

Paul Robeson Malcolm X Academy

2585 Grove Detroit, Michigan 48221 (313) 494-3939 (313) 494-7089/Fax

Dr. Jeffrey Robinson, Principal

Dr. Tracey L. Jones, Assistant Principal

"On Time On Task To A Mission To A Quality Education By Any Means Necessary"

**PARENT AND STUDENT
ORIENTATION HANDBOOK**



African Centered Expectations

Vision Statement

The vision of Paul Robeson Malcolm X is to empower young people through an appreciation of their ancestral heritage.

Through the practice of Harambee, - our regular "let's pull together" assemblies - we endeavor to instill the

Seven Principles of Nguzo Saba:

1. Umoja (Unity)
2. Kujichagulia (Self-determination)
3. Ujima (Collective Work and Responsibility)
4. Ujamaa (Cooperative Economics)
5. Nia (Purpose)
6. Kuumba (Creativity)
7. Imani (Faith)



Mission Statement

Paul Robeson Malcolm X Academy stresses a child centered, culturally influenced, pedagogy designed to increase the academic and social development of children through an African-Centered curriculum that is multidimensional and global in approach.

Paul Robeson Malcolm X Academy empowers students to achieve their best by instilling a strong sense of identity through positive expectations, values, and self-discipline.

Our focus is to provide an educational experience, which encompasses the academic, physical, and cultural development for successful living as a productive member of this fast-paced, global society.

PAUL ROBESON/MALCOLM X ACADEMY
PLEDGE

We, at the
Paul Robeson/Malcolm X Academy,
Will strive for excellence
in our quest to be the best,
We'll rise above every challenge
with our head held high,
We'll always keep the faith
when others say die,
March on, till victory is ours:

AMANDLA!!

PAUL ROBESON/ MALCOLM X ACADEMY

2585 Grove Detroit, MI 48221

(313) 494-8100

(313) 494-7089/FAX

PARENT COVENANT OF UNDERSTANDING

I, _____ parent of _____ Grade _____
(Parent/Guardian Name) (Student Name)
Please Print Please Print

Promise to do the following:

1. To send my child/children to school ready to learn daily.
2. To send my child/children to school dressed in a clean and neat school uniform.
3. To come to monthly Parent Teacher Student Association Meetings" (one per semester).
4. To commit a minimum of three (3) hours of volunteer service per month to a school program.
5. To make sure that my child/children understands and follows all Rules & Regulations set-forth by the Detroit Public Schools Community District and Paul Robeson Malcolm X Academy, and to accept the consequences for not following these Rules.
6. To attend one (1) Parent Teacher Conference meeting per semester.

I understand that if I fail to follow any of the points set-forth in this "Parent Covenant of Understanding", my child/children may be dropped from the student rolls of Paul Robeson Malcolm X Academy.

Parent's Signature

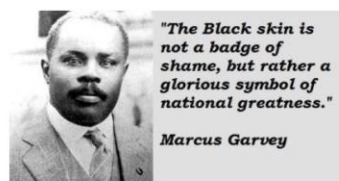
Date



African American Creed



I am proud to be black!
I am proud to be me!
I am proud of my African Ancestry!
I know where my greatness began!
It all started in the mother land!
I realize the greatness in me!
And I can be whatever I want to be!
I am positive, I am strong!
And I will pass my African Heritage along!
To the next generation without any hesitation!
I am loving, caring, and giving!
I am creative and innovative!
I perform well with my mind and my hands!
Because I am a native of the Mother Land
Because of the greatness in me
I shall read to feed my mind.
I shall be productive and invest my time!
Into making a better society
For you, my children, and me!



P PRIDE
D DETERMINATION
R RESPONSIBLE



ATTENDANCE

Every Day Gets the **A+!**

It is the expectation that PRMXA students will be *On Time Every Day* as it is important to student success.

Definitions:

***Chronic Absenteeism-** Student has 2 or more excused or unexcused absences in a month.

Absent: Student is not present in class and or leaves early with/without an excuse and or consent.

Educational Neglect: Parent or guardian does not ensure the legal requirement of regular school attendance.

Excused Absence: Parent/guardian has notified the school as to the reason and length of time the student will not be attending due to health, religious or school related activities.

Tardy: Student arrives in class after the specified start time. Three (3) instances of tardiness shall be the equivalent of one unexcused absence.

Truancy: More than ten (10) absences during a school year. Truant students and parents of truant students are subject to prosecution by the Wayne County Prosecutor for Truancy.

Early Pick-Up: Picking your child up early, may put your child at risk for academic failure. Frequent early pick-ups will increase your child's absenteeism rate, resulting in mandatory contact from a district attendance officer.

REPORTING AN ABSENCE

Parents or guardians are required to call the school to report their child/children's absence prior to or on the day of the absence. If not reported by phone, students must return to school with a written notice. To report an absence phone: 313-494-3939 or 313-494-8100.

ARRIVAL AND DISMISSAL

MORNING ENTRANCE/BREAKFAST PROGRAM

Pre-school

Pre-school students report directly to their classroom at 8:30am. Any Preschool Student that arrives early MUST remain under the supervision of their parent. Parents are responsible for signing their pre-school student into the classroom. **Breakfast is served in the classroom for pre-school students.**

Elementary/Middle School

Students arriving prior to the start of classes and or participating in the breakfast program MUST report directly to the cafeteria. **Students MAY NOT go to their lockers prior to the start of classes.** Late arriving students must sign-in (Office) and obtain a pass prior to going to class.

AFTERNOON DISMISSAL

Pre-school and Kindergarten

Pre-school and Kindergarten students MUST be signed-out of the classroom by the parent.

Elementary

Elementary students will be escorted to the Grove Exit (Door 1) by their teacher. Parents should wait for students to exit the building.

Middle School

Middle School students will be escorted to the Linwood Exit (Door 3) by their teacher. Parents should wait for students to exit the building.

*

Siblings should meet in a designated area outside once dismissed by their teacher.

EARLY PICK-UP

Parents MUST report to the office to sign students out of school prior to dismissal.

DRESS CODE POLICY

We are on time, on task, and on a mission to restore the majestic dignity of our school culture by providing a quality education – by any means necessary!

We want our scholars to take pride in their appearance. Having three different colored shirts, based on grade level, will also allow staff members to know which area of our building the students belong. The also allows students to be easily identifiable during school outings. Additionally, having 100% of our students in uniforms helps to alleviate the peer-pressure about being fashionable. Students are also asked to wear solid black shoes (rubber sole). In the event that your child wears boots, please send their uniform appropriate shoes so that they can change.

The new uniform requirements are as follows:

Grades Pre – K through 2nd grade

Tops – Red polo shirts

Bottoms – Black uniform pants (**no jeans**); Black uniform skirts

Grades 3rd through 5th

Tops – Green polo shirts

Bottoms – Black uniform pants (**no jeans**); Black uniform skirts

Grades 6th through 8th

Tops – Black polo shirts

Bottoms – Black uniform pants (**no jeans**); Black uniform skirts

Shoes –**ALL shoes should be solid black (rubber sole) --- no exceptions**

Thank you in advance for your cooperation!

CELL PHONE POLICY

PAUL ROBESON MALCOLM X ACADEMY ELECTRONIC DEVICE POLICY

ELECTRONIC DEVICE POLICY (Cell Phones/Mobile Communication) Students may not have “silenced” Cell Phones and mobile communication devices in their possession. The use of these devices during instructional time, lunch time or recess is prohibited. Cell Phones and Mobile Communication Devices that ring, vibrate, or in any other way disrupt the educational process of any educational setting, will be confiscated by school staff or personnel. Students are only permitted to use Cell Phones and Mobile Communication Devices when school is no longer in session and or afterschool. Use of such devices in classrooms/lunchroom/playground will be restricted and violations will result in confiscation of the device. Texting while walking through hallways is a safety concern and therefore prohibited.

No student shall use a Cell Phone or Mobile Communication Device to violate any Student Code of Conduct rules, including Computer usage agreements, and/or Bullying Policies. Examples of unacceptable usage can include but are not limited to: in lunchroom, in restrooms or hallways during instructional time, bypassing the office to call a parent/family member, cheating, cyber bullying, sexting, taking pictures or videos, using phones in places of school business, etc. Students will no longer be able to use personal devices for educational purposes. Parents may be contacted to claim the student’s cell phone or other electronic devices from a school administrator. Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. The student assumes all risks in bringing such devices onto school property or to school related functions. Students who **MUST** bring an electronic device to school **MUST leave the device in their locker.** Parents are encouraged to provide their child/children with a combination lock to secure their personal property.

Lost, Stolen or Damaged Device

Paul Robeson Malcolm X Academy assumes no responsibility for theft, loss, or damage of an electronic device brought to school. **Students bring these devices at their own risk.**

CONSEQUENCES

- First Offense: Phone will be confiscated and returned on Friday after 4:00 to an adult.
- Second and Consecutive Offenses: Phone will be confiscated, and student will become a part of the Code Violation Process.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

TECHNOLOGY USAGE AGREEMENT

Requirements for Use:

Parent/Student

I agree to take responsibility for technology hardware/software assigned to me in exchange for the use of the equipment for educational purposes only.

1. I understand I am responsible for maintaining the equipment/software in working condition while said equipment is in my possession.
2. I agree to return the equipment in the same working condition that I received it to the designated personnel.
3. I agree and understand that if the technology equipment, software, books or other related items are stolen, vandalized, misplaced, destroyed, etc. that I am and or my parent is responsible and will reimburse (pay) the school the amount required to replace or repair the equipment, software or other related items.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Paul Robeson Malcolm X Academy

Student Issued Textbook Contract

Student: _____ ID# _____ Gr. _____

Subject: (Circle one) ELA MATH SCIENCE SOC. STUDIES Other _____

Book Title: _____ Book# _____

The student to whom a textbook is issued is responsible for the proper care of that textbook. Students are not to write on any page or mark any part of the textbook in any way. Students will pay for damage or loss of issued textbooks. If a textbook is lost, a paid receipt must be obtained from the Building office before a new textbook will be issued. The student above is responsible for the return of all issued textbooks. The textbooks must be returned when a student leaves the district or when teachers announce dates for showing or returning textbooks.

If textbooks are returned in a damaged condition by the teacher specified return date, the student will be fined for the replacement price of the textbook. All fines must be paid in order to be eligible for all school programs and activities.

I agree to follow the textbook policy.

Student Signature Date

Parent/Guardian Signature Date

Parents as Partners

We have found that students with parents who are involved in their school tend to have fewer behavioral problems, better academic performance, and are more likely to complete high school than students whose parents are not involved in their school.

We expect all parents to accept this challenge and to determine the best way to become involved in the PRMXA school community.

Join the Parent Teacher Association (PTA)

Parents and Teachers meet once a month to discuss matters that affect the children and organize events to raise funds for projects that support student growth.

***Become a Room Parent**

Actively engage with students in class, become a link between the Room Teacher and other parents as well as with the PTA.

***Volunteer for Lunch Duty**

Actively engage with students during lunch and recess to support students in making healthy and safe choices.

Chaperone a Field Trip

Actively engage with students during an offsite field trip. Help the Room Teacher monitor and organize students on bus and at event to ensure student safety.

Become a PRMXA Ambassador

Be ready to step up and support PRMXA in school related activities, i.e. Enrollment Fairs, Field Day, Board Meetings, etc.

**Application required for this position. Application may be obtained from the Main Office.*

Requesting a Parent Conference

District Level Parent Teacher Conferences (PTC's) are held each semester. Parents that wish to meet with a Teacher to discuss their child's progress and or a concern outside of the scheduled calendar dates should complete a Parent's Request for Conference Form in the Main Office. Please allow 24 hours for the teacher to respond.

PAUL ROBESON MALCOLM X ACADEMY
PARENT'S REQUEST FOR CONFERENCE

DATE: _____

TEACHER/STAFF NAME: _____

STUDENT(S) NAME: _____

PARENT/GUARDIAN NAME: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

WORK PHONE NUMBER: _____

It is best to reach me at: Home Cell Work

I am concerned about _____

Open Door Policy

Paul Robeson Malcolm X Academy has always believed in making parents, family, friends, and guests feel welcome in our school community. However, in an effort to improve and increase our safety practices, we have determined it is necessary to reexamine our Open-Door Policy. We now encourage parents to “Kiss and Drop” their students at the door.

- Parents who wish to walk their students to class in the morning and or pick their students up from their classroom in the afternoon MUST obtain a pass from the Office.
- Parents who wish to conference with a teacher MUST make an appointment ahead of time to speak with the teacher and obtain a pass from the office BEFORE going to the classroom.
- Parents and guests seen walking in the building without a pass/identification will be asked to return to the office to obtain the appropriate documentation before traveling throughout the building.
- If you need to pick your child up before dismissal for any reason, they MUST be signed out in the Office and please be prepared to present your identification. Any adult picking up a student from school should be at least 18 years of age and listed on the student’s Emergency Contact Card.
- **CAUTION: The State Law [MCL 388.1701 (3)] MANDATES a required number of instructional hours. Early pick-ups from school and late arrivals to school put your child at risk of being retained in their current grade.**



**SAFE SCHOOL
NOTICE**
**ALL VISITORS
MUST REPORT TO
SCHOOL OFFICE**

Illness Policy

Paul Robeson Malcolm X Academy adheres to the Michigan Department of Health guidelines for dealing with illness in the classroom. These guidelines are designed to protect all children and staff members in the classroom and school. Please do not send your child to school if they are noticeably sick. If a child is considered too ill to attend school at drop off, they will not be permitted to stay and will be sent home. We encourage safeguarding the health of all our children and staff members by requesting families keep their child at home if any of the following symptoms occur:

- ✓ Diarrhea (three or more watery stools)
- ✓ Vomiting (two or more times within 24 hours)
- ✓ Open or oozing sores, unless properly treated and covered with bandages
- ✓ Communicable skin infections include: pink eye, impetigo and scabies.

Children may return 24 hours after the start of antibiotics and with a readmit slip from a health care provider ONLY!

- ✓ Lice
- ✓ A fever of 100 degrees Fahrenheit or higher and also one of the following:
 - Earache
 - Headache
 - Sore throat
 - Rash
 - Fatigue that prevents regular activities

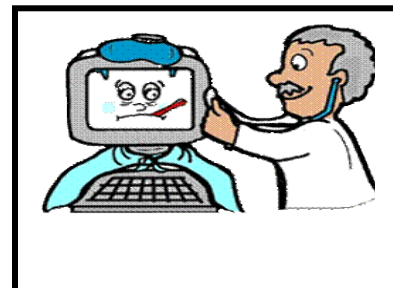
Please keep your child home from school if they show any of the symptoms above.

Medication Policy

Paul Robeson Malcolm X Academy teachers and staff cannot administer any medication, prescription, remedy, or treatment except to the extent that such administration is required under the provision of the Americans with Disability Act, which then will be administered by trained administrative staff. Specific school locations may have an onsite health care provider that can assist with health care needs. Please speak with your child's classroom teacher if ongoing healthcare treatment is needed or if your child is taking any medications.

Food Allergies

Food Allergies should be reported to the Office of School Nutrition. Information can be obtained from Cafeteria Supervisor.



Bill of Rights and Responsibilities for Students

STUDENT RIGHTS:

- I. The right to a free public school education.
- II. The right to equitable academic resources.
- III. The right to inclusive teaching and learning environments in all classrooms.
- IV. The right to due process.
- V. The right to a socially, emotionally, and physically safe and positive school climate.
- VI. The right to effective teachers.
- VII. The right to be treated with respect and dignity by the school community.
- VIII. The right to positive school disciplinary policies and practices.
- IX. The right to participate in decisions that affect our education.

STUDENT RESPONSIBILITIES:

- I. Attend school regularly and punctually.
- II. Know and adhere to the Code.
- III. Abide by and follow other school rules, regulations, and policies.
- IV. Behave in a manner that contributes to a safe learning environment and which supports the rights of others to learn.
- V. Show respect for school property and respect the property of others, both private and public.
- VI. Know the Student Code of Conduct and abide by other school rules and regulations.
- VII. Express yourself in oral, written, electronic and other modes of expression, in a manner which promotes cooperation and support of the educational process.
- VIII. Help maintain a school environment free of weapons, illegal drugs, controlled substances and alcohol.
- IX. Share information with school officials regarding matters which may endanger the health and welfare of the school community.
- X. Work with school staff in developing broad extracurricular programs to represent the range of physical, social and cultural interests and needs of students.
- XI. Keep parents/guardians informed of school-related matters, including progress in school, social and educational events and ensure that parents receive communications provided by school staff to students for transmittal to parents.

Bill of Rights and Responsibilities for Families

PARENT/GUARDIAN RIGHTS:

- I. The right to a free public school education for their child.
- II. The right to access information about their child.
- III. The right to be actively involved and engaged in the education of their child.
- IV. The right to file complaints and/or appeals regarding matters affecting their child's education.

PARENT/GUARDIAN RESPONSIBILITIES:

- I. Ensure regular, on time, daily attendance for the duration of the school year.
- II. Remain aware of child's performance by maintaining contact with the school through reviewing work, progress reports and other school notices, talking to the child about school, and meeting with school staff as requested.
- III. Enter the school building in a respectful manner treating all members of the school community with courtesy and respect, and refraining from disruptive behavior.
- IV. Ensure the school is updated with accurate contact information including, but not limited to, home address, telephone number(s), and e-mail address.
- V. Respond in a timely manner to communications from school.

Teaching African Centered Expectations

Be SAFE (Umoja). Be RESPONSIBLE (Ujima). Be RESPECTFUL (Nia).

ARE YOU ACE-ING??

RESPECT: It is the ability to show honor, esteem, and consideration for others and property. It is the ability to show compassion for others. Respect for others and property is closely related to respect for oneself. Those who lack self-respect usually do not give respect to others and property. Respect is important to give and to receive. It shows that you think the other person has value and importance. It is an unspoken communication that occurs between people. It is an attitude as well as a personal quality, an important “ingredient” of life.









RESPONSIBLE: A core value of our school; the ability to act and/or make decisions on one’s own without supervision. It is an obligation/expectation to carry forward a task to a successful end. Those practicing responsibility will think before acting, expect accountability for his/actions, will admit mistakes and plan for correction of those mistakes. In the words of Henry Ward Beecher, an abolitionist, “Hold yourself responsible for a higher standard than anybody else expects of you, never excuse yourself.”

SAFE: Student perception of school safety is associated with violence in schools (Gottfredson & Skroban, 1996). When students perceive their school to be a dangerous place, they are more likely to engage in problematic behaviors that they view are necessary for their personal safety. Safety should be the number one concern of school staff as students cannot learn unless there is a perception of safety. It is the right of all students, parents, and staff to be safe from danger, risk, or injury in the school environment. Safety does not “just happen”. It is incumbent upon each person to contribute to safety in our community and in all areas of our school. If you witness an unsafe situation, report it.



AFRICAN CENTERED EXPECTATIONS

WEAR COMPLETE UNIFORM UNLESS AUTHORIZED BY PRMXA STAFF / KEEP CELL PHONES CONCEALED

EXPECTATIONS	LAVATORY	CAFETERIA	CLASSROOM & INSTRUCTIONAL AREAS	HALLWAYS/ STAIRWAYS	PLAYGROUND	SPECIAL EVENTS: assemblies, field trips, extra-curricular activities
UMOJA BE SAFE 	<ul style="list-style-type: none"> Keep water and tissue off the floor Keep your hands and feet to yourself WALK at all times 	<ul style="list-style-type: none"> Stay in your assigned area until you are called WALK at all times Get what you need the first time when going through the line 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Remain in your seat WALK at all times 	<ul style="list-style-type: none"> WALK to the right WALK in a single file line Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Stay where you can be seen WALK to and from the playground around the cars Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Listen attentively to the adult in charge Remain with your class Keep personal items in the classroom 
 UJIMA BE RESPONSIBLE 	<ul style="list-style-type: none"> Flush the toilet & wash your hands Report all problems to adults Go to the lavatory with a staff member, or have a hall pass 	<ul style="list-style-type: none"> Clean up after yourself Carry your tray with both hands Eat what belongs to you 	<ul style="list-style-type: none"> Keep your area clean Put all supplies away Be prepared; bring all necessary materials to class with you 	<ul style="list-style-type: none"> Go directly to your next location Arrive to class on time Keep hallways clean and free of trash 	<ul style="list-style-type: none"> Line up when instructed to do so by an adult Help clean up 	<ul style="list-style-type: none"> Enter and exit quietly Remain with your class at all times Enter and exit in a single file line
 NIA BE RESPECTFUL	<ul style="list-style-type: none"> Give others privacy Knock on doors before entering Use a quiet voice 	<ul style="list-style-type: none"> Use an inside voice Use appropriate language only Wait your turn in line 	<ul style="list-style-type: none"> Raise your hand to be called on One person talks at a time Use appropriate language 	<ul style="list-style-type: none"> Keep hands off all display cases and bulletin boards Use inside voices Keep doorways clear 	<ul style="list-style-type: none"> Take turns with equipment Report any problems to an adult Use kind words 	<ul style="list-style-type: none"> Listen attentively Use a quiet voice Positive responses to presenters and performers



A.C.E. Violation Letter

Date: _____

Dear Parent/Guardian,

Please be advised that your son/daughter, _____ has accumulated
____or more **A.C.E. violations** in one or more of his/her classes.

Paul Robeson Malcolm X Academy's A.C.E. Violation Policy is as follows:

*1st Violation = Teacher Warning & Reflection Sheet/Behavior Essay **-*PC**

*2nd Violation = Letter home indicating scheduled Parent Conference **-*PC**

*3rd Violation = Office Discipline Referral for ISS **-*PC**

***4th Violation and all subsequent Violations = Office Discipline Referral**

Part of our mission at Paul Robeson Malcolm X Academy is to create and maintain an environment where every person's behavior consistently ensures student success. By continuing to violate the school's African Centered Expectations, your child is establishing a pattern that will negatively impact his/her overall success.

Please take a moment to review the policy with your student. Once reviewed please sign, both parent and child, and return this form to issuing staff member. Please feel free to contact the school regarding any concerns or questions with our school policies

Sincerely,

Dr. Jeffery Robinson

Principal

Student Name/ Signature _____ Hour _____

Parent/Guardian Signature _____

Parent/Guardian Telephone Number(s) _____

****PC-Parent Contact***

PAUL ROBESON MALCOLM X ACADEMY

NON-NEGOTIABLE BEHAVIORS

**** Automatic Suspension ****



West African Symbol of Unity and Agreement

- Destruction of Property
- Possession or Use of Weapons
- Physical Assault of Another Student
- Sexual Harassment of Any Kind
- Possession or Use of Alcohol or Drugs
- Verbal Abuse Against Any Adult
- Physical Assault Against Any Adult
- Possession or Use of Explosive Devices
- False Alarms (Fire/ Bomb Threats)
- Bullying
- Theft
- Arson

Whenever a person breaks a stick in the forest, let him consider what it would be like, if it were himself that was thus broken (Nigeria)