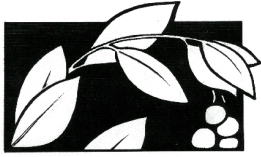




Manzanita Charter School Volunteer Handbook 2011-2012

Manzanita Charter School
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Welcome

Welcome and thank you for supporting Manzanita Charter School. As a parent co-op, Manzanita could not function without your time and expertise. Your contributions are essential and we are glad you're here. This book is designed to give you an overview of what to expect as a Manzanita volunteer.

Participation Requirements

1. Each person volunteering on behalf of the family must submit tuberculosis clearance before any volunteer hours are completed (please see the TB screening information page).
2. Families will complete their monthly 10 hours of volunteering. (See below for details).
3. Parents/Guardians will complete the two mandatory school cleanings. One of the required two cleanings must be completed by January 31 of the academic year.
4. Parents/Guardians will attend 10 monthly membership meetings (see school calendar for dates). In the event of an emergency or calendar conflict each family is permitted one excused meeting. If a second meeting is missed, in order to remain in good standing the family should complete a Waiver Request Form and submit it to the school office.
5. Important Deadlines:

6th and 7th Grade Families

Fall Requirements: 50 hours (including 2 hours spent cleaning) 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) 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) 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) 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.

Volunteer Guidelines & Expectations

When you arrive at school to complete your volunteer hours, please go directly to the school office to sign in. You will be given a volunteer badge and a work assignment. Once you have completed that assignment, please return to the office to ask about other available jobs. When you have completed your work for the day, write your hours down in the white binder and ask a staff member to sign the form.

Volunteer Training

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. Parents are encouraged to attend monthly training sessions with school staff during staff collaboration on the first Tuesday of the month to increase campus safety. Parents will earn hours for attending these sessions.

Campus Safety

While you are on campus you are a representative of the school. It is your job to keep an eye out for the safety of the community. We ask that if you see any unsafe conditions on campus, you report the information to the office right away. Examples of unsafe conditions include:

- a broken step, walkway or handrail
- a water leak or puddle on the floor
- a backed-up toilet
- a mop, broom or garden hose laying across a walkway
- the presence of an adult on campus not wearing a visitor/volunteer badge
- the presence of a student on campus whom you know does not attend Manzanita
- the presence or mention of any kind of weapon
- the presence or mention of any kind of drug
- any threats of violence or an escalated situation where violence appears imminent
- anything suspicious
- anything that feels “off” or “wrong” to you

If you have a concern, you may also fill out a Parent Concern Form (available at the end of this handbook, and in the hallway outside of the school office).

Discipline and School Rules

While you are on campus we also encourage you to keep an eye on the student’s behavior.

This may mean reminding students of several basic school rules:

- Manzanita is a closed campus; once they have arrived, students may not leave campus until the end of the school day unless they have been signed out by a parent/guardian.
- Personal electronic devices (cell phones, iPods, iPads, hand-held games) are not allowed on campus.
- Behavior that infringes on the emotional or physical safety of any student is not tolerated.
- There is no roughhousing, pushing, shoving, threats or fighting on campus.
- There is no sexual activity on campus.
- Drugs and weapons are not permitted.
- Any prescription or non-prescription medication must be kept in the school office.
- Students must use appropriate language (swearing is not allowed).

Manzanita students are expected to treat you with respect. If a student fails to respond to your reminders, responds disrespectfully, or if you find you need to remind the same student again and again, please speak to a staff member or teacher.

Young Children/Siblings on Campus

Young children must remain under the parent's close supervision at all times. Further, their presence should not hinder the parent from performing his or her volunteer assignment.

Volunteer Opportunities

Parent volunteers make it possible for the school to function by doing work that ranges from chaperoning on field trips to cleaning the campus facilities to serving on the school's Board of Directors. Here is a brief list of some of the opportunities available throughout the year:

- Grading papers/classroom support
- Office support
- Supervising the students at lunchtime (sign up ahead of time in the lunch binder)
- Before/after school safety patrol
- Maintaining the school grounds (cleaning, organizing, tending plants, watering)

One of the best ways to make yourself indispensable is to find a regular time each week to volunteer. This will allow you to develop a keener sense of the job(s) you are completing and will allow staff to focus on the students knowing you have your job covered.

Evening/Weekend Work

Several of our families have schedules that limit the amount of time they are available to volunteer during school hours. Although the bulk of volunteer opportunities are available on campus from Monday - Friday from 8:00 a.m. to 4:00 p.m., some alternative opportunities exist, including:

- Serving on the Board or on a Board committee (fundraising, personnel, maintenance, admissions)
- Helping with special events such as chaperoning at school dances, organizing movie nights, working at the rummage sale and other fundraising activities, etc. (sign-ups are generally posted for set up, supervision and clean-up for these events a week before they happen)
- Graduation committee (January - June)
- School safety committee (year round)
- Translation assistance (English/Spanish)
- Maintenance work, including helping to organize and prepare jobs for the school-wide Saturday work parties
- Additional after school cleanings once the required two cleanings have been completed (please see the Cleaning section for further details)

Lunch Supervision

Lunch supervisors keep an eye on the students throughout the lunch period. It is their job to attend to campus safety and ensure students are cleaning up after themselves and following school rules. Due to the popularity of this job, volunteers are asked to sign-up ahead of time in the lunch supervision book. 6 positions are available each day for each of the two lunch periods. If all of the positions have been filled, the school will find other volunteer work for you to do during lunchtime.

Safety Patrol/Traffic Volunteers

Volunteers supervise students as they arrive on campus each morning before school. Once students arrive on campus, they may not leave unless they have been signed out by a parent or guardian.

Traffic volunteers ensure the safety of Manzanita students as they wait for pick-up and cross the street to get into cars each afternoon after school. It is also the job of the traffic volunteers to bring any students remaining on campus one half hour after school is dismissed into the school and see that they come to the office to call home.

Field Trips

Volunteers wishing to help with field trips must turn in a signed Chaperone Agreement. Volunteers wishing to drive on field trips must submit a Driver Application. On some field trips, overnight trips for instance, volunteers may be required to complete a fingerprint clearance. (Please see the TB/Fingerprint information sheet.)

Recording Hours

Families log their volunteer hours in the white binder and ask staff to sign each entry. Sheets in the white binder are removed and totaled at the end of each month. A notice is sent home in the Manzy pack updating the family on the current number of accrued hours, meetings and cleanings. Families are encouraged to review these notices and call the office in the case of any discrepancies.

Donating Hours Between Families

Often the question arises if one family may donate hours to another family. Families may indeed donate hours provided the hours in question have not already been recorded.

Examples:

- *If Family A has completed and logged 90 hours and would like to donate 10 of those hours to Family B, the donation cannot be made because the hours have already been completed and logged toward Family A.*

- *If Family A has completed and logged 90 hours and then chooses to complete 10 more hours expressly for Family B, these hours may be logged toward Family B. Family A simply completes the hours and logs them on Family B's volunteer log sheet.*

Cleanings

Families are required to complete at least two cleanings during the school year. The first cleaning is due to be completed by January 31, and the second cleaning by June 30 (May 1 for 8th Grade families). All cleaning shifts count toward hours requirement.

Families should sign up in the cleaning book for the days and sections they wish to clean, and pick up keys and a cleaning instruction sheet from the school office the day before their cleaning. Once the cleaning has been completed, the cleaning instruction sheet is signed and dated and returned to the office with the keys.

Once a family has completed both of its required cleanings, further after school cleanings may be done toward the annual hours requirement. In this case, the family notes on the cleaning

instruction sheet how many hours the cleaning took to complete and how many people were involved. The number of hours and people cleaning may also be recorded in the hours logbook.

Meetings

Families are required to attend all 10 monthly membership meetings (please see school calendar for dates). Membership meetings are a time for teachers, Board members and school staff to inform families of upcoming events and activities. They are also a time for member families to voice their opinions on school issues.

Every family with a student enrolled in Manzanita is a member of the co-op and as such may vote at these meeting on issues such as the election of Board representatives. It is important that families attend these meetings to ensure their voice is heard. Families may send a proxy to the meeting on their behalf, however the proxy will not have voting rights at the meeting. The school office should be made aware of any family sending a proxy to a meeting on their behalf before the day of the meeting.

Please remember that in the event of an emergency or calendar conflict each family is permitted one excused meeting per year. If a second meeting is missed, in order to remain in good standing the family should complete a Waiver Request Form and submit it to the school office.

Students Attending Membership Meetings

As no childcare is provided during the meetings, families are encouraged to leave students at home.

Thank You

We value your time, your expertise and your dedication to making Manzanita the best school it can possibly be. Without your help we would not be able to offer our students those things that make Manzanita unique: focused attention from teachers and staff, diverse field trips, the academy program, and a cohesive community.

If you have any questions about your participation requirements, or if you see something the school is missing that you would like to help create, please speak to someone in the office.



Manzanita Charter School

TB SCREENING AND FINGERPRINT CLEARANCE INFORMATION

WHO: All Manzanita Charter School Parents & Volunteers
WHAT: Tuberculosis (TB) Skin Test & Fingerprints
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: \$27 PPD - \$50 x-ray
Mon/Tue/Wed/Fri 8:00-5:00
**Cash/check accepted

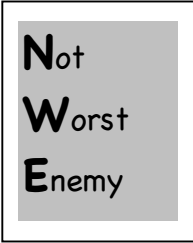
Greater Richmond Industrial Medical Center

120 Broadway Avenue, Suite 23
Richmond, CA
510-236-7243
Cost: \$20 PPD (no x-ray available)
Mon/Tue/Wed/Fri 8:30-4:30
**Cash/credit accepted

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.



Parent/Guardian Concern Form

- I saw something happen on campus that I didn't feel was right.
- I saw students interacting in an inappropriate way.
- I have a campus safety concern.

What's Going On:

Your Name (Optional) _____ Student's Name (Optional) _____

*Turn this form in to the NWE box in any classroom.
More copies of this form can be found near the NWE boxes and outside the School Office.*



FORMA DE PREOCUPACIONES DE PADRES/GUARDIANES

- Vi algo en la escuela que me pareció que no está bien.
- Vi estudiantes actuando en una forma inapropiada.
- Tengo una preocupación acerca de la seguridad de la escuela.

Que esta pasando? _____

Su nombre (Opcional) _____ Nombre del estudiante (Opcional) _____

*A su vez esta forma en la caja NWE en cualquier clase.
Más copias de este forma puede encontrarse cerca de las cajas NWE y fuera de la oficina de la escuela.*