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[www.manzanitacharterschool.com](http://www.manzanitacharterschool.com)  
 A Gold Ribbon School ~

## Superintendent's Enrollment Report

DATE OF MEETING: WEDNESDAY, OCTOBER 5, 2022

	August	September	October	November	December	January	February	March	April	May
Transitional Kinder	17	19	20							
Kinder	54	53	53							
First	55	52	52							
Second	81	79	77							
Third	54	52	52							
Fourth	72	71	69							
Fifth	69	67	66							
Sixth	62	63	62							
TOTAL	464	456	451							

October 15, 2022

**Dear Manzanita Community,**

**As many of you are aware, I retired as Superintendent/Principal of Manzanita Public Charter School on July 1, 2022. Kathy Froemming, a long time educational leader with LUSD, stepped in as interim Superintendent to provide much needed business support for our LEA. Effective January 1, 2023, I will be returning as part-time Superintendent for MPCS, and to help lead our school through a 40 million dollar facilities rehabilitation/new build project that will change the educational lives of thousands of future scholars.**

**We are beyond excited this facilities project is about to begin. I will be working closely with the site administrative team (Mrs. Mitchell and Mrs. Franson), as well as our governance board, to ensure the project runs smoothly. I will also be responsible for providing the Manzanita community with weekly updates regarding this project. These regular updates, such as this one today, will be provided to the Manzanita community, beginning in January, 2023, and until the project is completed.**

**Please take the time to read this initial communique regarding the PSMI/Prop 51 project. The communique provides both historical background on the fiscal grants (which will pay for the project), as well as the initial design process moving forward. I will be happy to meet with interested parties beginning in January for ongoing discussions and feedback.**

**Until then, keep dreaming about what's coming next for Manzanita: A beautiful new campus for our amazing scholars and staff!!!!**

**As always, thank you for the gift of this community's children,**

**Suzanne Nicastro**

## **MANZANITA FACILITIES PROJECT**

### **MPCS COMMUNITY UPDATE #1**

#### ***Historical background and partnerships***

We have exciting news that we wanted to share immediately. As you already know, over the last two years we've been working with several others concerning the Department of Defense's Office of Local Defense Community Cooperation (OLDCC) Public Schools on Military Installations (PSMI) grant program for a potential modernization and new construction project at the Manzanita Public Charter School (MPCS). The MPCS is a California public charter school that leases its facilities from LUSD. Manzanita was established and opened for classes in the fall of 2008, and LUSD is serving as the LEA of record for the PSMI project proposal. LUSD is working with representatives from the Department of Defense and Vandenberg Space Force Base in the process of preparing a new land lease for all four LUSD-owned campuses located on Federal land at Vandenberg- Crestview, Manzanita/Martha Negus, old Maple, and Vandenberg Middle. The approximately 29,000-square-foot facility where Manzanita is housed was originally constructed in 1961 and hasn't undergone any major modernization since that time. Per the Department of Defense's Facility Condition Assessment (FCA) report dated March 22, 2018, a report that provides a summary of findings for the physical condition and functional adequacy assessment of buildings at the school, the Q-Rating for Manzanita was Q-4 (Failing Condition) for all buildings except for the administration building, which was rated Q-3 (Poor Condition).

In early 2020, LUSD and Manzanita were invited into the PSMI process and an initial orientation was held in May. In January 2021, an MOU, articulating facilities and fiscal agreements regarding the PSMI and Prop 51 grants, was finalized and approved between MPCS and LUSD, and in March, a site walk was conducted at the school. At the site walk, participants representing the Department of Defense, Vandenberg Space Force Base, California's Office of Public School Construction (OPSC), LUSD, MPCS, Kruger Bensen Ziemer (KBZ), and Griffith and Thornburgh LLP were present. In May 2021, MPCS leadership and KBZ conducted a site visit at a public school on the Lemoore Naval Air Station, a recent PSMI grant recipient, in order to gather both building and organizational approaches for the project. Between June and September 2021, architects from KBZ, in collaboration with the leadership teams from Manzanita and LUSD, and representatives from the DOD and OPSC, developed the initial PSMI proposal which was then submitted. During this same time period,

LUSD and Manzanita worked with the OPSC and successfully presented a proposal to increase Manzanita's existing Prop 51 Charter facilities grant from \$784K to \$6,608.43. Following that submittal and approval with securing the 20% PSMI required match, the District received an invitation to apply for the design grant in March 2022. On April 19, 2022, the design grant application was submitted, and today, October. 15, 2022, we were given the great news that the design grant was approved by the OLDCC.

It's important for our community to know that the vision for this project would not have been realized had it not been for the commitment and willingness of many organizations to come together to find common ground. Our vision was clear from the start: Military dependents and Lompoc children deserve safe, clean, and well-designed facilities to enhance learning. Everyone involved (from the highest levels of state, federal and local leadership), worked together to remove obstacle after obstacle to get us to this point.

Collectively, we are very proud to bring this project to our community!

### **Funding solutions**

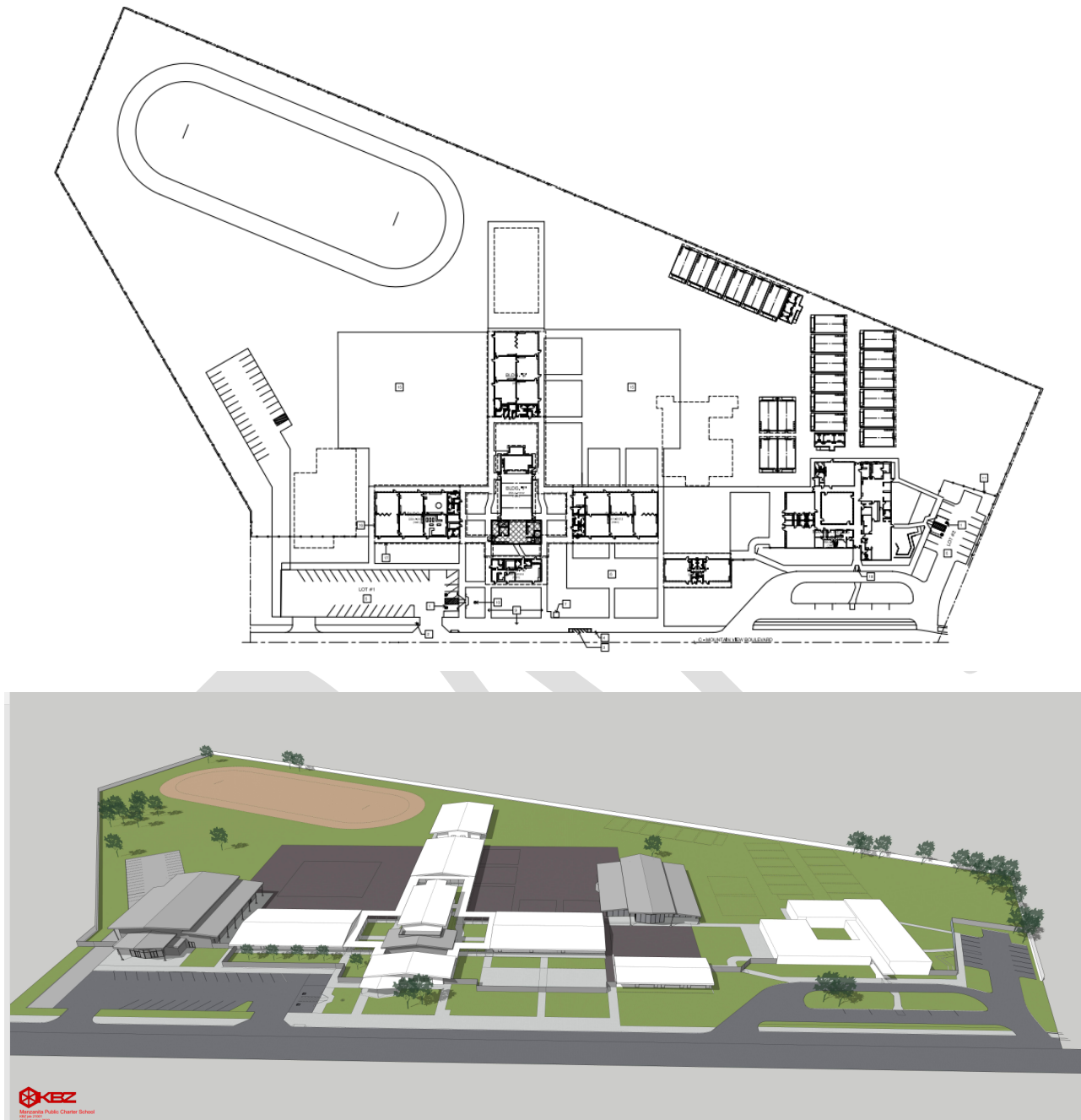
As a reminder, like many previous PSMI grant recipients, we proposed a dual grant solution for this project: this design-phase grant which was just approved, and a subsequent construction grant which will follow in 2024. The 20% cost share for the design grant is being provided through California's OPSC Charter School Facilities Program (CSFP). The estimated total cost for the project is \$39,097,975 including soft costs, construction, furniture, fixtures, equipment, and swing space costs. We plan to meet the required 20% match of \$7,819,595 through a combination of local funding and funding from the State's CSFP. In November 2021, the State of California approved \$6,608,428 of CSFP funds for use as the 20% cost share requirements for both the design and construction grants, leaving a deficit of \$1,211,131 for the construction grant. We plan to use the design grant for value engineering, a systematic, organized approach to providing necessary functions in a project at the lowest cost and promoting the substitution of materials and methods with less expensive alternatives without sacrificing functionality, to refine the cost estimates taking into consideration rising construction costs, and pursue additional funding sources for the cost-share deficit in the construction grant. The design grant approved amount is \$3,443,500, \$2,754,800 of which comes from federal PSMI funds, and the 20% cost share of \$688,700 from CSFP funds.

Over the last several months, we've conducted weekly design meetings with team members from KBZ, Manzanita, LUSD, and at times, OPSC, and PSML. The final design documents for the modernization work will be sent to DSA and are expected to be approved before January 30, 2023. As a reminder, DSA provides design and construction oversight for TK–12 schools, community colleges, and other facilities to ensure they comply with structural, accessibility, and fire and life safety codes. DSA approval of the design is a critical step in securing the CA CSFP funding which will be used as the cost-share for the construction grant and so drives the project's strict timeline to obtain DSA approval for the modernization work no later than January 2023. This is a statutory deadline that cannot be extended. Interim swing space housing, where Manzanita scholars and staff will continue running school programs, will break ground as soon as July of 2023.

Following DSA approvals for the modernization and new construction packages, the PSML construction phase submittal is expected in January 2024 with a conceptual receipt of an invitation to apply for the construction grant in February 2024. Assuming approval of said construction grant, Public Works bidding would follow from March through June 2024, and the estimated 16-month construction period could begin as soon as July 2024.

### **Modernization, Site Upgrades, & New Construction**

The MPCCS project addresses the items noted in the FCA through a mix of modernization of existing buildings, site upgrades, and new construction that includes a kitchen addition to the cafeteria building, a gymnasium, a kindergarten classroom conjoined with a new Information Center, a special needs classroom, four general-purpose classrooms, two TK classrooms, an additional parking lot, and more. Below is a diagram and then a rendering of the conceptual site plan which shows the planned locations for all new buildings, interim swing-space housing, an additional parking lot, a new exterior shade structure, and the new running track.



The site's existing perimeter chain-link fencing around the sides and back of the campus is proposed to remain in place, but fencing along the front of the campus is proposed to be upgraded to black wrought iron and will be configured to support the single-point-of-entry security concept. To facilitate new construction and modernization of the existing facilities, the project includes interim housing located on the existing property to house all Manzanita operational functions during the construction. In this manner, the main project site would be turned over to the general contractor(s) for construction in a single phase.



## Modernization Scope

Within the modernization scope of the project, all six original buildings would receive upgrades to the building envelope, including removal and replacement of the existing roof, replacement of doors, and replacement of the existing windows. All building exteriors will be repainted, and all six buildings will receive improvements to upgrade existing systems including HVAC, plumbing, lighting, power, safety, and technology.

The existing manual fire alarm system will be replaced with a new fully automatic campus-wide fire alarm and emergency voice alarm evacuation system. Classroom finish modernization includes the installation of carpet and Luxury Vinyl Tile (LVT). Large classroom wall expanses will be covered with vinyl or fabric-covered panels, and minor wall areas will be painted. The existing classroom ceiling tiles and substrate will be removed so that insulation can be installed between the roof joists and the new acoustical tile ceiling with gypsum board substrate.

Existing restroom finishes will be replaced with new ceramic tile floors, ceramic tile walls up to eight feet above the finish floor, and painted gypsum board surfacing above the 8' foot level with newly painted gypsum board ceilings. Modernization of the multipurpose room finishes includes refinishing the existing wood stage and under-stage cabinet faces, painting the walls and interior trim, and replacing the ceiling with a suspended grid and acoustic panel system before new LVT flooring is installed.

The existing kitchen facility will be expanded to address the shortcomings found in the FCA as well as give the school the ability to prepare meals on-site. The expansion is anticipated to occur by repurposing some adjacent spaces as well as expanding the footprint of the building. This will allow for the introduction of modern cooking equipment as well as cold, frozen, and dry storage. The existing 185-s.f. kitchen space will be increased to a total of approximately 1,900 square feet with a reconfiguration of the site's existing 600 s.f. staff lounge.

The administration building modernization will include reconfiguration of office spaces for administrative and counseling staff, as well as replacement of casework and finishes at the reception and teacher's workroom areas. Replacement of finishes will be similar to the classroom modernization replacements: a combination of carpet and LVT flooring, tackable and painted wall surfaces, and new acoustic ceiling tiles and substrate. Exterior improvements to the administration building include an architectural element to enhance identification of the main point of entry and a new electronic

messaging board, in addition to the aforementioned building envelope improvements.

### **New Construction Scope**

Within the new construction scope, the project includes three new buildings and the kitchen/food service expansion to the existing building. All four areas of new square footage are in response to the 2018 FCA Spatial Adequacy Analysis that noted both a Gymnasium building and an Information Center as required but not currently provided. The School Capacity Summary noted a shortage of six classrooms, which will be constructed as a new 5-classroom building and the sixth classroom will be for the third Kindergarten classroom that is currently located in the adjacent Martha Negus building. This sixth new classroom will be part of the Information Center building to keep it within proximity to the two existing Kindergarten classrooms and playground area. The Information Center building will also include two new Transitional Kindergarten classrooms.

The Gymnasium building is proposed for physical education, assembly, student theatrical and musical performances, and after-hours community use. The building will include a raised stage, 5-row bleacher seating, a 42'x74' basketball court with synthetic flooring, multi-sport striping, four to six basketball goals, a lobby/vestibule entry space, multi-stall, and family non-gendered restrooms, a single PE staff restroom with shower, and equipment storage rooms. The size of the main gym space shall accommodate a seated capacity of 500 for school-wide assemblies with adequate exit aisles and circulation spaces. The Gymnasium building is anticipated to be constructed on the west end of the site, adjacent to the existing parking lot.

The new building which will contain the Information Center, TK, and Kindergarten is intended as a replacement for the traditional "library" function. It will contain the traditional stack, circulation desk, and reading areas, but will also introduce flexible learning and instructional spaces to support digital and other technological resources. The Information Center shall contain two single-occupant restrooms for students and a single-occupant staff restroom. This new building will also contain a new classroom to serve the third Kindergarten class currently housed in the Martha Negus building. Two new TK classrooms are included for on-site TK programs. These TK/K spaces include in-classroom student restrooms, and all three will share a common workroom. Classroom floors will be a combination of Modular Carpet & LVT. Classroom Walls will be a combination of tackable surfacing and painted gypsum board. The placement of this building is anticipated to be constructed north of the existing Kindergarten building.



The classroom building will house the five other new classrooms to complete the capacity requirement. Multi-occupant restrooms will be included to match the existing classroom wings. One classroom will be for special needs use, with a single-occupant restroom and related specialized facilities, addressing an element noted as missing in the FCA. The envelope will be of wood-framed construction with a plaster finish. New and replacement windows shall be dual-glazed with a laminate glass layer and framing to meet Anti-Terrorism Force Protection (ATFP) requirements. Exterior doors and hardware will consist of new hollow-metal doors & frames with new hardware. The HVAC system will be all-electric Heat Pump units with an Energy Management System including thermostat controls for individual classrooms. The plumbing in this building will contain multi-stall facilities for each sex, a non-gendered single-occupant restroom, and a staff restroom. The lighting for both interior and exterior will be LED and includes daylight harvesting and dimming controls per CA Title 24. The power in these classrooms includes two duplex convenience outlets per wall, with additional outlets as needed for specialized equipment.

Within the Food Service Expansion, an area noted in the FCA as significantly undersized at approximately 187 s.f., the project includes the complete removal of the existing food service facilities and then replacement with an expanded footprint facility. The expansion is anticipated to be constructed at the south end of the existing cafeteria building, north of the administration building. The new area will allow for new and expanded cooking equipment, larger food preparation areas, proper serving lines, cashier area, dishwashing, and dry, cold, and frozen food storage areas so that the site will have a full-service kitchen that provides meals prepared on-site.

While there's a strict timeline for planning and work that remains to be completed before this modernization and new construction project can begin in 2024, the design grant approval from OLDCC is great news and a big step in the right direction.

# Manzanita Governance Board

# Unadopted Minutes

SEPTEMBER 7, 2022

<b>Regular Board Meeting</b>
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## Governance Board Members

Chairman	Arleen Pelster
Vice Chairman	Krishna Flores
Secretary	Eli Villanueva
Treasurer	Monique Mangino
Member	Eric Wilhelm
Member	Harvey Green

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The regular board meeting of the Governance Board of Manzanita Public Charter School will be held at Manzanita Public Charter School Staff Lounge, 991 Mountain View Blvd, VAFB, CA on September 7, 2022 at 3:30 pm and will also be held via teleconference pursuant to Executive Orders N-25-20 and N-29-20.

Members of the public who wish to access this Board meeting via Zoom may do so by clicking the direct link:  
<https://us02web.zoom.us/j/6825676592>

The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

### A) Call to Order

Time: 3:30 PM

Pledge of Allegiance

Establish Quorum

5/6 (Harvey Green – Absent)

Opening Comments/Introductions/Welcome Guests

### B) Communications

Instructions for Presentations to the Board by Parents and Citizens

1. Beth Chi – School Parent

Interested in becoming a member of the Manzanita Governance Board.

Manzanita Public Charter School (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

2. Agendas are available to all audience members at the door to the meeting.
3. “Request to Speak” forms are available in Spanish and English to all audience members who wish to speak on any agenda item(s) or under the general category of “Oral Communications.”
4. “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes each and total time allotted to non-agenda items

will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

5. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
6. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
7. A member of the public requiring an interpreter will be provided six (6) minutes for public in accordance with section 54954.3 of the Government Code.

Any public records relating to an agenda item for an open session of the Board meeting which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 991 Mountain View Blvd, VAFB, CA.

In compliance with the Americans with Disabilities Act (ADA) and upon request, the School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the Director's office.

### C) Reports

#### 1. Interim Superintendent's Report

- a. Enrollment Report (Attachment A)
- b. Prop 51 PSMI Update
- c. Governance Board Business
- d. COVID Update
- e. Force Protection Update
- f. Back-to-School Night

#### 2. Principal's Report

- a. Student Achievement Data

### D) Consent Agenda Items

Motion: Krishna Flores Second: Eli Villanueva Vote: 5/6 (Harvey Green – Absent)

1. Approval of Meeting Minutes for the Regular Board Meeting on August 3, 2022. (Attachment B)
2. Approval of Check Detail, Deposit Detail and Unpaid Bills. (Attachment C)

### E) Items Scheduled for Action/Consideration

1. Discussion and Approval of the 2022-2023 Lompoc Unified School District (LUSD) Child Nutrition Service Contract. (Attachment D) (Kathi Froemming)

Motion: Monique Mangino Second: Eric Wilhelm Vote: 5/6 (Harvey Green – Absent)

2. Discussion and Approval of the 2021-2022 Unaudited Actuals (Attachment E) (Nancy Dow)

Motion: Eli Villanueva Second: Monique Mangino Vote: 5/6 (Harvey Green – Absent)

3. Discussion and Approval of Review of Conflict of Interest Code Biennial Review (Attachment F) (Kathi Froemming)

Motion: Monique Mangino Second: Eric Wilhelm Vote: 5/6 (Harvey Green – Absent)

### F) Items Scheduled for Information and Discussion

None.

**G) Future Agenda Items**

1. Single School Plan
2. School Safety Plan

**H) Next Meeting**

The next scheduled meeting of the Governance Board will be held on Wednesday, October 5, 2022 at 3:30 PM in the Manzanita Public Charter School Staff Lounge.

**I) Adjournment**

Time: 4:26 PM

## Manzanita Public Charter School: Warrant Report - 07/01/22-07/31/2022

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
2002	7/14/2022	Aramark	5020047880	Masks/mop/laundry bag	61.00
2003	7/14/2022	AVID Center	00080141	Writing for discipl. literacy-schoolwide appr	1,031.94
2004	7/14/2022	Delta Managed Solutions	MPCS 07-22	DMS July 2022 Business Services	8,386.06
2004	7/14/2022	Delta Managed Solutions	MPCS 07-22I	DMS July 2022 Implementation Fee	8,386.06
2005	7/14/2022	Frontier Communications	062408-062822	Service for 062822-072722	48.06
2006	7/14/2022	Innovative School Solutions, Inc.	MPS170	Oasis hosting and support/sync development	1,600.00
2007	7/14/2022	Lanspeed	54532	Monthly billing July 2022	2,500.00
2007	7/14/2022	Lanspeed	54533	Sophos central email protection advanced	82.00
2008	7/14/2022	Newsela, Inc.	INV26756	Newsela Essentials	4,600.00
2009	7/14/2022	Advanced Computer Experts	702	Computer & technology services June 2022	900.00
2010	7/14/2022	Big Green Cleaning Company	603672	June 2022 cleaning	2,483.00
2010	7/14/2022	Big Green Cleaning Company	604771	June 2022 Credit	(1,559.00)
2010	7/14/2022	Big Green Cleaning Company	606027	Janitorial Services 060822	900.00
2011	7/14/2022	Ferguson Facilities Supply	3850773	5g Mainstay FLR	426.19
2012	7/14/2022	Teresa Gaona	Reimb.062122-TG	Reimbursement-Sports camp	30.45
2013	7/14/2022	Visa 4121	4121-061922	Materials home depot/hwy duty cart/gas	1,179.00
2014	7/14/2022	YM&C	77734	Services through 063022	1,643.02
2015	7/19/2022	SISC III	July 2022	SISC Payroll Liabilities	25,711.00
2017	7/21/2022	MarBorg Industries	5545100	Weekly sink service/supply	1,120.69
2018	7/21/2022	State of California Department of Justice	592429	Fingerpringing June 2022	32.00
2019	7/21/2022	STA West Region	5202093	Transportation 061322-063022	6,064.20
2020	7/21/2022	Amazon Capital Services	1HYL-4CCP-Q6W6	160 name tag stickers/visible learning for teachers	1,453.23
2021	7/21/2022	California Science Teachers Association	152803	PO #23-015 Registration bundle	255.00
2022	7/21/2022	ESGI	ESGI39863	PO #23-007 ESGI 12-month license	672.00
2023	7/21/2022	Learning A-Z	5605991	PO #23-005 RP-School licences	3,192.00
2024	7/21/2022	LUSD	INV22-00226	Utilities - gas	1,325.29
2025	7/21/2022	Martha Garcia	Reimb.070122-MG	Reimb/Avid conf. meals	175.00
2026	7/21/2022	Mystery Science Inc	184909	PO #23-004 membership 070122-063023	1,325.00
2027	7/21/2022	Social Thinking	256338-071122	PO #23-012 All in one group bundle	260.62
2028	7/21/2022	Vision Service Plan - (CA)	STMT 815541674	July 2022 Member coverage	393.45
2029	7/21/2022	Wells Fargo Vendor Financial Leasing	5020728368	Copier lease	1,293.66
2030	7/27/2022	LUSD	INV22-00236	Summer Camp Meals	1,228.54
2031	7/27/2022	Memory Book Company	119832	Extra Yearbooks-Remaining Balance	91.19
2032	7/27/2022	Zoom Video Communications, Inc.	INV152928565	Annual Proration	21.45
2033	7/27/2022	Amazon Capital Services	1DX9-NMVR-NNWM	Erasers,watercolor paints,smart chart, etc. supplies	1,048.76
2034	7/27/2022	Aperture Education	INV-3000	K-8 DESSA growth subscription	2,850.00

### Manzanita Public Charter School: Warrant Report - 07/01/22-07/31/2022

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
2035	7/27/2022	Aramark	5020057828	Reusable masks/mop/Indry bags	61.00
2036	7/27/2022	Big Green Cleaning Company	606291	Cleaning services 070922	2,762.00
2037	7/27/2022	Channon Mitchell	072022-Reimb CM	Reimb/Avid conf. meals	166.64
2038	7/27/2022	Committee for Children	2035992	PO# 23-2 Second Step	2,329.00
2039	7/27/2022	Houghton Mifflin Harcourt	955606916	Online math-digital mgmt center	108.00
2039	7/27/2022	Houghton Mifflin Harcourt	955611226	Math activity books	3,670.50
2040	7/27/2022	Lexia Learning Systems LLC	SIN085910	PO# 23-3 Lexia Core 5 Reading Student Suscription	1,202.55
2041	7/27/2022	SBCEO	19C22-00150	July 2022 Reprographics Charges-Print Shop	736.62
Report Total					92,247.17



## Manzanita Public Charter School: Warrant Report - 08/01/22-08/31/2022

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
2043	8/3/2022	Amazon Capital Services	1G93-4RVT-36WR	24 Pack Rounded scissors	17.77
2043	8/3/2022	Amazon Capital Services	1QQK-FPHM-16YK	Pencils/art supply/organizer/pain set	1,046.28
2044	8/3/2022	Delta Managed Solutions	MPCS 08-22	DMS August 2022 Business Services	8,386.06
2045	8/3/2022	Diverse Pest Management Inc.	27523	Burrowing rodent control July 2022	1,500.00
2046	8/3/2022	Liminex, Inc.	INV56109	Invoice for PO# 23-6 GoGuardian	11,500.00
2047	8/3/2022	Kimberly Hurd	071922-Mileage KH	Reim/Avid Conf Mileage	210.60
2047	8/3/2022	Kimberly Hurd	071922-Reimb KH	Reimb/Avid Conf Meals	203.86
2048	8/3/2022	Margaret Christensen	01-08-22	Professional Learning Aug 10-11	2,000.00
2049	8/3/2022	Mitchell Torina	82022-1	Facilitation 2 days	2,000.00
2050	8/3/2022	Positive Promotions, Inc.	06990393	75 Mnthly planner learning press	205.20
2054	8/12/2022	The Berry Man, Inc.	10883326	Summer camp meals	34.65
2054	8/12/2022	The Berry Man, Inc.	10885273	Summer Camp Meals	34.65
2055	8/12/2022	Advanced Computer Experts	707	Computer & Technology Services July 2022	900.00
2056	8/12/2022	Amazon Capital Services	11DN-QG9T-CHT9	Invoice for REQ# 23-25 Amazon	82.63
2056	8/12/2022	Amazon Capital Services	11YJ-RJMH-91C3	Invoice for REQ# 23-23 Amazon	575.40
2056	8/12/2022	Amazon Capital Services	1433-H9MK-79KJ	Invoice for PO# 23-4 Amazon.com	156.24
2056	8/12/2022	Amazon Capital Services	17QG-GXRF-73MW	Invoice for REQ# 23-15 Amazon - SPED	10.64
2056	8/12/2022	Amazon Capital Services	1H7D-WK46-J9TN	Invoice for REQ# 23-16 Amazon - Outdoor Ed	511.89
2057	8/12/2022	Fagen Friedman & Fulfroost LLP	200862	General Special Aducation Matters-Check #1000748 Reissue	102.00
2058	8/12/2022	Follett Content Solutions, LLC	2636705A	30 Literature and language arts	597.37
2059	8/12/2022	Frontier Communications	062408-072822	Acct #062408-5 Service for 072822-082722	49.16
2060	8/12/2022	Liminex, Inc.	INV56351	Invoice for REQ# 23-21 GoGuardian	500.00
2061	8/12/2022	Houghton Mifflin Harcourt	955614050	Math Expressions student activity	2,447.00
2062	8/12/2022	Innovative School Solutions, Inc.	MPS171	Oasis hosting and support	1,050.00
2063	8/12/2022	Jenny Klinedinst	071922-Reimb JK	Reimb/Avid Conf Meals	469.98
2064	8/12/2022	Lanspeed	54627	Monthly billing August 2022	2,500.00
2064	8/12/2022	Lanspeed	54628	Monthly Billin August 2022 Email protection	79.00
2065	8/12/2022	ODP Business Solutions, LLC	253326058001	Supplies-erasers,dividers,pad	477.39
2065	8/12/2022	ODP Business Solutions, LLC	253328120001	Supplies-markers,pencils	42.67
2066	8/12/2022	Scholastic Inc	M7280636	30 scholastic news 5/6 & 3	988.35
2067	8/12/2022	School Mate	IN000578264	Invoice for REQ# 23-17 Schoolmate	380.00
2067	8/12/2022	School Mate	IN000578323	Invoice for REQ# 23-17 Schoolmate	980.50
2068	8/12/2022	The Math Learning Center	INV21061	Connection Books GR 1-4	2,519.91
2069	8/12/2022	Wells Fargo Vendor Financial Leasing	5021128755	Canon copier monthly charge	1,293.66
2070	8/12/2022	California FAIR Plan	C7588117-080422	Quote #C 7588117 for new building insurance	5,481.00
2072	8/19/2022	Amazon Capital Services	1RYN-RNXX-K399	Invoice for REQ# 23-15 Amazon - SPED	232.05

**Manzanita Public Charter School: Warrant Report - 08/01/22-08/31/2022**

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Invoice Number</b>	<b>Invoice/remit description</b>	<b>Check Amount</b>
2072	8/19/2022	Amazon Capital Services	1WC9-DLCF-KKX3	Invoice for PO# 23-4 Amazon.com	731.60
2072	8/19/2022	Amazon Capital Services	1YHN-47QN-11VJ	Invoice for PO# 23-4 Amazon.com	169.26
2073	8/19/2022	Diverse Pest Management Inc.	27489	Rodent control June 2022	1,500.00
2074	8/19/2022	Gopher Sports	IN203289	Invoice for REQ# 23-31 Gopher sports	478.50
2075	8/19/2022	Kathi Froemming	081222-Reimb KF	Reimb for prof. developement meals	350.23
2076	8/19/2022	ODP Business Solutions, LLC	254187150001	Invoice for REQ# 23-24 Office Depot	562.69
2076	8/19/2022	ODP Business Solutions, LLC	257302396001	Invoice for REQ# 23-20 Office Depot	20.37
2076	8/19/2022	ODP Business Solutions, LLC	257302878001	Invoice for REQ# 23-20 Office Depot	638.21
2077	8/19/2022	Sunbelt Rentals, Inc.	128562493-0001	Invoice for REQ# 23-26 Sunbelt Rentals	860.34
2077	8/19/2022	Sunbelt Rentals, Inc.	128562493-0002	Invoice for REQ# 23-26 Sunbelt Rentals	1,484.04
2078	8/19/2022	Visa 1313	1313-072822 SN	Suzanne N. Supplies	179.75
2079	8/19/2022	Visa 4121	4121-072822 AS	Anthony S. supplies	1,507.28
2080	8/19/2022	Visa 7179	7179-072822 JJ	Joanne J. supplies	5,628.83
2081	8/19/2022	Vision Service Plan - (CA)	STMT 815783057	Client ID 30042261-August 2022 Member coverage	412.87
2082	8/19/2022	TSA Consulting Group, Inc.	08/10/22 403b	TSA EPARS 403b 081022 (9517)	2,456.15
2085	8/26/2022	Amazon Capital Services	13G7-TNCM-1HVM	Invoice for REQ# 23-32 Amazon.com	2,472.30
2085	8/26/2022	Amazon Capital Services	13NQ-373M-4P19	Invoice for REQ# 23-35 Amazon	161.13
2085	8/26/2022	Amazon Capital Services	1639-JRNT-4HVL	Invoice for REQ# 23-28 Amazon	86.99
2085	8/26/2022	Amazon Capital Services	1F99-DR3P-1P7Y	Invoice for REQ# 23-28 Amazon	1,313.19
2085	8/26/2022	Amazon Capital Services	1LWH-1MVF-3HQP	Invoice for REQ# 23-28 Amazon	100.26
2086	8/26/2022	Aramark	5020078458	Reusable masks/Indry bags/service charge	61.00
2087	8/26/2022	Channon Mitchell	081222-Reimb CM	Reimb. professional developement meals	482.40
2088	8/26/2022	LUSD	INV23-00001	Lunch services equipment	3,562.44
2089	8/26/2022	Michael Valverde	081822-Reimb MV	Avid Reimbursement	177.85
2090	8/26/2022	ODP Business Solutions, LLC	255282516001	Invoice for REQ# 23-29 Office Depot	556.96
2090	8/26/2022	ODP Business Solutions, LLC	255282516002	Invoice for REQ# 23-29 Office Depot	7.83
2090	8/26/2022	ODP Business Solutions, LLC	255443957001	Invoice for REQ# 23-29 Office Depot	39.99
2090	8/26/2022	ODP Business Solutions, LLC	255443962001	Invoice for REQ# 23-29 Office Depot	19.52
2090	8/26/2022	ODP Business Solutions, LLC	259703270001	Invoice for REQ# 23-33 Office Depot	443.37
2090	8/26/2022	ODP Business Solutions, LLC	259708777001	Invoice for REQ# 23-33 Office Depot	21.04
2091	8/26/2022	SchoolMate	IN000581024	Invoice for REQ# 23-30 SchoolMate.com	35.00
2092	8/26/2022	Staples	8067069224	Invoice for REQ# 23-18 Staples Classroom Supplies	6,602.75
2092	8/26/2022	Staples	8067152609	Invoice for REQ# 23-18 Staples Classroom Supplies	365.81
Report Total					<u>83,055.86</u>



Manzanita Public Charter School  
*~A Gold Ribbon School~*

# **Comprehensive School Safety Plan 2022-2023**

991 Mountain View Blvd.  
Vandenberg Space Force Base, CA 93437  
Phone: 805-734-5600  
Fax: 805-734-3572  
[www.manzanitacharterschool.com](http://www.manzanitacharterschool.com)

# Comprehensive School Safety Plan

**2022-2023**

**School Year**

<b>School:</b>	Manzanita Public Charter School
<b>CDS Code:</b>	42 69229 0116921
<b>District:</b>	Lompoc Unified School District
<b>Address:</b>	991 Mountain View Blvd Vandenberg Space Force Base, CA 93437
<b>Date of Adoption:</b>	2/24/2022
<b>Date of Update:</b>	
<b>Date of Review:</b>	
- with Staff	September 2022
- with Law Enforcement	September 2022
- with Fire Authority	September 2022

Name	Title	Signature	Date
Kathi Froemming	Interim Superintendent		
Channon Mitchell	Principal		
Kat Franson	Assistant Principal		
Tony Slade	School Custodian		
Airam Ramirez	Admin. Assist.		
Mayra Saines	Health Aide		
Teesa Gaona	Registrar		
VAFB Fire Department			
VAFB Security Forces			

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## Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In the beginning of the school year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at Manzanita Public Charter School Office.

## Safety Plan Vision

### School Mission

Manzanita's mission is to provide an enhanced educational environment that promotes learning excellence while allowing scholars to thrive in a 21st-century world.

### School Vision Statement

Our vision shapes and develops a school culture that promotes creativity, deep development of learning independence and strengths, while providing personalized services in a results-driven environment.

## Components of the Comprehensive School Safety Plan (EC 32281)

### Manzanita Public Charter School Safety Committee

Kathi Froemming                      Interim Superintendent

Channon Mitchell                      Principal

Kat Franson                      Assistant Principal

Tony Slade                      School Custodian

Airam Ramirez                      Admin. Assist.

VAFB Fire Department

VAFB Security Forces

### Assessment of School Safety

Attendance data, CPS Reports, Reportable Crime Reports, Suspension/Expulsion Data, Needs Assessment Surveys, Office Referrals, Parent/Staff/Student Safety Survey

### Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

#### Component 1

##### People and Programs

1. Consistent grade-level PLC to increase student academic and behavioral achievement
2. WIN Time – “What I Need” Intervention and Enrichment program
3. PAWS Positive discipline program with full staff involvement
4. Second Step and Caring School Communities Social Emotional Learning taught in classrooms for Social/Emotional Skill

#### Component 2

##### Physical Environment

1. Safe, orderly, and pleasant campus
2. Crisis response procedures and monthly emergency drills

**(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)****OUR GOAL:**

Manzanita Public Charter School (MPCS) is dedicated to providing a child-safe environment. A safe, nurturing environment to promote all public-school students' learning and growth, free from abuse and neglect, shall be a continual goal of MPCS.

MPCS expects all staff members, including teachers, coaches, counselors, administrators, classified staff members, and volunteers, to maintain high professional, moral, and ethical standards in their conduct with students. The interactions and relationships among staff members and students are based upon mutual respect and trust. An understanding of appropriate boundaries among adults and students in an educational setting is consistent with the mission of MPCS.

Communication and interaction are vital elements in learning and instruction. In order to promote the safety of students and to prevent misunderstandings and false accusations, procedures for child abuse prevention that include a definition of reasonable boundaries are necessary. A staff member or volunteer who observes or has reasonable evidence of child abuse shall immediately report such conduct in accordance with the procedures outlined in this chapter. The proper authorities shall promptly investigate all reported allegations.

The State Department of Education encourages District's to collaborate with outside consultants, including law enforcement, with expertise in sexual abuse and sex trafficking prevention education in order to create a school safety plan to address the threat of sexual abuse and sex trafficking.

In-service training may be conducted periodically to enable district personnel to learn about new developments in the understanding of sexual abuse and sex trafficking, and to receive instruction on current prevention efforts and methods. Districts are encouraged to include training on early identification of sexual abuse and sex trafficking of pupils and minors.

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
  2. Sexual abuse, including sexual assault or sexual exploitation, of a child as defined in Penal Code 11165.1
  3. Neglect as defined in Penal Code 11165.2
  4. Willful cruelty or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
  5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4
- Child abuse or neglect does not include:
1. A mutual affray between minors (Penal Code 11165.6)
  2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
  3. An injury resulting from the exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
  4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)
  5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7)

## Child Abuse Prevention

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

## Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

## Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

## Reporting Procedures

### 1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department. (Penal Code 11166)

Child Welfare Services 1-800-367-0166

(For immediate danger, dial 911)

Family Advocacy Program 805-606-8217

When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

### 2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written report which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade and class
- c. The names, addresses and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

FAX (preferable) the report to: 805-346-7418

OR mail the written report to:

Child Welfare Services  
2125 S. Centerpoint Pkwy  
Santa Maria, CA 93455

Or email the report to: [DSSCWSCIU@co.santa.barbara.ca.us](mailto:DSSCWSCIU@co.santa.barbara.ca.us)

#### 1. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to an appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing these forms.

He/she may provide or mail a copy of the written report to the principal, Superintendent or designee without his/her signature or name.

Reporting the information to an employer, supervisor, school principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

#### Training

Training of mandated reporters shall include child abuse identification and reporting. (Penal Code 11165.7)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

Victim Interviews by Social Services



Whenever a representative from the Department of Social Services deems it necessary, a suspected victim may be interviewed on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her, before the interview takes place, of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

#### Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of the district's administrative regulation that describes how to report suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures."

If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency and also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650

The Superintendent or designee shall give to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district shall also provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167.

Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee shall also notify all employees that:

Comprehensive School Safety Plan

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)

3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

##### **Disaster Plan (See Appendix**

District & School disaster plans are located in a red folder on a clipboard located by each door in each classroom. The Master Disaster Plan is located in the School Office. To the best of our knowledge, the crisis response procedures and forms are in compliance and have been reviewed at the District level.

##### **Public Agency Use of School Buildings for Emergency Shelters**

Manzanita Public Charter School is located on Vandenberg Space Force Base property, and to our knowledge, no public agency uses our school buildings for Emergency Shelters.

#### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

(Pursuant to Education Code 48900)

Manzanita Public Charter School desires to provide students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board has developed rules and regulations setting the standards of behavior expected of students and the disciplinary process and procedures for addressing violations of those standards, including suspension and/or expulsion.

##### **MPCS Board Policy 5144.1**

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion. (cf. 5131 - Conduct) (cf. 5131.1 - Bus Conduct) (cf. 5131.2 - Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus (cf. 5112.5 - Open/Closed Campus)
4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the District's nondiscrimination policies. (cf. 0410 - Nondiscrimination in District Programs and Activities)

Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6) (cf. 1020 - Youth Services) (cf. 5138 - Conflict Resolution/Peer Mediation) (cf. 5144 - Discipline) (cf. 6142.4 – Service Learning/Community Service Classes) (cf. 6164.2 - Guidance/Counseling Services) (cf. 6164.5 - Student Success Teams)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

The MPCS Student Management Information System (OASIS) alerts staff of their students that have violated the 48900 or 48915 policy code. The teacher has this information in the discipline section of OASIS. The teacher is able to view the policy violation and notes from the incident. Teachers are informed that such information is to be kept in strictest confidence and is to disseminate no further.

Notifications are received from the Superior Court of California to the Superintendent pursuant to Welfare and Intuitions Code Section 827(b)(2). The notification is forwarded to the MPCS registrar.

From California Education Code Section 49079

a. A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

b. A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

c. An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

d. For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

e. Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

(Amended by Stats 2000, Ch. 345, Sec. 2) Reference:

Education Code 48900

Education Code 48900.2

Education Code 48900.3

Education Code 48900.4

Education Code 48900.7

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

The administration, teachers and staff of Manzanita Public Charter School actively strive to eliminate acts of sexual harassment. All personnel are aware of the mandates from the State of California, the California Department of Education, and the Governance Board of the Manzanita Public Charter School and support them fully. All personnel receive instruction annually regarding the recognition,

prevention and reporting of acts of sexual harassment. It is important that parents understand the provisions regarding sexual harassment and, in particular, student-to-student harassment.

#### From **MPCS Board Policy– Sexual Harassment**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. Manzanita Public Charter School strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. (cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 1312.1 - Complaints Concerning District Employees) (cf. 5131 - Conduct) (cf. 5131.2 - Bullying) (cf. 5137 - Positive School Climate) (cf. 5141.4 - Child Abuse Prevention and Reporting) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction) Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures. (cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy.  
Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment; including the fact, that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is Manzanita Public Charter School's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the Manzanita Public Charter School's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable.

**Disciplinary Actions** Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. (cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)) Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements. (cf. 4117.4 - Dismissal) (cf. 4117.7 - Employment Status Report) (cf. 4118 - Suspension/Disciplinary Action) (cf. 4218 - Dismissal/Suspension/Disciplinary Action) (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

#### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual BP 5145.7 Students Sexual Harassment (continued) Page 3 of 4 harassment to enable the District to monitor, address, and prevent repetitive harassing behavior in district schools. (cf. 3580 - District Records)

From Manzanita Public Charter School Administrative Regulation **5145.7 – Sexual Harassment**

Manzanita Public Charter School designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at (cf. 1312.3

- Uniform Complaint Procedures):

Superintendent or designee

991 Mountain View Blvd

VSFB, CA 93437

805-734-5600

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity. (cf. 5131 - Conduct) (cf. 5131.2 - Bullying) (cf. 5137 - Positive School Climate) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

#### Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal. In addition, any school employee who observes

an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted the Superintendent or designee. (cf. 5141.4 - Child Abuse Prevention and Reporting)

When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with MPCs uniform complaint procedures.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law.

### Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the District of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the District's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the District will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request. When a complainant or victim of sexual harassment notifies the District of the harassment but requests that the District not pursue an investigation, the District will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students. (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information) (cf. 5125 - Student Records)

### Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

### Notifications

A copy of the District's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917) (cf. 5145.6 - Parental Notifications)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5) A copy of MPCs's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media. (cf. 1113 - District and School Web Sites)



3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

#### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

Scholars who attend MPCS 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.

- 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, such as AVID, Jog-a-thon, Battle of Books, and Math Super Bowl. Scholars will be allowed to wear sweaters, cardigans, and sweatshirts. Scholars are permitted to wear turtlenecks under collared polo shirts.
- Bottoms -Scholars will be required to wear denim/jean pants, shorts, skirts, or jumpers. Shorts, dresses, jumpers, skirts and skorts can be no shorter than one hand-length above the knee. NO tears or holes.
- Footwear –MPCS recommends scholars wear athletic/tennis shoes and shoes that cover the entire foot.
- If families are unable to provide a uniform shirt for their scholar, the school will provide one. Shirts will be available at the Mandatory Registration Fair or by calling the front office at (805) 734-5600.

The dress code may be modified or changed throughout the year by administration to address current concerns.

#### **(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

In addition to planning for daily ingress/egress routes and emergency evacuation routes, the school planned for assisting students, staff, and visitors with disabilities. Under the Americans with Disabilities Act of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and/or cognitively impaired must be assisted. The school map identifies evacuation areas and ingress/egress routes. **Campus map is in Appendix A. Details of routes are held confidential for security purposes.**

Monthly Drills are held to familiarize staff/students with emergency exit routes and procedures.

If it is necessary to evacuate the entire campus to another school or relief center, the Superintendent/Principal will: notify the MPCS Board Chairperson of the campus evacuation, cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees, direct the evacuation and assure all students/staff are accounted for as they depart and arrive, post information and on all social media formats, **and to post an Alert on ParentSquare to call all student's emergency number.**

#### **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) Component: People and Programs**

##### **Element:**

Promote caring, supportive relationships with students and among students.

**Opportunity for Improvement:**

1. Monitor the effectiveness of the PAWS Program.
2. Reduction in disciplinary referrals and suspensions.
3. Promote caring supportive relationships with students and among students.
4. Continue monitoring programs: Intervention such as WIN Time, Lexia, Freckle, reading groups, and Enrichment programs such as PBL (project based learning) and after-school activities.

**Component:**

Physical Environment

**Element:**

Safe, orderly, and pleasant campus

**Opportunity for Improvement:**

1. Reduce noise level in the cafeteria using positive behavior support system.
2. Continue refining recess behaviors and work on sportsmanship.

**(i) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)****Manzanita Public Charter School's Rules of Conduct****MANZANITA'S "MISSION CRITICAL" RULES (TK -3<sup>rd</sup> Grades)**

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.

**MANZANITA'S PROGRESSIVE DISCIPLINE POLICY**

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.

When students break these rules and/or other discipline policies of the Charter School, MPCS will follow its Suspension and Expulsion Policy.

Manzanita Public Charter School developed the PAWS Program in line with the PBIS program. We want students to be problem solvers (using the strategies learned in the Second Step and Caring School Communities Curriculums) by following school rules, coming to school prepared and on time, participating in the learning. Following the Rule of FOUR

#### **Follow Rules**

**Organization of thoughts and actions**

**Using time wisely**

**Respect and Responsibility**

### **(J) Hate Crime Reporting Procedures and Policies**

The Governing Board is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

The District shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

As necessary, the District shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

#### **Complaint Process**

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

### Procedures for Preventing Acts of Bullying and Cyber-bullying

The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. (cf. 5131 - Conduct) (cf. 5136 - Gangs) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.7 - Sexual Harassment) (cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. (cf. 5145.2 - Freedom of Speech/Expression) (cf. 6163.4 - Student Use of Technology)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

### Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, the District shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the District and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

## Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

## Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

## Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the District's uniform complaint procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

## Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in

accordance with district policies and regulations. Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

## **Safety Plan Review, Evaluation and Amendment Procedures**

1. Quarterly Review meetings shall occur in these months
  - Prepare for Back to School (end of August, or first part of September).
  - Before winter break (between Thanksgiving and end of trimester).
  - Before the March 1 due date (end of February).
  - Prepare for Open House (mid to end of May).
2. Quarterly meetings shall include a review of new data from the school, district, and community.
3. Committee members are assigned at the beginning of the year.
4. The Annual School Accountability Report Card shall include a description of the key elements of the school safety plan.

## Safety Plan Appendices

### Emergency Contact Numbers

#### Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	VAFB Fire	805-606-3911	
City Services	City of Lompoc	805-736-4513	
Emergency Services	VAFB Security	805-606-5380	
Manzanita Public Charter	Front Office	805-734-5600	
Lompoc Unified School District	Pupil Support	805-742-3310	
American National Red Cross	American Red Cross	800-733-2767	24 hour #
Local Hospitals	Lompoc Valley Medical Center	805-737-3300	

### Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
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<p>The Manzanita Public Charter School comprehensive safety plan will be reviewed, evaluated and amended (if necessary) annually of each school year.</p> <p>Pursuant to Education Code 32286 and 32288, Manzanita Public Charter School adopts the Manzanita Public Charter School comprehensive safety plan annually at their regular meeting of the Board of Education by March 1st.</p> <p>An updated copy of the comprehensive safety plan is available for public inspection in the school office.</p>	February 2022	Safety Plan Manzanita Public Charter School Office
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Manzanita Public Charter School Incident Command System

## EMERGENCY RESPONSE TEAM

### INCIDENT COMMANDER

**Channon Mitchell, Principal**

*Coordinates Response*

*Media Spokesperson*

*Parent Spokesperson*

### GROUP SUPERVISOR

**Kat Franson, Assistant Principal**

*Communicate Positions*

*Assess Needs/Seek Help*

### PARENT ASSEMBLY/RELEASE

**Teresa Gaona**

**Airam Ramirez**

*Attendance Records*

*Release Students*

### STUDENT/TEACHER

#### ASSEMBLY

**Michael Valverde**

**JJ Willis**

*Maintain Order*

*Communicates With  
Teachers*

### FIRST AID/SUPPLIES

**Tony Slade**

**Mayra Saines**

*First Aid Station*

*Food, Water and  
Supplies*

### SEARCH/SECURITY/

#### UTILITIES

**Luis Delgado**

**Cole Osborne**

*Assess and  
Monitor Damage*

*Utilities Security*

## Incident Command Team Responsibilities

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

### Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

### Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

### Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

### Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

### Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## Emergency Response Guidelines

### Step One: Identify the Type of Emergency

### Step Two: Identify the Level of Emergency

### Step Three: Determine the Immediate Response Action

### Step Four: Communicate the Appropriate Response Action

### Types of Emergencies & Specific Procedures

#### Aircraft Crash

Evacuation procedures will be put in place, if necessary, VAFB Fire and Emergency will be called. LUSD district office will be called.

#### Animal Disturbance

Lockdown procedures, if necessary, will be put in place. VAFB Security Forces will be notified.

#### Armed Assault on Campus

##### Active Shooter Event

When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically with the use of firearms. No single response fits all active shooter situations; however, making sure each individual knows his or her options for response and can react decisively will save valuable time. Depicting scenarios, considering response options and conducting active shooter drills in advance will assist individuals and groups in quickly selecting their best course of action.

##### Discovering Party

- 1) Call 911. Notify an Administrator or Office. Provide the following information if known:
  - a) Location of the active shooter;
  - b) Number of shooters;
  - c) Physical description of shooters;
  - d) Number and type of weapons shooter has;
  - e) Number of potential victims at location.
- 2) Local Law Enforcement may contact the school and request the school to implement Active Shooter Event.

##### Administrators

- 1) Call 911 if the incident is not originating from law enforcement. Do not assume others have called 911;
- 2) Notify teachers and staff of an Active Shooter Event;
- 3) Notify the Superintendent ;
- 4) Keep telephone lines open for emergency-related use;
- 5) School site will send out a message on the parent communication system.

##### Teachers and students

- 1) Classrooms on the playground or outdoors implement Run, Hide, Fight (Counter)
- 2) Teachers instruct student to hide behind barriers or implement Run, Hide, Fight (Counter)
- 3) RUN - Run away from the threat if it is a safe option.

- a) Have an escape route and plan in mind.
  - b) Leave your belongings behind
  - c) Evacuate regardless of whether others agree to follow
  - d) Help others escape, if possible
  - e) Do not attempt to move the wounded
  - f) Prevent others from entering an area where the active shooter may be
  - g) Keep your hands visible at all times especially in the presence of Law Enforcement
  - h) Use non-traditional exits if necessary.
  - i) Call 911 when you are safe
- 4) HIDE - If Run is not an option, hide in an area out of the shooter's view
- a) Lock door or block entry to your hiding place
  - b) Barricade the doors with heavy furniture
  - c) Close and lock windows and close blinds or cover windows
  - d) Attempt to find a location that provides protection from bullets or hide along the wall closest to the exit but out of view from the entrance (allowing for an ambush of the shooter and for possible escape if the shooter enters the room)
  - e) Silence your cell phone (including vibrate mode) and remain quiet
  - f) Do not open the door to anyone until a known staff member or police officer comes into to your classroom by a key and gives the "all clear."
- 5) COUNTER – As a last resort or when your life is in imminent danger.
- a) Attempt to incapacitate the shooter.
  - b) Throw objects or items at the active shooter such as chairs, fire extinguisher, etc.
  - c) Make noise attempt to distract the shooter
  - d) When law enforcement arrives:
    - i) Remain calm and follow instructions.
    - ii) Drop items in your hands
    - iii) Raise hands and spread fingers
    - iv) Keep hands visible at all times
    - v) Avoid quick movements toward officers, such as holding onto them for safety
    - vi) Avoid pointing, screaming or yelling
    - vii) Do not ask questions when evacuating

## Biological or Chemical Release

VSFB Emergency services will be notified. Evacuation or lockdown will be in place.

## Bomb Threat/ Threat Of violence

### Bomb Threat/Threat of Violence

If you observe a suspicious object or potential bomb on property, DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.

All threats must be taken seriously.

- 1) Notify principal/administrator and call 911..
- 2) Notify the District Office.
- 3) DO NOT EVACUATE until the situation is assessed by law enforcement authorities. You will be notified or possible responses depending on the location of the threat. Possible responses are:
- 4) Evacuation (refer to Evacuation/Fire Drill procedures)
- 5) Safe Schools Mode/Lockdown (refer to Lockdown procedures)

- 6) Be aware of any suspicious items in the classroom and, when practical, notify law enforcement and/or administration.
- 7) Do not hang up the phone, even if the call has been disconnected.
- 8) Students are not to leave campus unless checked out by parent/guardian or a responsible adult listed on student information card. Be sure to make a note of this on class emergency roster.

**ACTIVITIES THAT MAY SET OFF THE BOMB:**

- 1) Use of two-way radios.
- 2) Cell phone transmissions.
- 3) Turning on or off electricity, i.e. lights.
- 4) Sounding the fire alarm.

**Additional information regarding Bomb Threat/Threat of Violence:**

- 1) Bomb threats are usually received by an anonymous telephone call. Bomb threats are serious until proven otherwise. Obtain information using the checklist on the reverse of this sheet
- 2) Bomb threats may arrive as a letter or handwritten note, email message, or suspicious package
- 3) Actions depending how the threat is received:
  - a) Recipient of the threatening telephone call
    - i) Remain calm. Keep the caller on the line as long as possible. Do not hang up, even if the caller does.
    - ii) Listen carefully. Be polite and show interest.
    - iii) Notify a coworker via note or hand signals or if in a classroom, contact the office immediately.
    - iv) Write down as much detail as you can remembered. Try to use exact words.
    - v) If the telephone has a display, copy the number and/or letters on the display window.
    - vi) Attempt to get information on location of bomb, and any identification characteristics of caller. Have them repeat the message
    - vii) Immediately upon termination of the call, do not hang up, but from a different telephone, call 9-1-1.
  - b) If a bomb threat is received by letter or handwritten note:
    - i) Handle the letter or note as minimally as possible.
    - ii) Notify the office or call (access code) 9-1-1
  - c) If a bomb threat is received by email :
    - i) Do not delete the email message.
    - ii) Notify the office or call 9-1-1
  - d) Bomb or Suspicious Device
    - i) Do not touch or approach the device
    - ii) Notify the office immediately
    - iii) Get students out of the immediate areas and wait for directions from the office.
    - iv) Follow principal's or designee's instructions for appropriate emergency procedures.

## Bus Disaster

VAFB Security and VAFB Fire/Emergency, LUSD transportation office will all be notified.

## Disorderly Conduct

### Intruder Alert/Anti-Violence Response

An intruder alert/anti-violence response is a lockdown procedure used when an unauthorized or aggravated person is on campus. This procedure secures staff and students by limiting access to the school classroom, offices and other building. As part of the procedure, everyone must remain inside until the situation has been declared safe and given the "All Clear" by an authorized person. If the intruder has a firearm or weapon refer to the "Active Shooter Event."

### Discovering Party

- 1) Notify an Administrator or Office. If there is an immediate threat of danger and unable to reach the Office or Administrator, call 911.
- 2) Local Law Enforcement may contact the school and request the school to go into a lockdown.

### Administrators

- 1) Assess the situation to determine status level of threat.
- 2) Call 911 if there is an indication of danger to students or staff and the incident is not originating from law enforcement.
- 3) Notify teachers and staff for a need for Lockdown.
- 4) Notify the Superintendent.
- 5) Keep telephone lines open for emergency-related use.
- 6) School site will send out a message on the parent communication system indicating if there will be a delay in dismissing student of if there is a need to pick up their children at a different time or location.

### Teachers

- 1) When informed of a lockdown, initiate the following lockdown procedures and await further instructions"
- 2) Open classroom doors and do a quick peek outside to gather outside students into your classroom.
- 3) Classrooms on the playground or students outside of the classroom need to proceed immediately to their classroom.
- 4) Remain calm, lock all doors, close window blinds, turn off lights and remain out of sight.
- 5) Silence all cell phones and if necessary turn off all computer monitors.
- 6) During lockdown, communicate any suspicious activities or noises to the office if safe to do so.
- 7) Take roll immediately and report attendance to the designated individual at your school site.
- 8) UNDER ANY CIRCUMSTANCES, no person is to leave your room until you receive the "All-Clear" announcement.
- 9) If students are in another classroom they are to stay there.
- 10) Remain in lockdown until further instructions or an announcement is made.
- 11) A lockdown could escalate to Active Shooter Event. Refer to that section for instructions.

## **Earthquake**

### **Indoors**

Announce and implement DUCK, COVER and HOLD.

- 1) Get under nearest desk or table away from windows and objects that could fall. Crouch down facing the center of the room, clasp hand behind neck, close eyes and hold table leg while in the duck and cover position. Remain in this position until signal to evacuate is given.
- 2) Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
- 3) Implement Evacuation when shaking has stopped or tremors have subsided.
- 4) Announce that no student is to return to the room unless directed to do so.
- 5) Take roll of students

### **Outdoors**

Announce and implement DUCK, COVER and HOLD

- 1) Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
- 2) Stay low to the ground.
- 3) Implement Evacuation when shaking has stopped or tremors have subsided. Staff will take students to pre-arranged places on campus, adjust as necessary.
- 4) Take roll of students

### **General**

- 1) Be prepared for immediate aftershocks and ground motion.
- 2) When leaving the classroom if safety permits, teachers should make every effort to take with them the roll book and emergency supplies.
- 3) Whenever possible disaster supplies should be kept in a locked shed away from the school buildings and accessible once all personnel and students are safely accounted and secured in the evacuation area.
- 4) If possible, notify incident commander of any breaks or suspected breaks in service. Do not light any fires after the earthquake or possible gas leaks.
- 5) The principal or designee will determine the advisability or necessity of releasing students.

Manzanita Public Charter School participates in the Great ShakeOut Earthquake Drills annually.

## **Explosion or Risk Of Explosion**

VSFB Fire/Emergency, VSFB Security Services, and Superintendent will be notified.



## Fire in Surrounding Area

VSFB Fire/Emergency Services and Superintendent will be notified. Evacuation of students and staff will take place.

### Fire on School Grounds

#### Fire Procedures

##### General

Upon the discovery of a fire, any staff member will call 911 to report a fire. Be prepared to give specific information such as name, address of school or facility. If safe to do so, call the office and inform them of a fire.

If the fire is small, notify 911 and use the nearest fire extinguisher to control the fire. All classrooms are equipped with fire extinguishers.

The School Administrator will communicate with the Superintendent. If off-site evacuation is necessary, Administrators will notify Student Transportation of America.

If the fire is off site, the Administrator will provide instructions whether an off-site evacuation is necessary. Due to the location of the fire, an alternate site may be necessary.

The fire alarm is sounded (an interrupted signal)

- 1) If you do not see, hear, or smell an imminent fire threat, shelter in place and follow the instructions for a Lockdown or unless instructed differently through the school's communication system.
- 2) If you see, hear, or smell an imminent fire threat, evacuate the classroom immediately and notify the school office.
- 3) In the event of an evacuation, teachers will bring their student rosters, their Emergency Management Guide and proceed to the assigned assembly area.
- 4) If heavy smoke is present, crawl or stay near floor for breathable air.
- 5) Attendance will be taken.
- 6) If all students are present, hold up and display the GREEN "ALL CLEAR" sign located on the back of the Emergency Management Guide.
- 7) If not all students are present or you need assistance, hold up and display the RED "NEED HELP" sign located on the front of the Emergency Management Guide.
- 8) Sweep Team member will check rooms and report to the assigned individual or command center.
- 9) If the danger has passed School Administrators will advise whether classes can return to class.
- 10) No one is to reenter a building until authorized by the fire department or an administrator.

## Flooding

#### Flooding

This procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding on a school site may be caused by heavy rain, failure of a dam, water main break, or tsunami.

The extent of the flood or type of water incident will dictate the course of action to be taken. The administrator may initiate the following emergency actions:

- 1) Implement Evacuation or
- 2) Shelter-in-Place, or
- 3) Off-Site-Evacuation.

##### General

In event of an evacuation, teachers will bring student rosters and emergency supplies.

If necessary, instructions will be given to move students to higher ground or an alternate evacuation site warranted by changes in condition.

Remain at the specified location until further instructions.

### Loss or Failure Of Utilities

We will notify VSFB Civil Engineering and Lompoc Unified School District of power outage.

### Motor Vehicle Crash

We will notify VSFB security.

### Psychological Trauma

We will notify School Counselors, Parents of student, and CWS if necessary.

### Suspected Contamination of Food or Water

We will notify Lompoc Unified School District.

### Tactical Responses to Criminal Incidents

#### Lockdown

Lockdown procedures are an emergency protocol that prevents staff and students from leaving an area. Lockdowns can be initiated due to activity occurring on campus or away from the campus. Lockdowns can be used to protect staff and students by sheltering them in place or for public safety agencies to attend to an incident occurring in the area without endangering or interference from the public. Lockdowns can be a safer approach then evacuating students into a potentially contaminated outdoor environment. Sometimes a lockdown is referred to as shelter-in-place.

- 1) Examples of when lockdown would be appropriate:
- 2) Law enforcement activity in the area
- 3) Medical emergency in the area or on campus
- 4) Dangerous animal on campus or in the vicinity
- 5) Fire in the vicinity
- 6) Toxic Situation nearby
- 7) Intruder on campus or an active shooter event

For an active shooter refer to Active Shooter Event and for an anti-violence/intruder alert refer to Intruder Alert/Anti-Violence Response for more incident specific procedures.

#### General

- 1) An announcement will be made for the need to "lockdown."
- 2) All students need to proceed to their classroom immediately. Students that are outside of the classroom or on the playground should be taken to the nearest room until the end of the lockdown.
- 3) Teachers quickly scan for students walking in the hallway.
- 4) Remain calm, lock all doors and close window blinds.
- 5) If it is announced that the lockdown is due to a toxic situation, turn off air conditioners and/or heat.
- 6) Take roll and prepare a list of missing students.

- 7) Call the office with attendance information.
- 8) If there are problems, place the “NEED HELP” of the Emergency Management Guide in the window.
- 9) Emergency bathroom visits must be first cleared with the office.
- 10) Specific directions pertaining to the Lockdown will be given as Administration receives up-to-date information.
- 11) If the situation escalates to an intruder alert/anti-violence or active shooter event refer to Intruder Alert/Anti-Violence Response or Active Shooter Event for those specific procedures.
- 12) If evacuation is directed follow Evacuation procedures.

#### Intruder Alert/Anti-Violence Response

An intruder alert/anti-violence response is a lockdown procedure used when an unauthorized or aggravated person is on campus. This procedure secures staff and students by limiting access to the school classroom, offices and other building. As part of the procedure, everyone must remain inside until the situation has been declared safe and given the “All Clear” by an authorized person. For violent situations follow law enforcement directions. If the intruder has a firearm or weapon refer to the “Active Shooter Event.”

#### Discovering Party

- 1) If there is an immediate threat call 911. Notify an Administrator or Office.
- 2) Local Law Enforcement may contact the school and request the school to go into a lockdown.

#### Administrators

- 1) Assess the situation to determine status level of threat.
- 2) Call 911 if there is an indication of danger to students or staff and the incident is not originating from law enforcement.
- 3) Notify teachers and staff for a need for Lockdown.
- 4) Notify the Superintendent.
- 5) Keep telephone lines open for emergency-related use.
- 6) School site will send out a message on ParentSquare communication system indicating if there will be a delay in dismissing student or if there is a need to pick up their children at a different time or location.

#### Teachers

When informed of a lockdown, initiate the following lockdown procedures and await further instructions”

- 1) Open classroom doors and do a quick peek outside to gather outside students into your classroom.
- 2) Classrooms on the playground or students outside of the classroom need to proceed immediately to their classroom.
- 3) Remain calm, lock all doors, close window blinds, turn off lights and remain out of sight.
- 4) Silence all cell phones and if necessary turn off all computer monitors.
- 5) During lockdown, communicate any suspicious activities or noises to the office if safe to do so.
- 6) Take roll immediately and report attendance to the designated individual at your school site.
- 7) UNDER ANY CIRCUMSTANCES, no person is to leave your room until you receive the “All-Clear” announcement.
- 8) If students are in another classroom they are to stay there.
- 9) Remain in lockdown until further instructions or an announcement is made.
- 10) A lockdown could escalate to Active Shooter Event. Refer to that section for instructions.

### Unlawful Demonstration or Walkout

#### Campus Disturbances

All school staff shall respond to campus disturbances in accordance with the school’s safety plan. School safety plans shall describe:

- 1) The level of emergency and determine the immediate response action, the means which will be used to signal the emergency and maintain communication among staff and with the Superintendent or Superintendent’s designee. (Site administration will identify)
- 2) Specific duties during a disturbance for each staff member.
- 3) Procedures for ensuring the safety of students and staff.

- 4) Conditions, as prearranged with law enforcement authorities, under which the principal or designee shall:
  - a) Inform the police.
  - b) Secure police assistance
  - c) Give the police responsibility for a specific crisis situation.

Procedures for the orderly dismissal of school when authorized by the principal or designee. During any disturbance in which additional students might become involved while changing classes, the principal or designee may notify all staff that any class currently in session will be extended until further notice. Upon receiving this notification, staff shall ensure that all students in their charge remain in one location under the supervision and shall ask all students who are in the halls to return to their classes immediately.

All media inquiries during crisis situations shall be routed to the Superintendent or designee.

#### Prohibited Activities:

- 1) Disturbing the peace, including, but not limited to, causing or attempting to cause a riot, burning or destroying property, fighting, challenging another to fight, or using offensive words likely to provoke a fight
- 2) Disrupting school operations, including, but not limited to, exercising free expression which is obscene, libelous or slanderous or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations or substantially disrupting the orderly operation of the school (Education Code 48907)

Other examples of activities that may be considered disrupting school operations include, but are not limited to:

- 1) Organizing or participating in unauthorized assemblies on school premises
- 2) Participating in sit-ins which deny students or employees normal access to school premises
- 3) Interfering with or unauthorized use of the School's computer system
- 4) Refusing to disperse, including, but not limited to, assembling for the purpose of causing a disruption
- 5) Refusing to disperse upon the direction of school personnel
- 6) Boycotting school, including, but not limited to, participating in any protest that involves nonattendance where attendance is required at school, class, or at a school activity

Any student who participates in a boycott shall be given an unexcused absence and may be classified as truant, regardless of any parent/guardian approval of the absence.

#### Student Demonstrations

Federal and state law allow school districts to establish reasonable rules and regulations for students who wish to exercise their free speech rights on campus during the school day. The District may impose restrictions on the time, place and manner of the speech or activity in order to maintain a safe and orderly educational environment for all students and district employees. Students, who fail to follow the directive of school administrators or teachers, or district policies concerning demonstrations, assemblies, protests or lockouts, may be subject to disciplinary action. If the usual disciplinary action for being truant from school or missing a class is detention, for example, then students who walk out of class to protest may be subject to the same disciplinary sanctions. Stricter punishments or stricter disciplinary action based on the student's free speech rights would be prohibited and would violate student's First Amendment rights.

Students who walk out of class during instructional time may be directed by school administrators and teachers that they should return to class, and be advised that they risk disciplinary action if they fail to return to class or if they leave the campus during instructional time. No physical effort should be made to prevent students from leaving the campus.

Students who fail to follow the direction of school administrators or teachers would be in violation of Education Code § 48900(k) (disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties). Under Education Code § 48900.5, suspension for disrupting school activities or willful defiance shall be imposed only when other means of correction fail to bring about proper conduct. Other means of correction may include a conference between school personnel, the pupil's parents or guardian and the pupil, participation in a restorative justice program, school detention or community service.

In anticipation of student protests, administrators may wish to open lines of communication with faculty, students, parents, the media and the community so that the administrator may:

1. Communicate an awareness and understanding of the issues and concerns prevalent in the school community.
2. Stress a willingness to listen to the concerns of the school community.
3. Work with the District Office for assistance in working with representatives of the news media in preparing outgoing messages to parents.
4. Provide appropriate time, place and manner alternatives to ensure that there will be no disruption to the instructional process.
5. Provide a safe area that can be used for appropriate protests or demonstrations.

The administrator may wish to enlist the support of district administration to develop and implement solutions to problems, address concerns, and explore viable alternatives that will not disrupt the instructional process. The principal may wish to provide opportunities for students to dialog and engage in activities such as classroom discussions, small group discussions with clubs or campus organizations, informational assemblies with adequate supervision, letter-writing campaigns, and structured research projects.

#### **Board Policy 5131.4**

The Governing Board desires to provide orderly campuses that create a positive school environment and are conducive to learning. When students initiate or are involved in a campus disturbance that has the potential to threaten the safety of students or staff, the Superintendent or designee may request law enforcement assistance.

The Superintendent or designee and the principal of each school shall establish a school disturbance response plan that is intended to curb disruptions which may lead to riots, violence, or vandalism at school or at school-sponsored events. In developing each school's plan, the Superintendent or designee shall consult with local law enforcement authorities to create guidelines for law enforcement support and intervention.

Staff are encouraged to be alert to conditions at school that may lead to a disturbance, such as racial or cultural conflict, student protests, or gang intimidation and confrontations. Staff who believe that a disturbance is imminent, or who see a disturbance occurring, shall immediately contact the principal and invoke the school disturbance response plan.

Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with Board policy and administrative regulations.

#### **Civil Unrest**

If a school receives a warning of civil unrest, the principal will immediately notify the Superintendent or Superintendent Designee by following the communication protocols.

##### **Procedure:**

1. When a civil unrest warning is received, the EOC should be activated.
2. If the civil unrest occurs at a nearby location, students and staff should remain inside. The administrator will identify the level of emergency and determine the immediate response action.
3. Students who are outside should be taken inside as soon as possible.
4. The School Administrator will initiate appropriate immediate response actions, which may include SHELTER-IN-PLACE or LOCKDOWN.
5. The School Administrator will notify the Superintendent and request assistance and provide the exact location and nature of emergency
6. School staff will immediately proceed to the front gate to control student ingress and egress. Depending on the immediate response action, each person entering or leaving the campus shall be required to sign his/her name and record address, telephone number and time entered or departed. Students will not be allowed to leave campus unless they are released to a parent/guardian or adult listed on the student's emergency card or unless Administrator receives notification of all-clear.

7. The principal will follow the pre-established communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.
8. Staff members should keep accurate record of events, conversations and actions.
9. All media inquiries will be referred to the Superintendent or Designee.

## Emergency Evacuation Map

## Bullying and Cyber Bullying Assessment Flow Chart

(School personnel will use this flow chart when responding to a report of bullying.)

### Interview all students involved in the incident.

1. Gather the facts, i.e. who, what, when, where, why?
2. Interview witnesses.
3. Did the alleged bullying involve electronic equipment or any social media sites?
4. Were any messages sent or received?
5. Did either student do anything that might have contributed to this happening?

### Was this possibly a crime?

Was there electronic communication, physical contact, injury, use of a weapon, serious threat of injury, stalking, kidnapping, detainment, loss or damage to property?

**Yes**

### Contact Administration.

Notify parents as appropriate.

### Was there aggression?

Was there physical aggression such as hitting, shoving or threatening injury; verbal aggression such as teasing, name-calling, or spreading rumors?

**No**

### Not Bullying

Consider another infraction.

### Was there dominance?

Was the aggressor stronger or dominant over the other? Was one side outnumbered?

**No**

### Not Bullying

Could be a fight or some other infraction.

### Was there persistence?

Was there more than one incident or did the aggressor fail to stop when asked?

**No**

### Not Bullying

Consider another infraction. Would be bullying if behavior continues.

### Response to bullying.

1. Discipline aggressor for bullying, based on the seriousness and persistence of the behavior.
2. Educate and counsel all students, including bystanders, about bullying.
3. Encourage the aggressor to apologize and promise not to do it again.
4. Ask all students, "What could you do that would keep this from happening again?"
5. Ask all students, "Would you let me know if anything like this happens again?"
6. Monitor and follow-up to make sure that bullying does not recur.



## FAIR POLITICAL PRACTICES COMMISSION

## 2022 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

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The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2022**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 3, 2022**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2022 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

### **The Local Agency Biennial Notice is not forwarded to the FPPC.**

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

**If you answer yes, to any of the questions below, your agency's code probably needs to be amended.**

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).

# 2022 Local Agency Biennial Notice

Attachment F

Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Department Head or Director

Contact Person

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its Conflict of Interest Code and has determined that (*Check one box*):

☐ **No amendment is required.**

☐ **The following amendments are required:**

(*Check all that apply.*)

- ☐ Add new positions (including consultants) that must be designated.
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.
- ☐ Revise based on updates to disclosure categories
- ☐ Revise the titles of existing positions.
- ☐ Other (*describe*) \_\_\_\_\_

By signing below, you are attesting to the following:

*To the best of my knowledge, the agency's code accurately designates all positions that make or participate in the making of the governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding the designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

*I have reviewed the Conflict of Interest Code requirements against the positions within my department and as indicated above, I have either determined the revised Conflict of Interest Code attached meets the filing requirements and I authorize the changes or that no amendment is required.*

\_\_\_\_\_  
Signature of Department Head or Director

\_\_\_\_\_  
Date

☐ **The code is currently under review by the code reviewing body.**

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than October 3, 2022 to the following address:

Santa Barbara County  
Clerk of the Board of Supervisors  
Attn: Chelsea Lenzi  
105 E. Anapamu St., Room 407  
Santa Barbara, CA 93101

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## MANZANITA PUBLIC CHARTER SCHOOL

### CONFLICT OF INTEREST CODE

#### I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., the Manzanita Public Charter School hereby adopts this Conflict of Interest Code (“Code”), which shall apply to all governing board members, candidates for member of the governing board, and all other designated employees of Manzanita Public Charter School (“Charter School”), as specifically required by California Government Code Section 87300.

#### II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

#### III. DESIGNATED EMPLOYEES

Employees of this Charter School, including governing board members and candidates for election and/or appointment to the governing board, who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be “designated employees.” The designated positions are listed in “Exhibit A” attached to this policy and incorporated by reference herein.

#### IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members and candidates for election and/or appointment to the governing board, shall file a Statement of Economic Interest (“Statement”) at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee’s position is assigned in “Exhibit A.”

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in “Exhibit B.”

Statements Filed with the Charter School. ~~All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School. The Charter School’s filing officer shall make and retain a copy of the Statement and forward the original to the County Board of Supervisors.~~

**Commented [NH1]:** Corrected the filing location to the County Clerk, Recorder and Assessor

Designated employees may file their statements online using eDisclosure, which will submit the Form 700 to the County Clerk, Recorder and Assessor. Statements will be made available for public inspection and reproduction (Gov Code Section 81008). Your Department/Agency's filing official can give you access.

Designated employees who file using a paper Form 700 shall file with the Code Agency. Upon receipt of the Statement filed by the designated employee, a copy shall be retained with the Code Agency and the original shall be forwarded to the County Clerk, Recorder and Assessor.

**Commented [NH2]:** Language recommend by the County Clerk, Recorder and Assessor Office

## V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

## VI. MANNER OF DISQUALIFICATION

### A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Charter School Principal, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

### B. Governing Board Member Designated Employees

Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board member shall refrain from participating in the decision in any way (i.e., the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion and when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

**EXHIBIT A**Designated Positions

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Members of the Governing Board	1, 2, 3
CEO/President/Executive Director	1, 2, 3
Chairman of the Board	1, 2, 3
Vice Chairman	1, 2, 3
CFO/Treasurer	1, 2, 3
Secretary	1, 2, 3
Principal of Charter School	1, 2, 3
Consultants	*

**Commented [NH3]:** Vice Chairman position was approved at the December 8, 2021 Board Meeting.

\*Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Principal may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Principal's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

**EXHIBIT B****Disclosure Categories****Category 1**

Designated positions assigned to this category must report:

- a. Interests in real property which are located in whole or in part within the boundaries (and a two mile radius) of the school district in which Manzanita Public Charter School operates.
- b. Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in the acquisition or disposal of real property or are engaged in building construction or design.
- c. Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in, the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment to be utilized by Manzanita Public Charter School.

**Category 2**

Designated positions assigned to this category must report:

Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment to be utilized by Manzanita Public Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, educational supplies, textbooks and items used for extracurricular courses.

**Category 3**

Designated positions assigned to this category must report:

Investments in, income, including gifts, loans, and travel payments, from, sources which are engaged in the performance of work or services of the type to be utilized by Manzanita Public Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, student services commonly provided in public schools such as speech therapists and counselors.

## **Manzanita Public Charter School Board Agenda Information Oct 5<sup>th</sup>, 2022**

ITEM TITLE: Unaudited Actuals (UA) 2021/2022 - Revised

AGENDA TITLE: Informational item: Revision of Unaudited Actuals 2021/2022

BACKGROUND: The Unaudited Actuals were submitted to LUSD and SBCEO and a few revisions were made to submit to the State on Oct 15<sup>th</sup>, 2022. A copy is attached and here are changes made:

RECOMMENDATION: Review of Unaudited Actuals for 2021-2022 (attached)

Here are notes regarding the changes to the report:

There is no change to the overall surplus/deficit or accounts.

Other changes are :

1. PPP Loan is forgiven and moved from a liability (loan) to revenues
2. The columns reflect all the revenues/expenses as 'unrestricted and restricted'
3. All the accounts are now fully reconciled and ready for the audit. The first copy the board saw was an initial draft.
4. Minor changes were made to the formatting of the report including putting zeros in certain rows and making sure it is accepted electronically to the State.

Please let me know if you have any questions and I will be available during the board meeting.

Nancy Dow

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

Attachment G

July 1, 2021 to June 30, 2022

**Charter School Name:** Manzanita Public Charter School

**CDS #:** 42692290116921

**Charter Approving Entity:** Lompoc Unified School District

**County:** Santa Barbara

**Charter #:** 921

**This charter school uses the following basis of accounting:**

**(Please enter an "X" in the applicable box below; check only one box)**

☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)

☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
<b>A. REVENUES</b>				
1. LCFF Sources				
State Aid - Current Year	8011	1,508,313.00		1,508,313.00
Education Protection Account State Aid - Current Year	8012	1,371,325.00		1,371,325.00
State Aid - Prior Years	8019			0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,056,922.00		1,056,922.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		3,936,560.00	0.00	3,936,560.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		111,780.00	111,780.00
Special Education - Federal	8181, 8182		71,488.00	71,488.00
Child Nutrition - Federal	8220		0.00	0.00
Donated Food Commodities	8221		0.00	0.00
Other Federal Revenues	8110, 8260-8299	152,575.01	365,205.87	517,780.88
Total, Federal Revenues		152,575.01	548,473.87	701,048.88
3. Other State Revenues				
Special Education - State	StateRevSE		187,997.28	187,997.28
All Other State Revenues	StateRevAO	105,547.45	215,016.96	320,564.41
Total, Other State Revenues		105,547.45	403,014.24	508,561.69
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	719,836.43	109,402.00	829,238.43
Total, Local Revenues		719,836.43	109,402.00	829,238.43
5. TOTAL REVENUES		4,914,518.89	1,060,890.11	5,975,409.00
<b>B. EXPENDITURES (see NOTE in Section L)</b>				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	845,159.80	652,251.91	1,497,411.71
Certificated Pupil Support Salaries	1200	725,645.80		725,645.80
Certificated Supervisors' and Administrators' Salaries	1300	400,512.21		400,512.21
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		1,971,317.81	652,251.91	2,623,569.72
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	119,051.06	96,493.48	215,544.54
Noncertificated Support Salaries	2200	107,338.19	91,213.14	198,551.33
Noncertificated Supervisors' and Administrators' Salaries	2300	0.00	0.00	0.00
Clerical, Technical and Office Salaries	2400	260,143.03	1,478.70	261,621.73
Other Noncertificated Salaries	2900	9,843.92	0.00	9,843.92
Total, Noncertificated Salaries		496,376.20	189,185.32	685,561.52



**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

Attachment G

July 1, 2021 to June 30, 2022

Charter School Name: Manzanita Public Charter School

CDS #: 42692290116921

Description	Object Code	Unrestricted	Restricted	Total
<b>3. Employee Benefits</b>				
STRS	3101-3102	315,066.45	85,379.64	400,446.09
PERS	3201-3202	0.00		0.00
OASDI / Medicare / Alternative	3301-3302	66,432.67	24,008.70	90,441.37
Health and Welfare Benefits	3401-3402	244,771.79	39,931.68	284,703.47
Unemployment Insurance	3501-3502	12,014.93	3,913.48	15,928.41
Workers' Compensation Insurance	3601-3602	42,048.54	431.32	42,479.86
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902	37,992.31	6,167.21	44,159.52
Total, Employee Benefits		718,326.69	159,832.03	878,158.72
<b>4. Books and Supplies</b>				
Approved Textbooks and Core Curricula Materials	4100	14,352.54		14,352.54
Books and Other Reference Materials	4200	2,598.47	4,106.61	6,705.08
Materials and Supplies	4300	83,075.36	99,389.96	182,465.32
Noncapitalized Equipment	4400	31,162.86	21,126.64	52,289.50
Food	4700	0.00		0.00
Total, Books and Supplies		131,189.23	124,623.21	255,812.44
<b>5. Services and Other Operating Expenditures</b>				
Subagreements for Services	5100	2,636.25		2,636.25
Travel and Conferences	5200	10,377.97		10,377.97
Dues and Memberships	5300	2,985.10		2,985.10
Insurance	5400	26,095.32		26,095.32
Operations and Housekeeping Services	5500	97,030.41	300.00	97,330.41
Rentals, Leases, Repairs, and Noncap. Improvements	5600	24,293.78	14,914.01	39,207.79
Transfers of Direct Costs	5700-5799	0.00		0.00
Professional/Consulting Services and Operating Expend.	5800	719,582.12	89,717.51	809,299.63
Communications	5900	12,625.27		12,625.27
Total, Services and Other Operating Expenditures		895,626.22	104,931.52	1,000,557.74
<b>6. Capital Outlay</b>				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Depreciation Expense (accrual basis only)	6900			0.00
Amortization Expense - Lease Assets	6910			0.00
Total, Capital Outlay		0.00	0.00	0.00
<b>7. Other Outgo</b>				
Tuition to Other Schools	7110-7143	118,096.80		118,096.80
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399			0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		118,096.80	0.00	118,096.80
<b>8. TOTAL EXPENDITURES</b>		4,330,932.95	1,230,823.99	5,561,756.94

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

Attachment G

July 1, 2021 to June 30, 2022

Charter School Name: Manzanita Public Charter School

CDS #: 42692290116921

Description	Object Code	Unrestricted	Restricted	Total
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		583,585.94	(169,933.88)	413,652.06
<b>D. OTHER FINANCING SOURCES / USES</b>				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(169,933.88)	169,933.88	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(169,933.88)	169,933.88	0.00
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)</b>		413,652.06	0.00	413,652.06
<b>F. FUND BALANCE / NET POSITION</b>				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	1,742,878.66		1,742,878.66
b. Adjustments/Restatements	9793, 9795	(180,242.58)	180,117.00	(125.58)
c. Adjusted Beginning Fund Balance /Net Position		1,562,636.08	180,117.00	1,742,753.08
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		1,976,288.14	180,117.00	2,156,405.14
<b>Components of Ending Fund Balance (Modified Accrual Basis only)</b>				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
<b>3. Components of Ending Net Position (Accrual Basis only)</b>				
a. Net Investment in Capital Assets	9796	0.00	0.00	0.00
b. Restricted Net Position	9797		180,117.00	180,117.00
c. Unrestricted Net Position	9790A	1,976,288.14	0.00	1,976,288.14

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

Attachment G

July 1, 2021 to June 30, 2022

Charter School Name: Manzanita Public Charter School

CDS #: 42692290116921

Description	Object Code	Unrestricted	Restricted	Total
<b>G. ASSETS</b>				
1. Cash				
In County Treasury	9110	1,838,123.81	180,117.00	2,018,240.81
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	366,434.71		366,434.71
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	624,472.16		624,472.16
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	81,950.00		81,950.00
7. Other Current Assets	9340			0.00
8. Lease Receivable	9380			0.00
9. Capital Assets (accrual basis only)	9400-9489			0.00
10. TOTAL ASSETS		2,910,980.68	180,117.00	3,091,097.68
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
<b>I. LIABILITIES</b>				
1. Accounts Payable	9500	515,656.96		515,656.96
2. Due to Grantor Governments	9590			0.00
3. Current Loans	9640	0.00		0.00
4. Unearned Revenue	9650	419,035.58		419,035.58
5. Long-Term Liabilities (accrual basis only)	9660-9669			0.00
6. TOTAL LIABILITIES		934,692.54	0.00	934,692.54
<b>J. DEFERRED INFLOWS OF RESOURCES</b>				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
<b>K. FUND BALANCE /NET POSITION</b>				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		1,976,288.14	180,117.00	2,156,405.14

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2021 to June 30, 2022**

Attachment G

Charter School Name: Manzanita Public Charter School  
CDS #: 42692290116921

**L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT**

**NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:**

**1. Federal Revenue Used for Capital Outlay and Debt Service**

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. <u>None</u>	\$ 0.00	0.00	0.00
b. _____	0.00	0.00	0.00
c. _____	0.00	0.00	0.00
d. _____	0.00	0.00	0.00
e. _____	0.00	0.00	0.00
f. _____	0.00	0.00	0.00
g. _____	0.00	0.00	0.00
h. _____	0.00	0.00	0.00
i. _____	0.00	0.00	0.00
j. _____	0.00	0.00	0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

**2. Community Services Expenditures**

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999 <u>0.00</u>
b. Noncertificated Salaries	2000-2999 <u>0.00</u>
c. Employee Benefits	3000-3999 <u>0.00</u>
d. Books and Supplies	4000-4999 <u>0.00</u>
e. Services and Other Operating Expenditures	5000-5999 <u>0.00</u>
TOTAL COMMUNITY SERVICES EXPENDITURES	<u>0.00</u>

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2021 to June 30, 2022**

Attachment G

Charter School Name: Manzanita Public Charter School  
CDS #: 42692290116921

**3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster**

Brief Description i.e., COVID-19 (If no amounts, indicate "None")	Amount
a. Covid-19 recovery funds	174,553.00
b.	
c.	
d.	
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)	174,553.00

**4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:**

Results of this calculation will be used for comparison with 2020-21 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2023-24.

a. Total Expenditures (B8)	5,561,756.94
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	701,048.88
c. Subtotal of State & Local Expenditures [a minus b]	4,860,708.06
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	0.00
f. Less Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster	174,553.00
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	\$ 4,686,155.06