



Manzanita Charter School

1615 Carlson Blvd., Richmond, CA 94804 ~ (510) 524-5500 ~ Fax (510) 524-5550 ~ www.manzy.org

Thank you for your interest in Manzanita Charter School. We are a public parent cooperative charter school serving students in the 6th, 7th and 8th Grades. This cover sheet explains our application and admissions policies. If you have any questions, please contact our Admissions Office (510-526-4714) or the Main School Office (510-254-5500).

Application 2012-2013

Please complete the attached application packet and bring or mail it to the school office with:

- a copy of a PG&E bill showing the residence address, and
- a copy of the student's immunization record - *including the Tdap booster (whooping cough) for 7th & 8th Grade applicants*

Admissions Priority

Admission priority is given in the following order:

Returning Students

Returning students in good standing are given first priority. This applies only to 7th and 8th grades. (Good standing means the family is current with its commitment to complete the required amount of hours, cleanings and meetings per year.)

Siblings

Siblings of returning students and alumni in good standing are next.

In-District

Families that reside within the West Contra Costa Unified School District (WCCUSD) are next.

Out of Districts

Families who reside outside the WCCUSD are last.

In the event that we have more applicants than spaces available after applying the foregoing admission priorities, a public random drawing will take place within each priority category that has exceeded the spaces available. Any applications received after the application deadline will be added to the end of the waitlist in the order received. *For further information about the Manzanita admission process, including the legal charter language, please review Element H of the Manzanita Charter, available at www.manzy.org.*

Information Events

Before submitting a school application, interested families are encouraged to attend an information event with school representatives to ensure an understanding of the Manzanita cooperative school program and the family's obligations to the school.

**All Applications for the 2012-2013 School Year
are due by 4:00 pm on March 29, 2012.**

1. STUDENT INFORMATION (Name will appear in all records as indicated below)

LAST NAME FIRST NAME MIDDLE NAME DATE OF BIRTH GENDER

_____ month / day / year

Federal regulations require us to gather the information below. Students will not be chosen based on this information.

WHAT IS THE STUDENT'S ETHNICITY? (Please choose one):

- Hispanic/Latino Not Hispanic/Latino

IMPORTANT:
Please answer
BOTH
questions.

WHAT IS THE STUDENT'S RACE? (Please check up to five racial categories):

- | | | |
|--|--|---|
| <input type="checkbox"/> American Indian/Alaska Native (100) | <input type="checkbox"/> Laotian (206) | <input type="checkbox"/> Samoan (303) |
| <input type="checkbox"/> Chinese (201) | <input type="checkbox"/> Cambodian (207) | <input type="checkbox"/> Tahitian (304) |
| <input type="checkbox"/> Japanese (202) | <input type="checkbox"/> Hmong (208) | <input type="checkbox"/> Other Pacific Islander (399) |
| <input type="checkbox"/> Korean (203) | <input type="checkbox"/> Other Asian (299) | <input type="checkbox"/> Filipino (400) |
| <input type="checkbox"/> Vietnamese (204) | <input type="checkbox"/> Hawaiian (301) | <input type="checkbox"/> African American/Black (600) |
| <input type="checkbox"/> Asian Indian (205) | <input type="checkbox"/> Guamanian (302) | <input type="checkbox"/> White (700) |

2. QUICK CONTACT INFORMATION : PERSON FILLING OUT THIS APPLICATION

LAST NAME FIRST NAME RELATIONSHIP

BEST PHONE NUMBERS TO REACH YOU:

3. APPLICATION INFORMATION

- A. Currently student is in grade 5 6 7 8
- B. Student is applying for grade 6 7 8
- C. Is this student a sibling of a current or former Manzanita student? Yes No

Current /former student's name and graduation year _____

D. If your family is new to Manzanita, please mark one of the following:

- Our family resides within WCCUSD. (Proof of residence required).
- Our family resides outside of the WCCUSD.

E. Please check the following that pertains to you:

- I have attended a Manzanita Info Event on: _____ (date).
- Or I have spoken with a Manzanita Charter School representative and understand the philosophies and programs of the school as well as my obligations to the school.

Important Note: Applicants are encouraged to apply in time for their 6th grade year whenever possible to increase their chances of acceptance. New 7th and 8th grade students are accepted, but only as space allows.

4. PARENT/GUARDIAN OBLIGATIONS ONCE ACCEPTED

- Attend monthly membership meetings.
- Complete 10 hours of volunteer participation per school month.
- Clean a section of the school twice a year.

5. FAMILY INFORMATION

- A. Does the student have more than one home? Yes No B. Is there a custody order? Yes No
 C. Is address confidential (Family Code 3429)? Yes No
 D. If yes to any of the above, please describe with whom the student lives and who is/are the legal guardian(s):

E. Please list any siblings, with whom they live, and what grade they are in:

1st FAMILY HOME INFORMATION				
ADDRESS	CITY	STATE	ZIP CODE	HOME PHONE
PARENT/LEGAL GUARDIAN				
RELATIONSHIP	LAST NAME	FIRST NAME	E-MAIL	E-MAIL CONTACT OK? <input type="radio"/> Yes <input type="radio"/> No
CELL PHONE	PAGER/ALTERNATE PHONE	WORK PHONE	NAME OF EMPLOYER	
PARENT/LEGAL GUARDIAN				
RELATIONSHIP	LAST NAME	FIRST NAME	E-MAIL	E-MAIL CONTACT OK? <input type="radio"/> Yes <input type="radio"/> No
CELL PHONE	PAGER/ALTERNATE PHONE	WORK PHONE	NAME OF EMPLOYER	

F. If the student has more than one legal home, please fill in 2nd family home information here:

2nd FAMILY HOME INFORMATION				
ADDRESS	CITY	STATE	ZIP CODE	HOME PHONE
PARENT/LEGAL GUARDIAN				
RELATIONSHIP	LAST NAME	FIRST NAME	E-MAIL	E-MAIL CONTACT OK? <input type="radio"/> Yes <input type="radio"/> No
CELL PHONE	PAGER/ALTERNATE PHONE	WORK PHONE	NAME OF EMPLOYER	
PARENT/LEGAL GUARDIAN				
RELATIONSHIP	LAST NAME	FIRST NAME	E-MAIL	E-MAIL CONTACT OK? <input type="radio"/> Yes <input type="radio"/> No
CELL PHONE	PAGER/ALTERNATE PHONE	WORK PHONE	NAME OF EMPLOYER	

6. HOME LANGUAGE

What language did your student learn when beginning to talk? What language is used most frequently at home?
 What language do you use to speak to your son/daughter? What language is most spoken by the adults at home?

- English IS the answer for ALL above questions. English IS NOT the answer for all above questions.

IMPORTANTE: Manzanita usa INGLES para toda instruction. No tenemos clases bilingues.
IMPORTANT: Manzanita provides ALL instruction in English. We do not have bilingual classes.

STUDENT LAST NAME	FIRST NAME
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7. SCHOOL HISTORY (Please list most current first)

SCHOOL NAME & LOCATION (include state and country if not in CA or USA)	GRADES ATTENDED	DISCIPLINE HISTORY (suspensions/expulsions/disruption or other misconduct)

* Please include any documented incidents with no disciplinary action if suspension or expulsion would have been authorized. Attach additional pages if necessary.

8. ADDITIONAL SCHOOL SERVICES

- A. Student receives Special Education Services Yes No
 - B. IEP Code
 - C. Student receives Speech Therapy Yes No
 - D. Student is under Chapter 504 Yes No
 - E. Student has received additional services in the past Yes No
- What types or services and/or codes

Important Note: The WCCUSD retains all of Manzanita’s share of additional services funds and then provides those services to Manzanita. The district can serve most types of needs through services provided on site at Manzanita, however, sometimes that is not possible. A student may need to enroll at an alternate school within the district in order to have access to services the district cannot provide at Manzanita.

9. AGREEMENT & SIGNATURE(S)

- * I hereby authorize Manzanita to contact the necessary schools/districts to obtain the release of all relevant records.
- * I have read and understand the Manzanita Charter School policies, including those in this application.
- * I understand that acceptance of the student is contingent upon the school receiving and reviewing pertinent records.
- * I have read and agree to all the conditions listed on the current 'Family Agreement' document.
- * I have had my student read the current 'Student Agreement' and he/she understands and agrees to all of its conditions.
- * I have attached a copy of my PG&E bill, dated within the last 30 days, in order to confirm my residence.
- * I have attached a copy of my student’s immunization records (including the Tdap booster for 7th or 8th grade applicants)
- * I certify that all information is true and correct to the best of my knowledge.

_____ **X** _____
 PARENT/GUARDIAN NAME PARENT/GURADIAN SIGNATURE DATE

_____ **X** _____
 PARENT/GUARDIAN NAME PARENT/GURADIAN SIGNATURE DATE



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Family Agreement

I agree to be an active participant in my child's education and in the Manzanita Charter School community. To that end I agree to the following:

- I understand that this is a school of choice: students and their families choose to attend and support Manzanita Charter School. I further understand that the families are expected to contribute time to ensure the continued wellbeing of the school.
- I have received and read the following Manzanita Charter School documents:
(1) Family Handbook/General Information Statement, (2) Volunteer Handbook, (3) Admissions Information, (4) Curriculum Information. I agree to support the school philosophy and policies as stated in these documents and to abide by the terms of this contract. I understand that the school may amend the policies as necessary with written notice to the parents / guardians.
- I will attend all monthly membership meetings.
- I understand that in this family cooperative, activities such as field trip driving, in-class assistance, lunchtime supervision, administrative assistance, committee work, Board of Directors' work, maintenance of school grounds and fundraising activities are all integral to the success of the academic program and to the school's operation. As such, I agree to complete the required number of hours of participation per month.
- I understand that as the school relies on all members to equally share janitorial responsibilities, I agree to clean the school twice a year on prescheduled dates in addition to my monthly time commitment.
- I will see that my student attends regularly, arrives at school on time and is picked up / goes home at the school dismissal time. I understand that there is no after school care.
- I will attend parent conferences as scheduled by the teachers, who will work to provide flexibility in the conference schedule.
- I will support the school's discipline policy and reinforce understanding of the school and classroom rules with my student.

Your signature indicates that you agree to the above conditions. Failure to fulfill your obligations will cause your family to be out of good standing and may cause a loss of enrollment priority for future years.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Agreement

I understand that this is a school of choice. All students not wishing to attend Manzanita Charter School may attend their school of residence. Students who choose to attend also agree to follow Manzanita Charter School's policies and school and classroom rules.

I have received and read the Manzanita Charter School Discipline Policies. I agree to support these policies and to abide by the terms of this contract. I understand that the school may change the policies as necessary with written notice to the parents/guardians.

I have discussed my choice of this school with my parent/guardian. I agree to the following:

- I will follow the school and classroom rules and discipline. I understand that any changes made in the discipline policies will be discussed with students.
- I will attend school regularly, arrive at school on time, and understand I must go home at the school dismissal time.
- I will participate in class, do my homework, and work cooperatively with fellow students, teachers, and adults participating at the school.
- I understand that if I am having difficulty with schoolwork or with other students/issues, it is my responsibility to talk about this to a teacher or other staff member.
- I will be respectful and honest in my interactions with others.
- I understand that violence is unacceptable at Manzanita.
- I understand that I may never bring a weapon of any type to school. I understand that even toy weapons are not allowed on campus.
- I understand that if I do not follow these policies and/or if I am a threat to the health or safety of myself or of others at Manzanita, I may be suspended and/or expelled (permanently dismissed from the school).
- I recognize that these policies are meant to encourage a safe and effective learning environment for myself and all of the students at Manzanita.

Student Name: _____ Date: _____

Student Signature: _____



STUDENT LAST NAME

FIRST NAME

MIDDLE NAME

BIRTHDAY

GENDER

GRADE

Parent/Guardian Expertise Information

Please complete both sections below, one for each primary parent/guardian.

Parent/Guardian Information

Parent/Guardian Name Relationship Home Phone Work Phone Cell Phone

Which days are you available?

- Monday, Wednesday, Friday, Tuesday, Thursday, Saturday checkboxes

What times are you available?

- Before School, Mornings, Lunchtime, Afternoons, After School, Evenings checkboxes

Volunteer areas of interest to you:

- Fundraising, Safety Committee, Office Help, Grant Writing, Safety Patrol, Maintenance, Graduation Planning, Field Trips, Lunch Meal Service, Board of Directors, Groundskeeping, Classroom Help, Sports Teams, Lunch Supervision, Spanish Translation checkboxes

What are your areas of expertise or special skills?

I have read the Manzanita Charter School Volunteer Handbook and I understand and agree to the policies listed.

Parent/Guardian Signature X Date

Guardian One

Parent/Guardian Information

Parent/Guardian Name Relationship Home Phone Work Phone Cell Phone

Which days are you available?

- Monday, Wednesday, Friday, Tuesday, Thursday, Saturday checkboxes

What times are you available?

- Before School, Mornings, Lunchtime, Afternoons, After School, Evenings checkboxes

Volunteer areas of interest to you:

- Fundraising, Safety Committee, Office Help, Grant Writing, Safety Patrol, Maintenance, Graduation Planning, Field Trips, Lunch Meal Service, Board of Directors, Groundskeeping, Classroom Help, Sports Teams, Lunch Supervision, Spanish Translation checkboxes

What are your areas of expertise or special skills?

I have read the Manzanita Charter School Volunteer Handbook and I understand and agree to the policies listed.

Parent/Guardian Signature X Date

Guardian Two