



991 Mountain View Blvd,
Vandenberg Space Force Base, CA 93437
(805) 734-5600 ~ FAX (805) 734-3572
www.manzanitacharterschool.com

A Gold Ribbon School

Scholar and Parent Handbook

Choice, Commitment, Achievement



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INTRODUCTION

At Manzanita Public Charter School ("MPCS," "Manzanita," or the "Charter School," "Manzana Middle School Academy"), scholars and parents can expect to feel safe, protected, and valued. As a public school we have the responsibility to make sure that everyone is treated with respect, dignity, and a strong sense of belonging. This handbook is a guide and outlines our expectations, principles, and shared responsibilities all of which shape our school and provide the educational opportunity you and your scholar deserve.

The simple yet powerful beliefs listed below must be our shared philosophies. They provide the learning environment that reveals a vision for what it will mean to be a literate person in the twenty-first century.

- MPCS is a school where scholars are challenged and will develop critical thinking skills.
- MPCS is a school where scholars will thrive as readers, writers, and mathematicians.
- MPCS is a school where scholars learn to create and appreciate visual and musical arts.
- MPCS is a school that celebrates diversity and character development through multiculturalism and personal responsibility.

High levels of achievement are created through commitment.
We look forward to an extraordinary school year.

ADMINISTRATION OFFICE HOURS
MONDAY-FRIDAY
8:00 AM – 4:00 PM

MISSION

Gold Ribbon Achieving School

Manzanita Public Charter School (referred to from here as MPCS) is a high achieving and alternate choice for local families to educate their scholars in a balanced literacy program using our Strength Based Instructional Model. Manzanita is a transitional kinder through eighth grade school that has grown from approximately 200 to 525 scholars in over 15 years with the addition of Manzanita Middle School Academy in the 2025-2026 school year. Our scholars have a wide variety of backgrounds including low socioeconomic, military, second language learners, and GATE. Manzanita provides scholars with more individualized instruction time to meet scholars at their level. Manzanita values the whole child and encourages scholar participation in elective learning models. We offer an arts program, Outdoor Education, STEM classes, Physical Education, a choral music program, and drama club. Since inception, Manzanita has implemented a longer school day to boost scholars learning, help with closing the achievement GAP, and provide scholars with the time for elective learning models.

BELIEFS

MPCS believes that excellence in education must be created by implementing these educational viewpoints.

- Hold all scholars, parents, and teachers to the highest standards.
- Emphasize learning as a shared responsibility.
- Prepare lifelong learners that have the skills, capacity, and knowledge to assume their position in a global economy.
- Celebrate diversity through bi-literacy and multiculturalism.
- Implement effective research based instructional practices aligned to California Common Core State Standards ("CCSS").

MASCOT/MOTTO/SCHOOL COLORS

- Mountain Lion
- Choice, Commitment, Achievement
- Forest Green/Maroon

THE MANZANITA SCHOLARLY PURSUITS

At Manzanita you will hear staff speak of scholarly behaviors or scholarly pursuits. A scholar is a person who seeks knowledge – a learner. We encourage you to ask your child, “What scholarly behavior/scholarly pursuits did you practice today?” Ask your child to name just one or two; this will help them distinguish themselves as budding scholars.

Thinking like a scholar!
A scholar has a thirst for knowledge.
A scholar takes time to ponder.
A scholar views the world from different perspectives.
A scholar sets goals.
A scholar takes risks.
A scholar uses many resources.
A scholar actively participates.
A scholar asks questions.
A scholar is curious.
A scholar perseveres and practices.

CHARTER SCHOOLS

A charter school is exempt the laws and regulations governing school districts; except where specifically noted in the law. The law requires that a public charter school be nonsectarian in its programs, admission policies or employment practice. Public charter schools may not charge tuition and may not discriminate against any individual.

NONDISCRIMINATION

MPCS does not discriminate against any scholar or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

The Charter School adheres to all provisions of federal law related to scholars with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Individuals with Disabilities in Education Improvement Act of 2004.

MPCS is committed to providing a work and educational atmosphere that is free of unlawful harassment. The Charter School prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. The Charter School will not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor, or other person with which the Charter School does business, or any other individual, scholar, or volunteer. This policy applies to all employees, scholars, or volunteers and relationships, regardless of position or gender. The Charter School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

HOMELESS SCHOLARS

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434(a)):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings.
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
4. Runaway children or children who are abandoned; and
5. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the Charter School Liaison.

The Superintendent or designee designates the following staff person as the Charter School Liaison for homeless scholars (42 USC 11432(g)(1)(J) & ©(3)©.):

Principal
991 Mountain View Blvd.
Vandenberg Space Force Base, CA 93437
(805) 734-5600

The Charter School Liaison shall ensure that (42 USC 11432(g)):

1. Homeless scholars are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless scholars enroll in and have a full and equal opportunity to succeed at Charter School.
3. Homeless scholars and families receive educational services for which they are eligible, including Head Start and Even Start programs.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelters, and soup kitchens.
6. Enrollment/admissions disputes are mediated in accordance with law, the Charter School charter, and Board policy.
7. Parents/guardians are fully informed of all transportation services, as applicable.
8. The Charter School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

For any homeless scholar who enrolls at MPCS, a copy of the Charter School’s complete policy shall be provided at the time of enrollment and at least twice annually.

MPCS GOVERNANCE BOARD

The MPCS Governance Board establishes all policies, regulations, and makes financial decisions. The MPCS Governance Board meets on the second Wednesday of each month and consists of between five (5) to nine (9) voting Board members. MPCS Governance Board by-laws and policies are available upon request and on our website at www.manzanitacharterschool.com

SCHOOL TO HOME COMMUNICATION

Our Manzanita Website: www.manzanitacharterschool.com is available and updated regularly. Monthly event calendars are sent home to keep you informed of current school events. In addition, the school hosts Parent Square App and Facebook page which is updated regularly with current educational news and the ongoing MPCs evolution and improvement. The website will include a message from the Principal, Breakfast/Lunch Menu, and informs you of upcoming events.

MAIN: (805) 734-5600 Monday-Friday from 8:00 AM to 4:00 PM
(After hours; please leave a message)

ATTENDANCE: (805) 734-3008

EMERGENCY PHONE: (805) 245-4654

FAX NUMBER: (805) 734-3572

EMAIL: info@manzanitacharterschool.com

Manzanita Yearly Registration Forms

Each year, the week before school starts in August,
all parents must attend the Manzanita Registration Fair to complete required documents.

SCHOOL SCHEDULE

TIMES INCLUDE ALL GRADES (Transitional Kinder through Eighth Grade)

DAILY START	8:10 AM
DAILY SCHOOL WIDE MORNING RECESS	10:00 AM – 10:15 AM
DISMISSAL (Monday/Tuesday/Thursday/Friday)	2:50 PM

EARLY RELEASE

(Last Day of School/All Wednesdays/Scholar LED Conferences)

DAILY START	8:10 AM
DISMISSAL	12:10 PM

LUNCH

TK/Kindergarten/1 st GRADE	11:20 AM - 11:50 AM
2 nd /3 rd GRADES	11:40 AM - 12:10 AM
4 th /5 th GRADES	12:00 AM - 12:30 AM
6 th /7 th /8 th GRADE	12:15 PM - 12:55 PM

EARLY RELEASE LUNCH (Last day of school/ALL Wednesdays/Scholar Led Conferences)

Tk/Kindergarten/1 st GRADE	11:00AM
2 nd /3 rd GRADES	11:20AM
4 th /5 th GRADES	11:35AM
6 th /7 th /8 th GRADE	11:35AM

PRECIPITATION/EXTREME WEATHER

TRANSITIONAL KINDER/KINDERGARTEN/1 ST GRADE	11:00 AM - 11:30 AM
2 ND /3 RD GRADES	11:25 AM - 11:55 AM
4 th /5 th GRADES	11:50 AM - 12:20 PM
6 th /7 th /8 th GRADE	12:15 PM - 12:45 PM

INSTRUCTIONAL MINUTES

The California Education Code calls for a minimum of instructional days and a minimum of instructional minutes per year. The table below compares the number of required instructional days and minutes offered at MPCS. Expanded instructional minutes give our scholars time to learn and develop critical thinking skills. Extended instructional minutes also give teachers time to implement English Language Arts, Mathematics, Science, Social Studies and Visual and Performing Arts aligned to the California State Standards CCSS.

GRADE	MANZANITA	CALIFORNIA STATE REQUIREMENT
Transitional Kinder – 8 th Instructional Days	180 Instructional Days	180 Instructional Days
Kinder Instructional Minutes	55,125 Instructional Minutes	36,000 Instructional Minutes
1 st Instructional Minutes	55,125 Instructional Minutes	50,400 Instructional Minutes
2 nd – 3 rd Instructional Minutes	55,125 Instructional Minutes	50,400 Instructional Minutes
4 th – 5 th Instructional Minutes	55,125 Instructional Minutes	54,000 Instructional Minutes
GRADE	MANZANA ACADEMY	CALIFORNIA STATE REQUIREMENT
6 th – 8 th Instructional Minutes	55,125 Instructional Minutes	54,000 Instructional Minutes

SCHOLAR ATTENDANCE

In order to provide extraordinary levels of achievement, daily attendance is critical. Please plan medical appointments during school vacations or after the school day. A child who misses five (5) or more consecutive days without any notification to the school office may be withdrawn from the charter school. If a scholar accumulates excessive absences of eight (8) or more the Scholar may receive a recommendation from the principal to return to their neighborhood or exit school. MPCS can excuse absences for: illness, bereavement, court appointment, doctor/dentist appointments, immunizations, and religious holidays.

PERFECT ATTENDANCE

We recognize individual scholars for perfect attendance each trimester at our “Scholarly Awards Assembly.” Perfect attendance is defined as NO absences. Excessive scholar tardy reports of five (5) or more will affect perfect attendance status.

SCHOLAR ABSENCES

If your scholar is absent, it is important that you call the administration office on the day of the absence. Please contact us at (805) 734-3008. We encourage you to also inform your scholar’s teacher so they can update you on activities and missed assignments. Upon returning to school following an absence of three (3) or more days for a medical reason, we require parents to provide the school with a physician’s note. Please make sure that the date and reason for the absence is included. It is imperative that you inform your scholar’s classroom teacher and the principal of any medical difficulties that your child has experienced. We are committed to keeping children safe and healthy.

MANZANITA’S INDEPENDENT STUDY CONTRACT (ISC)

Manzanita Public Charter School (“Charter School”) may offer independent study to meet the short or long-term educational needs of pupils enrolled in the Charter School as approved by the superintendent or designee. No student will be permitted to participate in independent study in excess of fifteen (15) cumulative days per school year. Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully.

LATE ARRIVALS/EARLY DEPARTURES

Scholars will be considered tardy if they are more than five (5) minutes late (8:15 AM) to school. Excessive tardies (8 or more) can also lead to a possible return to the scholar's neighborhood school. It is very important that scholars arrive to school on time; however, there are times when scholars may be delayed. Scholars should proceed directly to class when they arrive less than 5 minutes after school start time. If your child arrives more than 5 minutes after the start of the instructional day, parents must bring them to the administration office and sign them in. If your scholar must leave early, please sign them out in the administration office.

Extended Learning Opportunity Program (ELOP) – Early Dismissal Policy

Our ELOP program is operated in partnership with the YMCA. For early dismissal and attendance guidelines, please refer to the YMCA's attendance policy provided during the registration process.

DRESS CODE - SCHOLAR UNIFORM POLICY

MANZANITA PUBLIC CHARTER SCHOOL and MANZANA ACADEMY

Scholars who attend MPCS and Manzana Middle School Academy **must** wear the school uniform. The administration reserves the right to make judgments on any article of clothing or mode of dress which may disrupt learning and/or compromises a safe and orderly learning environment. School dress should not include any clothing item which makes a political statement, is offensive to others, and promotes hate of any kind.

MANZANITA (TK – 5TH GRADE)

- **Tops** – Scholars will be required to wear collared polo shirts – short or long sleeves. These polo shirts must be solid colors of either forest green or maroon. Scholars will also be permitted to wear spirit wear and school sponsored shirts; scholars will be allowed to wear sweaters, cardigans and sweatshirts- **school colors are encouraged for all outerwear**. Scholars are permitted to wear turtlenecks under collared polo shirts.
- **Bottoms** - Scholars will be required to wear denim/jean pants, shorts, skirts, or jumpers. Bottoms can also include SOLID navy blue OR black pants. Shorts, dresses, jumpers, skirts and skorts can be no shorter than one hand-length above the knee. No tears or holes. No sweats, printed leggings, track pants, or pajamas are allowed. All bottoms should be solid-no logos or patterns.
- **Hats and Hoods**- Manzanita has a no hat/hood policy indoors. Hats/hoods may be worn outside at recess, PE, Outdoor Education, and on field trips.
- **Footwear** – MPCS recommends scholars wear athletic/tennis shoes that cover the entire foot.
- If families are unable to provide a uniform for their scholars, the school will provide it to them. Shirts will be available at the Mandatory Registration Fair or by calling the front office at (805) 734-5600.

MANZANA ACADEMY (6TH – 8TH GRADE)

- **Tops** – Scholars will be required to wear collared polo shirts – short or long sleeves. These polo shirts must be solid colors of either forest green, maroon, or navy blue. Scholars will also be permitted to wear Spirit wear and school sponsored shirts. Scholars will be allowed to wear sweaters, cardigans, and sweatshirts in the colors forest green, maroon, or navy blue. ALL Manzana Academy scholars will receive a navy-blue zippered sweatshirt.
- **Bottoms** - Scholars will be required to wear BLACK jean pants, BLACK shorts, OR BLACK skirts. Shorts, dresses, skirts and skorts can be no shorter than one hand-length above the knee. NO tears or holes. No sweats, printed leggings, or pajamas are allowed.
- **Hats and Hoods**- Manzanita has a no hat/hood policy indoors. Hats/hoods may be worn outside at recess, PE, Outdoor Education, and on Field trips.
- **Footwear** – MPCS recommends scholars wear athletic/tennis shoes that cover the entire foot.
- If families are unable to provide a uniform for their scholar, the school will provide them. Shirts will be available at the Mandatory Registration Fair or by calling the front office at (805) 734-5600.

WACKY WEDNESDAY AND MPCS SPIRIT DAYS

On scheduled Spirit Days, scholars are encouraged to participate in themed dress days. If scholars do not participate in themed dress days, then appropriate school uniform clothing is required. The expectation is that **EVERY** other school day ALL scholars **WILL** be in their school uniform.

UNIFORM VIOLATIONS

Scholars who come to school not wearing the required school uniform can call home and have a parent bring the required MPCS uniform or will be allowed to borrow appropriate attire for the instructional day. Scholars who continually violate the MPCS Uniform policy will be subject to the loss of Free Dress privileges on Wednesdays and further discipline consistent with Manzanita's suspension and expulsion policies and procedures.

FOOD SERVICE

MPCS contracts with Lompoc Unified School District ("District") for food services and will offer the National Breakfast/Lunch Program. The district will provide meals and full food service. Each breakfast and lunch will provide an entrée, fruit, and or milk. All families are required to submit an application each school year to establish eligibility for free/reduced meals.

MEAL COSTS

All scholars are provided a free breakfast and lunch each school day.

FREE OR REDUCED MEALS

Parents need to complete the Free/Reduced Lunch Application during Registration Fair. The actual number of completed applications provides very important information and supports State/Federal funding. Applications are available in the school office. All applications are processed with the highest level of confidentiality.

LUNCH FROM HOME

Some scholars bring their lunches to school with them. If your scholar brings a lunch to school, please provide a healthy lunch (e.g., fruit, crackers, veggies). No gum, candy, soda, canned drinks, or caffeine drinks including energy drinks are allowed. Please make sure that your scholar has their name written on the inside of their lunch bag or box. Each classroom has a large lunch box available for lunch storage. Parents are encouraged to come to school and enjoy lunch with their children as often as they would like. Please remember to sign in at the office and get a visitor's pass before joining your child for lunch.

SNACK POLICY

If your scholar brings a snack to school, please provide a healthy snack (e.g., fruit, crackers, veggies). No gum, candy, soda, canned drinks, or caffeine drinks including energy drinks are allowed. Snacks are not allowed at lunchtime in lieu of lunch. All snacks are consumed during the BRAIN BREAK or under the direction of the classroom teacher.

CLASSROOM FOOD

Please contact the classroom teacher before bringing any type of food to the classroom to share (i.e. cupcakes, cakes, cookies). We discourage any type of food that is sugary and considered high in calories. Please consider donating a copy of your child's favorite book for the classroom library; or celebrate with apples, oranges, or creative edible vegetables snacks.

SCHOOL SAFETY

We are committed to keeping children safe. You can help us by...

1. Making sure all emergency information is current on the Parent Portal.
2. Making sure teachers, office staff, and the principal are informed of any changes with family members who can/cannot pickup your child from school.
3. Make sure your child understands important safety precautions such as no automobile rides from strangers.
4. Speak to teacher or trusted school personnel if he or she senses danger, and stay away from unsupervised locations (classrooms or playground areas). If any child receives any threats from other scholars, report it immediately.
5. Make sure they understand that they cannot leave school grounds without permission from the office.

SAFETY POLICIES

RECREATION POLICY	DINING HALL POLICY
<p>To have fun, socialize and exercise:</p> <ol style="list-style-type: none">1. Stay in the recreation area at all times.2. Food and snacks are to be consumed in the MPR or designated outside eating areas.3. Play safely on and with recreation equipment.4. Brain Food: Water and exercise make you SMARTER, do both during recreation time.5. Games that aren't safe are not permitted: push tag, tackle football, and play fighting.6. Get a yard duty supervisor if you need help.7. Report any type of bullying.8. At the whistle: return equipment to the cart and line-up.	<p>To enjoy your dining experience:</p> <ol style="list-style-type: none">1. Wash or use hand sanitizer before you eat.2. Socialize with your classmates- CHAT Considerate Happy Appropriate Talk3. Remain seated until you are excused.4. Recycle.5. Raise your hand if you need assistance.
BATHROOM POLICY	
<ol style="list-style-type: none">1. Wash your hands before leaving the bathroom.2. Report any type of restroom concerns immediately.	

COMPREHENSIVE SCHOOL SAFETY PLAN

MPCS has created a Comprehensive School Safety Plan, which is reviewed and approved by the MPCS Governance Board at the beginning of each academic school year. The Comprehensive School Safety Plan Binder is located in the administration building. Our Charter School has water and limited medical supplies stored in three (3) locations on our campus. They are clearly marked as Emergency Supplies.

DISASTER PROCEDURES

Established procedures for evacuation are in place at the Charter School. Disaster procedures have been developed for emergencies such as fire, earthquakes, bomb threats, wild animal, and/or intruders. Monthly disaster preparedness drills are conducted, and Manzanita participates in the Great California Shake Out in October of each year. This statewide program helps parents and organizations prepare for earthquakes. Visit www.shakeout.org for more information.

It is important for parents, guardians, and family members to know that if an emergency occurs, scholars are released only to individuals listed on the Scholar Disaster Information Card. Be sure to update emergency information with the administration office.

Manzanita is located on the Vandenberg Space Force Base ("VSFB"). Police, fire and disaster services are provided and supported by VSFB. Your child's safety is supported by VSFB security forces.

EMERGENCY EVACUATION

Buses may be used to evacuate scholars in the case of emergencies. The sites indicated below are designated as emergency evacuation points; however, they are subject to change. It is important for parents to understand that when there is an emergency, local authority such as the Santa Barbara County Sheriff's Office, the California Highway Patrol, Lompoc Police Department, VSFB Security Forces, and VSFB Fire Officials have the authority to direct ALL evacuations. They may identify alternate evacuation sites. Scholars living in Lompoc may be evacuated to JM Park, Vandenberg Village scholars to Village Shopping Center, and VSFB scholars to the VSFB Library. Notification of evacuation may come through the Parent Square App. Parents will be notified as quickly as possible. Parents/Guardian must register annually for Parent Square.

Please be aware that if the electricity is out at the Charter School, the school phone system will not work. Parents are encouraged to regularly check Parent Square for ongoing updates.

EDUCATIONAL ENVIRONMENT

DIRECTORY INFORMATION AND SCHOLAR RECORDS

The Family Educational Rights and Privacy Act ("FERPA"), a Federal law, requires that the School, with certain exceptions, obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Charter School may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised the Charter School to the contrary in accordance with this policy.

"Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information can 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. MPCS has designated the following information as directory information:

- Scholar's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Scholar ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A Scholar's SSN, in whole or in part, cannot be used for this purpose.)

If you do not want MPCS to disclose directory information from your child's education records without your prior written consent, you must notify the Charter School in writing at the time of enrollment or re-enrollment. Please notify the principal at:

991 Mountain View Blvd.
Vandenberg Space Force Base, CA 93437
(805) 734-5600

Scholar records maintained by the Charter School consist of any item of information directly related to an identifiable pupil, including but not limited to subjects taken, grades received, standardized test results, attendance record, and health record. Scholar records are maintained at each school where the pupil is attending. The school principal or designee is responsible for maintaining each type of scholar record and the information contained therein. Additional records, such as psychological and special education reports, are maintained at those respective offices. Except for directory information, pupil records are accessible only to parents or legal guardians, a scholar 16 years or older or having completed the 10th grade, the personnel, including independent contractors, for the Charter School who have a legitimate educational interest in the pupil and other specified persons under certain circumstances prescribed by law. Scholar records may be obtained within five (5) business days of request by the parent/guardian. When a Scholar moves to a new school/school district, records will be forwarded upon request of the new district within 10 school days. If you believe the school is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland Avenue, SW, Washington, DC 20202-4605.

CLASSROOM ASSIGNMENTS

The principal is responsible for all classroom placements. Each year, current teachers carefully consider a range of factors—including academic needs, social-emotional development, and classroom balance—when recommending placements for the following school year.

While parents may submit a teacher request for their scholar, please note that such requests are not guaranteed. The principal retains final authority over all classroom assignments. **All parent requests must be submitted in writing by May 30th of the current calendar year.**

SCHOLAR SUPPLIES/INSTRUCTIONAL MATERIALS

Parents are encouraged to purchase items on the Manzanita Public Charter School Supply List; however, no student is required to purchase school supplies necessary to participate in the educational program at Manzanita. All scholars are required to bring a backpack to school each day. The school provides 3rd – 8th grade scholars Agenda Planners. Donations of school supplies are also encouraged.

BEHAVIOR EXPECTATIONS AT MANZANITA CHARTER SCHOOL AND MANZANA ACADEMY TK-8

“Choice, Commitment, Achievement” Scholar, Parent, Teacher Compact

At Manzanita Charter School, we believe that strong character and positive behavior expectations help every scholar succeed. We follow a PBIS (Positive Behavior Intervention and Supports) system- **R.O.A.R.**

Our scholars are taught what R.O.A.R. looks like in the classroom, on the playground, in walkways, on the bus and even in classrooms. These expectations help build a safe, respectful, and focused learning environment for all.

Thank you for partnering with us to help every Manzanita scholar learn, grow and R.O.A.R.!

PBIS (Positive Behavior Intervention and Supports) system- R.O.A.R.

ROAR stands for:

- **R** – Responsible
- **O** – Organized
- **A** – Accountable
- **R** – Resilient

Parent Responsibilities to Support R.O.A.R.

Teacher Responsibilities to Support R.O.A.R.

<ul style="list-style-type: none"> • Make certain that your child arrives ontime rested and prepared to learn. • Provide the school uniform. • Attend Scholar-led Conferences, Awards Assembly, and other school activities. • Support R.O.A.R. Program- • How were you responsible at school today? • Was there a time you showed resilience? • What does being accountable mean to you? 	<ul style="list-style-type: none"> • Be prepared to engage all scholars in learning. • Communicate regularly with scholars andparents. • Spotlight scholar achievement. • Lead scholars through the portfolio process for scholar-led conferences. • Support R.O.A.R. program • Hand out 10 (ten) or more R.O.A.R. tickets per week.
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SCHOOL CULTURE AND BEHAVIOR

MPCS is committed to ensuring that all scholars participate and achieve. To meet this goal we strive to provide a school climate free from harassment/bullying. Scholars, teachers, and staff will utilize this behavior system.

MANZANITA'S "MISSION CRITICAL" RULES Grades TK - 5

Rule #1

I will keep hands and feet to self, at all times, to support our learning.

Rule #2

I will not use disruptive words such as foul language, bullying terms, and deliberately off-topic words, to get in the way of our learning.

Rule #3

I will not be defiant or refuse to do my work because it affects our learning and safety.

MANZANA MIDDLE SCHOOL ACADEMY "MISSION CRITICAL" RULES Grades 6-8

MPCS follows a progressive discipline policy for upper grade scholars. This policy includes the following school rules as they apply to minor infractions:

Rule #1

Scholars will keep hands and feet to self, at all times, to support their learning.

Rule #2

Scholars will not use disruptive words such as foul language, bullying terms, and deliberately off-topic words, to get in the way of their learning.

Rule #3

Scholars will not be defiant or refuse to do classroom work because it affects their learning and safety.

MPCS staff/administration follows a progressive discipline policy when scholars break the above rules.

***MPCS also adheres to California Educational Code Law when it comes to scholar discipline and safety. Suspension and expulsion procedures will be followed according to California Educational Code Law and/or as listed in the Manzanita Charter Board policies in the suspension/expulsion section.**

BULLYING PREVENTION

As a parent, we know you are concerned about bullying, including cyberbullying. Being alert and observant is critical since victims are often reluctant to report bullying. Many victims don't report it to their parents or teachers because they're embarrassed or humiliated. They may assume that adults will accuse them of tattling or will advise them to deal with it themselves. Some victims may believe there is nothing adults can do to get the bully to stop. If you know or suspect your child is being bullied, including cyberbullying (e.g., bullying that occurs over social media websites) please contact your child's teacher(s) or the principal right away. Keep in mind that our primary goal must be to get the bullying stopped. Knowing your own child is being victimized can evoke strong feelings; and we are here to help! We must focus on empowering your child and together we will stop the bullying.

SPECIAL EDUCATION/504 SERVICES

MPCS is dedicated to the belief that all scholars can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. MPCS provides scholars with exceptional needs special education instruction and related services in accordance with the Individuals with Disabilities Education Improvement Act ("IDEA"), Education Code requirements, and applicable policies and practices of Santa Barbara County Special Education Local Plan Area. MPCS provides special education services for all qualifying scholars who attend the Charter School. MPCS offers high quality educational programs and services for all its scholars in accord with the assessed needs of each scholar. MPCS collaborates with parents, the scholar, teachers, and other agencies, as may be indicated, in order to best serve the educational needs of each scholar. Special education services will be provided by MPCS. MPCS is staffed with a school psychologist, special education teacher, and speech/language specialist. Scholars attending the Charter School who qualify for accommodations or services pursuant to the terms of Section 504 for the Rehabilitation Act ("Section 504") will also receive services as defined in the charter petition. If you have questions about Special Education or Section 504 Plans, please contact the Special Education Department or 504 Coordinator.

GIFTED AND TALENTED EDUCATION (GATE)/HIGH ACHIEVING SUMMIT EDUCATION

Some scholars who enroll at MPCS are naturally able to learn at a faster pace than most of their classmates. MPCS will identify these scholars through nonverbal aptitude testing. MPCS's GATE program will follow research-based practices for high achieving students which include project base learning and advanced skill building. MPCS is committed to creating a rigorous and challenging learning environment for GATE/Summit scholars.

"There is brilliance sheltered inside every child."

PROMOTION/RETENTION/ACCELERATION

ALL scholars must receive a high-quality education at Manzanita. We are committed to teaching the CCSS and holding scholars to the highest possible achievement standards. For scholars who may not meet grade level standards or who exceed targeted grade level content standards, we have implemented the research based and federally encouraged Response to Intervention/ Instruction ("RTI") Model. RTI also supports scholars who exceed targeted grade level content standards. RTI is an immediate form of Instruction/Intervention. Manzanita currently has four (4) tiers of Response to Instruction/Intervention and supports the needs of ALL scholars. When high academic achievement is evident, the parent/guardian, Principal or teacher may recommend a scholar for acceleration into a higher grade level. The scholar's maturity level shall be taken into consideration in making a determination to accelerate a scholar. Manzanita wishes to retain/promote/accelerate the scholar to the appropriate grade level with the content knowledge and critical thinking skills needed to be a successful and competent scholar. The principal, in consultation with teachers, staff, and parents, shall make final decisions regarding retention/promotion/acceleration by examining curriculum data and scholar performance in a team meeting.

FIELD TRIPS/OVER NIGHT EXCURSIONS

Our Manzanita scholars have the unique opportunity to participate in many field- trips thanks to classroom and school-wide fundraising, parents, teachers, and the community. Parents are encouraged to participate in field- trips as chaperones. Overnight excursions include: sixth-grade Outdoor Science Camp.

LEAVING MPCS

Scholars are not allowed to leave school grounds with anyone other than a parent, guardian, or a designated adult listed on the scholar's emergency card. Parents or designee must sign scholars out of the office before leaving school grounds. The teacher must receive the release form from the administration office. If unfamiliar individuals are requesting to release a child, parents are notified immediately.

STATE MANDATED TESTING

Due to passage of Assembly Bill (AB) 484 Manzanita scholars will participate in the California Common Core State Standards Assessment in reading/language arts and mathematics. Scholars in grades 3 through 8 will participate in the California Assessment of Student Performance and Progress ("CAASPP"). Our scholars will also take the Physical Fitness Test and Science CST Testing in 5th and 8th grades. English Learners will take the English Language Proficiency Assessments for California ("ELPAC") in grades TK through 8.

SCHOOL HEALTH

SCHOLAR MEDICATION

Any scholar who is required to take, during the regular school day, medication prescribed for him or her by a physician or surgeon, or ordered for him or her by a physician assistant practicing in compliance with Chapter 7/7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the school nurse or designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if the Charter School receives the appropriate written statements as follows:

1. In order for a pupil to carry and self-administer prescription auto-injectable epinephrine, the Charter School shall obtain both a written statement from the physician or surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the Charter School and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication.
2. Additionally, the school nurse or trained personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. The Charter School will ensure it has the appropriate type of epinephrine auto-injector on site (i.e., regular or junior) to meet the needs of its pupils. The Charter School will ensure staff properly store, maintain, and restock the epinephrine auto-injectors as needed.
3. The Charter School will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of epinephrine auto-injectors based on the standards developed by the Superintendent of Public Instruction. The Charter School will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an epinephrine auto-injector to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.
4. In order for a pupil to be assisted by the school nurse or other designated school personnel in administering medication other than emergency epinephrine auto-injectors, the Charter School shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that the Charter School assist the pupil in the matters set forth in the statement of the physician and surgeon or physician assistant.

<p>Required Consent for MPCS:</p> <p>A written statement from the physician detailing method, amount, and time schedules by which medication is to be taken and</p> <p>A written statement from a parent or guardian giving consent for MPCS staff assist the scholar in matters set forth by the physician.</p>	<p>The Physician's Recommendation for Medication form can be obtained from the Administration Office. The parent or designated adult MUST deliver medication to the Administration Office in containers clearly marked with:</p> <p>Scholar's Name</p> <p>Prescribing Physician</p> <p>Name of the Medication</p> <p>Medication Dosage</p> <p>Medication Dosage Time</p> <p>Method of Delivery</p>
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Guidelines:

- The primary responsibility for the administration of medication rests with the parent/guardian, scholar and medical professional.
- Medication shall be administered only during school hours if determined by a physician to be necessary.
- Designated staff shall keep records of medication administered at the Charter School.
- All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.
- Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to extended holidays.
- Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, and diabetes).
- The written statements specified in this policy shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.
- A pupil may be subject to disciplinary action if that pupil uses auto-injectable epinephrine in a manner other than as prescribed.
- Any pupil requiring insulin shots must establish a plan for administration of insulin shots with the Superintendent in consultation with the parent or guardian and the pupil's medical professional.

HEAD LICE

The head lice - a tiny, wingless parasitic insect that lives among human hairs - Manzanita Public Charter School has adopted a **NO LICE**, policy. This means that any child that has active lice will not be allowed to attend school. Most cases can be treated, all nits removed, and scholars able to attend school the next day. Your child, accompanied by a parent or guardian, should return to the school main office the following school day for a "head check". Failure to return your child lice free, will result in your child being sent back home.

FIRST AID

Staff is CPR trained and we are prepared to handle minor injuries. Classroom teachers have first aid kits in their classrooms. We provide ice for minor bumps and bruises; we clean, and bandage abrasions as needed and handle minor bloody noses. If your child is injured at school, we will contact you. We may also request that you come to the school and evaluate your child's injury.

If we believe your child needs immediate medical assistance, we will call 911.

TECHNOLOGY

SCHOLAR CELLULAR PHONE/DIGITAL DEVICES/SMART WATCHES

Scholars in grades TK through 8, who bring cellular phones/digital devices/smart watches to school must always turn them off and place in backpack during the school day. Cellular phones/digital devices/smart watches are considered personal property and scholars who bring these items to school do so entirely at their own risk. The Charter School is not responsible for lost, stolen, or damaged devices. If disruption occurs during the day, staff will direct the scholar to turn off the cellular/device or confiscate the device until the end of the school day. Repeated cellular/device offenses may result in extended confiscation times or require parents to pick up device at the school.

CELL PHONE/SMART WATCH POLICY

If a student does have a cell phone/smart watch to call a parent after school or to contact a parent in the event of an emergency, the following rules **MUST** be followed:

- The phone/watch must be turned off during the school day
- The phone/watch must be placed in a backpack or designated area in the classroom and not taken out during the day
- Phones/watches are NOT to be used during the school day – this includes calls as well as text messaging
- Phone calls may be made only at the front of school, after the school day ends
- If a student needs to make a call during the school day, they may ask permission of their teacher or the office, and they may make their phone call from the classroom or office, not on their cell phone/watch.

INTERNET ACCESS

MPCS will provide access to the Internet for educational purposes only. Internet access is a privilege, and access is withheld in cases of abuse or violation of the MPCS Internet Policy. Before accessing the Internet, MPCS scholars and parents must read, sign, and agree to the technology pledge.

PERSONAL COMPUTERS/LAPTOPS/TABLETS

Scholars are provided with a school Chromebook to use for classwork. Scholars may NOT bring personal computers laptops or tablets to school for use in the classroom. Personal computers/laptops/tablets are considered personal property and scholars who bring these items to school do so entirely at their own risk. The school is not responsible for any damages or theft.

MEDIA PHOTOGRAPHY AND VIDEOTAPING

There will be times when scholars at the Charter School will be photographed or videotaped. The Charter School may be featured in the newspaper, or television, or informed videotaping of scholar learning, activities, and accomplishments. All requests for media photographs or videotaping will be well-screened by the Executive Director/Principal. If you **DO NOT** wish for your scholar to be photographed or videotaped by the media, please check the appropriate box located on the Field Trip Permission Card included in the First Day Packet. Teachers may still be permitted to take pictures of scholars for educational use.

FEDERAL SURVEY CARDS

ALL MPCS parents are required to complete the Federal Survey Cards. Survey cards are distributed in the fall of each year. This information is used to secure Federal Impact Aid funding.

TEACHER QUALIFICATIONS

All MPCS parents may request information regarding the professional qualifications of classroom teachers and/or paraprofessionals.

SCHOOL ACCOUNTABILITY REPORT CARD (“SARC”)/SCHOOL QUALITY SNAPSHOT

MPCS will publish the required SARC/School Quality Snapshot each year. The SARC will be found on the MPCS website in English and Spanish. Parents can also use the [School Quality Snapshot](#), a new online accountability tool that puts school test scores, class size, and fitness levels for all public schools statewide at the fingertips of parents. The Snapshot provides a five-year overview of information about each school and its performance on key indicators, all accessible through the CDE's web site.

REPORT CARDS

MPCS will use the MPCS Common Core Report Card to report scholar progress each trimester. There are 3 trimesters in a school year. The first and second report cards will be delivered via Scholar-led conferences and the third and last report cards will be mailed home or sent via ParentSquare.

Grading Scale: TK- 5th Grade	
A	Exceeds Expectations
B	Meets Expectations with strength
C	Satisfactory – Basic Understanding
D	Below Expectations
F	Far Below Expectations

Grading Scale: 6th - 8th Grade	
A	Exceeds Expectations
B	Meets Expectations with strength
C	Satisfactory – Basic Understanding
D	Below Expectations
F	Far Below Expectations

SCHOLAR-LED PARENT/TEACHER CONFERENCES

Scholar-led Parent/Teacher Conferences (“SLC”) are scheduled twice (2) a year (November & March) for ALL scholars. There are six (6) minimum days reserved for SLCs during the school year. Scholar- Led Conferences are a pre-planned meeting in which scholars demonstrate responsibility for their academic progress by providing a review of their scholarly pursuits. The SLC is an interactive discussion between parent and scholar with the scholars presenting a portfolio of their learning and setting trimester goals. Some of the information teachers will share include implementation of the CCSS through the Reading/Writing Workshop, History/Social Studies, Science, Digital Technical subjects and progress toward alignment of the CCSS to mathematics, Scholarly Pursuits, and the Manzanita ROAR. Parents will receive a Guide to Scholar-led Conferences and can schedule the SLCs on any of the proposed SLC days.

AWARDS AND EXTRACURRICULAR ACTIVITIES

MANZANITA TRIMESTER AWARDS ASSEMBLY

Parents are encouraged to attend each trimester “Manzanita Awards Assembly.” The Scholarly Awards Assemblies are held at the end of each trimester. Award Assembly times are provided below. Each class performs at the Manzanita Awards Assembly.

TK-Grade 1	8:30 AM - 9:15 AM
Grades 2-3	9:20 AM - 10:00 AM
Grades 4-6	10:20 AM - 11:15 AM

Manzanita Scholars may receive awards for one or more of the following academic achievements each trimester:

- Rule of FOUR Scholar-Criteria "Straight A's -Manzanita Report Card-ROAR"
- Outdoor Education
- STEM
- Performing Arts
- Visual Art Scholar
- Perfect Attendance- Criteria "No Absences or Tardies"
- Academic Scholar Awards-Criteria "Straight A's - Manzanita Report Card"
- President's Scholar & Educational Achievement Awards **8TH GRADE ONLY** (Final Trimester)

PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT

Founded in 1983, the President's Education Awards Program (PEAP) honors graduating elementary, middle, and high school students for their achievement and hard work. The program has provided individual recognition from the President and the U.S. Secretary of Education to those students whose outstanding efforts have enabled them to meet challenging standards of excellence. Each year, thousands of elementary, middle, and high schools participate by recognizing deserving students.

GOLD: The **President's Award for Educational Excellence** - recognizes a student's academic success in the classroom.

SILVER: The **President's Award for Educational Achievement** - recognizes students who show outstanding educational growth, improvement, commitment to or intellectual development in their academic subjects - but do not meet the criteria for the President's Award for Educational Excellence.

EXTRACURRICULAR ACTIVITIES

There are many extracurricular activities at Manzanita that scholars may participate in such as Battle of the Books, Spelling Bee, Math Super Bowl, Student Council, Talent Show, Drama Club, and Author-Go-Round.

STUDENT COUNCIL

The Manzanita Student Council is an active and visible force on the campus and part of the Leadership Club. They learn and follow Robert's Rules of Order and have established by-laws that are reviewed and amended each year. Encourage your scholar to get involved and seek an elected office or become a classroom representative. Council meetings are held during lunch once a month. Elected Student Body positions are President, Vice President, Treasurer, Secretary. The Student Council positions are selected by ballot and voting day is scheduled on the first Tuesday in November. Visit the website for more information about the Manzanita Student Council.

SCHOOL PHOTOGRAPHS/YEAR BOOKS

Scholars are photographed individually within the first 2 months of current school year. Parents are encouraged to purchase a Manzanita yearbook. The yearbook provides a living pictorial of the year's events and activities.

VISITATION AND VOLUNTEERING VISITOR POLICY

Per Charter School policy, upon arrival at the school, all visitors or school volunteers must sign-in via the RAPTOR Visitor Manager at the office and receive a school pass. RAPTOR is a visitor/volunteer management system, which enhances school security through database screening and printing of photo identification badges for all visitors/volunteers in our school. ID badges must be worn at all times on the Manzanita campus. Additionally, Raptor allows our District to maintain a database of all visitors and volunteers. Any person who fails to register within a reasonable time after entering the school premises may be asked to sign-in to receive the school pass or may be asked to leave. Charter School policy also requires all visitors permitted to be on campus refrain from disruptive behavior and conduct themselves in a manner that maintains a positive learning environment. Disruptive behavior that unreasonably interferes with the work of Charter School staff or is in the area where students or staff could be exposed offensive language or behavior provides legal basis to direct the visitor to leave campus, subject to criminal penalties under California Penal Code Sections 626.4, 626.7, and 626.8. In addition, under Education Code section 44811, disruption by a parent, guardian or other person on school grounds or at a school sponsored activity is also punishable.

PARENT VOLUNTEER HOURS

The goal of MPCS is to continuously adhere to the philosophy that “When parents and schools work together, we make a difference in the academic achievement of children.” Completing volunteer time can assist scholars and MPCS in continuing to be a thriving educational program for all our scholars. Accordingly, we recommend all families to contribute fifty (50) hours of volunteer time, which can be fulfilled in many ways (joining PTSAC is a good start). We are certain you will have many opportunities to complete the volunteer hours. When you sign the MPCS Compact, you are stating that you agree to the charter school philosophy and the important role volunteering plays in the public-school program. While no family can be compelled to volunteer, MPCS believes that making this commitment will contribute to the Charter School’s ongoing success.

PARENT TEACHER SCHOLAR ADVISORY COMMITTEE (“PTSAC”)

The PTSAC is a professional, non-profit volunteer organization committed to the well-being of all children. It believes in sharing the responsibility for educating children and includes advocating for the safety and welfare of all children and the opportunity for a quality public education for each child. When you join the PTSAC, you receive volunteer hours. All Manzanita and Manzana Middle School Academy parents are encouraged to join the PTSAC. Please look for the PTSAC committee signup table at Registration Fair.

VOLUNTEERS

Volunteers must report any type of injury (that occurred while volunteering at MPCS) to the Superintendent or Principal immediately. The physical and emotional safety of our children is paramount. All employed personnel, including contract employees, are required by Education Code to submit to a background check and a person who is required to register as a sex offender may not supervise scholars during breakfast or lunch periods or serve as non-teaching volunteer assistant. If you have any questions regarding this policy, please contact the Superintendent.

MPCS reserves the right to accept or reject all volunteers.

ARRIVAL AND DISMISSAL

TRAFFIC

Scholar drop-off and pickup shall occur in the parking lot. Parents are encouraged to follow the pickup and drop off procedures. All scholars must be picked up from the designated loading and unloading area. Dropping off and picking up scholars near the Martha Negus Building is not permitted.

BUS UNLOADING AND LOADING ZONE

Buses unload and load directly in front of the school. Do not park in the bus unloading and loading zones. Please use the cross walk and avoid passing between the buses when entering or exiting the school grounds. Staff is available at 7:45am before school and until 3:00pm after school to assist with unloading and loading of buses.

ARRIVAL AND DISMISSAL

Staff is available at 7:45am and after school at 2:50pm to assist with arrival and dismissal. During dismissal, scholars proceed to their assigned school bus or wait on the white loading line adjacent to the bus. Teachers supervise bus loading zones/parking lot.

LOST AND MISPLACED ITEMS

During recess, scholars often remove their sweaters and jackets while playing. Please write first and last names on jackets and sweaters. We have a designated lost/misplaced clothing rack. It is located at the front, left side of the MPR.

TRANSPORTATION

Riding the STA school bus is a privilege, and we expect all scholars to follow the Bus Rules of Conduct. The STA bus drivers are highly trained and are committed to transporting your child to and from school with the highest degree of safety. The STA bus driver will respond to any inappropriate behavior at the point of the infraction. If the behavior continues the principal or designee will contact the parents. Scholars can be denied transportation services for violation of any of the enumerated offenses listed in the Bus Rules of Conduct. All scholars are required to participate in "Bus Safety Drills" and complete the STA Conduct Agreement.

HOME TO SCHOOL/SCHOOL TO HOME SAFETY TIPS

Please talk to your child about these safety tips.

1. Always TAKE A FRIEND with you when walking to and from the school bus stop. It's safer and more fun to be with your friends. Never take short cuts while walking and stay aware of your surroundings.
2. Stay with your friends while waiting at the bus stop. If anyone bothers you while going to or from school, get away from that person, and TELL an adult like your parents, guardians, or teacher. If an adult approaches you for help or directions, remember *grownups needing help should not ask children for help; they should ask other adults*.
3. If someone you don't know or feel comfortable with offers you a ride, say NO.
4. If someone follows you on foot, get away from him or her as quickly as you can. If someone follows you in a car, turn around and go in the other direction. Always be sure to TELL your parents, guardians, or another trusted adult what happened.
5. If someone tries to take you somewhere, quickly get away and yell, "This person is trying to take me away!"
6. Never leave school with someone you don't feel comfortable with. Always CHECK FIRST with your parents, guardians, or another trusted adult. If someone you don't know or feel comfortable with tells you that there is an emergency and they want you to go with them, always CHECK FIRST before you do anything. Make sure you TELL a trusted adult if you notice someone you don't know hanging around.
7. Leave items and clothing with your name visible on them at home. If someone you don't know calls out your name, don't be fooled or confused.
8. If you want to change your plans after school, always CHECK FIRST with your parents. Never play in parks, malls, or video arcades by yourself. Make sure that you always play with other children, have your parents' or guardians' permission to play in specific areas, and always let them know where you are going to be. Never accept money or gifts from anyone until you CHECK FIRST with your parents.

9. If you go home alone after school, check to see that everything is okay before you go in. Once inside, call your parents to let them know that you are okay. Make sure you follow your "Home Alone" rules of keeping the door locked; not opening the door or talking to anyone who stops by unless the person is a trusted family friend or relative, you feel comfortable being alone with that person, and the visit has been preapproved by your parents or guardians; and not telling people who call that you are home alone. Have a neighbor or trusted adult you can call if you're scared or there's an emergency.
10. Trust your feelings. If someone makes you feel scared, uncomfortable, or confused, getaway as quickly as you can and TELL an adult what happened. You deserve to feel safe, and there will always be someone who can help you.

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All rights reserved. 1-800-THE-LOST® (1-800-843-5678) available at
www.missingkids.com

UNIFORM COMPLAINT POLICY AND PROCEDURES

SCOPE

Manzanita Public Charter School ("Charter School") policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

1. Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity; and
2. Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Adult Education Programs, After School Education and Safety Programs, and Homeless Youth Services, Migrant Education Programs, No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and migrant education, Regional Occupational Centers and Programs, Special Education Programs, State Preschool, and Tobacco-Use Prevention Education.
3. A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
 - a. "Educational activity" means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
 - b. "Pupil fee" means a fee, deposit or other charge imposed on pupils, or a pupil's parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
 - i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
 - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.

- c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
 - d. If the Charter School finds merit in a pupil fees complaint the Charter School shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the Charter School to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
 - e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
4. Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.
 5. Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus. If the Charter School finds merit in a complaint, or if the Superintendent finds merit in an appeal, the Charter School shall provide a remedy to the affected pupil.

The Charter School acknowledges and respects every individual's right to privacy. Unlawful discrimination, harassment, intimidation, or bullying complaints shall be investigated in a manner that protects [to the greatest extent reasonably possible] the confidentiality of the parties and the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Chairman or Executive Director on a case-by-case basis.

The Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

COMPLIANCE OFFICERS

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

Board Chairman **OR** Superintendent/Principal
 Manzanita Public Charter School
 991 Mountain View Blvd.
 Vandenberg Space Force Base, CA 93437

The Chairman or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Chairman or designee. Should a complaint be filed against the Chairman, the compliance officer for that case shall be the Charter School's Executive Director.

NOTIFICATIONS

The Chairman or designee shall annually provide written notification of the Charter School's uniform complaint procedures to employees, students, parents and/or guardians, advisory committees, private school officials and other interested parties (e.g., Adult Education).

The annual notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in the Charter School speak a single primary language other than English.

The Chairman or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.

THE ANNUAL NOTICE SHALL INCLUDE THE FOLLOWING:

- (a) A statement that the Charter School is primarily responsible for compliance with federal and state laws and regulations.
- (b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (c) A statement identifying the responsible staff member, position, or unit designated to receive complaints.
- (d) A statement that the complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within 15 days of receiving the Charter School's decision.
- (e) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.
- (f) A statement that copies of the local educational agency complaint procedures shall be available free of charge.

PROCEDURES

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

STEP 1: FILING OF COMPLAINT

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the Charter School.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

Pupil fee complaints shall be filed not later than one (1) year from the date the alleged violation occurred.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist him/her in the filing of the complaint.

STEP 2: MEDIATION

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

STEP 3: INVESTIGATION OF COMPLAINT

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

STEP 4: RESPONSE

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within sixty (60) days of the Charter School's receipt of the complaint.

STEP 5: FINAL WRITTEN DECISION

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the Charter School's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For unlawful discrimination, harassment, intimidation, or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken, and that the employee was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

If dissatisfied with the Charter School's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the Charter School's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the Chairman or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.
4. A copy of the investigation file(s); including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the Charter School's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists; including cases in which the Charter School has not acted within sixty (60) days of the date the complaint was filed with the Charter School.

CIVIL LAW REMEDIES

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation, or bullying complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5CCR 4622.

SCHOOL DISCIPLINE

The MPCS Conduct Code appears in Element 10 of our Charter Petition, with defined behavior expectations and consequences. It can be found on our website: https://17fbc843-3895-486a-85cd-f56a5ce3c524.filesusr.com/ugd/a91599_3112d914f7bf472990c75c4976f931be.pdf, Element 10, pp. 50-60 or you may request a hard copy from the administration office.

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

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force of violence upon the person of another, except self-defense.
- c) 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.
- d) 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.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.

- h) 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.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5
- k) 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.
- l) Knowingly received stolen school property or private property.
- m) 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 there is a replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a, 289, or committed a sexual battery as defined in Penal Code Section 243.4
- o) 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.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization of body, whether the organization of 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.
- r) 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 circumstance 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.
- s) 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.
- t) 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.
- u) Intentionally harassed, threatened, or intimidate 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 grades 4 to 12, inclusive.

- v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act (defined as the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager) directed specifically toward a pupil or school personnel. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including acts one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i) Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii) Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii) Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv) Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- x) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Superintendent/Executive Director or designee's concurrence.

Non-Discretionary Offenses: Students shall be suspended and expelled for any of the following acts when it is determined pursuant to the procedures below that the pupil:

Possessed, sold, or otherwise furnished any firearm, 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 Executive Director or designee's concurrence.

If it is determined by the Board of Directors that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to a campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal gun Free Schools Act of 1994.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

Suspension and expulsion procedures are explained in detail in Element 10 of the Charter Petition.