> <li>- <a href="#">Purchase from the BMA Elementary Store</a></li> <li>- <b>These are also approved polos:</b> <ul style="list-style-type: none"> <li>- Forest Green <a href="#">Short Sleeve</a> / <a href="#">Girls Cut</a> / <a href="#">Long Sleeve</a></li> <li>- White <a href="#">Short Sleeve</a> / <a href="#">Girls Cut</a> / <a href="#">Long Sleeve</a></li> <li>- Light Yellow <a href="#">Short Sleeve</a> / <a href="#">Girls Cut</a> / <a href="#">Long Sleeve</a></li> </ul> </li> </ul>
<p><b>Outer-wear</b></p>	<p>Forest Green sweatshirt, vest, fleece, jacket or sweater, preferably with <b>BMA school logo</b> or <a href="#">other items from our Spirit Store</a>.</p> <p>We sell hoodies for Style and Comfort and we ask scholars to not wear hoods inside the school building.</p> <p>For non-BMA outerwear, we will be requiring students to wear plain options for next year. Students may wear these options:</p> <ul style="list-style-type: none"> <li>- <a href="#">Zip Up Plain Hoodie</a></li> <li>- <a href="#">Plain Hoodie</a></li> </ul>
<p><b>Pants</b></p>	<p><a href="#">Solid khaki</a> (sandwash/flax on Children’s Place) or <a href="#">navy blue twill</a> pants, shorts, skorts, or skirts.. Belts are required if necessary to hold up pants.</p> <p>BMA will no longer sell, but students may still wear: Green and yellow plaid jumpers. “Skorts”, skirts, and jumpers must be knee-length or longer.</p>



<b>Hats</b>	No hats, bandanas, or caps may be worn inside the building during school hours at any time unless for religious purposes.
<b>Shoes</b>	For safety, scholars may not wear shoes with heels, open toes, wheels, or flashing lights. Also, for safety, scholars may not wear flip flops, sandals, Crocs, slides, or slippers. Please avoid boots unless it is raining.
<b>Middle School Dress Code</b>	<p>Navy, Light Yellow, or White polo shirts. We encourage the inclusion of the <b>BMA school logo</b>. Students may still wear Yellow if they previously own.</p> <ul style="list-style-type: none"> <li>- <a href="#">Purchase from the BMA Middle School Store</a></li> <li>- <b>These are also approved plain polo options (you can also order plain Navy, Forest Green, or White Polos from Anywhere):</b> <ul style="list-style-type: none"> <li>- <a href="#">Navy Short Sleeve</a></li> <li>- <a href="#">White Short Sleeve</a></li> <li>- <a href="#">Forest Green</a></li> </ul> </li> </ul>

**“College dress” code:** College dress is the Friday dress code at BMA. BMA staff and students all wear blue or black jeans with a BMA, college, or BMA affiliated program shirt. College dress is not the same as free dress. Students showing up in Free Dress on Fridays lose the opportunity to participate in College Dress the following week.

<b>TK-8 College Dress Policy</b>	
<b>Pants</b>	Plain blue or black jeans (without patterns, rips, holes, or decorations).
<b>Shirts</b>	A BMA uniform shirt, a BMA T-shirt, a BMA affiliated organization (SquashDrive, Affinity Club, etc) OR a T-Shirt from a real college or university only.
<b>Outerwear</b>	Green sweatshirt, vest, fleece, or sweater with <b>BMA school logo</b> . sweatshirts are allowed to be worn every day in the classroom or a sweatshirt from an actual college or university.
<b>Shoes</b>	Regular shoe policy AND we will permit Crocs for students ONLY on Fridays as part of College Dress!

## School Culture and Student Life

At BMA, cultivating joy, interconnectedness, and pride is an integral part of our school culture. As a predominantly commuter school, we strive to create a community, family feel in our school building. This looks like all teammates acknowledging each other and our scholars & families



throughout the day, building, maintaining, and restoring relationships, and designing learning experiences that are student centered, engaging, and joyful.

Each month we hold Town Hall celebrations to celebrate and learn together. During Town Hall students share their class cheers and we honor students' accomplishments and achievements. In addition, we celebrate learning and diversity throughout the year with our multicultural celebrations, Black History Month programming, Juneteenth celebration, Fall Festival and through other whole community events.

Teachers build community in the classroom through the creation of a class charter. The class charter establishes how students want to feel at school and with their class. When the charter is broken, the class has determined a set of logical consequences and ideas for restoration to ensure the community can be repaired if harm or disruption is caused.

## **Social-Emotional Learning (SEL)**

Our approach to Social and Emotional Learning (SEL) is to create a positive school climate and culture and foster the social and emotional growth of our scholars and teammates through adopting an intentional focus on the integration of SEL throughout our entire instructional pyramid and beyond. Our Social and Emotional Learning Program is a key element in advancing our Equity efforts at Aspire, by ensuring each scholar is receiving the types and appropriate level of support they need to reach their potential.

Aspire is committed to supporting our students' social and emotional development to be caring and productive citizens. We engage in culturally responsive and equitable practices in our communities of students, families, and teammates to cultivate the following lifelong skills in each Aspire scholar and educator:

- Managing emotions and behaviors
- Feeling and expressing empathy and compassion for others
- Making responsible decisions
- Setting and achieving positive goals

Berkley Maynard Academy utilizes proven SEL programs and other techniques to include SEL in our regular day program. This program is in addition to the many other culture and skill building opportunities occurring at your child's school.

## **Electronic devices/games/etc.**

In order to ensure a distraction-free environment and the safety of items, students are not permitted to bring electronic devices or games to school. If a student brings an electronic device to school, a BMA staff member will collect the device and return it to the student's parent/guardian.



## **Birthday/Other Celebrations**

If your scholar's birthday or other special day is approaching and you would like to come to school to celebrate, please coordinate with your scholar's teacher at least two days in advance. This type of celebration should take place during the last 10-15 minutes of the school day.

If you are bringing treats as part of your celebration, please consider bringing healthier treats such as popcorn, fresh fruit, popsicles, fruit snacks, granola bars, stickers, school supplies, etc.

## **Family Engagement**

Students learn best when their families are closely engaged with school, and we encourage families to be as involved as possible in the ways that work best for them. Some examples of how we encourage family engagement throughout the year include:

**Parent involvement events and opportunities:** Throughout the year we welcome and encourage families to visit and support! We hold quarterly "books and breakfast" events where we invite families to join us at the start of the day for light breakfast and reading. We also hold classroom celebrations throughout the year (100 days celebration, friendship celebration, winter celebration, etc) that we invite families to help us celebrate!

**Participation in School Decision-making:** We include parent representatives on our School Site Council and ELAC to help support school-wide decision making.

**Admin Coffee Chats:** We will host monthly coffee chats with families as a way to increase two way communication and provide a space for input on school site decision making.

**ELAC Committee:** The purpose of the ELAC (or subcommittee, if appropriate) is to advise the principal and school staff on programs and services for English Learners and the Advisory School Committee on the development of the Single School Plan for Student Achievement

**SSC:** The School Site Council will meet to provide input, guidance, and counsel to the Principal regarding budget, priorities, and other school site oversight.

## **School Site Council (SSC)**

Aspire encourages parent and guardian participation in school site decision making. Please consider joining our School Site Council (SSC) to ensure that your voice is represented in school wide decisions that impact our scholars. The School Site Council helps the principal and school administration make budget decisions and oversees school implementation of the Local Control Accountability Plan (LCAP). For more



information about SSC or joining our SSC, please contact Jay Stack,  
[jay.stack@aspirepublicschools.org](mailto:jay.stack@aspirepublicschools.org)

## **English Learner Advisory Committee (ELAC)**

The ELAC is a committee of parents or guardians, staff and other community members who help advise school administration on programs and services for students who are designated as English learners. Aspire encourages parents of English learner students to participate in this important committee and help guide site specific services for English learners. For more information or to join our ELAC, please contact Jay Stack,  
[jay.stack@aspirepublicschools.org](mailto:jay.stack@aspirepublicschools.org)

## **Site Visitor Policy**

Depending on the state of COVID cases, we hope to welcome families into the building to walk their child to class between 8:30 and 9:00 am. After 9:00 am and until 3:00 pm, we will remain a closed campus. Any families volunteering (after clearance of DOJ, TB, & Vaccine) will need to coordinate with their classroom teacher and administration at least 24 hours in advance. We will not be able to honor pop ups or last minute visits unless coordinated with Administration as this impedes on the learning environment. Families violating this expectation may be issued a stay order.

## **Extracurricular Activities**

At Berkley Maynard Academy, we strive to create spaces that foster the whole child and include extracurriculars outside of our school hours. These activities include SquashDrive (4th-8th grade program supporting students pathways to college), basketball teams, Junior Coaching through Playworks, Girls Group, and new this year is a Boys Group in Partnership with the Black Neighborhood Project.

## Parent Concern Form

If you have a concern, please let us know as soon as possible so we can resolve concerns early. Included below is the way we approach parent concerns:

Step 1- Meeting/discussion with the specific staff member

Step 2- Meeting/discussion with the person's supervisor (if applicable)

Step 3- Meeting/discussion with the Principal. Please set up a meeting by calling our office at 510-658-2900.

Step 4- Meeting/discussion with the Bay Area Superintendent or Associate Superintendent

If an informal conference regarding a concern fails to reach an outcome that is satisfactory to the staff member, student, or parent, they may initiate the formal process by filing a written complaint. The form is available below. Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.



### Family Concern Documentation Form

Your Name \_\_\_\_\_

Name of Student -- \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

School Site \_\_\_\_\_

Description of Concern:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your desired solution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please mail, fax or deliver to your school site or Regional Office

6200 San Pablo Ave. Oakland, CA 94608	1001 22nd Avenue, Oakland, CA 94606
(t) 510-658-2900 (f) 510-658-1013	(t) (510) 434-5000 (f) (510) 434-5010

Date received by Aspire School or Regional Office \_\_\_\_\_

Date copy provided to School Principal: \_\_\_\_\_