



Manzanita Charter School

Student/Family Handbook 2011-2012

1615 Carlson Blvd.
Richmond, CA 94804
510-524-5500 office
510-524-5550 fax

www.manzy.org



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Receipt of Notification of the Student/Family Handbook

Please detach, sign, and return this form to school office.

I have received and read the Manzanita Charter School Student/Family Handbook and fully understand and accept its content. Both signatures below acknowledge our understanding and promised compliance with Manzanita's regulations as they pertain to my student.

Please print:

Student Name

Grade

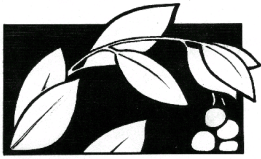
Please sign:

Signature of Student

Date

Signature of Parent/Guardian

Date



Manzanita Charter School

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Quick Reference: What's New in 2011-2012?

Update to the Tardy Policy (see Section 3.d)

Update to the Behavior Slip Policy (see Section 3.f)

Update to the Electronic Devices Section (see Section 3.j)

New Anti-Bullying Policy (see Section 3.l)

Update to Good Standing Requirements (see Section 5)

1. Introduction

a. Our Mission

Through active family involvement in self-governed public education, Manzanita Charter School creates a safe, nurturing, and diverse educational community for our children.

Our goal is to prepare students academically and socially to be well-rounded individuals who contribute positively to themselves, their families, the community and our world.

b. Our Philosophy

We foster an environment of respect, caring and a commitment to academic and creative excellence. We create a secure environment for our students, based upon self-esteem, self-respect and upon concern and respect for others. Students freely learn when encouraged to explore and take risks and are involved in creative and critical thinking processes. At a time when many children are coping with feelings of being different or left out, we actively work as a community on personal, interpersonal, and social problems and situations.

Adolescence presents a critical time of academic growth and transition that forms the basis for a successful high school and post-secondary experience. We seek to provide our students with critical thinking skills as well as an in-depth knowledge of a meaningful core academic curriculum that meets or exceeds the state outcome guidelines for the sixth, seventh and eighth grades. We also seek to provide our students with the personal and social skills necessary for cooperative work, and the social commitment and responsibility required in becoming contributing members of a diverse and democratic society. Finally, we provide each student with an emotional and psychologically secure environment that fosters his or her curiosity and enthusiasm for learning.

We recognize that students learn in different ways and that an effective academic program must recognize and respond to these differences.

2. General Information

a. A Cooperative Charter

i. What is a Charter School?

A charter school is a public school that is self-governing and is organized by parents, teachers and other community members who prefer to provide alternatives to the current public school programs and practices. The California Department of Education now encourages charter school development as a means of supporting progressive educational approaches. Each charter school is bound by a charter written by its developers and approved by a local school board. Charter schools receive the same amount of money per student from the State of California that other schools in the local school district receive and do not charge tuition.

ii. What Makes Manzanita Charter School Unique?

Manzanita is a small middle school with a strong commitment to excellence in academics and the arts taught within a secure and nurturing community. We also focus on the developmental and social needs of adolescents. Manzanita is a family cooperative.

iii. What is a Family Cooperative?

A family cooperative is based on the idea that parents and guardians play a key role in the education, safety and supervision of their children. A family cooperative school is a school in which the parents and teachers work together to create and maintain the school and are directly responsible for its operation. The benefits for the children involve tangible evidence of parental /

family support, frequent contact with other adult role models, greater opportunities for feedback, more potential help in the classroom, and an increased opportunity for all students' learning styles to be addressed. Students are more likely to feel nurtured and to feel part of a community. Because parents do the maintenance and janitorial work, field trip driving and some of the administrative work, the school can use money traditionally spent on these expenses to enhance classroom resources. Parents bring a wide array of expertise to each classroom, allowing for opportunities to share skills and further enhance the academic program.

Manzanita Charter is looking for students whose families see themselves as active and important participants in their children's learning. Member families must agree to complete 10 hours of participation a month, two cleaning shifts a year, and attend all ten monthly membership meetings.

iv. What is Parent Involvement?

Parents play a vital role in the ongoing success of our school. It has been shown time and time again that parent involvement in the school is a decisive factor in the child's school success. There are many avenues of parent involvement: participation in the classroom, lunch time food service, student supervision (before school, after school, and at lunchtime) simple maintenance and cleaning of the school, and fundraising. The various fundraising events and campaigns benefit different needs of the school and provide you with opportunities to donate your resources. Campaigns differ from Events in that Campaigns provide an opportunity for families to make a tax-deductible donation. The Pledge Campaign is on-going, all year long. We provide Pledge envelopes in the weekly Manzy packs; the envelopes can then be returned in the Manzy packs. Other Campaigns are E-Scrip, Barnes and Noble Bookstore Receipt Submission, and additional smaller events and outreach drives throughout the year. Fundraising Events give parents a chance to contribute to the overall fundraising success through the donation of time, personal skills, and/or auction events. Perhaps best of all, Fundraising Events allow us to come together and socialize as a community. Examples of past Fundraising Events are the Silent Auction, Summer Carnival, and Movie Nights.

b. Our Campus

Manzanita Charter is a closed campus. Students should arrive at school **no earlier than 30 minutes before school begins**, and should be picked up within 30 minutes of the time school lets out. No student should remain on campus after this 30 minute period, unless participating in a Manzanita Charter School sanctioned after school program, study hall, or under the direct supervision of a teacher or other staff person.

Students may not leave campus during the course of the school day, unless a parent, guardian, or other authorized adult picks them up and signs them out in the office, or unless school staff are instructed to allow the student to leave with an authorized adult. Students who leave campus during the school day without permission will be considered truant and are subject to suspension.

Students from other schools are not allowed on campus during the school day, except for prospective students visiting by prior arrangement or students who have received prior permission from a member of the office staff and have a teacher sponsor. Most events on campus

are also closed to students from other schools, except for membership social events and school performances. In such cases siblings and other family members are welcome. City ordinances forbid loitering near public schools. This means no outsiders are allowed on or around the campus during the school day while students are present.

Please be aware that minimum days require an early pick-up.

c. General Guidelines

i. Behavior

Manzanita Charter School students are expected to treat all members of the Manzanita Community (other students, teachers, staff, family members volunteering on campus, etc.) with respect. Students are expected to follow the teacher's guidelines for classroom behavior, and adhere to the agreements they made when signing the Student Agreement.

Students are expected to attend class daily, perform assigned tasks during class, complete and turn in homework assignments in a timely manner, follow classroom rules, participate fully in class, and be inquisitive. In addition, all students are required to bring to class everyday all necessary materials; i.e. binders, college-ruled lined paper, pen, pencil, and PE t-shirt (if required).

For more information regarding behavior, please see the section titled Discipline Policies.

ii. Absences

Manzanita Charter School's income primarily consists of state funding based on average daily attendance. If a student is absent, the school does not receive funds for that student for that day. Therefore, to ensure the financial health of the school, students should not miss class for reasons other than illness or unavoidable family business. Refer to Truancy, Attendance and Tardy Policies.

The Manzanita office must be notified in writing or by telephone of all excused absences due to illness or other family reasons. If notification is not received, the absence will be counted as unexcused.

iii. Grading

Grades will be determined based on a combination of class work and participation, homework, and assignments. Grades are assigned in all classes and grade point averages are figured on a 4 point scale: A=4, B=3, C=2, D=1 and F=0. A student must receive a 3.5 cumulative average to be eligible for honor cords at graduation. Interim progress reports will be issued mid-semester to inform parents and guardians of their student's status in each class. Students wishing to improve their grades will have the remainder of the semester to work with their teachers to do so. Final grades (report cards) will be issued at the end of the semester.

iv. Report Cards

Report cards and progress reports will be mailed to the student's home. Please remember to always keep us up to date with your mailing address. Report cards and transcripts will not be provided to families of students who do not return textbooks in good condition, do not pay to replace lost or damaged textbooks, or have other outstanding fines.

v. Parent/Teacher Conferences

Conferences will be held mid-semester. Participation in conferences is encouraged. Additionally, parents and guardians wishing to discuss student progress or other matters may make appointments to speak with teachers throughout the academic year.

vi. Retention

A student who has not met the promotion or graduation requirements and for whom intervention has not been successful will be retained for an entire year unless the student has been recommended an assignment to the next grade by the teachers or administrator.

d. Communication Guidelines

Please note that our Charter and our By-Laws are documents that describe the rights of member families and the governance of the school in detail. These documents are public and are available for you in our office and on our website: www.manzy.org.

As a small, volunteer driven school we are not able to always mail announcements home. This means that we rely on families to take the responsibility to stay informed of school happenings and events.

Our school bulletin board, located outside the school office, will always be updated with the latest information possible. We also distribute information at membership meetings, on our website, in the weekly Manzy packs, and our outgoing phone message (at 510-524-5500). Other methods of communicating with families include some mailings, messages home with students, and a volunteer phone tree. We have also implemented a school-wide announcement system called One Call Now. Important messages will be sent to you via a recorded message on your home phone. Teachers can be reached through the school website, www.manzy.org.

The following guidelines are intended to help direct families to the most appropriate person for various questions or issues that may arise. Please note that while the individuals in the positions noted below will be able to discuss and assist you with many issues, other matters may require discussion and/or decision making by the Board of Directors and/or the Membership.

Because we are a cooperative charter school, there are many issues for which no one person is empowered to make unilateral decisions, including the Executive Director. For this reason, please plan ahead as much as possible to allow time for adequate discussion and review of topics when necessary. Remember, the Board and membership meetings are only once a month. (Example: If it involves spending money, chances are that it will require discussion at Board and/or membership meetings.)

- 1) All events to be held at the school must be cleared with school office staff. This is to avoid overcrowded schedules and/or conflicting events.
- 2) If you would like to present information or have a topic discussed on the agenda of the Board and/or membership meetings, please contact the Board Secretary by phone, email, or by leaving a message in the in-box in the school office. You may also fill out an Agenda Item Request Form, available in the school office or on the Staff & Board page of the website.
- 3) If you have an idea for a fundraising event, please contact the Fundraising Chair. This is important even if you are fundraising for something such as an after school program. We want to try to avoid duplication of efforts or events by making the Fundraising Chair aware of all fundraising activities.
- 4) If you have questions or concerns regarding participation or volunteering, contact the Participation Coordinator.
- 5) If you have a question or concern about an academic or classroom topic, such as grading or discipline, please make an appointment to meet with the teacher in person. (This can be set up through a phone call or e-mail sent to the teacher.) Once you've spoken first to the teacher involved, and you are not satisfied, you may make an appointment with the Liaison Chair to help with a solution. If a solution is not attained, it may be necessary to bring your concern to the Board (which meets monthly). Please note that the Board can make recommendations to teachers regarding grading and discipline decisions but cannot

override a teacher's decision. Only a teacher can change a grade or revise a disciplinary decision.

- 6) If in doubt, call the Board member that seems right, and if that is not the correct person, we will help you get to the right person.

Names and contact information for each of the current Board Members are listed in the front of the Family Directory.

3. Rules, Regulations and Procedures

Once a student enrolls in Manzanita, both the student and his or her parents or guardians agree to conform to school procedures and to comply with school rules. Respect for rules, regulations, and procedures greatly enhance the educational atmosphere at school and reflect positively on the entire Manzanita community. Even more importantly, respect for one another, cultural sensitivity, and understanding are essential elements in our school community.

Manzanita rules and regulations are applicable and in effect at all times on campus, during school-sponsored events, off campus and in the immediate vicinity of the school.

School staff and parent volunteers are authorized to question any student concerning his/her behavior while the student is under school supervision. All property in school, including items brought onto school campus by students or others, is subject to search by school officials if there are reasonable grounds.

a. Behavior Policies

Individual classroom management will vary from teacher to teacher. Each teacher will make his or her rules, policies, and consequences clear to his or her students at the beginning of the school year. All teachers manage their classrooms by focusing on positive behaviors rather than on negative ones. However, teachers will individually discipline a student for inappropriate activities in the classroom ranging from being off task during an assignment to disrupting the classroom.

Minor offenses will be handled on the day that they occur. Consequences may include: apologizing to the class, missing break time, missing all or part of lunchtime, being sent out of the room temporarily, or cleaning part of the room or school. Teachers will not publicly humiliate students in front of their peers and prefer to deal with discipline in a quiet, private way. All teachers will follow the Manzanita Discipline Procedures to ensure consistency. Disciplinary issues that are recurrent are also discussed in staff meetings to determine an integrated approach to addressing the matter.

b. Disciplinary Measures

It is important that students understand the positive results of proper behavior as well as the consequences of improper behavior. In the case of improper behavior, one or more of the following will be applied depending on the individual circumstances and according to the severity of the offense.

- Refocus Form will be given to the student.
- Yellow (Warning) Slip will be given to the student. Parents will be notified verbally.
- Pink Slip will be given to student. Parents will be notified verbally. A copy will be placed in the student's file regarding the infraction.
- Lunch/After school detention
- Parent conference

- Behavioral contract
- In-school suspension: student is isolated in school, kept out of class, must do work and will receive credit for work done.
- Out-of-school suspension: student is at home, must do work and will receive credit for work done.
- Ineligibility to participate in field trips, and other activities on or off campus
- Recommendation of expulsion to Board

Manzanita reserves the right to include disciplinary information when requested along with official school transcripts.

c. Attendance Policy

Students learn best when they arrive on time and are ready to participate in their own education. Therefore at Manzanita, full and on-time attendance is encouraged. The school aims for a 100% attendance rate for every student. Excused absences include family emergencies, doctors' visits, and sickness.

i. Procedures to Encourage Attendance

To encourage that all students maintain a 100% attendance rate, the following procedures will be used:

- * Once a student has missed 5 days, a notice will be sent to the parent/guardians alerting them that the student has missed 5 days of school.
- * If the student misses 7 days, the parent/guardians will be asked to visit a committee comprised of the Executive Director, the school secretary, and three teachers. The purpose of this meeting is to support the family in solving the attendance issue.
- * If the student misses 9 days, the parent/guardians will be asked to address the board. The purpose of this meeting is to further support the family in solving the attendance issue.

ii. Late Arrivals

Any student arriving at school between 8:30am and 8:45am must come directly to the office before going to class with a note or call from the parent/guardian explaining the lateness. If there is no note, the tardy will be counted as unexcused.

Any student arriving after 8:45am must be physically signed-in at the office by a parent/guardian. If a student is dropped off by a parent/guardian and not signed in, office staff will call home to verify the reason for the student's lateness and remind the family of the policy. Office staff will then sign the student in and give him or her a pass to class denoting an unexcused tardy. Parents will also be notified of their children's tardies in all classes every two weeks via the bi-weekly accountability report. The accountability report lists the total of all tardies in all of a student's classes for a two-week period.

iii. Students Leaving During the Day

Manzanita is a closed campus. This means that once students have arrived at school, they are not allowed to leave without a parent/guardian until the end of the school day. When a student leaves campus, the parent/guardian taking the student will sign the student out on the bottom of the *List of Absent Students/Sign-In/Sign-Out* sheet. Office staff will then go to the classroom to get the student. No student may leave campus without being signed out.

Note: In case of emergency, office staff will refer to the *List of Absent Students Sign-In/Sign-Out sheet* in addition to the master copy of the attendance sheets to assess who is currently on campus.

iv. Illness at School

If a student becomes too ill to remain in class, he/she must obtain a pass from the teacher AND report to the office. The student will be sent home after the school has contacted a parent, guardian or an adult listed on the emergency form. Students are not to use their cell phones to call home. All accidents or injuries should be reported immediately to the office.

v. Contagious Disease

If during the course of the year a child develops any contagious disease or condition, notify the school office immediately so that precautions can be taken and appropriate notifications sent home. If any student is suffering from a common cold or the flu, parents/guardians should keep the child at home as to not spread the contagious disease throughout the school. The front office should be called or emailed to report that the student will not be at school.

d. Tardy Policy

A student's accumulation an excessive number of tardies constitutes truancy. If a child is repeatedly tardy to school, the school reserves the right to notify authorities, issue consequences (including fines), and all other action as delineated under California Law. Students are expected to be on time to every class. Three unexcused tardies (to any class) will result in lunchtime or after school detention. Three detentions in one semester will result in a Pink Slip. Parents will be notified in writing or by phone of day and time of detention.

e. Truancy Policy

i. Definition of a Truant

According to the California Department of Education, **a child is truant each time s/he misses 30 minutes three times in one year with no excuse.** A student can be classified as a truant several times in a year. If a child has been truant three times and the school has attempted to hold a meeting with both the parent/guardians and the student, the student can be classified as a habitual truant. A student who is habitually truant, has irregular attendance or is habitually insubordinate or disorderly can be referred to SARB, county probation department or a probation officer to create the guidance needed to keep the student out of the juvenile justice system.

ii. Manzanita's Truancy Policy

At the first instance of truancy, we will contact parents by phone or mail, and provide information about the student's attendance history, plus a copy of the education code.

At that time we will arrange a time to meet with the student, parents, and a minimum of two teachers plus the Executive Director to discuss a solution to the problem. Possible solutions include mandatory community service, or other consequences to be agreed upon by the parents and school staff. These agreements will be drawn up, and signed by all parties.

If truancy occurs a third time we will follow the notification procedures outlined in the education code, and ask the parent to come to school for a full day with the student.

Possible further steps in the process may include the parent/guardians being asked to come in to speak with the board. A copy of the education code is available at the school office.

iii. Truancy Penalties

The following truancy penalties are allowable by the California Department of Education:

Student:

At any time: Attend make-up classes (Saturday school)

1st time: Personally given written warning by peace officer- copy kept in file for 2 years and forwarded with records, copy kept by PD if applicable

2nd time: Assigned to an after school or weekend study program

3rd time: classified as habitual truant, referred to review board (SARB) or truancy mediation program

4th time: juvenile court may make the student a ward of the court, and as such the student may need to:

- complete court-approved work at a non-profit for 20-40 hrs within 90 days(outside school time)
- payment of fine of up to \$100 (possibly liable with parent)
- attend truancy prevention program
- suspension of driving privileges (only for students who have attended a SARB program)

Parent:

1st conviction: fine of up to \$100

2nd conviction: fine of up to \$250

3rd conviction: conviction and on: if willfully refused to comply, fine of up to \$500 in lieu of fines, court may order parent to be placed in an education and counseling program.

f. Behavior Slips

In situations where student behavior is disrespectful to self, others or to the school environment, students will be asked to complete a Refocus Form. If a student fills out three Refocus Forms in one week, he or she will complete a lunchtime detention.

In situations where student behavior calls for greater redirection the student will be asked to complete a Yellow (Warning) Slip. The Yellow Slip is one step short of a Pink Slip. A teacher will call home regarding the behavior that resulted in a Yellow Slip.

For more serious or repeated offenses, the student and teacher will fill out a Pink Slip describing the event and consequences. The teacher will call home regarding the behavior that resulted in the Pink Slip. Repeated problems with discipline will result in a request for a meeting between a parent and one or more teachers. If a student receives three Pink Slips, the student will be suspended.

A student may receive a Pink Slip for the following infractions, falling into the categories of disrespect of self, disrespect of other and disrespect of the environment:

- Inappropriate language
- Disruptive behavior
- Being off task
- Talking out of turn
- Eating/Drinking in Class
- Bad Interaction with peer
- Failure to follow class/school rules
- Out of seat without permission
- Acting disrespectfully
- Playing in class

g. Suspension/Expulsion

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at Manzanita. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion. The following information has been excerpted from Element J of the Manzanita Charter document. For more information, including notice to parents/guardians, appeals, rehabilitation plans, readmission, and special procedures for students with disabilities, please see *Element J: Pupil Suspension and Expulsion Policies and Procedures* of the Manzanita Charter available at www.manzy.org.

i. Grounds for Suspension and Expulsion

A student may be suspended or expelled for prohibited misconduct if the act is (1) related to school activity, (2) school attendance occurring at Charter School or at any other school, or (3) a Charter School sponsored event. A pupil may be suspended or expelled for acts listed below and related to school activity or attendance that occur at any time, including, but not limited to, and of the following:

- a) while on school grounds;
- b) while going to or coming from school;
- c) during the lunch period, whether on or off the school campus; or
- d) during, going to, or coming from a school-sponsored activity.

ii. Offenses

Students may be suspended or expelled for any of the following acts when it is determined the pupil:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force of violence upon the person of another, except self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Administrator or designee's concurrence.
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.

- Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
- Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.
- Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.

h. Academic Dishonesty/Plagiarism

Academic dishonesty and Plagiarism includes cheating or copying on quizzes, tests, homework, projects and/or assignments. All teachers who assign essays and term papers will require students to cite their sources to ensure originality of work. Plagiarism may take the form of

repeating another's sentences as your own, or even presenting someone else's line of thinking in the development of a thesis as though it were your own. Plagiarism applies to ideas in written, verbal, or electronic form. In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from another. Although a writer may use another person's words and thoughts, they must be acknowledged as such. Manzanita will not tolerate plagiarism as defined above or any other form of academic dishonesty, including invading teachers' records and property. Students who aid in another student's attempt at cheating will be held accountable as well.

i. Tobacco, Alcohol, and other Drugs

Smoking by Students: The Board recognizes the health hazards associated with smoking and tobacco use. Smoking, the use of tobacco, and the possession of tobacco products by students are prohibited on campus and at school sponsored activities. Repeated failure to comply with this policy may result in suspension and ultimately expulsion.

Alcohol Abuse by Students: The Board reaffirms the position of prohibiting the possession and consumption of alcohol on campus and school sponsored activities. Students found with alcohol will immediately be suspended and may have his/her privilege of attending Manzanita withdrawn pending an expulsion hearing.

Drug Abuse by Students: Any student found within the school or at school functions, to be in possession, or buying or selling, giving or receiving any narcotic, stimulant, depressant, or hallucinogenic drug will immediately be suspended and may have his/her privilege of attending Manzanita withdrawn pending an expulsion hearing.

j. Electronic Devices (personal/on campus)

Students are not allowed to possess or use electronic signaling devices or non-signaling electronic music players while on campus. This includes cell phones, iPhones, iPods, iTouches, iPads, mp3 players, hand-held gaming devices, and any other electronic devices with internet capability.

As these items may be easily damaged or become targets of theft, students are prohibited from using such devices in the classroom or at any time during school hours. Manzanita is not responsible for loss or theft of personal belongings on campus.

If a student is found to be using electronic devices on campus, the devices will be taken to the office. Parents will be asked to come to school to pick the items up. The items will not be released to the student. The school shall not be liable for any lost or stolen devices that are confiscated.

No student with documented medical need will be prohibited from possessing or using an electronic signaling device that is health-related.

k. Cyber-Bullying/Acceptable Use Policy

A safe and civil environment in school is necessary for pupils to learn and achieve academic standards. Cyber-bullying by a student in the school directed toward another student or staff member is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Manzanita prohibits acts of cyber-bullying by students through the use of any school owned, operated and supervised technologies. Cyber-bullying is the use of electronic information and communication devices to include but not be limited to; email messages, instant messaging, text messages, cell phone communications, internet blogs,

internet chat rooms, internet postings on sites such as MySpace and Facebook, and defamatory websites that:

- Deliberately threatens, harasses, intimidates an individual or group of individuals
- Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
- Has the effect of substantially disrupting the orderly operation of Manzanita

It is Manzanita's belief that students represent Manzanita even when they are off campus and their ability to utilize resources and technologies on campus is tied to their behavior off campus.

Students and Parents at Manzanita sign an Acceptable Use Agreement at the beginning of the school year (see section 10).

I. Anti-Bullying Policy

Manzanita believes that all students have a right to a safe and healthy school environment. As a community we have an obligation to promote mutual respect, tolerance, and acceptance for all students regardless of color, race, ethnic identity, nationality, gender, gender identity, sexual orientation (real or perceived), special needs, popularity, economic status, athletic ability, intelligence, or religion.

Manzanita will not tolerate behavior that infringes on the emotional or physical safety of any student. Bullying causes pain and stress to the victim. It is never justified or excusable as "kids being kids", "just teasing", or "that's just how kids play". The victim is never responsible for being a target of bullying.

Parent volunteers are expected to immediately report incidents of bullying to the Executive Director, teacher or other staff member. Staff is expected to immediately intervene when they see a bullying incident occur, and to respond at once to reports of an incident by a parent volunteer. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus.

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Students are expected to immediately report incidents of bullying to the Executive Director, teacher or staff member. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the victim or the victim's family feel that appropriate resolution of the investigation or complaint has not been reached, they should contact the Executive Director or the Board Liaison. Manzanita prohibits retaliatory behavior against any complainant or any participant in the complaint process. The procedures for intervening in bullying behavior include, but are not limited, to the following:

All staff, students and their parents will receive a summary of this policy prohibiting bullying as part of the student handbook each year. All staff, students and their parents will sign Manzanita Anti-Bullying Pledge at the start of each year (see section 11). Student Concern Forms will be distributed at the start of each school year, printed in the student planner, and made available throughout the year next to the NWE (Not Worst Enemy) reporting boxes. Parent concern forms will be distributed at the start of each school year and made available in the office hallway throughout the year.

The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

What is Bullying?

Bullying is exposing a person to abusive actions repeatedly over time.¹ Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.

Bullying is a form of *violence*. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be *physical, verbal* or *emotional*. Bullying can occur face-to-face or in the online world.

Bullying is also one or more acts by a pupil or group of pupils directed against another pupil or group of pupils that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined.

An "electronic act" is defined as transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. (See Section K, Cyber-Bullying)

What do Bullies do?

Bullying actions may be direct or indirect. Direct bullying or identifiable bullying actions may include:

- Hitting, tripping, shoving, spitting, kicking, pushing, pinching, and excessive tickling
- Verbal threats, taunting, name-calling, racial slurs, and insults
- Demanding money, property, or some service to be performed
- Stabbing, choking, burning, and shooting, or miming these actions

Indirect bullying may be more difficult to detect and may include:

- Rejecting, excluding, or isolating target(s)
- Humiliating target(s) in front of friends
- Manipulating friends and relationships, spreading rumors
- Sending hurtful or threatening e-mail or writing notes
- Blackmailing, intimidating, terrorizing, or posing dangerous dares
- Developing a Web site devoted to taunting, ranking, or degrading a target and inviting others to join in posting humiliating notes or messages.

Do Both Boys and Girls Bully?

Typically, boys are direct and more physical while girls bully in more indirect ways. Some bullies use both direct and indirect strategies. Ultimately, it is important to the bully to be able to choose methods that produce the most success. Although bullying among youths involves both bullies and targets of bullying, some students can be both a target and a bully at the same time.

What are the Consequences of Bullying?

Bullying behavior permeates a school in the same way that it starts and continues in families. Adults who overlook bullying are, in essence, allowing bullying to continue. Just as a student may bully a student thinking they are motivating him or her, adults who socially ostracize or humiliate a student in front of others may believe they are motivating or disciplining the student when, in fact, the student being embarrassed is actually being bullied.

¹ Dan Olweus, *Bullying at School: What We Know and What We Can Do*, Malden, Mass.: Backwell Publishers Ltd., 1993, p. 1.

m. Classroom and Campus Environment

Students are encouraged to contribute to the attractiveness of their school environment by discarding trash and recyclables in the appropriate receptacles and by refraining from producing graffiti and vandalism. Special work assignments will be issued to students involved in such activities. Students and their families will be charged for any damage to school property.

n. Dress Code

Consistent with our educational goal of providing safe and secure schools, students are expected to dress and groom themselves in a manner which demonstrates respect for the seriousness appropriate in a learning environment.

The dress code prohibits:

- Accessories, or any manner of grooming, which by color, arrangement, trademark or any other attribute, denotes membership or identification with a gang.
- Wearing clothing or jewelry that promotes drug or alcohol use, violence, profanity, bigotry or intolerance against people on the basis of their race, ethnicity, religion, sex or sexual orientation.
- Wearing clothing designed or altered to expose undergarments or parts of the body except arms and legs, or otherwise inappropriate for the school environment; undergarments worn as outerwear.
- No halter tops, tube tops, or backless garments.
- No short-shorts or extremely short mini-skirts.
- No extreme sagging

If a student is dressed inappropriately for school, the office will call the parent to have the student picked up to change clothes or the student will be asked to wear his/her PE t-shirt.

o. Public Displays of Affection

While Manzanita supports friendships, inappropriate displays of affection will not be allowed. Excessive kissing and excessive embracing are deemed inappropriate during school and at any school event. Inappropriate public displays of affection are grounds for detention and, if excessive, grounds for suspension.

p. Liability for Damages and Losses

Parents and guardians are liable for all the damages caused by the willful misconduct of their minor children or themselves which results in the injury to or death of other students or to members of the school staff or volunteers, or in damage to school property, or damage to other personal property (car windows, school windows, house windows, etc.). Parents will be expected to pay for the costs of labor and materials needed to repair property. Parents will be expected to pay for medical treatment of the injured party.

4. Student Records

Only that information which is pertinent to the individual's educational progress and those items required by law are to be maintained in the student's file. A student's records are open for inspection by the student, his parents or guardians, school officials and certified employees of the school district. Copies of records shall be furnished to authorized agencies upon written request of parents, guardians or students of legal age in accordance with the FERPA policy. Students are to be enrolled by their legally given name and all school records will be recorded by that name.

a. Family Education Rights and Privacy Act (FERPA)

This policy and the procedures included with it are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA), and the Manzanita Charter School is committed to the implementation of the policy and procedures. The Board of Education authorizes the school to inform parents, students, and the public of the policy and to exercise administrative resources to implement the policy as well as to deal with individuals who violate it. In case a parent of a student, an eligible student, or a citizen of the Manzanita Charter School believes that the school is violating the FERPA, that person has a right to file a complaint with the Department of Health, Education, and Welfare. The address is:

The Family Educational Rights and Privacy Act Office
U.S. Department of Education
Room 4511 Switzer Building
Washington, D.C. 20202
The telephone number is: (202) 245-0233

b. Parent and Student Rights

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; 6) have a hearing on the issue if the school refuses to make the amendment; and 7) to be informed about FERPA rights. Manzanita will arrange to provide translations of this notice to non-English speaking parents in their native language.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

c. Directory Information

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Manzanita Charter School proposes to designate the following personally identifiable information contained in the student's education record as "directory information", and it will disclose that information without prior written consent. The primary purpose of directory information is to allow Manzanita to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Manzanita to disclose directory information from your child's education records without your prior written consent, you must notify Manzanita in writing by October 1, 2010.

Manzanita has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

5. Good Standing

All families who have a child enrolled at Manzanita Charter School have signed the Family Agreement Form. As this form emphasizes, enrollment at Manzanita is optional, and the structure of Manzanita relies upon the active contributions of our membership through participation (volunteering). In order to remain in good standing, all families must meet the requirements they accepted when signing the Family Agreement and enrolling a student at Manzanita Charter School.

a. Good Standing Requirements

6th and 7th Grade Families

Fall Requirements: 50 hours (including 2 hours spent cleaning after school) by January 31 to be given priority re-enrollment for the following year. (Note: Any hours over 50 contributed before January 31 will not roll over to the Spring Requirements.)

Spring Requirements: 50 hours (including 2 hours spent cleaning after school) by the end of the school year to maintain priority re-enrollment. Of the 50 Spring hours, 10 must be completed in April and 10 must be completed in May, for a total of 100 hours for the year.

Membership Meetings: Attendance at 9 out of 10 membership meetings for the year.

8th Grade Families

Fall Requirements: 50 hours (including 2 hours spent cleaning after school) by January 31 to be given sibling priority for any siblings applying for the following year (Note: Any hours over 50 contributed before January 31 will not roll over to the Spring Requirements.)

Spring Requirements: 50 hours (including 2 hours spent cleaning after school) by the end of the school year to leave the school in good standing. Of the 50 Spring hours, 40 must be completed by May 1 for the student to be eligible to participate in all graduation activities (8th grade overnight, dinner, rehearsal and ceremony). The Spring cleaning must also be completed by May 1 for the student to participate in graduation activities.

Membership Meetings: Attendance at 9 out of 10 membership meetings for the year.

No family is exempt from the above obligations. Meeting these obligations places a family in good standing. A family in good standing will receive priority admission for any returning student and for any sibling in any academic year.

Any family that does not meet their participation obligations over the course of the academic year will lose their priority status for re-enrollment of a returning student, or enrollment of a sibling. Applications from families who are not in good standing will be considered only if spaces remain available after returning families in good standing and new applicants in the various priority categories related to volunteering have been accepted.

If a family falls out of good standing after the late winter enrollment period and fails to remedy their status by the close of the academic year, a place may not be held for a new or returning student from that family in the following year. At the close of the academic year, the admissions chair and/or registrar will review the status of all families returning for the following year. If a family is not in good standing and there is a waiting list for the class in which a student from that family is enrolled, that space may be made available to a new applicant.

Due to the level of interest in our school, we anticipate that we will fill the majority of open spaces with individuals in the various priority categories. All families are advised to make every effort to remain in good standing to preserve their priority status.

b. Waiver Requests

A Waiver or Reduction Request may be obtained in the event a family faces extreme circumstances and or has limitations that prevent them from fulfilling their "Good Standing" obligation. Instructions for applying for a waiver are available in the school office.

6. Comments, Praise and Concerns

Whatever your experiences at Manzanita, we really do welcome you letting us know what you think. If we're doing well then please let us know, if you think there is something we could improve upon then tell us so we can make a start. If you wish to make a comment, please complete a comment form and leave it in the Drop Box, which is located in the main hallway. Forms are available in the main office.

There are two ways in which issues that have caused you concern can be investigated, informally by completing the Praise & Improvement form and leaving it in the drop box located in the main hallway or through the formal Williams Complaint (procedures and rights are outlined below).

7. Williams Complaints Rights

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at www.manzy.org. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.



Acceptable Use Agreement

Computers, school network and Internet access is a privilege available to students at Manzanita Charter School. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so that students are aware of the responsibilities required to use this technology. Computer use at school may be revoked if a student does not adhere to the guidelines below.

1. **Acceptable Use:** My use of computers, the Internet, and the school network must be in support of education and research within the educational goals and objectives of Manzanita Charter School. Transmission of any material in violation of any US, state, or school regulations are prohibited. This includes copyrighted material, threatening to obscene material, or material restricted by school policy or staff. *The school network includes the use of school computers and computer peripherals, as well as the use of school network services such as the Internet, school e-mail/web service accounts, and network file folders. Students should have no expectation of computer privacy, as the school may monitor computer, e-mail and Internet use.*
2. **Personal Responsibility:** As a member of my school community, I will accept responsibility for proper use of school technology and for reporting any misuse of technology. My use of school technology will meet the guidelines below:
 - I will respect the privacy and dignity of students and teachers at all times. I will not use, copy or delete another user's files, folders or passwords
 - I will keep my own passwords private and I will not share passwords with a friend.
 - I will be polite and use appropriate language. I will avoid swearing, vulgarities, suggestive, obscene, belligerent, and threatening language. I understand that offensive messages that originate outside the school, but disrupt the school's educational process, may be subject to school consequences.
 - I will avoid language and uses that may be offensive to other users. I will not make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes related to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - I will respect school equipment, including vandalism and computer viruses.
 - I will only use software that is pre-approved by Manzanita.
3. **Internet Safety:** The Internet provides opportunities to access new resources, but it also provides unique risks to students. Manzanita provides filtered access to the Internet on nearly all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:
 - I will not give out on the Internet personal information such as my full name, phone number or address.
 - I will not give out on the Internet personal information about someone else such as his or her name, phone number or address.
 - I will not correspond or meet with someone through the Internet without the pre-approval of a teacher.
 - I will only access or download sites appropriate for school classes or activities.
 - I will immediately report any technology use that makes me uncomfortable or violates school policies.
4. **E-Mail/Communication Safety:** E-mail and other online communication services provide opportunities for students, but they require careful use. I will follow the guidelines below when using a school computer/account:
 - I will only use an e-mail account at school with the prior permission of a teacher and will get permission from a teacher each time I use e-mail at school. Instant messaging and chat rooms are prohibited.
 - I will adhere to all of the aforementioned guidelines in the acceptable Use Policy when using a school provided e-mail account or other school provided computer service at school or another location.
 - Manzanita Charter School may filter or monitor school provided student e-mail accounts or other school provided computer services regardless of whether the account is accessed from school or another location.

I/we understand and agree to the provisions and conditions of this contract.

Student Name: _____

Grade _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____



Manzanita Charter School

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

Anti-Bullying Pledge

All parents, guardians and students are **required** to take the anti-bullying pledge. As part of the Manzanita Charter School philosophy, we believe that given encouragement and guidance, everyone has a positive role to contribute. As a community made up of parents, students, and staff, we share a collective responsibility in assuring that no one is left out or behind because of others' action or lack of action.

We believe that everyone should enjoy our school equally and feel safe, secure and accepted regardless of color, race, ethnic identity, nationality, gender, gender identity, sexual orientation, (real or perceived) special needs, popularity, economic status, athletic ability, intelligence, or religion.

Bullying causes pain and stress to the victims and is never justified or excusable as "kids being kids", "just teasing", "that's just how we play" or **any other rationalization**. The victim is never responsible for being a target of bullying.

Student Anti-Bullying Pledge

By signing this pledge, we the students of Manzanita agree to:

1. Keep myself aware of school rules and bullying policy.
2. Value my fellow students and classmates and treat everyone at Manzy (students, visitors, staff, and parents) with respect at all times.
3. Discuss this pledge with my parents the first week of school.
4. Be honest with my parents about my feelings and experiences at school.
5. Alert Manzy staff if any bullying has occurred and report all incidences of bullying to Manzy staff. I also understand that I can report incidences of bullying and other problems using the NWE boxes located in each classroom.
6. Participate fully in helping to stamp out bullying at school.

Student Name: _____ **Student Signature:** _____ **Date:** _____

Parent/Guardian Anti-Bullying Pledge

By signing this pledge, we the parents and guardians of Manzanita students agree to:

1. Keep my child(ren) and ourselves informed and aware of school rules and bullying policies.
2. Work with the school to encourage positive behavior, value differences, and promote sensitivity in others.
3. Discuss this pledge with my child(ren) the first week of school.
4. Discuss with my child his/her feelings about school, friendships, and relationships.
5. Inform Manzy staff of changes in my child's behavior or circumstances at home that may affect his or her behavior at school.
6. Alert Manzy staff if any bullying has occurred and report all incidents of bullying to Manzy staff.
7. Participate fully in helping to stamp out bullying at school.

Parent Name: _____ **Parent Signature:** _____ **Date:** _____



Manzanita Charter School Calendar 2011-2012

Regular Day: 8:30am - 3:10pm - Minimum Day: 8:30am - 12:10pm - Office Hours: 8:00am-4:00pm - 510-524-5500

| | | |
|--------------|--|--------------------------|
| Aug 13 | Work Party, 8:30am-12:30pm | |
| Aug 16 | Orientation 7pm | |
| Aug 23 | First Day of School 8:30am/ Board Meeting 7pm | Min. Day 12:10 Dismissal |
| Sep 5 | Labor Day | No School |
| Sep 6 | Staff Collaboration | Min. Day 12:10 Dismissal |
| Sep 13 | Membership Meeting 7pm | |
| Sep 27 | Board Meeting 7pm | |
| Oct 4 | Staff Collaboration | Min Day 12:10 Dismissal |
| Oct 11 | Membership Meeting 7pm | |
| Oct 14 | Indigenous Peoples Day | No School |
| Oct 19-21 | Parent Teacher Conferences | Min Day 12:10 Dismissal |
| Oct 25 | Board Meeting 7pm | |
| Nov 1 | Staff Collaboration | Min Day 12:10 Dismissal |
| Nov 8 | Membership Meeting 7pm | |
| Nov 11 | Veteran's Day | No School |
| Nov 18 | | Min Day 12:10 Dismissal |
| Nov 21-25 | Thanksgiving Break | No School |
| Nov 29 | Board Meeting 7pm | |
| Dec 6 | Staff Collaboration | Min Day 12:10 Dismissal |
| Dec 13 | Membership Meeting 7pm | |
| Dec 16 | | Min Day 12:10 Dismissal |
| Dec 19-Jan 2 | Winter Break | No School |
| Jan 3 | Staff Collaboration | Min Day 12:10 Dismissal |
| Jan 10 | Membership Meeting 7pm | |
| Jan 16 | Martin Luther King, Jr. Day | No School |
| Jan 17 | Grading Day | No School |
| Jan 24 | Board Meeting 7pm | |
| Jan 28 | Work Party, 8:30-12:30 | |
| Feb 7 | Staff Collaboration | Min Day 12:10 Dismissal |
| Feb 14 | Membership Meeting 7pm | |
| Feb 17 | | Min Day 12:10 Dismissal |
| Feb 20-24 | President's Week | No School |
| Feb 28 | Board Meeting 7pm | |
| Mar 6 | Staff Collaboration | Min Day 12:10 Dismissal |
| Mar 13 | Membership Meeting 7pm | |
| Mar 21-23 | Parent Teacher Conferences | Min Day 12:10 Dismissal |
| Mar 27 | Board Meeting 7pm | |
| Mar 30 | Cesar Chavez Day | No School |
| Apr 3 | Staff Collaboration | Min Day 12:10 Dismissal |
| Apr 6 | | Min Day 12:10 Dismissal |
| Apr 9-13 | Spring Break | No School |
| Apr 17* | Membership Meeting 7pm | |
| Apr 24 | Board Meeting 7pm | |
| May 1 | Staff Collaboration | Min Day 12:10 Dismissal |
| May 8 | Membership Meeting 7pm | |
| May 22 | Board Meeting 7pm | |
| May 28 | Memorial Day | No School |
| May 29* | Membership Meeting 7pm* | |
| Jun 5 | Staff Collaboration | Min Day 12:10 Dismissal |
| Jun 7 | Last Day of School | Min Day 12:10 Dismissal |
| Jun 26 | Board Meeting 7pm | |

* Please Note: The April membership meeting will be held on April 17. The June membership meeting will be held on May 29.