



# Manzanita Charter Middle School

461 33<sup>rd</sup> St., Richmond, CA 94804 ~ (510) 222-3500 ~ Fax (510) 222-3555 ~ [www.manzy.org](http://www.manzy.org)

Thank you for your interest in Manzanita Charter Middle School. We are a public parent cooperative charter school serving students in the 6th, 7th and 8th Grades. All students are welcome to enroll, including English learners, non-U.S. citizens, students with disabilities, low-income students, and students who are struggling academically or require additional academic supports. This cover sheet explains our application and admissions policies. If you have any questions, please call our office.

## **Application 2018-2019**

Please complete the attached application packet and bring or mail it to the school office with:

1. Verification of your residence from any of the following sources:
  - Utility bills (PG&E, EBMUD, Comcast)
  - Lease agreements
  - Tax documents
  - Payroll stubs
  - Social services documents
  - Affidavits from a parent/guardian
2. A copy of the student's immunization record - *including the TDAP booster (whooping cough) for 7th & 8th Grade applicants*

## **Admissions Priority**

Admission priority is given in the following order:

**Returning Students** - Returning students are given first priority. This applies only to 7th and 8th grades.

**Siblings** - Siblings of returning students and alumni are next.

**In-District** - Families that reside within the West Contra Costa Unified School District (WCCUSD) are next.

**Out of District** - Families who reside outside the WCCUSD are last.

In the event that we have more applicants than spaces available after applying the foregoing admission priorities, a public random drawing will take place within each priority category that has exceeded the spaces available. Any applications received after the application deadline will be added to the end of the waitlist in the order received. For further information about the Manzanita admission process, please review Element H of the Manzanita Charter, available at [www.manzy.org](http://www.manzy.org).

## **Information Events**

Before submitting a school application, interested families are encouraged to attend an information event with school representatives to ensure an understanding of the Manzanita cooperative school program.

## **Family Cooperative**

A family cooperative school is a school in which the parents and teachers work together to create and maintain the school and are directly responsible for its operation. Enrollment at Manzanita is optional, and the structure of Manzanita relies upon the active contributions of our membership through participation. Parental involvement is not a requirement for admission or for continued enrollment.

**All Applications for the 2018-2019 School Year  
are due by 4:00 pm on February 28, 2018.**

*Manzanita Charter Middle School does not discriminate on the basis of actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, medical condition, national origin, race, religion, sex, sexual orientation, or any other basis prohibited by California state and federal nondiscrimination laws respectively, including Title IX which requires non-discrimination on the basis of sex in educational programs.*

**1. STUDENT INFORMATION (Name will appear in all records as indicated below)**

| LAST NAME | FIRST NAME | MIDDLE NAME | DATE OF BIRTH      | GENDER |
|-----------|------------|-------------|--------------------|--------|
|           |            |             | month / day / year |        |

Federal regulations require us to gather the information below. Students will not be chosen based on this information.

**IMPORTANT:**  
Please answer  
BOTH  
questions.

WHAT IS THE STUDENT'S ETHNICITY? (Please choose one):

- Hispanic/Latino     Not Hispanic/Latino

WHAT IS THE STUDENT'S RACE? (Please check up to five racial categories):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> American Indian/Alaska Native (100) | <input type="checkbox"/> Laotian (206)     | <input type="checkbox"/> Samoan (303)                 |
| <input type="checkbox"/> Chinese (201)                       | <input type="checkbox"/> Cambodian (207)   | <input type="checkbox"/> Tahitian (304)               |
| <input type="checkbox"/> Japanese (202)                      | <input type="checkbox"/> Hmong (208)       | <input type="checkbox"/> Other Pacific Islander (399) |
| <input type="checkbox"/> Korean (203)                        | <input type="checkbox"/> Other Asian (299) | <input type="checkbox"/> Filipino (400)               |
| <input type="checkbox"/> Vietnamese (204)                    | <input type="checkbox"/> Hawaiian (301)    | <input type="checkbox"/> African American/Black (600) |
| <input type="checkbox"/> Asian Indian (205)                  | <input type="checkbox"/> Guamanian (302)   | <input type="checkbox"/> White (700)                  |

**2. QUICK CONTACT INFORMATION : PERSON FILLING OUT THIS APPLICATION**

| LAST NAME | FIRST NAME | RELATIONSHIP |
|-----------|------------|--------------|
|           |            |              |

BEST PHONE NUMBERS TO REACH YOU: \_\_\_\_\_

**3. APPLICATION INFORMATION**

- A. Currently student is in grade .....  5    6    7    8
- B. Student is applying for grade .....  6    7    8
- C. Is this student a sibling of a current or former Manzanita student?    Yes    No
- Current /former student's name and graduation year \_\_\_\_\_
- D. If your family is new to Manzanita, please mark one of the following:
- Our family resides within WCCUSD. (Proof of residence required).
- Our family resides outside of the WCCUSD.
- E. Please check the following that pertains to you:
- I have attended a Manzanita Info Event on: \_\_\_\_\_ (date).
- Or I have spoken with a Manzanita Charter School representative and understand the philosophies and programs of the school as well as my obligations to the school.

**4. FAMILY INFORMATION**

- A. Does the student have more than one home?  Yes  No    B. Is there a custody order?  Yes  No  
 C. Is address confidential (Family Code 3429)?  Yes  No  
 D. If yes to any of the above, please describe with whom the student lives and who is/are the legal guardian(s):

E. Please list any siblings, with whom they live, and what grade they are in:

| 1st FAMILY HOME INFORMATION |  |                 |            |  |
|-----------------------------|--|-----------------|------------|--|
| ADDRESS                     | CITY   | STATE           | ZIP CODE   | HOME PHONE   |
| PARENT/LEGAL GUARDIAN       |  |                 |            |  |
| RELATIONSHIP                | LAST NAME  | FIRST NAME      | E-MAIL     | E-MAIL CONTACT OK?<br><input type="radio"/> Yes <input type="radio"/> No |
| CELL PHONE                  | TEXT OK TO CELL?<br><input type="radio"/> Yes <input type="radio"/> No | ALTERNATE PHONE | WORK PHONE | NAME OF EMPLOYER   |
| PARENT/LEGAL GUARDIAN       |  |                 |            |  |
| RELATIONSHIP                | LAST NAME  | FIRST NAME      | E-MAIL     | E-MAIL CONTACT OK?<br><input type="radio"/> Yes <input type="radio"/> No |
| CELL PHONE                  | TEXT OK TO CELL?<br><input type="radio"/> Yes <input type="radio"/> No | ALTERNATE PHONE | WORK PHONE | NAME OF EMPLOYER   |

F. If the student has more than one legal home, please fill in 2nd family home information here:

| 2nd FAMILY HOME INFORMATION |  |                 |            |  |
|-----------------------------|--|-----------------|------------|--|
| ADDRESS                     | CITY   | STATE           | ZIP CODE   | HOME PHONE   |
| PARENT/LEGAL GUARDIAN       |  |                 |            |  |
| RELATIONSHIP                | LAST NAME  | FIRST NAME      | E-MAIL     | E-MAIL CONTACT OK?<br><input type="radio"/> Yes <input type="radio"/> No |
| CELL PHONE                  | TEXT OK TO CELL?<br><input type="radio"/> Yes <input type="radio"/> No | ALTERNATE PHONE | WORK PHONE | NAME OF EMPLOYER   |
| PARENT/LEGAL GUARDIAN       |  |                 |            |  |
| RELATIONSHIP                | LAST NAME  | FIRST NAME      | E-MAIL     | E-MAIL CONTACT OK?<br><input type="radio"/> Yes <input type="radio"/> No |
| CELL PHONE                  | TEXT OK TO CELL?<br><input type="radio"/> Yes <input type="radio"/> No | ALTERNATE PHONE | WORK PHONE | NAME OF EMPLOYER   |

**5. HOME LANGUAGE**

Manzanita Charter Middle School accepts and serves all students, including students who are English learners and whose parents/guardians are not proficient in English. Any information you provide about your student's English proficiency will be used only to identify services. It will not affect their enrollment eligibility.

|                   |            |
|-------------------|------------|
| STUDENT LAST NAME | FIRST NAME |
|-------------------|------------|

**6. SCHOOL HISTORY (Please list most current first)**

| SCHOOL NAME & LOCATION (include state and country if not in CA or USA) | GRADES ATTENDED | COMMENTS |
|--|-----------------|----------|
|  |                 |          |
|  |                 |          |
|  |                 |          |

**7. ADDITIONAL SCHOOL SERVICES**

Manzanita Charter Middle School accepts and serves all students, including students with disabilities or who need additional services. Any information you provide about your student's special needs will be used only to identify services. It will not affect their enrollment eligibility.

**8. AGREEMENT & SIGNATURE(S)**

- \* I hereby authorize Manzanita to contact the necessary schools/districts to obtain the release of all relevant records.
- \* I have read and understand the Manzanita Charter School policies, including those in this application.
- \* I have read and agree to all the conditions listed on the current 'Family Agreement' document.
- \* I have had my student read the current 'Student Agreement' and he/she understands and agrees to all of its conditions.
- \* I have attached a copy of my PG&E bill (or equivalent), dated within the last 30 days, in order to confirm my residence.
- \* I have attached a copy of my student's immunization records (including the Tdap booster for 7th or 8th grade applicants)
- \* I certify that all information is true and correct to the best of my knowledge.

\_\_\_\_\_ **X** \_\_\_\_\_  
 PARENT/GUARDIAN NAME      PARENT/GURADIAN SIGNATURE      DATE

\_\_\_\_\_ **X** \_\_\_\_\_  
 PARENT/GUARDIAN NAME      PARENT/GURADIAN SIGNATURE      DATE



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## Family Agreement

I agree to be an active participant in my child's education and in the Manzanita Charter School community. To that end I agree to the following:

- I understand that this is a school of choice: students and their families choose to attend and support Manzanita Charter School.
- I have received and read the following Manzanita Charter School documents:
  - (1) Student/Family Handbook
  - (2) Volunteer Handbook
  - (3) Admissions Information
  - (4) Curriculum Information
- I agree to support the school philosophy and policies as stated in these documents and to abide by the terms of this contract. I understand that the school may amend the policies as necessary with written notice to the parents / guardians.
- I understand that I am invited to attend all membership meetings.
- I understand that in this family cooperative, activities such as field trip driving, in-class assistance, lunchtime supervision, administrative assistance, committee work, Board of Directors' work, maintenance of school grounds and fundraising activities are all integral to the success of the academic program and to the school's operation.
- I understand that the school appreciates parent assistance in helping staff maintain school facilities and grounds.
- I understand that participation is not a requirement and that no adverse consequence will occur for any family that does not contribute service hours.
- I will see that my student attends regularly, arrives at school on time and is picked up / goes home at the school dismissal time.
- I understand that there is no after school care.
- I will attend parent conferences as scheduled by the teachers, who will work to provide flexibility in the conference schedule.
- I will support the school's discipline policy and reinforce understanding of the school and classroom rules with my student.

Your signature indicates that you agree to the above conditions.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Agreement

I understand that this is a school of choice. All students not wishing to attend Manzanita Charter School may attend their school of residence. Students who choose to attend also agree to follow Manzanita Charter School's policies and school and classroom rules.

I have received and read the Manzanita Charter School Discipline Policies. I agree to support these policies and to abide by the terms of this contract. I understand that the school may change the policies as necessary with written notice to the parents/guardians.

I have discussed my choice of this school with my parent/guardian. I agree to the following:

- I will follow the school and classroom rules and discipline. I understand that any changes made in the discipline policies will be discussed with students.
- I will attend school regularly, arrive at school on time, and understand I must go home at the school dismissal time.
- I will participate in class, do my homework, and work cooperatively with fellow students, teachers, and adults participating at the school.
- I understand that if I am having difficulty with schoolwork or with other students/issues, it is my responsibility to talk about this to a teacher or other staff member.
- I will be respectful and honest in my interactions with others.
- I understand that violence is unacceptable at Manzanita.
- I understand that I may never bring a weapon of any type to school. I understand that even toy weapons are not allowed on campus.
- I understand that if I do not follow these policies and/or if I am a threat to the health or safety of myself or of others at Manzanita, I may be suspended and/or expelled (permanently dismissed from the school).
- I recognize that these policies are meant to encourage a safe and effective learning environment for myself and all of the students at Manzanita.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_