



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 priority hours policies. If you have any questions, please contact Admissions & Enrollment Coordinator Colleen Thomas at 510-620-1869.

Application

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, and
- a copy of your Tuberculosis Clearance (TB Test) if you plan to donate volunteer hours.

Priority Volunteer Hours

If you choose, you may donate volunteer hours to the school once you have turned in an application. These hours can give your application a higher priority (as defined below), however *they are not a guarantee of acceptance*.* Priority volunteer hours can be completed on campus weekdays between 8:00 am and 4:00 pm and during work parties scheduled once each semester.

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 8 hours per month, 2 cleanings per year, and to attend 10 membership meetings per year.)

Siblings

Siblings of returning students in good standing and alumni who recently left the school in good standing are next. If you fall into this category, please speak with Colleen, Tara or Angela before completing any hours.

Level I*

Level I* families are next. A Level I family is defined as a family who has contributed a minimum of 50 hours of work to the school before March 30, 2009, *with at least 10 of these hours completed between January 1, 2009 and March 30, 2009*. The family can live within or outside of the West Contra Costa Unified School District (WCCUSD).

Level II

Level II families are next. A Level II family is defined as a family who lives within the WCCUSD and who has contributed 10 hours of work to the school by March 30, 2009.

In-District

Families that reside within the WCCUSD and who have not contributed hours are next.

Out of District

Families who reside outside the WCCUSD and who have not contributed hours 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 8 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 and Priority Hours for the 2009-2010 School Year Must be Completed by 4:00 pm on March 30, 2009.

** Important Note: Even if your family contributes 50 hours, it is possible that you may not obtain a space at Manzanita, even through the lottery. Any hours you contribute over 50 are greatly appreciated but will not give your application a higher priority than any other 50-hour application. Your application also does not receive a higher priority if you complete your 50 hours early; all applicants have the chance to complete their hours until the deadline.*

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

LAST NAME _____ FIRST NAME _____ DATE OF BIRTH _____ GENDER _____
month / day / year

ETHNICITY (optional) Afr.-Am. Caucasian Nat. Am. Filipino Other
Please check all that apply: Asian Hisp/Lat Pcfc. Islander Declined
Students will not be chosen on the basis of this information.

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. Please check one:

- This student is a sibling of a currently enrolled student; a sibling of a student who graduated within the previous two years; or a sibling of a student who graduated within the previous five years providing the family contributed 50 hours per year for years 3, 4, and 5.
Name of sibling: _____ Date graduated: _____
- Our family is a Level I participant. We have contributed 50 hours of volunteer work before March 30, 2009. A minimum of 10 of these hours were completed between January 1, 2009 and March 30, 2009. (Manzanita must have records of these approved hours--signed by a staff representative.)
- Our family is a Level II participant. Our family resides within West Contra Costa Unified School District (WCCUSD) and has contributed a minimum of 10 hours of volunteer work by March 30, 2009. (Proof of residence required).
- This student resides within WCCUSD. (Proof of residence required).
- This student resides outside the WCCUSD.

D. 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 and my obligations to the school.

4. PRIORITY HOURS CONTRIBUTION

Please note that even if your family contributes 50 hours, it is possible that you may not obtain a space at Manzanita, even through the lottery. Any hours you contribute over 50 are greatly appreciated but will not give your application a higher priority than any other 50-hour application. Your application also does not receive a higher priority if you complete your 50 hours early; all applicants have the chance to complete their hours until the deadline.

5. PARENT/GUARDIAN OBLIGATIONS ONCE ACCEPTED

1. Attend monthly membership meetings on the second Tuesday of every school month.
2. Agree to complete 8 hours of volunteer participation per school month.
3. Agree to clean a section of the school twice a year.

6. 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, who they live with, 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		
CELL PHONE	PAGER/ALTERNATE PHONE	WORK PHONE	NAME OF EMPLOYER	
PARENT/LEGAL GUARDIAN				
RELATIONSHIP	LAST NAME	FIRST NAME		
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		
CELL PHONE	PAGER/ALTERNATE PHONE	WORK PHONE	NAME OF EMPLOYER	
PARENT/LEGAL GUARDIAN				
RELATIONSHIP	LAST NAME	FIRST NAME		
CELL PHONE	PAGER/ALTERNATE PHONE	WORK PHONE	NAME OF EMPLOYER	

7. HOME LANGUAGE

What language did your student learn when beginning to talk? is used most frequently at home?
 do you use to speak to your son/daughter? 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	DATE OF BIRTH
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8. 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.

9. DISCIPLINE/MISCONDUCT HISTORY

Please note our charter states the following:

"Students with a documented history of misconduct dangerous to others such that a recommendation of expulsion would be required under Education Code § 48915 will not be allowed to attend. Admission of students who have been suspended or expelled from other schools, public or private, or who have a documented history of misconduct such that suspension or expulsion would be authorized under Education Code § 48900 et. seq., will be evaluated on an individual basis. Admission of such students will be determined by decision of the Manzanita Board after consideration of the recommendations of the school's admissions committee and/or Administrative Manager."

IMPORTANT: If information about a student's behavior problem is withheld or omitted, whether on purpose or by accident, the school reserves the right to cancel the student's admission or to dismiss the student after the school year has begun.

10. ADDITIONAL SCHOOL SERVICES

Student has a current Individualized Education Program (I.E.P.) or is currently being assessed. Code (if known): _____

Student has other additional services (please explain): _____
(For example: 504, GATE).

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.

11. AGREEMENT & SIGNATURE(S)

- * I hereby authorize Manzanita to contact the necessary schools/districts to obtain the release of all relevant records, including discipline 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.
- * I certify that all information is true and correct to the best of my knowledge.

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

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



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Family Agreement 2009-2010

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:

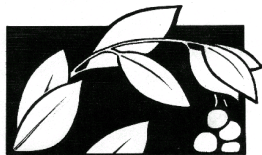
- I understand that this is a school of choice: students and their families choose to attend and support Manzanita Charter School. I further understand that the families are expected to contribute time to ensure the continued wellbeing of the school.
- I have received and read the following Manzanita 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 8 hours of participation per month, plus attend monthly membership meetings during the school year.
- 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 8-hour 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.
- I understand that students with a documented history of violence or of bringing weapons to school will not be allowed to attend. I understand that students who have been suspended or expelled or have a documented history of disruption or other misconduct may or may not be admitted. I understand that they will be evaluated on an individual basis.
- I understand that if important information about a student's behavior problems is withheld or omitted, whether on purpose or by accident, the school reserves the right to cancel the student's admission or to dismiss the student after the school year has begun.

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.

Student Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



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Student Agreement 2009-2010

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 important information about my previous behavior was not included in my application, whether on purpose or by accident, the school reserves the right to cancel my admission or to dismiss me after the school year has begun. 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: _____

Student Signature: _____

Date: _____



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Parent/Guardian Authorization for Release of Discipline Records

Please note our charter states the following:

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IMPORTANT: If information about a student’s behavior problem is withheld or omitted, whether on purpose or by accident, the school reserves the right to cancel the student’s admission or to dismiss the student after the school year has begun.

I hereby authorize my student’s current school to release any and all documentation of misconduct or disciplinary action to Manzanita Charter School.

Signature of Parent/Guardian

Date

Student Name: _____

Applying for Grade: _____ at Manzanita Charter School

Current School Name: _____

Address: _____

Phone: _____

Fax: _____



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MANZANITA VOLUNTEER REQUIREMENTS

WHO: All Manzanita Charter School Parents & Volunteers

WHAT: Tuberculosis (TB) Skin Test

WHERE: Facilities Listed Below

Dear Manzanita Parents,

In an effort to keep our students at Manzanita in a healthy and safe environment, we are requiring that all parents and family members volunteering submit **tuberculosis clearance** before any volunteer hours are done.

If you have taken this test and it is no older than 1 year, you can bring proof of test to the school office. The West Contra Costa Unified School District (WCCUSD) requires TB/PPD test to be current every 4 years. Upon receiving clearance from your doctor or receiving a negative test, please turn in or mail your clearance to the school office.

We are providing a list of facilities that offer the intra-dermal skin test. Please take advantage and have this test taken care of over the summer break. This way you and your family members can begin volunteer hours at the start of the new school year.

Kaiser Permanente Medical Center

901 Nevin Avenue
Richmond, CA
510-307-1500
Cost: Free to Kaiser Permanente Members
**Drop in M-F Closed for lunch 12:30-1:30

Concentra Medical Centers

2970 Hilltop Mall Road, Suite 203
Richmond, CA
510-222-8000
Cost: \$22.60 PPD--\$40
**Cash/check accepted

Greater Richmond Industrial Medical Center

120 Broadway Avenue, Suite 23
Richmond, CA
510-236-7243
Cost: \$20 PPD
**Mon/Tue/Wed/Fri
**Call first—No appointment needed
**Cash only—Exact Amount

Contra Costa County Health Services

100 38th Street
Richmond
1-800-495-8885
Cost: Call for appointment and cost

In addition, parents and volunteers who will be working with students without the supervision of Manzanita staff or participating in special activities will be required to also submit **fingerprint clearance**. If you fall into this category, you will be notified personally. Fingerprinting can be done in the Human Resources office at WCCUSD – 153 12th Street, Richmond, CA 94801, (510) 231-1185. The cost is \$32 per person. As allowed by the school's budget, the school will reimburse the parent/volunteer for the cost of the fingerprinting.



Manzanita Charter School Parent/Guardian Expertise Form

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

Student Name _____ Birthday _____

Student is: Enrolled at Manzanita Applying for Enrollment School Year _____

Grade or Grade Applying for _____ Today's Date _____

Parent/Guardian Information

Parent/Guardian Name Relationship Home Phone Work Phone Cell Phone

Which days are you available?

- Monday Wednesday Friday
- Tuesday Thursday Saturday

What times are you available?

- Before School Afternoons
- Mornings After School
- Lunchtime Evenings

Volunteer areas of interest to you:

- Fundraising Safety Committee Office Help Grant Writing Safety Patrol
- Maintenance Graduation Planning Field Trips Lunch Meal Service Special Events
- Groundskeeping Classroom Help Sports Teams Lunch Supervision Spanish Translation

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 _____

Parent/Guardian Information

Parent/Guardian Name Relationship Home Phone Work Phone Cell Phone

Which days are you available?

- Monday Wednesday Friday
- Tuesday Thursday Saturday

What times are you available?

- Before School Afternoons
- Mornings After School
- Lunchtime Evenings

Volunteer areas of interest to you:

- Fundraising Safety Committee Office Help Grant Writing Safety Patrol
- Maintenance Graduation Planning Field Trips Lunch Meal Service Special Events
- Groundskeeping Classroom Help Sports Teams Lunch Supervision Spanish Translation

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 _____