**Bertha Knox Gilkey Pamoja Preparatory Academy @ Cole**

**(Gilkey Pamoja Cole / GPC)**

**Family Handbook**



 **“You help me and let me help you.”**

**Mwalimu Sean Nichols, Principal**

**2017-2018 School Year**

Dear Pamoja Family (Jamaa),

Hotep (Peace)! Welcome to the Pamoja Preparatory Academy, a community based public school. We are an African-centered Science, Math, Technology, and emerging Performing Arts focused institute. Our mission is to provide a program for students that have high expectations and centers around the needs of the community. Our vision is for students to become successful life-long learners and valuable members of the world community.

The Bertha Knox Gilkey Pamoja @ Cole (BKGPPA) @ Cole Parent/Student Handbook is a valuable resource, which will provide the answers to most of the questions you may have about Pamoja policies and procedures. You are responsible for reading the contents of this handbook. The handbook should be kept in a place that will permit you and your family to refer to its contents.

We welcome your participation and support during the school year and solicit your membership in the Pamoja Parent Association. Working together we will be able to reach our collective and individual goals. We look forward to celebrating your child’s success.

If any question should arise, please contact the school. We feel that open and clear communication between school and home is important to the success of each student (mwanafunzi). On behalf of our staff, we wish you a productive and satisfying school year.

Sincerely,

Mwalimu Principal Nichols

Kelvin Adams Superintendent



We hope that this handbook will be a resource for our families. Inside, you will find basic information that should be helpful to you and your child(ren) in the coming school year.

**VISION** - Gilkey Pamoja Cole will be a global model of African-centered teaching and learning, a center and community of academic excellence and uncompromised expression.

**MISSION** - Gilkey Pamoja Cole will equip all students with a strong sense of personal development, personal identity, purpose, direction and cultural identity. Academic and leadership skills will be enhanced to prepare students for the restoration of the local community and participation in the global community of this century and beyond.

**GOAL** – To improve overall student academics, attendance and behavior in order to produce citizens who have the desire, ability and work ethic to work in unity to take on the challenges and solve the problems of the Black community and larger society.

Sean.Nichols@slps.org - Principal

Angel.Nave@slps.org - Assistant Principal

Donna.Price@slps.org – Secretary

Quensha.Ramsey@slps.org - Social Worker

Kristie.Smith@slps.org - Counselor

Geraldine.Riley-Franklin@slps.org - Nurse

Angela.Lawuary@slps.org (Mama Angela ) - Family & Community Specialist



**Bertha Knox Gilkey Pamoja Preparatory Academy @ Cole**

is St. Louis’s first African-centered public school. African-Centered is a fairly new concept to the St. Louis Public school district, so we are constantly learning and implementing ways to improve on our African-centered focus. Here are some things that we are doing this year to improve:

* The New Parent Interview (NPI) is a parent’s first lesson in African-centered education. The purpose of the NPI is to introduce parents to African-centered education and equip parents with enough information to decide if our school is a good fit for their families. As of the 2014-2015 school year, completion of Parent Interview (previously known as the New Parent Orientation) is mandatory for first-year parents in order to be fully enrollment at our school. Any parent can re-take the Parent Interview whenever she wants.
* This year CMM (PTO) meetings will be of every month at 5:00 p.m-6:00 pm. All parents and community members are invited to attend all meetings.

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| --- | --- | --- |
| August 24, 2017 (Open House) | September 20, 2017 | October 25, 2017 |
| November 15, 2017 | December 13, 2017 | January 24,2018 |
| February 21, 2018 | March 14, 2018 | April 18, 2018 |

**The Nguzo Saba** refers to seven basic values of African culture which contribute to building and reinforcing family, community and culture among African American people as well as Africans throughout the world. The Nguzo Saba, which in Swahili means the Seven Principles, was developed by Dr. Maulana Karenga. The Nguzo Saba stand at the heart of the origin and meaning of Kwanzaa, for it is these values which are not only the building blocks for community but also serve to reinforce and enhance them. [www.officialkwanzaawebsite.org](http://www.officialkwanzaawebsite.org)

1. **Umoja** (Unity) – To strive for and maintain Unity within Self, Family, Community, Neighborhood, Nation, Race and World
2. **Kujichagulia** (Self-Determination) – To define, name, create for and speak for ourselves instead of being defined, named, created for and spoken for by others
3. **Ujima** (Collective Work and Responsibility) – To build and maintain our community together, and to make our sisters’ and brothers’ problems our problems, and to solve them together
4. **Ujamaa** (Cooperative Economics) – To build and maintain our own stores, shops and other businesses, and to profit from them together
5. **Nia** (Purpose) – To make as our collective vocation the building and developing of our community in order to restore our people to our traditional greatness
6. **Kuumba** (Creativity) – To do always, as much as we can, in the way we can, in order to leave our community more beautiful and beneficial than when we inherited it
7. **Imani** (Faith) – To believe, with all our heart, in our people, parents, teachers, leaders and in the righteousness and victory of our struggle

**Maat** or Ma'at is the ancient Egyptian concept of truth, balance, order, law, morality, and justice that sets order in chaos. We will use Maat to train Gilkey Pamoja Cole walimu (teachers), wazazi (parents) and wanafunzi (students) to act with honor and truth in manners that involve self and family, our school, the community and neighborhoods, this nation, race and world.



**School Hours**

Instruction begins at 8:05 a.m. Dismissal time is 3:02 p.m.

**Arrival of Students**

* Staff arrives for duty to supervise children at 7:45 a.m. **For the safety of the students, parents must not drop off children before 7:30 a.m.** A parent must stay with his/her child if arriving prior to 7:45 a.m.
* Between 7:30 a.m. and 8:05 a.m. ALL students are to enter the building using the bus door between the cafeteria and the gymnasium. After 8:10, the bus door will close. Late arriving students may enter the front door, and ring the doorbell for entry.
* Students who arrive after 8:20 will be marked tardy on their school record for that date and must be accompanied by an adult.
* After 10:30 students are absent, and need a doctor’s statement to attend school that day; unless other arrangements have been made ahead of time.

Students who want to eat breakfast at school are to report directly to the cafeteria. Students who do not want to eat breakfast are to report directly to the gymnasium. (Students are not allowed to roam the building unescorted) Students are not permitted to go to the gym and then decide they want to go to breakfast. Please review this procedure with your child if you want him/her to eat breakfast at school. Breakfast cannot be served to children who arrive after 8:05 in the morning.

**Departure of Students**

It is vital that ALL Dismissal Procedures be followed by everyone; students and adults. It is our responsibility to make sure every wanafunzi (student) is dismissed from school in accordance with both parent request and school board policy. We have to know how every child is dismissed (bus, early pickup, etc) and to whom. Parents, please help us make sure all the wanafunzi (students) are dismissed in a safe and orderly manner. The safety of our students is our priority**.**

Beginning at 2:55, please wait in the gymnasium Pre-K-8 graders. All wanafunzi (students) will be brought to this location by their walimu (teachers) at the end of school.

Bus Riders - All wanafunzi (students), with the exception of three year olds and ones who live outside our neighborhood, have been assigned to a bus route.

At dismissal time all bus riders will be escorted to the gym by their mwalimu (teacher). Wanafunzi (students) are then escorted directly to their buses.

Pick up Students - All children who are ‘pick-ups’ must be picked up by 3:02 each day. **Adults (age 18 and older) picking up Pre-Kindergarten, Kindergarten, 1st and 2nd grade students must be prepared to show ID, when requested, and must sign the child out each day.** 3rd-8th graders get picked up from the gym. Children not picked up from school by 3:02 p.m. must be signed out in the front office. Excessive late pick-ups will be addressed by administration.

**Early Dismissal and Transportation Changes**

We prefer receiving all early dismissal notices and transportation changes in writing – note to the office, note to the teacher, etc. However, we realize there are times when an emergency arises. In these situations, all early dismissal can be requested via the website or can be called in the office and student picked up by 2:30pm.

Any transportation changes **must be called into the office.**

**Additional Information for Arrival and Dismissal**

* Students are expected to remain in school for the entire day. Students leaving early will be marked absent for that part of the day. (This is a Missouri State Law.)
* Students can be released only to the individuals listed on the enrollment form as “authorized to pick up.” These individuals must be 18 years or older.
* Students who are chronically tardy/early dismissal will be referred to the school social worker.
* Parents who drop-off or pick-up children **MUST** park in a designated parking spot. Please, **DO NOT BLOCK THE SCHOOL ENTRANCE or PARK IN A HANDICAP SPOT WITHOUT A VISIBLE HANDICAP STICKER.**

**Attendance**

* Regular attendance is of high importance. Your child’s school success depends on him/her arriving on time and coming every day. We recommend our wanafunzi (students) miss no more than 1 day per month. Absences, other than that due to illness, should be avoided. If a child is going to be absent, parents should call the school office at 533-0894 to report the absence. Phones are answered beginning at 7:30 a.m. Upon returning to school, students should bring a note from the parent stating the reason for the absence. Absence reporting procedures are required by the Missouri State attendance laws. If you know your child will be out for a certain number of days, please let the **mwalimu (teacher) and office** know ahead of time.

**Emergency School Closing**

* Pamoja adheres to the school closing policy of the St. Louis Public School System
* Families will receive a phone call from the districts school messenger system
* Please check school website and/or local news stations for closing

**Contact/Emergency Information**

We cannot stress enough the importance of having accurate, up to date, emergency contact information for the safety and well-being of your child. Every year we experience several instances when we need to contact a parent and don’t have a working or current phone number. We make every effort to contact parents when there is an emergency. If there is a problem with your phone please provide an alternate number until the problem is corrected.

Emergency Information should include allergies, medications, illnesses, custody agreements and any other information that is pertinent to the care of your child. If the information is needed for the health, security and safety of your child we need it to be a matter of record.

Emergency Information should include, but is not limited to;

* Current phone numbers (home, work, cell, emergency)
* Your place of employment
* Allergies (Food, Medicine)
* Medications
* Medical Conditions
* Religious Restrictions
* Home Address
* Authorized Pick-up Persons
* Emergency Contact people, their information and relationship to your child

Help us better serve your child’s needs by keeping us informed of relevant information for his/her safety.

**Communicating With Staff**

* All staff can be reached via SLPS email. The general format is Firstname.Lastname@slps.org.
* Urgent calls should be made to the school office at 533-0894. Messages may be left for teachers who then will return your call during their planning time.

**Communicating With Wanafunzi (Students)**

* Please do not call the school number to ask to speak with a student.

**Health Services**

Gilkey Pamoja Cole has a nurse on-site Mondays, Wednesdays and every other Friday. The nurse helps sick and injured children, treating minor injuries and administering medication prescribed by a doctor. The nurse also keeps up-to-date records on students’ immunizations. **All** students must have current immunizations. **Public schools are required to enforce Missouri State Immunization Laws.**

* Medication –The nurse can administer medications prescribed by a doctor. A legal form must be completed by the doctor. Certain “over the counter” medicines can be administered with a signed permission form from the parent. Please contact the nurse for the appropriate form.
* Illness –The nurse will notify the parent or guardian when a child is ill at school. Someone must be available to pick up your child when he/she is ill. **It is very important that all your contact information is up to date in the school office.**
* **When a child is sent home with a fever, s/he cannot return to school until s/he is fever-free for 24 hours, without medication.**

**Breakfast and Lunch Program**

School food services programs are implemented in accordance with USDA School Meal Program and Health and Wellness Policy. The menus reflect the Missouri Advanced Eat Smart Guidelines.

SLPS operates under a meal service policy that allows all SLPS school children to eat a free breakfast and lunch without having to fill out a Family Application for Meal Benefits.

**IMPORTANT NOTICE FOR PARENTS WHO SEND LUNCH WITH THEIR CHILDREN:** Some students enrolled at Pamoja Preparatory Academy have nut allergies. These students cannot be exposed to any nuts or nut products at all. We will have to seek emergency treatment if any allergic student smells nuts or is around nuts or nut products.

In consideration of these children, please do not send your child to school with any nut products – no peanuts, peanut butter, almonds, almond butter, mixed nuts, Reese’s Peanut Butter cups, peanut M & M’s , etc. – no nuts at all. **Pamoja Preparatory Academy is a “Nut-free” school**.

**Wazazi (Parents) In The Building**

* Parents, when entering the building, please go directly to the office first to get a sticker. **Please do NOT go to any classroom until you have first gone to the office.** Thank you for following this very important security procedure.
* PLEASE NOTE: Walimu (teachers) cannot stop class instruction to talk with you about your child. When you call or come to the office, ask about the mwalimu planning time, and come then.
* LOOK-INs – We invite and encourage all wazazi (parents) to make quick, spontaneous, unplanned visits to classrooms to observe your wanafunzi (students) in action. We ask that you simply observe when you go into the classroom. Please don’t try to talk with the mwalimu or any other wanafunzi (students). Don’t forget to stop in the office first to get your sticker.

**Celebrations at School ![10464445726_fe1be2c3df_z[1]]()**

If you would like to have a classroom celebration for your child’s birthday please contact the classroom teacher, at least a week in advance, to evaluate if the child’s school behavior merits a classroom celebration (or if it is best to celebrate at home) and, if so, to agree upon a day and time. If the celebration includes food, it is important to find out about any allergies children may have in the room. The parent must be present during the celebration. **ACCORDING TO CITY HEALTH REGULATIONS, NO HOMEBAKED ITEMS CAN BE SERVED TO CHILDREN.**

Due to our newly adopted Health and Wellness policy, we encourage alternatives to sweet, sugary snacks. Classroom teachers can discuss with you Activity Based Celebrations, Literacy Based Celebrations, Classroom Game Celebrations, and others. The nurse can discuss healthier snacks options.

**Cultural Celebration**

Pamoja acknowledges celebrations associated the St. Louis Public School observance calendar; however, we do not have formal celebration for these observances. We celebrate and have formal ceremonies for the following:

* **Fall Harvest**-Last Week in October
* **Kwanzaa** –The **Meaning** of **Kwanzaa**. **Kwanzaa** is a Swahili word that means "first" and signifies the first fruits of the harvest. From December 26 to January 1, many people of African descent in America-celebrate**Kwanzaa**. .December 26th –January 1st – **(Ceremony is before winter break)**
* **Black Love Day**- **Black Love Day** (BLD), Feb. 13th, is the 3rd nationally, observed African-American Holiday (wholyday) of atonement, reconciliation, celebration and 24 hour demonstration of **Black Love** through 5 tenets (loving acts) - for the Creator, for Self, for the **Black** Family, the Community and the **Black** Race.
* **Juneteenth-**

**Field Trips**

Classroom instruction can be enhanced and reinforced for students through field trips. Teachers will notify parents of field trips through newsletters and permission slips. A school district permission slip **must** be signed by the parent or legal guardian and returned by the date of the field trip or your child will not be able to participate. **No other forms of permission (written letters/notes) can be accepted.**

* Only students from Gilkey Pamoja Cole will be permitted to attend these field trips.
* Teachers will inform parents when chaperones are needed.
* Field trips are a privilege and students with behavior problems may require a parent/guardian to go on the field trip or, they may not be able to attend.

**Dress Code**

Gilkey Pamoja Cole parents voted to adopt a dress code starting with the 09/10 school year. Our Uniform colors are:

**As in line with our African-Centered focus, African garb (ex. African print, dashiki,) is considered to be uniform.** If student is not wearing African garb, the standard uniform is as follows:

* **Pants, shorts\*, skirts – khaki (tan) or navy**
* **Black belt**
* **Shirts\*\* – white, light blue, or navy blue**
* **Shoes\*\*\* – tennis shoes or other closed toe shoes**

*\*Shorts and skirts should not be more than 3 inches above the knee*

*\*\*Shirts must have a collar (boys and girls) – no t-shirts (except for GPC t-shirts) Shirts are to be a solid color (no stripes or patterns) without emblems or words (exception: GPC logo/emblem)*

*\*\*\*Shoes must cover and protect the whole foot so they may fully participate in all activities. Flip flops and sandals are never to be worn. They pose a safety hazard on the playground and the stairwells.*

It is also important for your child to dress appropriately for the weather. Students do play outside every day as long as there is no precipitation and the temperature, and wind chill, is above 20 degrees.

**Discipline**

At Bertha Knox Gilkey Pamoja Preparatory Academy @ Cole, we define Discipline as *Teaching that cares to inform, guide and create a personality that values Respect and results in behavior that promotes Umoja (Unity).*

We define Respect as *Everyday care and concern one shows for self, family, other people, others’ property, animals, one’s community, the environment, etc; behavior that strengthens relationships and achieves Umoja.*

Missouri Schoolwide Positive Behavior Support is the approach to Discipline we are putting in place this year to teach social and behavioral skills, like Respect, so our focus can be on teaching and learnng. Students will:

1. Learn the behavior that is expected of them
2. Practice the expected behavior
3. Be continually encouraged to exhibit expected behavior
4. Be discouraged from inappropriate behavior
5. Be monitored on an ongoing basis
6. Have many opportunities to practice, re-learn, make decisions, etc.

Children who, after all steps above have been taken, continually behave in an unacceptable manner, are subject to the consequences outlined in the Students Code of Conduct Handbook distributed to all families at the beginning of the school year. The Student Code of Conduct Handbook, covers but is not limited to: vandalism, theft, photograph or filming students,

**Ma’atic Development**

What is commonly known as in-school suspensions at other school is known as Ma’atic Development (MD) here at Pamoja. MD provides:

* an alternative to out-of-school suspension
* Enables students to do their assigned class-work
* Assistance with their academic, social and/or personal challenges
* Build character, based on the 42 ideas of Ma’at (page 3)
* Students in MD are not permitted to walk the school grounds, attend school functions, games, athletic practice, electives or any extracurricular activities.

**Out-Of-School Suspensions**

Suspensions will be assigned based on the severity of the violation and according to the policy of the Student Code of Conduct Handbook

**School Wide Behavior Expectations**

Gilkey Pamoja Cole behavior expectations instill our value system, the Nguzo Saba, or Seven Principles. The behavior we expect of all wanafunzi, at all times, in all settings is as follows:

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| --- | --- |
| **Nguzo Saba** | **Behavior In All Settings / Classroom** |
| **Umoja** (Unity)-To strive for and maintain Unity within Self, Family, Community, Neighborhood, Nation, Race and World. | -Wear uniform daily |
| **Kujichagulia** (Self-Determination)-To define, name, create for and speak for ourselves instead of being defined, named, created for and spoken for by others. | -Say “Hodi Hodi “before you enter any room-Wait to hear “Karibu” before you enter any room |
| **Ujima** (Collective Work & Responsibility)-To build and maintain our community together and to make our sisters’ and brothers’ problems our problems and to solve them together. | -Keep hands, feet and belongings to yourself |
| **Ujamaa** (Cooperative Economics)-To build and maintain our own stores, shops and other businesses and to profit from them together. | -Complete all assignments |
| **Nia** (Purpose)-To make as our collective vocation the building and developing of our community in order to restore our people to our traditional greatness. | -Use, “Ma’am” and “Sir” when speaking to adults |
| **Kuumba** (Creativity)-To do always, as much as we can, in the way we can, in order to leave our community more beautiful and beneficial than we inherited it. | -Tell the truth |
| **Imani** (Faith)-To believe, with all our heart, in our people, parents, teachers, leaders and in the righteousness and victory of our struggle. | -Do what Walimu tell you to do when they tell you to do it-Get mwalimu permission before leaving the classroom |

Students will be expected to exhibit these behaviors at all times, in all places, throughout the building, playground, on field trips and the school bus.

**Indecent Assault/Indecent Exposure**

No student shall touch anyone in an inappropriate manner or encourage another person to touch his/her body. No student shall expose his/herself of the body of another student**. Any violations will result in a recommendation for expulsion.**

**Searches by school officials**

School officials have the right to search a student and/or personal belongings when it is in the interest of the overall safety and welfare of the school, when there is reasonable suspicion that the student is in possession of material that violates school policy.

**Hall Passes**

No student will be allowed in the hallways without a signed official pass from an authorized person. Failure to comply will result in a reprimand according to the Student Code of Conduct

**Classroom Cleanliness**

* Each advisory and academic class is responsible for keeping classrooms maintaining cleanliness of the classrooms.
* Eating or drinking is allowed at the discretion of the classroom teacher. Any snacks displayed or being eating in class without proper permission, will be confiscated.

**Academic Expectations**

* **Progress Reports** - Five week Progress Reports are issued to all students throughout the school year. Parents can request to have a conference with the teacher to discuss any issues in depth.
* **Report Cards** - Report cards are completed at the end of each ten week period. First and third quarter report cards are given out at Parent Conferences and second and fourth quarter report cards are sent home with the students.
* **Parent Teacher Conferences** - Parent Teacher conferences will be scheduled after the first and third quarters of the school year. We encourage all parents to attend parent conferences. Times are flexible and are meant to fit around most schedules. Additional conferences may be set up to discuss reasons for lack of progress and possible alternative approaches. To schedule a conference outside of the parent conference dates, parents should send a note to the teacher or call the school office to leave a message for the teacher.
* **Homework Policy** - Pre-Kindergarten and Kindergarten students have Homework folders that are sent home daily. K-8th grade students generally have homework Monday, Tuesday, Wednesday and Thursday. Your child will need a quiet work place at home to complete the assignments with his/her best effort. It is best that it be the same location every day. In addition to classroom homework, parents are encouraged to read with their child for at least twenty minutes every night and drill math facts for at least 8 minutes.
* **Honor Roll**- At the end of each report period, the Dean of Academic Affairs identifies students who have met the Pamoja’s expectations. Students will be acknowledged as either IMHOTEPIAN or high level scholar. Honor Roll students will have an accumulative GPA of a 3.0 or higher.
* **Promotional Ceremonies**- In May of the school academic year, we have promotion ceremonies for grades Pre-K, Kindergarten, 5th grade and 8th grade. There may be dues associated with the ceremony. Walimu (teachers) will send out information during the school year.

**Books and Supplies**

Students are responsible for the care of their school and library books. Lost and damaged book must be paid for before a replacement/new library book can be issued.

**Toys**

Toys are not allowed at school. We are not responsible if they get broken, taken or lost.

**Cell Phones/Electronic Devices**

* Cell phones are a convenience for many of our families and while they are not prohibited, it is school policy that cell phones never be visible. If a cell phone is seen, it is at the staff discretion to confiscate the phone. If the phone is confiscated, a parent will have to come to the school to retrieve the phone
* Pamoja is not responsible for any loss, damage, or theft of cell phones brought to the school building.
* At no time are electronic devices (ex. IPos, MP3 Players, electronic games, etc.) are not to be brought to school. They will be confiscated and given to the principal

**Technology Use**

* Students are expected to respect computer privileges given to them
* Students should keep their passwords to themselves
* Students are not to use another students password
* Students are not permitted to break-in (hack) systems or files
* Students are not permitted to go to chat rooms
* Students are not allowed to be on any website not approved by teacher
* Any violations associated with technology use policy will be handled per the Student Code of Conduct Handbook
* Families of students who damage, remove, or destroy computers will be financially responsible for the repair or replacement of the computer.

**Emergency Drills and Procedures**

Emergency drills are practiced regularly throughout the school year to ensure that all students and staff know what to do in case of a real emergency. Drills are: fire, tornado, earthquake and intruder. Please explain to your child(ren) how important it is to follow directions during these drills.

**Emergency codes**

**CODE RED:** Evacuate Building – Follow fire drill procedures

**CODE BLUE**: Lock down building: Remain calm and Listen for further directions

* Go to designated area
* Stay away from windows
* Lock doors
* No one will be able to leave or enter the building

**Inclement Weather**

In the event inclement weather is predicted, please tune into one of the local TV stations to see if St. Louis Public Schools are closed. You can also check the district web page: [www.slps.org](http://www.slps.org) to see if school is in session.

**Volunteers**

Volunteers are always welcome at Pamoja. Appropriate forms must be completed and processed prior to any volunteers working at our school. All volunteers are expected to sign in at the main office and be issued a “Visitor” tag to wear while in the building. Parents are encouraged to volunteer in and out of school by attending field trips, participating in fundraisers and helping out in the classroom. If you would like to become a volunteer, please see the Family and Community Specialist to fill out an application and find out about some of our volunteer opportunities.

**Extra-Curricular Activities**

* Students must be in good academic standing to participate in extra-curricular activities: (Including but not limited to) performing arts, sports Teams, cheerleading, chess club, STEM after school program.
* Students must maintain a grade average of C or better. Students with failing grades or unsatisfactory behavior will be dropped from their activity.

**Council of Student Leadership**

Our student body council is called Imhotep. It is through Imhotep that the students of Pamoja Prep can express their thoughts, ideas and expressions as a collective. Students help one another through active participation in Imhotep; students who are Imhotepians assist their cohorts in transition towards the Imhotepian way.

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**Parent Involvement Plan - 2017-2018**

In addition to the district parent involvement policy, each Title 1 building must jointly develop and distribute to parents and participating children a written parent involvement plan. The plan must be updated periodically to meet the changing needs of parents and school, and be in a format and language readily understood by parents and district personnel. If the building already has a plan for involving all parents, that plan may be revised to meet the federal requirements.

**Strategies for Involvement**

1. Pamoja Preparatory Academy will hold Annual Title 1 Meetings in September and January to explain Title 1 requirements and parents’ rights to be involved. Each parent will receive a copy of the following documents:
* St. Louis Public Schools Policy (P1230)
* General Title 1 information (What is Title 1)
* St. Louis Public Schools Student Handbook
* Pamoja Preparatory Academy’s Parent Involvement Policy (this document)
* Pamoja Preparatory Academy’s Mkataba Kati ya Mzazi, Mwalimu na Mwanafunzi (Parent-Teacher-Student Compact)
* Parent Complaint Procedures
* Title 1 Parents Right to Know
1. Pamoja Preparatory Academy will create, and partner to create, opportunities to increase and strengthen parental involvement, using Joyce Epstein’s Six Types of Involvement as a guide for creating many and varied activities. Epstein’s Six Types of Involvement are:
2. Parenting – Assist families with parenting skills and setting home conditions to support children as students. Also, assist schools to better understand families
3. Communicating – Conduct effective communications from school-to-home and from home-to-school about school programs and student progress
4. Volunteering – Organize volunteers and audiences to support the school and students. Provide volunteer opportunities in various locations and at various times
5. Learning at Home – Involve families with their children on homework and other curriculum-related activities and decisions
6. Decision Making – Include families as participants in school decisions, and develop parent leaders and representatives
7. Collaborating with the Community – Coordinate resources and services from the community for families, students and the school, and provide services to the community.
8. Throughout the school year parents will give and receive ongoing feedback through monthly meetings and school activities. All meetings will be held to accommodate parents’ schedules.
9. Pamoja Preparatory Academy’s Principal, Family Community Specialist, at least 2 staff, along with community members, and at least five parents will be involved in planning, reviewing and improving our programs designated under Title I. Committee will submit feedback within a week of the meeting. Our school wide plan will be available for parents to review and make comments.
10. Pamoja staff will guide parents through Title I programs and information regarding testing data, classroom activities and class assignments. Parents may schedule meetings with classroom teachers and instructional teams before and after school, as well as during their planning periods.
11. Parents will be surveyed to help decide content for parent meetings, school activities and events.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_

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**Mkataba Kati ya Mzazi, Mwalimu na Mwanafunzi - 2017-2018**

**(Parent-Teacher-Student Compact)**

Dear Parent,

Staff, parents and students of Pamoja Preparatory Academy participate in Title 1 (Part A of the Elementary and Secondary Education Act) activities, services and programs. This document outlines how Pamoja staff, parents and students will share the responsibility for student academic achievement. We believe agreement between school and home is important for any child’s success at Pamoja. Please read the Parent Pledge below, sign and date it, then discuss this whole agreement with y/our child, and have him/her sign and date the Student Pledge. We thank you for your cooperation and look forward to serving as a partner with you in your child’s education.

 Sincerely,

 Mwalimu Sean Nichols, Principal

**Mkataba Kati ya Mzazi (Parent Pledge)**

To make sure my child’s academic performance meets the Show-Me Standards, I promise to:

* Make sure my child is in uniform and on time every day possible for the whole school day
* Set regular daily quiet time (30-60 minutes) for my child to complete homework
* Require at least 30 minutes of silent or family reading, plus 15 minutes of math fact practice
* Encourage my child to focus on learning and to be respectful of staff and other students
* Return school communications, be it in writing or by phone
* Encourage and support compliance with the schools code of conduct
* Be knowledgeable of the classroom, school and homework policies
* Raise any questions and concerns I may have to my child’s Mwalimu (teacher), then the Family & Community Specialist, then the Principal, in that order
* Make time to participate in school activities through volunteering and attending parent meetings, school events, etc.
* Inform Pamoja immediately any time my address and/or phone number changes.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mkataba Kati ya Mwalimu (Teacher Pledge)**

To make sure this student’s academic performance meets the Show-Me Standards, I promise to:

* Maintain a safe, positive classroom and school environment so students can focus on learning and be respectful toward others
* Provide high quality, differentiated instruction and participate in professional development that incorporates the latest research
* Provide daily homework, Monday through Thursday, that reinforces lessons taught in class and takes at least 20-60 minutes to complete, depending on grade level
* Be accessible to parents through phone calls, person-to-person meetings and scheduled consultations before and after school, and non-instructional time during school
* Notify parent(s) when any student gets a failing grade on an assignment
* Make parents aware of any classroom needs, and distribute information in a timely fashion
* Advising parents and subtends of the classroom and homework policies
* Provide advice and assistance in developing good study skills

Teacher Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mkataba Kati ya Mwanafunzi (Student Pledge)**

To make sure my academic performance meets the Show-Me Standards, I promise to:

* Come to school in uniform every day
* Follow the instructions of my mwalimu (teacher) in order to
	+ Learn how to complete class work and home work, and
	+ Do my part to help maintain a safe, positive classroom and school
* Ask questions about what I am learning, and ask for help when I don’t understand a lesson
* Complete class work and homework to the best of my ability (neatly and timely)
* Read at least 30 minutes and practice my math facts at least 15 minutes every day outside of school
* Be responsible for work missed during absences
* Respect all Pamoja staff
* Comply with all school rules and policies
* Don’t say or do to other students anything I don’t want said or done to me, express my ideas and opinion in an appropriate manner
* Give all letters, flyers, and other information to my parent/guardian the same day I get them.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**  **

**Daily Parent Engagement Questions**

**Morning**

☼ Do you have:

 Your backpack

 Papers, pencils & erasers

 Homework

 The notice I signed (optional)

☼ What kind of day will you have today?

☼ What will you do to make sure you have a great day?

**Afternoon**

☼ How was your day?

☼ What did you learn?

☼ What did you do well today?

☼ What do you need help with today?

☼ Were there any problems?

☼ How did you solve it?

☼ What will you do to have a great (or better) day tomorrow?

☼ Were you given anything to give to me?

**Daily Parent Readiness Checklist**

**My Child is in uniform**

☼ S/He is wearing a white, light blue or navy polo shirt

☼ S/He is wearing khaki or navy pants or skirt

☼ S/He is wearing shoes that cover all of his/her feet

**My Child has tools for learning**

☼ S/He has his/her backpack

☼ S/He has at least 2 pencils

☼ S/He has erasers

☼ S/He has notebook paper or a notebook

☼ S/He has completed homework

☼ I read and signed any information that needs to be returned

**My Child is willing to learn**

☼ S/He will be quiet when the mwalimu is talking

☼ S/He will follow instructions

**As a Gilkey Pamoja Cole parent, I am aware of the following:**

[ ] The school day at Pamoja starts at 8:02 am

[ ] To have breakfast, my child should arrive at 7:30 am.

[ ] All absences count toward the students attendance rate this includes, excused and unexcused absences.

[ ] If my child’s attendance drops below a **90% average**, my child will be considered “Excessively Absent”

[ ] In pre-K, my child’s spot can be given to another family if my child is excessively absent

[ ] For 7th or 8th grades, acceptance in magnet high schools depends partly on attendance

[ ] Because of MSIP-5, if my child is excessively absent, I will likely be reported for educational neglect to Children’s Division and/or referred to Truancy Court

[ ] The Truancy Law has the power to incarcerate and/or fine parents up to $25 for every day a child is absent.

**To make sure my child maintains a 90% or above attendance rate, I will:**

[ ] Make sure my child is in uniform and on time every day possible for the whole

 school day

[ ] Notify the Secretary when:

 [ ] My child will not be at school that day

 [ ] My address and/or phone numbers changes

[ ] Make doctor appointments later in the day and send a note to notify the mwalimu (teacher) of the need to dismiss my child early

[ ] **Keep absences down to 1 day per month**

[ ] When I bring documentation to verify absences, ask the office to make 2 copies for the nurse and social worker

[ ] Keep my original copy of my documentation

[ ] I will hold my middle schoolers accountable for making sure they get to class on time to be counted present

[ ] If I am or become homeless, I will tell both the Secretary and Social Worker so I can access SLPS’s Students In Transition (SIT) services.

**To make sure my child’s academic performance meets the Show-Me Standards, I will:**

**[ ]** Make sure my child is in uniform and on time every day possible for the whole school day

[ ] Set regular daily quiet time (30-60 minutes) for my child to complete homework

[ ] Require at least 30 minutes of silent or family reading

[ ] Require at least 15 minutes of math fact practice (addition, subtraction, and multiplication & division for 3rd grade and above)

[ ] Encourage my child to focus on learning and to be respectful of staff and other students

[ ] Return school communications, be they in writing or by phone

[ ] Raise any questions and concerns I have to my child’s mwalimu (teacher), then to the Family & Community Specialist, then to the Principal, in that order

[ ] Arrange to get my child’s class and home work when s/he is absent

[ ] Pick up class and home work ahead of time if I know my child will be absent

[ ] Make time to participate in school activities through volunteering and attending parent meetings, school events, etc.

[ ] Inform Pamoja immediately any time my address and/or phone number changes.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Parent Signature** **Print Parent Name**

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**Student Name** **Grade**