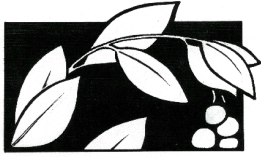




# **Manzanita Charter School Volunteer Handbook 2009-2010**

Manzanita Charter School  
1615 Carlson Blvd. Richmond, CA 94804  
510-524-5500 phone  
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[www.manzy.org](http://www.manzy.org)



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**People You May Need To Contact**

Fundraising Chair	Christine Zeichner	510-233-9424 home	chris_z@comcast.net
Maintenance Chair	Eriberto Alva	510-637-2358 cell	
Participation Committee	Maria Enriquez	510-417-9566 cell	mega_notary@yahoo.com
Participation Committee	Maria Fajardo	510-778-8707 home	marymacias@live.com
Admissions Chair	Lydia Avington	510-262-7757 office	lydiaaving@yahoo.com
Admissions Coordinator	Colleen Thomas	510-620-1869 office	thomas@manzy.org
Administrative Manager	Tara Denison	510-524-5500 office	denison@manzy.org
Office Coordinator	Angela Raffa	510-524-5500 office	raffa@manzy.org

## **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.

## **Volunteer Requirements**

It is important to note that there are two distinct groups of families donating their time to Manzanita. The first group is priority families; these are the families completing volunteer hours toward priority admission. The second group is families whose students are currently enrolled in the school. Here is an overview of the requirements and guidelines for each group:

### **Requirements and Guidelines for Priority Families**

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. A completed application needs to be turned in to the office before any hours are completed (this includes signature of the discipline release, along with copies of PG&E bill and student immunization record).
3. If the family is working toward Level I priority enrollment (50 hours), 10 of the 50 hours must be completed between January 1 and March 30.
4. All priority hours are due by the deadline listed on the application.
5. Priority families may earn hours by helping current families complete after-school cleanings but may not otherwise work on-site when the school is closed. (School hours are Monday – Friday from 8:00 am – 4:00 pm.)
6. Priority families may earn hours by chaperoning on field trips or other school activities but may not drive Manzanita students on these trips.

*An important note for priority families:*

*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.*

### **Requirements and Guidelines for Current Families**

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 8 hours of volunteering. A minimum of 40 hours must be completed by January 31 of the academic year. 80 hours must be completed by June 30.
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:

6<sup>th</sup> and 7<sup>th</sup> grade families must complete:

- 40 hours and 1 cleaning by January 31 to be given priority re-enrollment for the next year
- 80 hours and 2 cleanings by the end of the school year to maintain that priority re-enrollment privilege

8<sup>th</sup> grade families must complete:

- 40 hours and 1 cleaning by January 31
- 70 hours and the second cleaning by May 1 for the student to be eligible to participate in all graduation activities (8<sup>th</sup> grade overnight, dinner, rehearsal and ceremony)
- 80 hours by the end of the school year to leave the school in good standing

### **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 either the pink binder (priority families) or white binder (current families) and ask a staff member to sign them.

### **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 drugs
- any threats of violence or an escalated situation where violence appears imminent
- anything suspicious
- anything that feels “off” or “wrong” to you

### **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.
- There is no gum chewing on campus.
- Students may not use cell phones on campus.
- 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 (i.e., 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**

You are welcome to bring your young children with you to Manzanita while you complete your volunteer hours, provided they remain under your supervision at all times. However, as Manzanita is a closed campus, any non-enrolled children who are middle-school age are not allowed on campus while school is in session. This means that on days when your middle-school age children are out of school, they should not be on campus with you unless you have made arrangements for them to visit the classrooms.

If your young children or siblings have a cold, fever, or have experienced vomiting or diarrhea within the past 24 hours, we ask that you please do not bring them with you to school but that you leave them at home to rest and recover.

### **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)
- Serving lunch (sign up ahead of time for a regular day of the week with the office)
- Before/after school safety patrol
- Academy support
- 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, participation)
- 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 on Tuesday, Thursday or Saturday, once the required two cleanings have been completed (please see the Cleaning section for further details)

## **Lunch**

There are two kinds of volunteer opportunities available each day at lunchtime: serving lunch and supervising the students.

### *Food Service*

Manzanita serves lunch to students who have pre-ordered their meals for the week. Lunch food service volunteers sign-up ahead of time to work one day or more each week from 10:30 am – 12:30 or 1:00 pm.

### *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. 12 positions are available each day for each of the two lunch periods: 11:05-11:50 and 11:55-12:40. 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 from 8:00 – 8:45 am. 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 from 3:00 – 3:45 pm. It is also the job of the traffic volunteers to bring any students remaining on campus at 3:30 into the school and see that they come to the office to call home. Afternoon traffic volunteers receive double time for their work.

## **Field Trips**

Volunteers wishing to help with field trips must turn in a signed Chaperone Agreement. Both priority and current families are eligible to chaperone on field trips. Volunteer wishing to drive on field trips must also submit a Driver Application. Only volunteers for current families are eligible to drive on field trips. 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**

Priority families log all of their volunteer hours in the pink binder and ask staff to sign each entry. The hours accrue and are kept in the pink binder until the application deadline has passed. Families may request a copy of their hours log at any time.

Current 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**

Current families are required to complete two school 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 8<sup>th</sup> Grade families).

Cleanings are completed after school on Tuesdays, Thursdays and on Saturdays. The school campus is divided into several sections that are clearly defined in the cleaning instruction sheets that are provided for each section. 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 current family has completed both of its required cleanings, further after school cleanings may be done toward the 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.

Priority families may earn hours by helping a current family complete a cleaning. In such a case, the priority family earns hours while the current family earns credit for a cleaning. Priority families, however, are not eligible to sign out keys to do after-school cleanings alone.

### **Meetings**

Current families are required to attend all 10 monthly membership meetings. Membership meetings are a time for teachers, Board members and school staff to inform families of upcoming events and activities. They 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 or proposed changes to the school's charter. 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.

Priority families may attend meetings for informational purposes but may not vote. Priority families also may not receive volunteer hours for attending membership meeting unless they are working on a special project (i.e., selling items for a fundraiser).

### **Students Attending Membership Meetings**

As no childcare is provided during the meetings, families are encouraged to leave students at home whenever possible. If students do attend a membership meeting, they must sit with their parent/guardian throughout the entire meeting. There are no exceptions to this rule.

### **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: \$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 38<sup>th</sup> 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 12<sup>th</sup> 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.