



Manzanita Charter Middle School

Student/Family Handbook 2013-2014

2925 Technology Court
Richmond, CA 94806
510-222-3500 office
510-222-3555 fax

www.manzy.org

- 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 Middle 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 Middle School.

a. Good Standing Requirements

- 1) Parents/Guardians will attend 10 monthly membership meetings. In the event of an emergency or calendar conflict each family is permitted one excused meeting. A written note must be submitted to the School Registrar. Students should not attend membership meetings.
- 2) Parents/Guardians will complete 2 mandatory school cleanings. One of the required two cleanings must be completed by January 31st. The other must be completed by the last day of school.
- 3) Families will complete 96 hours of volunteer service throughout the year. A minimum of 48 hours must be completed by January 31st. 96 hours must be complete by the last day of school.
- 4) Students will attend school on a regular basis and miss no more than 5 non-medical days throughout the academic year. Documentation of medical absences should be turned in to the school office. A family may also submit a request for an Independent Study Contract and fully complete that contract to offset a long-term absence. Refer to Independent Study Policy.
- 5) 6th and 7th grade families who are not in good standing by January 31st will not be guaranteed admission for the following school year.
- 6) Any family not in good standing by January 31st will not receive priority admission for a sibling the following school year.

b. Additional Good Standing Requirements for 8th Grade Families

- 1) One cleaning must be completed by January 31st; both cleanings must be completed by May 1st.
- 2) 90 hours must be completed by May 1st.
- 3) 96 hours by the end of the school year to leave the school in good standing.

8th grade families who are not in good standing by May 1st jeopardize participation in 8th grade graduation activities (overnight, dinner, rehearsals and or ceremony).

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 the following academic year. Additionally, a family in good standing at the time their student graduates from Manzanita will be offered priority admission to any sibling applying in future academic years.

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 priority 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.

c. 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 its Good Standing obligation. Instructions for applying for a waiver are available in the school office. A waiver request will also be considered by the waiver committee for the attendance requirement.

d. Additional Participation Information

All parents and legal guardians are required to submit a list of the family members, friends and helpers who will assist the family in meeting its participation requirements for the year. This includes people who will be completing hours, cleanings or attending meetings. This requirement will allow the school to keep track of non-students on campus and assure that all adults have completed the required TB screening.

Volunteers must be 18 years or older to be on campus during the school day. Elementary age (or younger) children are welcome to visit, provided their parents/guardians can safely complete any volunteer tasks they take on during that time. Children must be middle-school age and up **to** earn hours after school and on weekends.

Parents/guardians are asked to make arrangements for the care of their student during membership meetings as meeting space is limited and the school does not provide supervision.

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.