

Superintendent's Enrollment Report

[illegible]

Manzanita Governance Board

Unadopted Minutes

JUNE 12, 2024

Special Board Meeting

Governance Board Members

Chairman	Arleen Pelster
Vice Chairman	Krishna Flores
Secretary	Eli Villanueva
Treasurer	Monique Mangino
Member	Beth Chi

The special 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, Vandenberg Space Force Base, CA 93437 on June 12, 2024 at 3:30 pm and will also be held via teleconference.

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: 3:32 PM

Pledge of Allegiance

Establish Quorum

3/5 (Eli Villanueva and Monique Mangino – Absent)

Opening Comments/Introductions/Welcome Guests

- Alfonso Gonzalez, applicant for board member, presented information regarding his background and work experience. The board discussed general board duties with Mr. Gonzalez.

B) Communications

Instructions for Presentations to the Board by Parents and Citizens

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:

1. Agendas are available to all audience members at the door to the meeting.
2. “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.”
3. “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.

4. 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.
5. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
6. 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, VSFB, CA 93437.

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

None.

D) Consent Agenda Items

None.

E) Items Scheduled for Information and Discussion

1. Local Control and Accountability Plan (LCAP) Public Hearing.
LCAP public hearing was opened and closed at 3:58 PM. No comments were received.

F) Items Scheduled for Action/Consideration

None.

G) Future Agenda Items

None.

H) Next Meeting

The next scheduled meeting of the Governance Board will be held on Wednesday, June 19, 2024 at 3:30 PM in the Manzanita Public Charter School Staff Lounge.

I) Adjournment

Time: 3:59 PM

Manzanita Governance Board

Unadopted Minutes

JUNE 19, 2024

Regular Board Meeting

Governance Board Members

Chairman	Arleen Pelster
Vice Chairman	Krishna Flores
Secretary	Eli Villanueva
Treasurer	Monique Mangino
Member	Beth Chi

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, Vandenberg Space Force Base, CA 93437 on June 19, 2024 at 3:30 pm and will also be held via teleconference.

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

4/5 (Krishna Flores – Joined meeting at 5:30 PM)

Opening Comments/Introductions/Welcome Guests

B) Communications

Instructions for Presentations to the Board by Parents and Citizens

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C) Reports

1. Superintendent's Report
 - a. Enrollment Report (Attachment A)
 - b. Prop 51/PSMI Update
 - c. Grade 7th and 8th Update
 - d. School Food Authority Update (SFA)
 - e. Education Results Partnership (ERP) Honor Roll
2. Interim Principal's Report
 - a. 6th grade promotion ceremony
 - b. Professional development planning
3. Vandenberg Space Force Base Report
~~Crystal Adams – School Liaison~~ Tabled

D) Consent Agenda Items

Motion: Monique Mangino Second: Eli Villanueva Vote: 4/5 (Krishna Flores – Late for Voting)

1. Approval of the May 15, 2024 minutes of the regular board meeting (Attachment B)
2. Approval of the check detail, deposit detail and unpaid bills (Attachment C)
3. Approval of school counselor job description (Attachment D) with removal of the section labeled "Salary Range" as the salary schedule will be attached to the job description and was approved at the August 9, 2023 board meeting.

E) Items Scheduled for Information and Discussion

1. Delta Management Solutions (DMS) monthly update to the board (Candice Phillips)
2. Reading improvement with SPED and WINTIME approaches (Attachment E) (Jim Albertson)
3. Manzanita Public Charter School Arts and Music Plan (Attachment F) (Suzanne Nicastro)

F) Items Scheduled for Action/Consideration

Items 1- 4, 7 & 9 were discussed and approved prior to Krishna Flores arriving.

The board took a 15-minute break at 5:15 PM.

The board returned from break at 5:30 PM, all board members present: Arleen Pelster, Krishna Flores, Eli Villanueva, Monique Mangino, and Beth Chi.

1. Discussion and approval for establishing a \$1.5 MM revolving line of credit with California Bank of Commerce (Attachment G) (Candice Phillips) (Suzanne Nicastro)
 Motion: Beth Chi Second: Eli Villanueva Vote: 4/5 (Krishna Flores – Absent)
2. Adoption of Resolution: Manzanita Revolving Line of credit. The Board will adopt a resolution authorizing a Revolving Line of Credit Use Policy for the Charter LEA (Attachment H) (Candice Phillips) (Suzanne Nicastro)
 Motion: Monique Mangino Second: Beth Chi Vote: 4/5 (Krishna Flores – Absent)
3. Discussion and approval of investment of Manzanita Public Charter School investment portfolio (80% laddered between CDs and treasuries and 20% in liquid ETF funds) (Attachment I) (Candice Phillips)
 Motion: Eli Villanueva Second: Beth Chi Vote: 4/5 (Krishna Flores – Absent)
4. Discussion and approval of 2024-2025 Annual Local Education Agency (LEA) budget (Attachment J) (Candice Phillips) (Suzanne Nicastro)
 Motion: Eli Villanueva Second: Beth Chi Vote: 4/5 (Krishna Flores – Absent)
5. Discussion and approval of Manzanita Public Charter School 2024-2025 Local Control and Accountability Plan (LCAP) (Attachment K) (Matthew Stowell)
[MPC-2024-LCAP.pdf \(edsystems.net\)](#)
 Motion: Eli Villanueva Second: Monique Mangino Vote: 5/5
6. Discussion and approval of 2023-2024 Local Indicator Performance Standards (Matthew Stowell)
 Motion: Beth Chi Second: Krishna Flores Vote: 5/5
7. Discussion and approval of the 2024-2025 contract with YMCA for the Expanded Learning Opportunity Program (ELO-P) (Attachment L) (Suzanne Nicastro)
 Motion: Beth Chi Second: Monique Mangino Vote: 4/5 (Krishna Flores – Absent)
8. Discussion and approval of the 2024-2025 Lompoc Unified School District Child Nutrition Vendor Services Contract (Attachment M) (Suzanne Nicastro)
 Motion: Eli Villanueva Second: Beth Chi Vote: 5/5
9. Discussion and approval to add Alfonso Gonzalez to the Manzanita Public Charter School Governance Board effective July 1, 2024 (Suzanne Nicastro)
 Motion: Eli Villanueva Second: Beth Chi Vote: 4/5 (Krishna Flores – Absent)

G) Future Agenda Items

1. Single School Plan

H) Adjourn to Closed Session Time: 6:28 PM

The Governing Board will consider and may act upon the following items in closed session. Any action taken will be reported upon reconvening to open session.

1. Employee(s) Discipline/Release/Dismissal/Complaint(s) (Gov. Code, #54957, subd. (b) (1). (one case)
2. Public Employment: New Hires
 - a. Angie Torres
 - b. Maureen McCarthy
 - c. Holly Lodgson
 - d. Allie Sims

I) Reconvene to Open Session Time: 7:09 PM

J) Public Report on Action Taken in Closed Session (includes the vote or abstention of every member present).

Nothing to report.

K) The next scheduled meeting of the Governance Board will be held on Wednesday, August 14, 2024 at 3:30 PM in the Manzanita Public Charter School Staff Lounge.

L) Adjournment Time: 7:10 PM

Manzanita Public Charter School: Warrant Report - June 2024

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
3084	6/7/2024	Vestis	5020561383	Bar Mop Ribbed/Laundry Bag/Service Charge	69.21
3085	6/7/2024	Jacquie Voorhees	042324	Reimb.for thriftbooks	179.46
3086	6/7/2024	SBCEO Santa Barbara County Education Office Communications	19C24-00179	April 2024 Printing Charges	799.34
3086	6/7/2024	SBCEO Santa Barbara County Education Office Communications	93C24-00125	Initial ELPAC- training of trainers	390.00
3087	6/7/2024	United Boys & Girls Club of Santa Barbara County	05102024-4	Elings Program	23,450.00
3090	6/14/2024	Advanced Computer Experts	792	ACE	2,160.00
3091	6/14/2024	Vestis	5020570921	Invoice for PO#-744 Vestin- Aramark	69.21
3092	6/14/2024	Big Green Cleaning Company	647460	Invoice for PO#-783 Big Green - May	2,785.00
3092	6/14/2024	Big Green Cleaning Company	649543	Invoice for PO#-787 Big Green - June	696.00
3093	6/14/2024	Bullseye LLC	1902	Invoice for PO#-777 Bullseye Software	4,800.00
3094	6/14/2024	Carmen Loung	060324- Expense CL	Employee Reimbursement for Carmen Loung	46.11
3095	6/14/2024	Children's Creative Project	24-149	Invoice for Arts Education PO 24-574	15,632.88
3096	6/14/2024	EdFiles	906975	Invoice for PO#-743 Edfiles - May	349.00
3097	6/14/2024	Eide Bailly LLP	E101602417	Invoice for PO#-782 EideBailly - Auditors	1,600.00
3098	6/14/2024	Innovative School Solutions, Inc.	MPS193	Oasis Hosting and Support	700.00
3099	6/14/2024	Jacob Lopez	060524- Expense JL	Employee Reimbursement for Jacob Lopez	299.66
3100	6/14/2024	Lanspeed	58192	Invoice for PO#-739 Lanspeed - Infrastructure	2,500.00
3100	6/14/2024	Lanspeed	58232	Invoice for PO#-779 Lanspeed-Sophos	134.00
3101	6/14/2024	Larry Kaml	060624- Expense LK	Employee Reimbursement- Larry Kaml	399.01
3102	6/14/2024	LUSD	INV24-00151	Invoice for PO#-786 Utilites - Nov	3,854.72
3102	6/14/2024	LUSD	INV24-00152	Invoice for PO#-784 Utilites-Jan gas	2,282.62
3102	6/14/2024	LUSD	INV24-00155	Utilites- Feb gas	1,803.23
3102	6/14/2024	LUSD	INV24-00156	Invoice for PO#-785 Utilites Dec/Jan	5,916.91
3103	6/14/2024	ODP Business Solutions, LLC	366838579001	Ink	473.00
3103	6/14/2024	ODP Business Solutions, LLC	367607173001	Office Supplies	157.24
3103	6/14/2024	ODP Business Solutions, LLC	367607176001	Binder	9.78
3103	6/14/2024	ODP Business Solutions, LLC	367918861001	Office Supplies	103.49
3104	6/14/2024	BRITTANY SIGNORELLI	053024	6th Grade Graduation Shirts 2024	1,238.66
3105	6/14/2024	VISA	052824-1313	Visa 1313	242.76
3106	6/14/2024	VISA	052824-7179	Visa 7179	2,786.54
3107	6/14/2024	Wells Fargo Financial Leasing Inc.	5029948950	Invoice for PO#-781 Wells Fargo - copier	1,422.55
3108	6/20/2024	Andrea Wulfestieg	061424-Reimb AW	Reimb for BBQ	314.93
3109	6/20/2024	CSM Counselling, Inc.	17943	Invoice for CSM - Erate	1,661.80
3110	6/20/2024	Frontier Communications	062408-052824	Services for 052824-062724	77.51
3111	6/20/2024	Kate Busarow	061424-Reimb KB	Reimb. for student council pizza party and spelling connecti	194.63
3112	6/20/2024	Kimberly Hurd	061424-KH	Reimb. for Aladdin Production	121.60
3112	6/20/2024	Kimberly Hurd	61424-KH	Reimb. for WINTIME Warrior Lunch Celebration	217.44
3113	6/20/2024	STA West Region	5202117	Invoice for STA - May	80,152.80
3113	6/20/2024	STA West Region	70263069	Invoice for STA- FT midland school	263.05
3113	6/20/2024	STA West Region	70263070	Invoice for STA-FT Midland school	263.05
3113	6/20/2024	STA West Region	70263071	Invoice for STA - FT Camp Whittier	557.44
3113	6/20/2024	STA West Region	70263072	STA- FT Camp Whittier trip#1297081	557.44
3113	6/20/2024	STA West Region	70263073	SM Discovery Museum trip#1299105	609.70
3113	6/20/2024	STA West Region	70263074	STA- Santa Maria Valley Discovery	304.85
3114	6/20/2024	VISA	4121-052824	Anthony Account S. Supplies	2,150.95
3115	6/20/2024	YM&C	10663	Services through 051624	1,762.50
3119	6/25/2024	Provident Life and Accident Ins CO	0625-E0828038	061424-071124	878.16
3120	6/28/2024	Vestis	5020580365	Invoice for REQ# 24-267 Aramark	69.21
3121	6/28/2024	Eide Bailly LLP	E101706994	Invoice for REQ# 24-268 EideBailly	1,750.00
3122	6/28/2024	Punchout Office Depot	360989322001	Invoice for PO#-727 Construction paper	266.09
3122	6/28/2024	Punchout Office Depot	360989326001	Invoice for PO#-727 Construction paper	48.38
3123	6/28/2024	SBCEO Santa Barbara County Education Office Communications	19C24-00188	Invoice for REQ# 24-269 SBCEO Print shop	573.22
Report Total					<u>170,145.13</u>



"A Gold Ribbon School"

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

Changes:

- Page 7:
 - Adjusted lunch times for this year
 - Took out Early Release on First Day of School
- Page 8:
 - Independent Study Contract - changed days from 14 - 15 days.
- Page 18:
 - Cell phones are off and in backpacks during the school day.
- Page 20:
 - Changed grade for Presidential Award from 3rd - 6th to 4th - 6th per the national presidential award program requirements.

Kat Franson



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"A Gold Ribbon School"

Scholar and Parent Handbook

Choice, Commitment, Achievement



Revised August 2024

Governance Board Approved

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INTRODUCTION

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

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

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

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

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

MISSION

Gold Ribbon Achieving School

Manzanita Public Charter School (referred to from here as MPCS) is a high achieving and alternate choice for local families to educate their scholars in a balanced literacy program using our Strength Based Workshop Model (SBW). Manzanita is a transitional kinder through sixth grade school that has grown from approximately 200 to 480 scholars in 15 years. Our scholars have a wide variety of backgrounds including: low socioeconomic, military, second language learners, and GATE. Manzanita utilizes a workshop model in order to provide scholars with more individualized instruction time to meet scholars at their level. Manzanita values the whole child and encourages scholar participation in elective learning models. We offer an arts program, Outdoor Education, STEAM classes, a choral music program and drama club. Since inception, Manzanita has implemented a longer school day to boost scholars learning, help with closing the achievement GAP, and provide scholars with the time for elective learning models.

BELIEFS

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

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

MASCOT/MOTTO/SCHOOL COLORS

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

THE MANZANITA SCHOLARLY PURSUITS

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

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

CHARTER SCHOOLS

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

NONDISCRIMINATION

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

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

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

HOMELESS SCHOLARS

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

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

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

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

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

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

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

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

MPCS GOVERNANCE BOARD

The MPCS Governance Board establishes all policies, regulations, and makes financial decisions.

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

SCHOOL TO HOME COMMUNICATION

Our Manzanita Website: www.manzanitacharterschool.com is available and updated regularly. Monthly event calendars are sent home to keep you informed of current school events. In addition, the school hosts

Parent Square App and Facebook page which is updated regularly with current educational news and the

ongoing MPCs evolution and improvement. The website will include a message from the Principal, Breakfast/Lunch Menu, and informs you of upcoming events.

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

ATTENDANCE: (805) 734-3008

EMERGENCY PHONE: (805) 588-2423

FAX NUMBER: (805) 734-3572

EMAIL: info@manzanitacharterschool.com

FIRST DAY PACKETS

Parents are required to attend the Manzanita Registration Fair and complete documents.

SCHOOL SCHEDULE

TIMES INCLUDE ALL GRADES (Transitional Kinder through Sixth Grade)

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

EARLY RELEASE

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

DAILY START	8:10 AM
DISMISSAL	12:10 PM

LUNCH

Tk/Kindergarten/1 st GRADE	11:20-11:50
2 nd /3 rd GRADES	11:40-12:10
4 th /5 th GRADES	12:00-12:30
6 th GRADE	12:15-12:45

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

Tk/Kindergarten/1 st GRADE	11:00AM
2 nd /3 rd GRADES	11:20AM
4 th /5 th GRADES	11:35AM
6 th GRADE	11:50AM

PRECIPITATION/EXTREME WEATHER

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

INSTRUCTIONAL MINUTES

The California Education Code calls for a minimum of instructional days and a minimum of instructional minutes per year. The table below compares the number of required instructional days and minutes offered

at MPCS. Expanded instructional minutes give our scholars time to learn and develop critical thinking skills. Extended instructional minutes also give teachers time to implement Reading/Writing Workshops,

Mathematics, Science, Social Studies and Visual and Performing Arts aligned to the California State Standards CCSS.

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

SCHOLAR ATTENDANCE

In order to provide extraordinary levels of achievement, daily attendance is critical. Please plan medical appointments during school vacations or after the school day. A child who misses five (5) or more consecutive days without any notification to the school office may be withdrawn from the charter school. If a scholar accumulates excessive absences of eight (8) or more the Scholar may receive a recommendation from the principal to return to their neighborhood or exit school.

MPCS can excuse absences for: illness, bereavement, court appointment, doctor/dentist appointments, immunizations, and religious holidays.

PERFECT ATTENDANCE

We recognize individual scholars for perfect attendance each trimester at our “Scholarly Awards Assembly.” Perfect attendance is defined as NO absences. Excessive scholar tardy reports can affect perfect attendance status.

SCHOLAR ABSENCES

If your scholar is ill, it is important that you call the administration office on the day of the absence. Please contact us at (805) 734-3008. We encourage you to inform your scholar’s teacher so they can update you on activities and missed assignments.

Upon returning to school following an absence of three (3) or more days for a medical reason, we require parents to provide the school with a physician’s note. Please make sure that the date and reason for the absence is included. It is imperative that you inform your scholar’s classroom teacher or the principal of any medical difficulties that your child has experienced. We are committed to keeping children safe and healthy.

MANZANITA’S INDEPENDENT STUDY CONTRACT (ISC)

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

LATE ARRIVALS/EARLY DEPARTURES

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

EXTENDED LEARNING OPPORTUNITY PROGRAM (ELOP) EARLY DISMISSAL POLICY

If your scholar is absent, please contact the site coordinator or leave a message with your child's school. Students may be released for medical or religious purposes. Students may not be released or leave the program without a permission slip indicating student name, activity or specific reason they are leaving the program earlier than required. In addition, there is usually a waiting list of families who want to participate in the program and are willing to follow all policies. A scholar with irregular attendance occupies a space that another student could fill. It is understandable that unpredictable, unavoidable, extended absences occur. In this case, arrangements can be made with the site coordinator on a student-by-student basis.

DRESS CODE - SCHOLAR UNIFORM POLICY

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. 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. Bottoms can also include SOLID navy blue OR black pants. Shorts, dresses, jumpers, skirts and skorts can be no shorter than one hand-length above the knee. NO tears or holes. No sweats, printed leggings, track pants or pajamas are allowed.
- **Hats and Hoods**- Manzanita has a no hat/hood policy indoors. Hats/hoods may be worn outside at recess, PE, Outdoor Education, and on Field trips.
- **Footwear** – MPCs recommends scholars wear athletic/tennis shoes 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.

WACKY WEDNESDAY AND MPCs SPIRIT DAYS

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

UNIFORM VIOLATIONS

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

FOOD SERVICE

MPCs contracts with Lompoc Unified School District ("District") for food services and will offer the National Breakfast/Lunch Program. The district will provide meals and full food service. Each

breakfast and lunch will provide an entrée, fruit, and or milk. All families are required to submit an application each school year to establish eligibility for free/reduced meals.

MEAL COSTS

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

FREE OR REDUCED MEALS

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

LUNCH FROM HOME

Some scholars bring their lunches to school with them. Please make sure that your scholar has their name written on the inside of their lunch bag or box. Each classroom has a large lunch box available for lunch storage. Parents are encouraged to come to school and enjoy lunch with their children as often as they would like. Please remember to sign in at the office before joining your child for lunch.

SNACK POLICY

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

CLASSROOM FOOD

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

SCHOOL SAFETY

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

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

SAFETY POLICIES

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

COMPREHENSIVE SCHOOL SAFETY PLAN

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

DISASTER PROCEDURES

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

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

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

EMERGENCY EVACUATION

Buses may be used to evacuate scholars in the case of emergencies. The sites indicated below are designated as emergency evacuation points; however, they are subject to change. It is important for parents to understand that when there is an emergency, local authority such as the Santa

Barbara County Sheriff's Office, the California Highway Patrol, Lompoc Police Department, VAFB Security Forces, and VAFB Fire Officials have the authority to direct ALL evacuations. They may identify alternate evacuation sites. Scholars living in Lompoc may be evacuated to JM Park, Vandenberg

Village scholars to Village Shopping Center, and VAFB scholars to the VAFB Library. Notification of evacuation may come through the Parent Square App. Parents will be notified as quickly as possible. Parents/Guardian must register annually for Parent Square.

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

EDUCATIONAL ENVIRONMENT

DIRECTORY INFORMATION AND SCHOLAR RECORDS

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

"Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. MPCS has designated the following information as directory information:

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

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

991 Mountain View Blvd.
Vandenberg AFB, CA 93437
(805) 734-5600

Scholar records maintained by the Charter School consist of any item of information directly related to an identifiable pupil, including but not limited to subjects taken, grades received, standardized test results, attendance record, and health record. Scholar records are maintained at each school where the pupil is attending. The school principal or designee is responsible for maintaining each type of scholar record and the information contained therein. Additional records, such as psychological and special education reports, are maintained at those respective offices. Except for directory information, pupil records are accessible only to parents or legal guardians, a scholar 16 years or older or having completed the 10th grade, the personnel, including independent contractors, for the Charter School who have a legitimate educational interest in the pupil and other specified persons under certain circumstances prescribed by law. Scholar records may be obtained within five (5)

business days of request by the parent/guardian. When a Scholar moves to a new school/ school district, records will be forwarded upon request of the new district within 10 school days. If you believe the school is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland Avenue, SW, Washington, DC 20202-4605.

CLASSROOM ASSIGNMENTS

The principal is responsible for all classroom assignments. Parents may request a teacher for their scholar, but the principal maintains sole discretion to determine classroom assignments. **All parent requests for classroom assignments must be given in writing by May 30th of the calendar year.**

SCHOLAR SUPPLIES/INSTRUCTIONAL MATERIALS

Parents are encouraged to purchase items on the Manzanita Public Charter School Supply List; however, no student is required to purchase school supplies necessary to participate in the educational program at Manzanita. All scholars are required to bring a backpack to school each day. The school has Agenda Planners for parents/guardian to purchase. Donations of school supplies are also encouraged.

SCHOLARLY PURSUITS GRADES TK-2

“Choice, Commitment, Achievement”

Scholar, Parent, Teacher Compact

Building Young Scholars

1. Rule of FOUR
2. Methods
3. Accountability
4. Discipline

YOUNG SCHOLARS	Rule of FOUR
Thinking like a scholar A scholar has a thirst for knowledge. A scholar takes time to ponder. A scholar takes risks. A scholar asks questions. A scholar perseveres and practices.	<div data-bbox="833 989 1471 1031">[F] Follows Rules and Procedures</div> <div data-bbox="833 1058 1471 1100">[O] Organization of Thoughts and Actions</div> <div data-bbox="833 1127 1471 1169">[U] Use Every Opportunity to Learn</div> <div data-bbox="833 1197 1471 1239">[R] Respectful and Responsible </div>
Parent Responsibilities to Support Scholarly Pursuits and Rule of FOUR	Teacher Responsibilities to Support Scholarly Pursuits and Rule of FOUR
<ul style="list-style-type: none"> • Make certain that your child arrives on time rested and prepared to learn. • Provide the school uniform.. • Attend Scholar-led Conferences, Awards Assembly, and other school activities. • Support PAWS Program 	<ul style="list-style-type: none"> • Be prepared to engage all scholars in learning. • Communicate regularly with scholar and parents. • Spotlight scholar achievement. • Lead scholars through the portfolio process for scholar-led conferences. • Support PAWS program

SCHOLARLY PURSUITS GRADES 3-6

“Choice, Commitment, Achievement”

Scholar, Parent, Teacher Compact

Building Young Scholars

1. Rule of FOUR
2. Methods
3. Accountability
4. Discipline

SCHOLARLY PURSUIT	Rule of FOUR
<p>Thinking like a scholar</p> <p>A scholar has a thirst for knowledge.</p> <p>A scholar takes time to ponder.</p> <p>A scholar views the world from different perspectives.</p> <p>A scholar sets goals.</p> <p>A scholar takes risks.</p> <p>A scholar uses many resources.</p> <p>A scholar actively participates.</p> <p>A scholar asks questions.</p> <p>A scholar is curious.</p> <p>A scholar perseveres and practices</p>	<p>F Follows Rules and Procedures</p> <p>O Organization of Thoughts and Actions</p> <p>U Use Every Opportunity to Learn</p> <p>R Respectful and Responsible</p>
Parent Responsibilities to Support Scholarly Pursuit and Rule of FOUR	Teacher Responsibilities to Support Scholarly Pursuits and Rule of FOUR
<ul style="list-style-type: none"> • Make certain that your child arrives on time rested and prepared to learn. • Provide the school uniform. • Attend Scholar-led Conferences, Awards Assembly, and other school activities. • Support PAWS Program 	<ul style="list-style-type: none"> • Be prepared to engage all scholars in learning. • Communicate regularly with scholar and parents. • Spotlight scholar achievement. • Lead scholars through the portfolio process for scholar-led conferences. • Support PAWS Program

MANZANITA'S PAWS PROGRAM**GRADES TK-3 DISCIPLINE POLICY**

Manzanita is a school where people focus on the good and best in others.

- Happy, confident children who are able to express kindness, respect, and appreciation toward others.
 - Compassionate children who are other-centered.
 - Resilient children who are able to bounce back from bucket dipping.
 - Scholars who are healthy mentally, emotionally, and socially.
- Safe, positive, nurturing schools where all scholars are well able to learn and succeed.

SCHOOL CULTURE AND BEHAVIOR

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

MANZANITA'S "MISSION CRITICAL" RULES

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.

GRADES 4-6 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.

MPCS staff/administration follows a progressive discipline policy when scholars break the above rules. ***MPCS also adheres to California Educational Code Law when it comes to scholar discipline and safety. Suspension and expulsion procedures will be followed according to California Educational Code Law and/or as listed in the Manzanita Charter Board policies in the suspension/expulsion section.**

BULLYING PREVENTION

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

SPECIAL EDUCATION/504 SERVICES

MPCS is dedicated to the belief that all scholars can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. MPCS provides scholars with exceptional needs special education instruction and related services in accordance with the Individuals with Disabilities Education Improvement Act ("IDEA"), Education Code requirements, and applicable policies and practices of Santa Barbara County Special Education Local Plan Area. MPCS provides special education services for all qualifying scholars who attend the Charter School. MPCS offers high quality educational programs and services for all its scholars in accord with the assessed needs of each scholar. MPCS collaborates with parents, the scholar, teachers, and other agencies, as may be indicated, in order to best serve the educational needs of each scholar. Special education services will be provided by MPCS. MPCS is staffed with a school psychologist, special education teacher, and speech/language specialist.

Scholars attending the Charter School who qualify for accommodations or services pursuant to the terms of Section 504 for the Rehabilitation Act ("Section 504") will also receive services as defined in the charter petition. If you have questions about Special Education or Section 504 Plans, please contact the Special Education Department or 504 Coordinator.

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

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

"There is brilliance sheltered inside every child."

PROMOTION/RETENTION/ACCELERATION

ALL scholars must receive a high-quality education at Manzanita. We are committed to teaching the CCSS and holding scholars to the highest possible achievement standards. For scholars who may not meet grade level standards or who exceed targeted grade level content standards, we have implemented the research based and federally encouraged Response to Intervention/ Instruction

("RTI") Model. RTI also supports scholars who exceed targeted grade level content standards. RTI is an immediate form of Instruction/Intervention. Manzanita currently has four (4) tiers of Response to Instruction/Intervention and supports the needs of ALL scholars. When high academic achievement is evident, the parent/guardian, Principal or teacher may recommend a scholar for acceleration into a higher grade level. The scholar's maturity level shall be taken into consideration in making a determination to accelerate a scholar.

Manzanita wishes to retain/promote/accelerate the scholar to the appropriate grade level with the content knowledge and critical thinking skills needed to be a successful and competent scholar.

The principal, in consultation with teachers, staff, and parents, shall make final decisions regarding retention/promotion/acceleration by examining curriculum data and scholar performance in a team meeting.

FIELD TRIPS/OVER NIGHT EXCURSIONS

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

LEAVING MPCs

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

STATE MANDATED TESTING

Due to passage of Assembly Bill (AB) 484 Manzanita scholars will participate in the California Common Core State Standards Assessment in reading/language arts and mathematics. Scholars in grades 3 through 6 will participate in the California Assessment of Student Performance and Progress ("CAASPP"). Our scholars will also take the Physical Fitness Test and Science CST Testing in 5th grade. English Learners will take the English Language Proficiency Assessments for California ("ELPAC") in grades TK through 6.

SCHOOL HEALTH

SCHOLAR MEDICATION

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

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

Required Consent for MPCs:

- 1) A written statement from the physician detailing method, amount, and time schedules by which medication is to be taken and
- 2) A written statement from a parent or guardian giving consent for MPCs staff assist the scholar in matters set forth by the physician.

The Physician's Recommendation for Medication form can be obtained from the Administration Office. The parent or designated adult MUST deliver medication to the Administration Office in containers clearly marked with:

- Scholar's Name
- Prescribing Physician
- Name of the Medication
- Medication Dosage
- Medication Dosage Time
- Method of Delivery

Guidelines:

- The primary responsibility for the administration of medication rests with the parent/guardian, scholar and medical professional.
- Medication shall be administered only during school hours if determined by a physician to be necessary.
- Designated staff shall keep records of medication administered at the Charter School.
- All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.
- Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to extended holidays.
- Designated staff shall establish emergency procedures for specific medical conditions that

require an immediate response (i.e. allergies, asthma, and diabetes).

- The written statements specified in this policy shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.
- A pupil may be subject to disciplinary action if that pupil uses auto-injectable epinephrine in a manner other than as prescribed.
- Any pupil requiring insulin shots must establish a plan for administration of insulin shots with the Superintendent in consultation with the parent or guardian and the pupil's medical professional.

HEAD LICE

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

FIRST AID

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

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

TECHNOLOGY

SCHOLAR CELLULAR PHONE/DIGITAL DEVICES/SMART WATCHES

Scholars in grades TK through 6 who bring cellular phones/digital devices to school must always **turn them off and place in backpack** during the school day. Cellular phones/digital devices are considered personal property and scholars who bring these items to school do so entirely at their own risk. The Charter School is not responsible for lost, stolen, or damaged devices. If disruption occurs during the day, staff will direct the scholar to turn off the cellular/device or confiscate the device until the end of the school day. Repeated cellular/device offenses may result in extended confiscation times or require parents to pick up device at the school.

CELL PHONE/SMART WATCH POLICY

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

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

INTERNET ACCESS

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

PERSONAL COMPUTERS/LAPTOPS/TABLETS

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

MEDIA PHOTOGRAPHY AND VIDEOTAPING

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

FEDERAL SURVEY CARDS

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

TEACHER QUALIFICATIONS

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

SCHOOL ACCOUNTABILITY REPORT CARD ("SARC")/SCHOOL QUALITY SNAPSHOT

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

REPORT CARDS

MPCS will use the MPCS Common Core Scholarly Pursuits Report Card to report scholar progresseach quarter. There are 3 trimesters in a school year. The first and second report cards will be delivered via Scholar-led conferences and the third and last report cards will be mailed home.

PERFORMANCE KEY	
A	Consistently Exceeds
B	Always Meets
C	Meets Some
D	Approaching Grade Level
F	Not Meeting Grade Level

SCHOLAR-LED PARENT TEACHER CONFERENCES

Scholar-led Parent/Teacher Conferences ("SLC") are scheduled twice (2) a year (November & March)for ALL scholars. There are six (6) minimum days reserved for SLCs during the school year. Scholar- Led Conferences are a pre-planned meeting in which scholars demonstrate responsibility for their academic progress by providing a review of their scholarly pursuits. The SLC is an interactive discussion between parent and scholar with the scholars presenting a portfolio of their learning.

Some of the information teachers will share include implementation of the CCSS through the Reading/Writing Workshop, History/Social Studies, Science, Digital Technical subjects and progress toward alignment of the CCSS to mathematics, , Scholarly Pursuits, and the Manzanita Rule of FOUR. Parents will receive a Guide to Scholar-led Conferences and can schedulethe SLCs on any of the proposed SLC days.

AWARDS AND EXTRACURRICULAR ACTIVITIES

SCHOLARLY PURSUITS AWARDS ASSEMBLY (“SPA”)

Parents are encouraged to attend each trimester “Scholarly Pursuits Awards Assembly.” The Scholarly Awards Assemblies are held at the end of each trimester. SPA times are provided below. Each scholar is “spotlighted” for their Scholarly Pursuits and each class performs at the SPA.

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

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

- Rule of FOUR Scholar-Criteria “Straight A’s -Manzanita Report Card-Rule of FOUR”
- Science Scholar- Teacher Discretion
- Robotics
- Music Scholar/Performing Arts- Music Teacher Discretion
- Art Scholar - Art Teacher Discretion
- Scholarly Pursuit Award- Teacher Discretion
- Perfect Attendance- Criteria “No Absences or Tardies”
- Academic Scholar Awards-Criteria “Straight A’s - Manzanita Report Card”
- President’s Scholar & Educational Achievement Awards(Final Trimester)

PRESIDENT’S AWARD FOR EDUCATIONAL ACHIEVEMENT

Honoring scholar achievement and hard work is the purpose of the President's Education Awards Program. Since 1983, the program has provided individual recognition from the President and the U.S. Secretary of Education to those scholars whose outstanding efforts have enabled them to meet challenging standards of excellence. This award is presented to 4th - 6th grade scholars who meet the following criteria:

GOLD: This award is presented to 4th - 6th grade scholars who have an overall A Grade on their report card and meet the highest academic standards.

SILVER: This award is presented to 4th - 6th grade scholars who have an overall B or better Grades on their report card and always give their best in both academic and behavioral performance.

EXTRACURRICULAR ACTIVITIES

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

STUDENT COUNCIL

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

SCHOOL PHOTOGRAPHS/YEAR BOOKS

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

VISITATION AND VOLUNTEERING VISITOR POLICY

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

PARENT VOLUNTEER HOURS

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

PARENT TEACHER ASSOCIATION ("PTSAC")

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

VOLUNTEERS

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

MPCS reserves the right to accept or reject all volunteers.

ARRIVAL AND DISMISSAL

TRAFFIC

Scholar drop-off and pickup should occur in the parking lot. Parents are encouraged to follow the pickup and

drop off procedures. All scholars must be picked-up from the designated loading and unloading area.

BUS UNLOADING & LOADING ZONE

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

ARRIVAL AND DISMISSAL

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

LOST AND MISPLACED ITEMS

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

TRANSPORTATION

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

HOME TO SCHOOL/SCHOOL TO HOME SAFETY TIPS

Please talk to your child about these safety tips.

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

children, have your parents' or guardians' permission to play in specific areas, and always let them know where you are going to be. Never accept money or gifts from anyone until you CHECK FIRST with your parents.

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

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

www.missingkids.com

UNIFORM COMPLAINT POLICY AND PROCEDURES

SCOPE

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

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

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

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

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

COMPLIANCE OFFICERS

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

Board Chairman **OR** Superintendent/Principal Manzanita Public Charter School
991 Mountain View Blvd Lompoc, CA 93437

The Chairman or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Chairman or designee.

Should a complaint be filed against the Chairman, the compliance officer for that case shall be the Charter School's Executive Director.

NOTIFICATIONS

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

The annual notice shall be in English, and when necessary, in the primary language, pursuant to section

48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in the Charter School speak a single primary language other than English.

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

THE ANNUAL NOTICE SHALL INCLUDE THE FOLLOWING:

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

PROCEDURES

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

STEP 1: FILING OF COMPLAINT

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

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

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

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

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

STEP 2: MEDIATION

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

compliance officer shall make arrangements for this process.

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

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

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

STEP 3: INVESTIGATION OF COMPLAINT

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

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

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

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

STEP 4: RESPONSE

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

STEP 5: FINAL WRITTEN DECISION

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

The decision shall include:

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

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

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

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

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

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

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

CIVIL LAW REMEDIES

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

SCHOOL DISCIPLINE

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

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

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force of violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a, 289, or committed a sexual battery as defined in Penal Code Section 243.4
- o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and /or retaliating against that student for being a witness.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization of body, whether the organization of body is officially recognized by an educational institution which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
- r) Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which on its face and under the circumstance in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12 inclusive.
- t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Intentionally harassed, threatened, or intimidate a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any grades 4 to 12, inclusive.
- v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act (defined as the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager) directed specifically toward a pupil or school personnel. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including acts one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that

has or can be reasonably predicted to have the effect of one or more of the following:

- i) Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
- ii) Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
- iii) Causing a reasonable student to experience substantial interference with his or her academic performance.
- iv) Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- x) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Superintendent/Executive Director or designee's concurrence.

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

Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

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

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

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

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



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"A Gold Ribbon School"

EMPLOYEE HANDBOOK



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ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO HUMAN RESOURCES.

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures.

I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the School.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the School's policies and benefits, and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the School. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the School.

I understand that other than the Board of the School, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board has the authority to make any such agreement and then only in writing signed by the Board President.

Employee's Signature: _____ Date: _____

**Please sign/date, tear out, and return to Human Resources
and retain this Handbook for your reference.**

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INTRODUCTION TO HANDBOOK

This Handbook is designed to help employees get acquainted with Manzanita Public Charter School (hereinafter referred to as “MPCS” or the “School”). It explains some of our philosophies and beliefs, and describes some of our employment guidelines in general terms. Although this Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it will serve as a useful reference document for employees throughout their employment at the School. Employees should understand, however, that this Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of the School or its employees. In no way does the Handbook replace any official plan documents (e.g., health insurance, retirement plan, etc.) or insurance contracts, which will govern in all cases. This Handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

Due to the fact that the School is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. MPCS also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate.

No individual other than the Board of Directors has the authority to enter into any employment or other agreement that modifies School policy. Any such modification *must* be in writing.

This Handbook is the property of the School, and it is intended for personal use and reference by employees of the School. Circulation of this Handbook outside of the School requires the prior written approval of the Executive Director.

Employees must sign the acknowledgment form at the beginning of this Handbook, tear it out, and return it to the Executive Director. This will provide the School with a record that each employee has received this Handbook.

CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity Is Our Policy

MPCS is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), the Fair Employment and Housing Act ("FEHA"), or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job, or if unknown, what job duties the disability impairs. MPCS will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. MPCS will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

Employment At-Will

Except if stated expressly otherwise by employment contract, it is the policy of the School that all employees are considered “at-will” employees of the School. Accordingly, either the School or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, School memoranda or other materials provided to employees in connection with their employment shall require the School to have “cause” to terminate an employee or otherwise restrict the School’s right to release an employee from their at-will employment with the School. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the School’s right to terminate at-will. No School representative, other than the Board of Directors or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with the School that are not consistent with the School’s policy regarding “at-will” employment.

This policy shall not be modified by any statements contained in this Handbook or employee applications, School memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices, shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

MPCS will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code

section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.

Professional Boundaries: Staff/Student Interaction Policy

MPCS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

A. Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a student from fighting with another student;
2. Preventing a pupil from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

B. Examples of PROHIBITED actions (corporal punishment)

1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
2. Making unruly students do push-ups, run laps, or perform other physical acts that cause

- pain or discomfort as a form of punishment;
3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the school.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

These behaviors should only be exercised when a staff member has parent and supervisor permission.

- (a) Giving students a ride to/from school or school activities.
- (b) Being alone in a room with a student at school with the door closed.
- (c) Allowing students in your home.

Cautionary Staff/Student Behaviors

These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence.

- (a) Remarks about the physical attributes or development of anyone.
- (b) Excessive attention toward a particular student.
- (c) Sending emails, text messages or letters to students if the content is not about school activities

Acceptable and Recommended Staff/Student Behaviors

- (a) Getting parents' written consent for any after-school activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- (c) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- (d) Keeping the door open when alone with a student.
- (e) Keeping reasonable space between you and your students.
- (f) Stopping and correcting students if they cross your own personal boundaries.
- (g) Keeping parents informed when a significant issue develops about a student.

- (h) Keeping after-class discussions with a student professional and brief.
- (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (j) Involving your supervisor if conflict arises with the student.
- (k) Informing the Executive Director about situations that have the potential to become more severe.
- (l) Making detailed notes about an incident that could evolve into a more serious situation later.
- (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (n) Asking another staff member to be present if you will be alone with any type of special needs student.
- (o) Asking another staff member to be present when you must be alone with a student after regular school hours.
- (p) Giving students praise and recognition without touching them.
- (q) Pats on the back, high fives and handshakes are acceptable.
- (r) Keeping your professional conduct a high priority.
- (s) Asking yourself if your actions are worth your job and career.

Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation

MPCS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. MPCS's policy prohibits unlawful harassment, discrimination, and retaliation based upon race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, gender expression and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex); religious creed (including religious dress and grooming practices); marital/ registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

MPCS does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third parties (including independent contractors or other person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment, discrimination, or retaliation to the

Executive Director or designee.

When MPCS receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the Executive Director) or the Executive Director or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. MPCS is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

MPCS is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within six (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and

epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Executive Director. See Appendix A for the "Harassment/Discrimination/Retaliation Complaint Form." See Appendix B for the general "Internal Complaint Form."

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
 - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work.
 - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
 - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a

professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate MPCS policy. Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation, filing of a complaint, or reporting harassment.

MPCS will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation. MPCS is committed to remediating any instances where investigation findings demonstrate unlawful harassment has occurred.

Workplace Violence

MPCS takes the safety and security of its employees seriously. MPCS does not tolerate acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion, that involve or affect the School or that occur, or are likely to occur, on School property. Employees must report any act or threat of violence immediately to the Executive Director or Executive Director.

Whistleblower Policy

MPCS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred.

However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

Drug and Alcohol Free Workplace

MPCS is committed to providing a drug and alcohol-free workplace and to promoting safety in the workplace, employee health and well-being, stakeholder confidence and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace or during performance of job duties is extremely harmful to employees and to other MPCS stakeholders.

The bringing to the workplace, possession or use of intoxicating beverages or drugs on any School premises or during the performance of work duties is prohibited and will result in disciplinary action up to and including termination.

Consensual Relationships

Consensual relationships in the workplace are discouraged. Consensual relationships between supervisors and employees and between staff and parents or students are potentially exploitative and must be avoided. They raise serious concerns about the validity of the consent, conflicts of interest, and unfair treatment of others. Moreover, consensual relationships in the workplace can lead to problems with morale, decreased productivity and increased liability. The School has a strong policy against sexual harassment and is concerned that consensual relationships might potentially violate the policy. The School aims to prevent sexual harassment from occurring in the workplace. To help prevent sexual harassment, employees who enter into consensual relationships should notify administration regarding the relationship, as well as review the sexual harassment policy. Moreover, employees are expected to abide by the sexual harassment policy, behave professionally at work, and not let the relationship affect their work or the workplace.

Employees involved in consensual relationships in the School's workplace are prohibited from evaluating the work performance of others with whom they have a relationship, or from making hiring, salary or similar decisions which may impact some persons.

Violations of the School's Consensual Relationship Policy may result in disciplinary action up to and including release from at-will employment.

Confidential Information

All information relating to students, personal information, schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

Conflict of Interest

All employees must avoid situations involving actual or potential conflict of interest. An employee involved in any relationships or situations which may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to the Executive Director, or the Board of Directors, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Smoking

The MPCS facility is a non-smoking facility.

THE WORKPLACE

Certification and Licensure of Instructional Staff

Each teacher must hold a California Commission on Teacher Credentialing certificate that a teacher in other public schools would be required to hold. All teachers are required to meet certain federal requirements related to subject-matter expertise in order to meet federal requirements for “highly qualified teachers.” It is the responsibility and a condition of continued employment of all teachers to provide, maintain and keep current certificates, permits or other documentation to the Executive Director or Principal before reporting for duty. Teachers are required to meet all state and federal certification, expertise, and related requirements and must maintain such qualifications as a condition of employment.

Work Schedule

Business hours are normally 7:30 a.m. to 4:00 p.m., Monday through Friday. The regular workday schedule for nonexempt employees is eight (8) hours; the regular workweek schedule is forty (40) hours. Exempt employees are also generally expected to be present from 7:45 a.m. to 3:15 p.m. and to commit whatever additional time is necessary to satisfactorily complete all job requirements.

Full-Time: Full-time employees are those employees who are scheduled to work at least forty (40) hours in a week.

Part-Time: Part-time employees are those employees who are scheduled to work less than forty (40) hours in a week.

Mandatory Training, Meetings, Student Assessment

All exempt employees are required to attend mandatory professional development and weekly collaboration. Part-time, hourly and temporary employees may be required to attend trainings or meetings. Manzanita may pay exempt and temporary employees for attendance at student testing/assessments.

Meal and Rest Periods

Nonexempt employees working at least five (5) hours are provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday but by no later than the end of the 5th hour of work. An employee may waive this meal period if the day’s work will be completed in no more than six (6) hours, provided the employee and MPCS mutually consent to the waiver in writing.

Nonexempt employees are also provided with a ten (10) minute rest period for every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period as practicable. Employees are prohibited from combining meal and rest period time.

The Executive Director should be aware of and approve scheduled meal and rest periods.

An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

Lactation Accommodation

MPCS accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the nonexempt employee shall be unpaid.

MPCS will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such room/location shall not be a bathroom, and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

Attendance and Tardiness

Employees must adhere to the adopted annual school calendar and be punctual.

If an employee finds it necessary to be absent or late, they must arrange it in advance with the Executive Director or Principal. If it is not possible to arrange the absence or tardiness in advance, the employee must notify the Executive Director or Principal no later than one-half hour before the start of their professional workday. Employees are also responsible to arrange for a qualified substitute from those listed on the Manzanita Substitute lists. If an employee is absent from work longer than one (1) day, they must notify school officials and keep them informed and updated of their situation.

Excessive absenteeism and tardiness may lead to disciplinary action, up to and including release from at-will employment. An absence or tardiness without notification may lead to disciplinary action, up to and release from at-will employment.

If an employee fails to come to work for three (3) consecutive work days without authorization, the Executive Director or Principal will presume that the employee has voluntarily resigned their position. At the close of the third missed work day, the employee's at-will employment will automatically terminate.

If an employee will be absent from work for any reason, they must notify the Executive Director or Principal as far in advance as possible. All absences will be recorded.

1. **Scheduled Absence:** All time off must be requested in advance and submitted in writing to the Executive Director by completing a Personnel Absence Form with a copy sent to Human Resources.

All time off must be requested in advance and submitted in writing, via email or text, to the school Principal or other administrative designee and, once approved, an online record of absence on the electronic online (EWS) payroll system must be recorded by employee.

2. **Unscheduled Absence:** Employees must notify the Executive Director and Human Resources as soon as possible regarding their unscheduled absence (either by email or phone call) and at the latest, by the time the employee is to schedule to report for work. Once the employee returns to work, a Personnel Absence form needs to be submitted to Human Resources.

Employees must notify the School Principal or other administrative designee, as soon as possible regarding their unscheduled absence via a text or phone call, and at the latest, by the time the employee is scheduled to report for work. Once the employee returns to work, an online record of absence on the EWS payroll system must be recorded.

Time Sheets/Records

By law, MPCS is obligated to keep accurate records of the time worked by nonexempt employees. Such employees shall keep be required to utilize the School's time sheet system.

Nonexempt employees must accurately record on a timesheet the in and out of their shifts as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The time sheet indicates when the employee arrived and when the employee departed. All nonexempt employees must record the in and out for arrival and departure, along with lunch and for absences like doctor or dentist appointments. All employees are required to keep the office advised of their departures from and returns to the school premises during the workday.

Nonexempt employees are solely responsible for ensuring accurate information when submitting online time records with the EWS system. If an employee forgets to mark their time sheet or makes an error on the time sheet, the employee must first contact HR to make the correction and then such correction must be initialed by both the employee and the Principal or administrative designee.

Nonexempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

No one may record hours worked on another's time record.. Any employee, who violates any aspect of this policy may be subject to disciplinary action, up to and including release from at-will

employment with the School.

Use of Email, Voicemail and Internet Access

MPCS will permit employees to use its electronic mail, voicemail systems and Internet access subject to the following:

1. Minimal personal use as long as it does not interfere with timely job performance and is consistent with law and appropriate protocols.
2. The Email system and Internet access is not to be used in any way that may be disruptive, offensive to others, or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted.
3. Employees should not attempt to gain access to another employee's personal file or Email or voicemail messages without the latter's express permission.
4. School staff will not enter an employee's personal Email files or voicemail unless there is a business need to do so. MPCS retains a copy of all passwords; passwords unknown to the School may not be used. System security features, including passwords and delete functions, do not neutralize the School's ability to access any message at any time. Employees must be aware that the possibility of such access always exists.
5. Employees should not use personal devices or email accounts for School-related communications. Such communications should only take place using School-issued devices and via the employee's email account.

Soliciting/Conducting Personal Business While on Duty

MPCS employees are not permitted to conduct personal business or solicit personal business for any cause or organization while on-duty, or when the employee being solicited is supposed to be working. This prohibition includes distributing literature and other material. Distribution of materials is also against the School's policy if it interferes with access to facility premises, if it results in litter or is conducted in areas where other employees are working. Solicitation during non-work time, e.g., lunch periods or other such non-work periods, is permissible. Entry on the School premises by non-employees is not permitted, unless related to official school business. Solicitation or distribution of written materials by non-employees is strictly prohibited.

Personal Business

MPCS's facilities for handling mail and telephone calls are designed to accommodate School business. Employees should have personal mail directed to their home address and limit personal telephone calls to an absolute minimum. Personal calls should not be made outside the immediate

dialing area. Do not use School material, time, or equipment for personal projects.

Social Media

If an employee decides to post information on the Internet (i.e., personal blog, Facebook, Instagram, Twitter, etc.) that discusses any aspect of his/her workplace activities, the following restrictions apply:

- School equipment, including School computers and electronics systems, may not be used for these purposes;
- Student and employee confidentiality policies must be strictly followed;
- Employees must make clear that the views expressed in their blogs are their own and not those of the School;
- Employees may not use the School's logos, trademarks and/or copyrighted material and are not authorized to speak on the School's behalf;
- Employees are not authorized to publish any confidential or proprietary information maintained by the School;
- Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing the School, the employee's supervisors, co-workers and competitors;
- Employees must comply with all School policies, including, but not limited to, rules against unlawful harassment and retaliation.

MPCS reserves the right to take disciplinary action against any employee whose social media postings violate this or other School policies.

Personal Appearance/Standards of Dress

Employees must wear clothes that are neat, clean and professional while on duty. Employees must also appear well-groomed and within professionally accepted standards suitable for the employee's position and duties. Employees must wear shoes at all times. The Executive Director or Principal will inform employees of any specific dress requirements for their position.

Participation in Recreational or Social Activities

Employees may participate in activities sponsored by or supported by the school. Participation in such activities is strictly voluntary. As such, employees have no obligation to participate in recreational or social activities and no employee has work-related duties requiring such participation. An employee's participation in social and recreational activities is at the employee's own risk and MPCS disclaims any and all liability arising out of the employee's participation in these activities.

Health and Safety Policy

MPCS is committed to providing and maintaining a healthy and safe work environment for all

employees.

Employees are required to know and comply with the School's General Safety Rules and to follow safe and healthy work practices at all times. Employees are required to report immediately to the Executive Director any potential health or safety hazards, and all injuries or accidents.

In compliance with Proposition 65, the School will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

School Property Inspections

MPCS is committed to providing a work environment that is safe and free of illegal drugs, alcohol, firearms, explosives and other improper materials. Additionally, the School provides property and facilities to its employees to carry out business on behalf of the School.

Accordingly, employees do not have a reasonable expectation of privacy when using any School property or facilities. In accordance with these policies, all School facilities and property, including all items contained therein, may be inspected by the School at any time, with or without prior notice to the employee. School property includes all desks, storage areas, work stations, lockers, file cabinets, computers, telephone systems, email systems and other School-provided storage devices.

The School also reserves the right to inspect any vehicle, its trunk, glove compartment or any container therein that is parked on the School property or premises. The School reserves the right to deny entry to any person who refuses to cooperate with any inspections by the School. Any employee who fails to cooperate with inspections may be subject to disciplinary action, up to and including release from at-will employment.

Criminal Background Checks

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to the Executive Director.

Tuberculosis Testing

All employees of the School must submit written proof from a physician of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees

will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School and the cost of the exam will be borne by the applicant.

Food handlers will be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

COVID-19 Testing

MPCS will provide COVID -19 testing at no cost to the employee during the pandemic. Positive cases will be triaged with conditional response protocols aligned to meet health guidelines applicable to the School. COVID-19 guidance is subject to change and will be updated in this handbook via an addendum when health guidelines require such change.

Employees who are not up to date on COVID-19 vaccinations and who believe they have been exposed to an individual who has tested positive for COVID-19 shall self-quarantine for five (5) calendar days to self-monitor for any potential symptoms such as fever, cough, and difficulty breathing. Employees who are up-to-date on COVID-19 vaccinations are not required to quarantine if they believe they have been exposed to an individual who has tested positive for COVID-19. Employees should get tested three (3) to five (5) days after exposure, even if they are not experiencing any COVID-19 symptoms.

During the exposure self-quarantine period, employees not medically restricted from working shall be on-call and ready to perform remote work (telework) during work hours to the extent directed by the School. If medically unable to work, such employees shall use available leaves consistent with state and federal laws, and MPCS leave policies.

Immigration Compliance

MPCS will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, MPCS will not check the employment authorization status of current employees or applicants who were not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (*e.g.*, threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or

presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant.

Security Protocols

MPCS has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to the Executive Director. Employee desk or office should be secured at the end of the day. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible. The security of facilities as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify the Executive Director when keys are missing or if security access codes or passes have been breached.

Occupational Safety

MPCS is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every School supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. MPCS's management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure to comply with or enforce School safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident or injury occurring during work or on School premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by calling management. In addition, all employees should know the local emergency numbers such as 911.

EMPLOYEE WAGES AND HEALTH BENEFITS

Payroll Withholdings

As required by law, the School shall withhold Federal Income Tax, State Income Tax, Social Security (FICA) and State Disability Insurance from each employee's pay as follows:

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings.
3. Social Security (FICA) and Medicare: The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School as applicable.

Every deduction from an employee's paycheck is explained on the check voucher. If an employee does not understand the deductions, he or she should contact the payroll department for more information.

Employees may change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the payroll department. The office maintains a supply of these forms.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the Executive Director and to fill out a new W-4 form.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

Overtime Pay

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description. Generally, teachers and administrators are exempt. Nonexempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for nonexempt employees. MPCS will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Superintendent. MPCS provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

For employees subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) hours and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay. Compensation for hours in excess of twelve hours (12) hours in one workday and an excess of eight(8) hours on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

Pay Days

All employees will be paid on the 10th and 25th of each month, for 11 or 12 months, depending on the employee's individual employment contract. Each paycheck will include earnings for all reported work performed through the end of the payroll period. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive their pay on the payday prior to the weekend.

MPCS will pay salaried, certificated employees in accordance with applicable law.

Employees should promptly notify the payroll department if they have a question regarding the calculations of their paycheck; any corrections will be noted and will appear on the following payroll.

Expense Reimbursements

All reimbursements must be **pre-approved** by the Superintendent or Principal for necessary expenses incurred in the furtherance of School business. In order to be eligible for reimbursement, employees must comply with ALL policy regarding expenditures, a copy of which may be obtained from the Executive Director or Principal. Reimbursements forms must be completed accurately in ink and must include original receipts before they can be submitted for final approval. All expense reimbursement must be approved by the Superintendent and MPCS Board Treasurer.

Wage Attachments and Garnishments

Under normal circumstances, the School will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require the School, by law, to withhold part of an employee's earnings in their favor.

Employees are strongly encouraged to avoid such wage attachments and garnishments. If the School is presented a second garnishment request concerning an employee, the Executive Director will discuss the situation with the employee.

Health Insurance

Full-time employees are entitled to health insurance benefits in accordance with the health insurance plan. MPCs may cover the insurance premium for employees and dependent costs. Employees may be required to contribute to the cost of premiums to retain coverage. MPCs will comply with all Affordable Care Act applicable regulations.

COBRA Benefits

When coverage under the School's medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

This eighteen (18)-month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18)-month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and his/her spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but his/her spouse has not yet reached age sixty-five (65); or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

MPCS will notify employees or their dependents if coverage ends due to termination or a reduction

in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. MPCS will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or his/her spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;
- MPCS stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29)-months due to disability and there has been a final determination that the employee is no longer disabled.

PERSONNEL EVALUATION AND RECORD KEEPING

Employee Reviews and Evaluations

Each employee will receive periodic performance reviews conducted by the Principal or other administrative designee. Performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the School and depend upon many factors in addition to performance. After the review, an employee will be required to sign the evaluation report simply to acknowledge that it has been presented to them, that they have discussed it with the Executive Director, and that they are aware of its contents.

Newly hired employees may have their performance goals reviewed by the Executive Director within the first ninety (90) days of employment.

Salary and potential for advancement will be based largely upon job performance. On a periodic basis, the Principal will review employee job performance with the employee in order to establish goals for future performance and to discuss current performance. MPCS's evaluation system will in no way alter the at-will employment relationship.

Personnel Files and Record Keeping Protocols

At the time of employment, a personnel file is established for each employee. It is each employee's responsibility to keep the Executive Director advised of changes that should be reflected in their personnel file. Such changes include: change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. MPCS will restrict disclosure of personnel files to authorized individuals within the School. A request for information contained in the personnel file must be directed to the Executive Director. Only the Executive Director or designee is authorized to release information about current or former employees. Disclosure of information

to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

HOLIDAYS, VACATIONS AND LEAVES

Holidays

MPCS calendar reflects any and all holidays observed by the School. The following holidays are generally observed by public entities, including public schools and are considered unpaid days for all certificated staff:

New Year's Day	Martin Luther King Jr. Birthday	President's Day
Memorial Day	Independence Day	Labor Day
Veteran's Day	Thanksgiving	Friday after Thanksgiving
Day before Christmas	Christmas Day	

Other days during the school year, such as days during the School's calendared breaks, shall not be paid time for nonexempt employees in active status. Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Executive Director. The employee will be paid if the religious holiday is taken as an earned paid leave day (i.e. personal necessity day, etc., as applicable). The employee will not be paid if the religious holiday is taken as a personal leave of absence day.

Classified Holidays

MPCS calendar reflects any and all holidays observed by the School. The following holidays are generally observed by public entities, including public schools and are considered unpaid days for all classified staff:

Martin Luther King Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day

Other days during the school year, such as days during the School's calendared breaks, shall not be paid time for nonexempt employees in active status. Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Executive Director. The employee will be paid if the religious holiday is taken as an earned paid leave day (i.e. personal necessity day, etc., as applicable). The employee will not be paid if the religious holiday is taken as a personal leave of absence day.

MPCS offers six (6) paid holidays to all classified employees. The following holidays will be observed as paid holidays for all classified staff:

New Years Eve Day
New Years Day
Thanksgiving Day
The day after Thanksgiving
Christmas Eve
Christmas Day

Unpaid Leave of Absence

MPCS recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant employees leaves of absence. Any unpaid leave of absence must be approved in advance by the School.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

During a Family and Medical Leave Act, California Family Rights Act leave and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month any other type of leave begins.

Loss Leave

In order to qualify for Loss Leave the employee who would have been a parent if the reproductive event had been successful is entitled to a reproductive leave. Reproductive loss event includes miscarriage (including suffered by surrogate) stillbirth, unsuccessful assisted reproduction, failed surrogacy or failed adoption. Employee must be employed for 30 days prior to starting leave. Employee is entitled to 5 unpaid days with maximum leave period is 20 days within a 12-month period. Days do not have to be taken consecutive. Leave must be completed within 3 months of reproductive loss event, unless employee is on or chooses to take another leave entitlement such as California Family Rights Act, and then reproductive loss leave must be taken 3 months at the end date of the other leave. Employee can use existing employer paid time off (sick leave).

Sick Leave

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, the School offers paid sick leave to its employees. Sick leave is a benefit provided to employees as a cushion for incapacitation due to illness or injury. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an

existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Finally, an employee may take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

Paid sick leave is available to all School employees. Full-time employees accrue one (1) day of sick leave per month of scheduled work, where such days are granted to employees on July 1st of each fiscal year. Part-time employees who work fewer than forty (40) hours per week accrue a prorated amount of sick leave, but in no case shall be provided less than forty (40) hours of sick leave per year.

Sick leave may only be used for the purposes specified in this policy. Accordingly, MPCS retains the right to request verification from a licensed health care provider for any extended absence due to illness or disability which equals five (5) or more consecutive calendar days. The School will not tolerate abuse or misuse of the sick leave privilege. If the School suspects abuse of sick leave, the School may require a medical certification from an employee verifying the employee's absence.

Employees must provide reasonable advance notification, either orally or in writing, if a need for paid sick leave is foreseeable. Further, employees should schedule medical appointments in a manner that does not interfere with their job duties whenever possible. If the need for paid sick leave is unforeseeable, the employee must provide notice for the leave as soon as practicable.

Employees are not allowed to draw against unearned/unaccrued sick leave. MPCS does not pay employees in lieu of unused sick leave and sick leave does not carry over from year to year.

Employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's start date. Employees are required to use paid sick leave in minimum increments of no more than two hours.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance by the School.

Personal Necessity Leave (PNL)

Full-time employees may use up to 24 hours of sick leave in cases of personal necessity upon prior approval. Personal necessity is defined as any of the following:

- Death or serious illness of a member of an employee's immediate family (this is in addition to Bereavement Leave);
- Accident involving an employee's person or property, or the person or property of a member of an employee's immediate family;
- Appearance in court as a litigant, or as a witness under official order;
- Adoption or foster placement of a child;

- The birth of a child making it necessary for an employee who is the parent of the child to be absent from their position during the work hours; and
- Business/personal matters which cannot reasonably be conducted outside the workday.

Employees must request PNL at least one (1) week in advance unless an emergency/unforeseen situation occurs. Approval shall be at the discretion of the School. PNL may not be used consecutively or to extend a vacation or holiday break. PNL may be used in one (1) hour increments. PNL is not vacation, does not carry over from year to year, and is not paid out upon separation from employment.

Extended Illness Leave

In order to be eligible for extended illness leave, employee must have worked at least twelve (12) months and worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the extended medical leave. This leave runs concurrent with FMLA and CFRA leave as outlined below, and would take place once all sick leave is exhausted.

Category 1: Differential Pay for Full-Time Certificated Employees for Extended Illness Leave

Full-time certificated employees may request five (5) months of extended illness leave paid at a differential pay rate (the employee's regular rate of pay less the cost for a substitute), excluding stipends. This leave does not accumulate and does not carry over to the subsequent year. Health insurance benefits are continued while in paid status and deducted from payroll. Extended leave will only be granted with a medical certification confirming the need for extended illness leave.

Category 2: Differential Pay for Full-Time Classified Employees for Extended Illness Leave

Full-time classified employees may request a maximum of five (5) months of extended sick leave paid at 50% of current salary rate. This leave does not accumulate and does not carry over to the subsequent year. Health insurance benefits are continued while in paid status and deducted from payroll. Extended leave will only be granted with a medical doctor's note confirming the need for extended illness leave.

Category 3: Differential Pay for Full-Time Certificated Management Employees for Extended Sick Leave (Including Principals and Vice Principals)

Full-time certificated management employees may request a maximum of five (5) months of extended illness leave paid at 50% of current salary rate. This leave does not accumulate and does not carry over to the subsequent year. Health insurance benefits are continued while in paid status and deducted from payroll. Extended leave will only be granted with a medical doctor's note confirming the need for extended illness leave.

Part-time certificated and classified employees may request a maximum of five (5) months of extended sick leave paid at 50% of current salary rate. Extended leave will only be granted with a medical doctor's note confirming the need for extended illness leave.

Family Care and Medical Leave

This policy explains how the School complies with the federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA/CFRA leave in any twelve (12) month period for the purposes enumerated below.

- **Employee Eligibility Criteria:**

To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of CFRA where the School must only have at least five (5) employees)..

- **Events That May Entitle an Employee To FMLA/CFRA Leave**

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA/CFRA allowance includes any time taken (with or without pay) for any of the following reasons:

1. To care for the employee’s newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
2. Because of the employee’s own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School’s separate pregnancy disability policy).
 - a. A “serious health condition” is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
 - b. “Inpatient care” means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an “inpatient” when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person

can be discharged or transferred to another facility and does not actually remain overnight.

- c. “Incapacity” means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
 - d. “Continuing treatment” means ongoing medical treatment or supervision by a health care provider.
3. To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a parent-in-law, grandparent, grandchild, or sibling for CFRA purposes.
 4. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) -month period to provide said care. CFRA does not provide leave specific to caring for a service member.
 5. For any “qualifying exigency” because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.
- Amount of FMLA/CFRA Leave Which May Be Taken
 1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. “Twelve workweeks” means the equivalent of twelve (12) of the employee’s normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, “twelve workweeks” means sixty (60) working and/or paid eight (8) hour days.
 2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.
 3. The “twelve month period” in which twelve (12) weeks of FMLA/CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
 4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School’s business activity

has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School's activities have ceased do not count against the employee's FMLA or CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

- Pay during FMLA/CFRA Leave

1. An employee on FMLA/CFRA leave because of his/her own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period.
2. An employee on FMLA/CFRA leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
3. If an employee has exhausted his/her sick leave leave taken under FMLA/CFRA shall be unpaid leave.
4. The receipt of sick leave pay will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA or CFRA leave only until the end of the month in which unpaid leave began.

- Health Benefits

The provisions of the School's various employee benefit plans govern continuing eligibility during FMLA/CFRA leave, and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period.

When a request for FMLA/CFRA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

MPCS may recover the health benefit costs paid on behalf of an employee during his/her FMLA/CFRA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if

- he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and
2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

- Seniority

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave will return with the same seniority he/she had when the leave commenced.

- Medical Certifications

1. An employee requesting FMLA/CFRA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School's request for certification) may result in denial of the leave request until such certification is provided.
2. The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee's health care provider to authenticate certification as needed.
3. If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
4. Recertification's are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.

- Procedures for Requesting and Scheduling FMLA/CFRA Leave

1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to the Executive Director. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA/CFRA leave policy.
2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her

qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.

3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
 5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
 6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
 7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
 1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave.
 2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
 3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
 4. If an employee can return to work with limitations, the School will evaluate those

limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- Employment during Leave

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months, per pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

- Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

- Events That May Entitle an Employee to Pregnancy Disability Leave

The four (4) month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
2. The employee needs to take time off for prenatal care.

- Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks). For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works

twenty (20) hours per week, “four months” means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks).

At the end or depletion of an employee’s pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

- Health Benefits

MPCS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) -month period. MPCS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee’s failure to return from leave is for a reason other than the following:
 - The employee is taking leave under the California Family Rights Act.
 - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
 - There is a non-pregnancy related medical condition requiring further leave.
 - Any other circumstance beyond the control of the employee.

- Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

- Medical Certifications

1. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
2. Recertifications are required if leave is sought after expiration of the time estimated by

the healthcare provider. Failure to submit required recertifications can result in termination of the leave.

- Requesting and Scheduling Pregnancy Disability Leave

1. An employee should discuss and notifying Manzanita HR department. An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy or a note outlining the expected dates of the pregnancy disability leave.
2. Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. When the pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

- Return to Work

1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:
 - a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
 - b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to

the employee if and when comparable positions become available during the sixty (60) day period.

A “comparable” position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee’s original position in terms of pay, benefits, and working conditions.

2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
3. In accordance with MPCS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- Pay during Pregnancy Disability Leave

1. A Certificated Employee on pregnancy disability leave must exhaust all accrued paid leave and at the beginning of any Pregnancy Disability Leave period. After sick leave is exhausted, the employee may utilize a partial wage reduction benefit, and pay 100% of substitute employee wages and benefits out of their earnings (differential pay). A classified employee on pregnancy disability leave must exhaust all accrued paid leave and at the beginning of any Pregnancy Disability Leave period. After paid leave is exhausted, the employee may utilize a partial 50% wage reduction benefit.
2. The receipt of sick leave pay will not extend the length of pregnancy disability leave.
3. Sick leave accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

- Employment during Leave

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School’s written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

Parental Leave

During any FMLA/CFRA leave for purposes of parental leave, and after paid leave has been exhausted, certificated employees may receive differential pay (the difference between the employee’s salary and the salary paid to the substitute), and classified employees may receive 50%

of their regular wages.

Industrial Injury Leave (Workers' Compensation)

MPCS, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure employees receive any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Executive Director;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Executive Director; and
- Provide the School with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. MPCS, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems (EMS) such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Executive Director and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

Military and Military Spousal Leave of Absence

MPCS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (“USERRA”). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee’s health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued paid time off as wage replacement during time served, provided such paid time off accrued prior to the leave.

Except for employees serving in the National Guard, MPCS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

MPCS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee’s military spouse will be on leave from deployment, and (2) documentation certifying that the employee’s military spouse will be on leave from deployment during the time that the employee requests leave.

Funeral/Bereavement Leave

Full-time employees are entitled to funeral/bereavement leave of absence of three (3) days, or up to five (5) days *if* travel exceeds 300 miles one way, for the death of any member of the employee’s immediate family, and to such additional days thereafter as the School may allow. All bereavement leave must be completed within three (3) months of the date of death of the person.

No deduction shall be made from the salary of such employee, nor shall such leave be deducted from any other leave category, which may be utilized for this purpose in addition to bereavement

leave.

Members of an immediate family are defined as follows: child, spouse, domestic partner, mother/father of employee or spouse of employee, grandmother/grandfather of employee or spouse of employee, son (in-law), daughter (in-law), grandchild (in-law), brother or sister of employee or spouse of employee, aunt/uncle of the employee or spouse of employee, niece/nephew, step relatives, foster children, foster parents, or any other relative living in the immediate household.

If any employee requires more than three (3) to five (5) days off for bereavement leave, the employee may request additional unpaid leave or may request to use up to five (5) days of accrued sick time, which may be granted at the discretion of the School.

Jury Duty or Witness Leave

For all employees, the School will pay for time off if an employee is called to serve on a jury.

Voting Time Off

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay.

When possible, an employee requesting time off to vote shall give the Executive Director at least two (2) days notice.

School Appearance and Activities Leave

As required by law, MPCS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of MPCS, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required

appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

Bone Marrow and Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a 12-month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12)-month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee uses five (5) days of accrued paid leave for bone marrow donation and two (2) week's of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

Victims of Abuse Leave

MPCS provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, stalking or other crimes. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, that of the employee's child or children or when a person whose immediate family member is deceased as the direct result of a crime. A crime includes a crime or public offense that would constitute a misdemeanor or felony if the crime had been committed in California by a competent adult, an act of terrorism against a resident of California (whether or not such act occurs within the state), and regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide MPCCS with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide MPCCS one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under the law.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, MPCCS will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact the Executive Director.

Returning From Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give the Executive Director thirty (30) days' notice before returning from leave. Whenever the School is notified of an employee's intent to return from a leave, the School will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If an employee needs further information regarding Leaves of Absence, they should be sure to consult the Executive Director.

DISCIPLINE AND TERMINATION OF EMPLOYMENT

Rules of Conduct

The following conduct is prohibited and will not be tolerated by the School. This list of prohibited conduct is illustrative only and applies to all employees of the School; other types of conduct that threaten security, personal safety, employee welfare and the School's operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees of the School. If an employee is working under a contract with the School which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

1. Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority.
2. Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
3. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
4. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
5. Fighting or instigating a fight on School premises.
6. Violations of the drug and alcohol policy.
7. Using or possessing firearms, weapons or explosives of any kind on School premises.
8. Gambling on School premises.
9. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.
10. Recording the clock card, when applicable, of another employee or permitting or arranging for another employee to record a clock card.
11. Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees.
12. Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
13. Excessive absenteeism or tardiness excused or unexcused.
14. Posting any notices on School premises without prior written approval of management, unless posting is on a School bulletin board designated for employee postings.
15. Immoral or indecent conduct.
16. Conviction of a criminal act.
17. Engaging in sabotage or espionage (industrial or otherwise)
18. Violations of the sexual harassment policy.

19. Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
20. Sleeping during work hours.
21. Release of confidential information without authorization.
22. Any other conduct detrimental to other employees or the School's interests or its efficient operations.
23. Refusal to speak to supervisors or other employees.
24. Dishonesty.
25. Failure to possess or maintain the credential/certificate required of the position.

For employees who possess an employment contract which provides for other than at-will employment, the procedures and process for termination during the contract shall be specified in the contract.

Off-Duty Conduct

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by the School, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at our School.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with our School.
- Additional employment that impairs or has a detrimental effect on the employee's work performance with our School.
- Additional employment that requires the employee to conduct work or related activities on the School's property during the employer's working hours or using our School's facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of our School.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the School explaining the details of the additional employment. If the additional employment is authorized, the School assumes no responsibility for it. MPCS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Termination of Employment

Should it become necessary for an employee to terminate their at-will employment with the School, employees should notify the Executive Director regarding their intention as far in advance as possible. At least two (2) weeks' notice is expected whenever possible.

When an employee terminates their at-will employment, they will be entitled to all earned but unused vacation pay. If an employee is participating in the medical and/or dental plan, they will be provided information on their rights under COBRA.

References

All requests for references and employment verifications must be promptly directed to the Executive Director or Principal. When contacted for a reference or employment verification, MPCS will provide information concerning dates of employment and the title of the last position held. Other employees may not provide any employment verifications or act as a reference for any other employees.

INTERNAL COMPLAINT REVIEW

The purpose of the “Internal Complaint Review Policy” is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Executive Director or Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School’s “Policy Prohibiting Unlawful Harassment.”

Open Door Policy

MPCS wishes to provide the most positive and productive work environment possible. To that end, it has an open-door policy where it welcomes employee questions, suggestions or complaints relating to the job, conditions of employment, the School or the treatment employees are receiving. Other than in situations involving harassment (as outlined and described above), please initially contact the Executive Director with questions or concerns. If the situation is not resolved to an employee’s satisfaction, please contact the Board in writing, who will further investigate the issue.

Internal Complaints

(Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Executive Director or designee:

1. The complainant will bring the matter to the attention of the Executive Director as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The Executive Director or designee will then investigate the facts and provide a solution or explanation. The Executive Director will fully document the facts of the complaint, the statements of all parties identified in the complaint, and the disposition of the complaint;
3. If the complaint is about the Executive Director, the complainant may file his or her complaint in a signed writing to the President of the School’s Board of Directors, who will then confer with the Board and may conduct a fact-finding or authorize a third-party investigator on behalf of the Board. The Board President or investigator will report his or her findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee’s satisfaction.

However, the School values each employee's ability to express concerns and the need for resolution without fear of adverse consequence to employment.

Policy for Complaints Against Employees
(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Executive Director or Board President (if the complaint concerns the Executive Director) as soon as possible after the events that give rise to the complainant's concerns.

The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Executive Director (or designee) shall abide by the following process:

1. The Executive Director or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint. The Executive Director will fully document the facts of the complaint, the statements of all parties identified in the complaint, and the disposition of the complaint.
2. In the event that the Executive Director (or designee) finds that a complaint against an employee is valid, the Executive Director (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Executive Director (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Executive Director's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of the School. The decision of the Board shall be final.

General Requirements

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board (if a complaint is about the Executive Director) or the Executive Director or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

AMENDMENT TO EMPLOYEE HANDBOOK

This Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

MPCS reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

APPENDIX A

HARASSMENT COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment. This form is provided for you to report what you believe to be harassment, so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment.

If you are an employee of the School, you may file this form with the Executive Director or Board President.

Please review the School's policies concerning harassment for a definition of harassment and a description of the types of conduct that are considered to be harassment.

MPCS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged harasser.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment are taken very seriously by the School both because of the harm caused to the person harassed, and because of the potential sanctions that may be taken against the harasser. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe sexually harassed you or someone else:

List any witnesses that were present:

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant

Date

Print Name

APPENDIX B
INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name



APPENDIX C

991 Mountain View Blvd,
Vandenberg AFB, CA 93437
(805) 734-5600 ~ FAX (805) 734-3572
www.manzanitacharterschool.com
"A Gold Ribbon School"

APPLICATION FOR TRANSFER TO HIGHER SALARY CLASSIFICATION

PLEASE COMPLETE AND RETURN TO

Suzanne Nicastro

By

April 1

DATE: _____

NAME: _____

PRESENT SALARY CLASSIFICATION \$ _____

SALARY CLASSIFICATION TO WHICH YOU WISH TO TRANSFER TO \$ _____

LIST ANY CREDENTIALS FOR WHICH YOU ARE CURRENTLY WORKING: _____

Are you taking any College or University courses toward your CLAD or BCLAD certificate?

Yes No Not Applicable

Total units recorded after your bachelors: _____

Total units listed below but not recorded: _____

The information to be completed below pertains to any credits/courses completed prior to June 30th.

Any credits/courses completed after June 30th will be applied to the following Fiscal Year.

COURSE TITLE Completed/Proposed	COURSE # Upper Division Only	COLLEGE/UNIVERSITY	COMPLETION DATE	UNITS Semester/Quarter

FOR OFFICE USE ONLY

ADDITIONAL UNITS EARNED: SEMESTER: _____ QUARTER: _____

DEGREE/CREDENTIAL EARNED: MA/MS PHD CLAD BCLAD

APPROVED BY: _____ DATE: _____

SENT TO: PAYROLL HR PERSONNEL FILE

APPENDIX D



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Vandenberg AFB, CA 93437
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A Gold Ribbon School

FIXED TERM EMPLOYMENT AGREEMENT Between MANZANITA PUBLIC CHARTER SCHOOL & EMPLOYEE

THIS EMPLOYMENT AGREEMENT ("Agreement") is entered into by and between the employee ("Employee") and the Governing Board ("Board") of Manzanita Public Charter School ("MPCS"), a California public charter school approved by the Lompoc Unified School District ("District"). The Board desires to hire employees who will assist MPCS in achieving the goals and meeting the requirements of MPCS's charter. The parties recognize that MPCS is not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992. The Board desires to engage the services of the Employee for purposes of assisting MPCS in implementing its purposes, policies, and procedures.

WHEREAS, MPCS and Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

A. STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT

1. MPCS has been established and operates pursuant to the Charter Schools Act of 1992, Education Code section 47600, *et seq.* MPCS has been duly approved by the District, according to the laws of the State of California.
2. Pursuant to Education Code section 47604, MPCS has elected to be formed and to operate as a non-profit public benefit corporation pursuant to the Non-profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 *et seq.* of the Corporations Code). As such, MPCS is considered a separate legal entity from the District, which granted the charter. The District shall not be liable for any debts and obligations of MPCS, and the employee signing below expressly recognizes that he/she is being employed by MPCS and not the District.
3. Pursuant to Education Code section 47610, MPCS must comply with all of the provisions set forth in its charter, but is otherwise exempt from the laws governing school districts

except as specified in Education Code section 47610.

4. MPCS shall be deemed the exclusive public school employer of the employees at MPCS for purposes of Government Code section 3540.1.

B. EMPLOYMENT TERMS AND CONDITIONS

1. Duties

Employee shall work in the position of classroom teacher. Employee will perform such duties as MPCS may reasonably assign and Employee will abide by all School policies and procedures as adopted and amended from time to time. Employee further agrees to abide by the provisions of MPCS's charter.

A copy of the job description for the above position is attached hereto and incorporated by reference herein. These duties may be amended from time to time in the sole discretion of MPCS.

2. Term and Work Schedule

Subject to Section C, "Termination of Agreement" herein, MPCS hereby **employs employee for a term of one (1) year.**

Workdays for Employee shall be consistent with the applicable calendar of workdays for this position.

The current year schedule is attached and incorporated by reference herein.

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with MPCS.

3. Compensation

Employee will receive a **base salary and additional stipend of \$1,500 for master's degree** paid monthly from which the Board shall withhold all statutory and other authorized deductions. Employee's compensation may be prorated depending on whether Employee remains employed, or in active work status, for all scheduled work days of the position.

4. Employee Benefits

Employee shall be entitled to participate in designated employee benefit programs and plans established by MPCS (subject to program and eligibility requirements) for the benefit of its employees, which from time to time may be amended and modified by MPCS in its sole discretion.

5. Performance Evaluation

Employee shall receive periodic performance reviews conducted by his/her supervisor. At a minimum, performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Failure to evaluate Employee shall not prevent MPCS from disciplining or dismissing Employee in accordance with this Agreement.

6. **Employee Rights**

Employment rights and benefits for employment at MPCS shall only be as specified in this Employment Agreement, MPCS's charter, the Charter Schools Act and MPCS's Employee Handbook, which from time to time may be amended and modified by MPCS. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the California Department of Education or State Board of Education. During the term of this Agreement, Employee shall not acquire or accrue tenure, or any employment rights with MPCS.

7. **Licensure**

Employee understands that employment is contingent upon verification and maintenance of any applicable licensure and/or credentials.

8. **Child Abuse and Neglect Reporting**

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, the Employee acknowledges he or she is a child care custodian and is certifying that he or she has knowledge of California Penal Code section 11166 and will comply with its provisions.

9. **Fingerprinting/TB Clearance**

Fingerprint clearance for Employee will be acquired through submitting the Employee's fingerprints to the California Department of Justice. Employee will be required to assume the cost of all fees related to the fingerprinting process. Employee will be required to submit evidence from a licensed physician that he/she was found to be free from active tuberculosis. Both clearances need to be in place prior to the first day of service.

10. **Conflicts of Interest**

Employee understands that, while employed at the School, he or she will have

access to confidential and proprietary information. Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his/her employment with MPCS.

11. Outside Professional Activities

Upon obtaining prior written approval of the Executive Director, the Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. MPCS shall in no way be responsible for any expenses attendant to the performance of such outside activities.

C. TERMINATION OF AGREEMENT

This Agreement may be terminated by any of the following:

- a. **Termination for Cause:** Employee may be terminated by the Board at any time for cause. In addition, Employee may be disciplined (e.g. reprimand, suspension without pay) for cause during the term of this Agreement. "Cause" shall include, but is not limited to, breach of this Agreement, any ground enumerated in the Personnel Policies, or Employee's failure to perform his/her duties as set forth in this Agreement, as defined by law, or as specified in the above-mentioned and incorporated by reference job specification.

The Board shall not terminate this Agreement pursuant to this paragraph until a written statement of the grounds of termination has first been served upon Employee. Employee shall have the right to a representative of his/her choice at a conference with the Board. Such conference shall be Employee's exclusive right to any hearing otherwise required by law. Any decision regarding termination shall be final.

- b. **Revocation/Nonrenewal of Charter:** In the event that the MPCS charter with the District is either revoked or non-renewed, this Agreement shall terminate immediately upon the effective date of the revocation/nonrenewal of the charter, and without the need for the process outlined in Section a or b above.
- c. **Death or Incapacitation of Employee:** The death of Employee shall terminate this Agreement and all rights provided under this Agreement. In the event that Employee becomes incapacitated to the extent that, in the judgment of the Board, Employee may no longer perform the essential functions of his/her job with reasonable accommodation, as set forth in the job specifications, the Board may terminate this Agreement.

- D. NON-RENEWAL/EXPIRATION OF TERM.** The Board may elect not to offer future employment agreements to Employee at its sole discretion, without cause, and this Agreement will lapse by its own terms.

E. GENERAL PROVISIONS

1. **Waiver of Breach**

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

2. **Assignment**

The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.

3. **Governing Law**

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

4. **Partial Invalidity**

If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions herein will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

Board Approved 2/14/2024

Teaching Assignment Monitoring Outcomes
(TAMO)
by
Full-Time Equivalent (FTE)

MPC

Name	Total Teaching FTE	Clear	Out-of-Field	Intern	Ineffective	Incomplete	Unknown	N/A
Manzanita Public Charter	18.0	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Lompoc Unified	508.5	78.8%	4.0%	2.8%	10.3%	3.1%	0.7%	0.3%
Santa Barbara	3,401.4	84.0%	4.8%	0.9%	5.9%	3.8%	0.5%	0.1%
Statewide	277,698.0	83.2%	4.2%	2.0%	5.4%	4.7%	0.3%	0.2%

Note: An ineffective teacher is any of the following:

- An individual whose assignment is legally authorized by an emergency permit that does not require possession of a full teaching license; or
- A teacher who holds a teaching credential but does not possess a permit or authorization that temporarily allows them to teach outside of their credentialed area (misassigned)
- An individual who holds no credential, permit, or authorization to teach in California.

PROPOSITION 28: ARTS AND MUSIC IN SCHOOLS FUNDING ANNUAL REPORT FISCAL YEAR 2023-24

Name: Manzanita Public Charter School

CDS Code: 42-69229-01169

Allocation year: 2023-24

1. Narrative description of the Prop 28 arts education program (s) funded:

The Arts in Music in schools funding is being used to expand instruction in visual and performing arts including musical equipment, art curriculum, performing arts staging, costuming, and set design, as well as creative expression through computer coding and robotics classes.

2. Number of full-time equivalent teachers (certificated) 2.5

3. Number of full-time equivalent personnel (classified) 0

4. Number of full-time equivalent teaching aids 0

5. Number of students serviced 460

6. Number of school sites providing arts curriculum 1

Date and approval by Governing Board/Body August 21, 2024

Annual Report Date URL

www.manzanitacharterschool.com

Completed by Suzanne Nicastro

Title Superintendent

Email Suzanne.nicastro@manzanitacharterschool.com

Telephone 805-734-5600

SB 153 Changes to Independent Study

No Minimum Offering

Elimination of the 3-day minimum requirement

Length of Participation

Revised definitions of short-and long-term

Written Agreements

Updated timelines and signature requirements

ADA Computation

New rules for calculating ADA, and documenting work product

All LEAs must update board policies and independent study written agreements to include these new requirements, as applicable



MANZANITA PUBLIC CHARTER SCHOOLIndependent Study Contract

Scholar Name:		Date:	
Supervising Teacher:		Grade:	
Does Scholar have IEP? YES NO	Date of 1st day student is not in attendance:	End Date:	Total Days Out:

Work to be completed is listed below or attached: **All work due no later than:** _____

Reading: _____

Writing: _____

Mathematics: _____

Other:

Completed work due to supervising teacher by above return date. (No more than five (5) days after student returns to school.) The agreement may be signed anytime during the school year in question.

All signatures must be present to be considered valid and approved:

Parent/Guardian	Date:
Scholar:	Date:
Supervising Teacher:	Date:
Principal	Date:

FOR OFFICE USE ONLY

I have reviewed the completed work and am assigning _____ days credit for satisfactory work completed. Attached is a representative sample of student's work.

Signed: _____ Date: _____

Written Agreement for Independent Study

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

- 1. Objectives:** The pupil shall engage in content provided by the Charter School which is aligned to grade level standards that is substantially equivalent to in person instruction.
- 2) Method of Study:** The following methods of study will be utilized: Independent Reading, Textbook Activities, Problem Solving, Study Projects, Drill & Practice, Experiential Learning, Computerized Curriculum, Web/Internet Research, Library Research, Field Trips, Synchronous instruction.
- 3) Method of Evaluation:** The following methods of evaluation will be utilized: Teacher-made Tests, Student Conferences, Progress/Report Cards, Chapter/Unit Tests, Work Samples, Observations, Portfolios, State Standards Testing, Journals, Presentations, Quizzes, Labs, Final Examinations.
- 4) Resources:** The Charter School will provide appropriate instructional materials and personnel to enable the student to complete the assigned work. Resources must include those reasonably necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. The school will confirm or provide access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.

5) Board Policies Pursuant to Education Code Sections 51747(a) and (b):

- a. For pupils in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be 5 school days.
- b. The Superintendent or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - i. When any pupil fails to complete assignments during any period of independent school days.
 - ii. In the event Student's educational progress falls below satisfactory levels as determined by ALL of the following indicators:
 1. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
 2. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
 3. Learning required concepts, as determined by the supervising teacher.
 4. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

6) Statement of the Measures of Academic Achievement to be Earned by the Pupil Upon Completion

Students will meet California State Standards in all courses. All students, grades K-8, take benchmark assessments at three times throughout the school year, which measure both proficiency and individualized growth.

7) Statement of Academic and Other Supports for Special Populations: The Charter School shall utilize its multi-tiered systems of support ("MTSS") to address the needs of pupils who are not performing at grade level, or who need support in other areas, such as English Learners, pupils in foster care or pupils who are experiencing homelessness, and/or pupils requiring mental health support. The Charter School complies with the Individuals with Disabilities in Education Act ("IDEA") and is committed to meeting the needs of individuals with exceptional needs in order to be consistent with the pupil's Individualized Education Program ("IEP"). Policies, procedures, and guidelines are in place to ensure that pupils are identified, assessed, and provided a free appropriate public education in the least restrictive environment. The school complies with Section 504 of the federal Rehabilitation act of 1973 (29 U.S.C. Sec. 794) and is committed to providing equivalent access to and providing a free appropriate public education to all students with disabilities.

8) Voluntary Statement: It is understood that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

9) Pupil-Parent-Educator Conference: Before signing this written agreement parent or guardian of a pupil may request that the Charter School conduct a telephone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study, before making the decision about enrollment or disenrollment in the various options for learning.