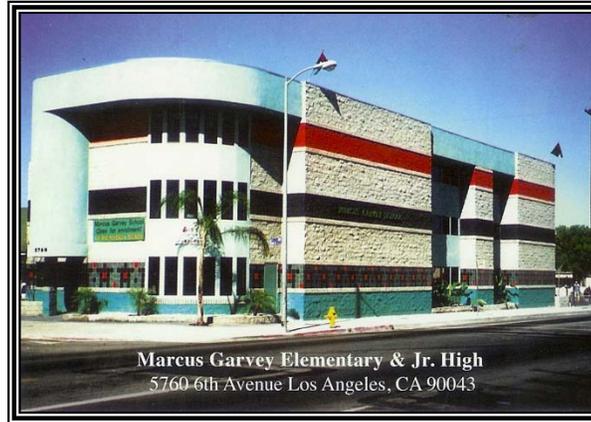


BESTOWING KNOWLEDGE, CULTIVATING EXCELLENCE, UPLIFTING COMMUNITY

MARCUS GARVEY SCHOOL

PARENT AND STUDENT HANDBOOK



To The Parent(s),

On behalf of the staff and faculty, I would like to thank you for choosing Marcus Garvey School as the additional source that is needed to fulfill your child's/children's preschool, elementary, and/or middle school educational journey. As we know, the initial education of each child begins in the home. Therefore, we will put forth our best effort in operating extensionally, while nurturing your child/children throughout their matriculation in a school that is noted for having academic freedom (that which is free from state and government control). The school also utilizes an alternative approach to education which instills within its students undying confidence, advanced academia, cultural awareness, social maturity, and moral awareness.

The Marcus Garvey School pledges to perform its duties as administrators and teachers diligently because we care about your child/children and view them as our own. Given the velocity at which time moves throughout their lives, the success of your child/children will come quickly, if as parents, you are willing to devote valuable time to reinforcing the wealth of academics your child/children will be exposed to on a daily to yearly basis.

The immutable obligation of the Marcus Garvey School is to promote both personal and intellectual growth within your child. Should the school breach its obligation, it is not likely that you would allow your child to remain in attendance. The Marcus Garvey Parent and Student Handbook offers a much broader view about school commitment to the parent and student alike .

Finally, we must make clear to the children of Marcus Garvey School, that as students they too must give an abundance of effort and strive to represent both home and school equally. According to the expectations that have been set forth by you, the parent, and the Marcus Garvey School, the guidelines in the Marcus Garvey School Parent and Student Handbook should assist your child in becoming and maintaining status as a role model student.

MISSION STATEMENT

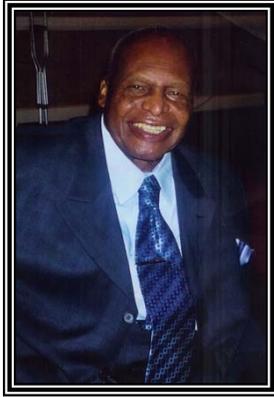
The mission of the Marcus Garvey School is to establish for its students a fundamentally sound education upon which advanced teaching and learning methods can be easily implemented. It is also the mission of the school to instill within our students, a strong source of academic preparedness for college, cultural connectedness to the community at large (whether it be social, professional, political, or commercial), and a strong desire to succeed in life, all of which will serve as vehicles in helping them to become the architects of their destinies.

SCHOOL PHILOSOPHY

The Marcus Garvey School was founded on the principles of having: a commitment to academic freedom (free from the control of state and government agencies...etc.); a commitment to aiding in the development of self respect, self discipline, self-reliance, and of course, self knowledge; a commitment to developing and maintaining a partnership amongst the student, parent, and teacher that will foster closeness, which is in the likeness of family; a commitment to a system that promotes high teacher accountability, high expectations, a high level of dedication and honesty, and a sincere love for all children; a commitment to our surrounding community by instituting a curriculum that is well rounded and nurturing, encompassing preparedness for college, and preparedness for life skills in the areas of economic empowerment, politics, and racial diversity.

Historically, our philosophy has been that the Marcus Garvey School has been an oasis of learning and has thrived over the past 36 years due to the driving force of its committed teachers. It is also our belief that teaching is an art of love, that which is innate and comes from the heart. For those who have chosen this way of life, protocol begins in the classroom, minus the bureaucracy that plagues so many of our classrooms and school systems today. Once orientated, a good teacher institutes what is academically and socially necessary for successful students without constant prompting. Each classroom is viewed as a family unit. Every teacher operates by using his/her own individual style, while keeping in mind, the general policy and teaching guidelines of the Marcus Garvey School.

Finally, we believe that our school can advance most, if not all students, in the range of 3 to 5 grade levels beyond their actual grades within a two-year period. Once again high expectations on the teacher's part especially, is key to success. It is also our belief that we must continue to substantiate that students who are truly loved by their teachers, and subsequently taught well, will complete the academic evolution from pre-school throughout higher education as individuals who have a moral understanding and a respectability for their lives as well as the lives of all others. They must be given the understanding that their contributions to the world can be eminent and in the likeness of the contributions made by our ancestors.



THE FOUNDER

Dr. Anyim Palmer is one of the most innovative, resourceful educators of his time. Dr. Palmer has taken an early adolescent vision and created a model for educating children that can be used to address the current American Educational crisis.

If you were to ask this most remarkable man the formula for his incredible exploits in educating African American children, he consistently points to his elementary and high school system of Forth Worth, Texas. He attended James E. Guinn Elementary and I.M. Terrel High school. Despite strict segregation, substandard facilities and equipment in comparison to non-minority institutions, Black teachers produced students who routinely out scored their majority counterparts in reading and math tests. In hindsight, Dr. Palmer cites the highly competitive academic environment in which he was developed as the anchor of his educational achievements.

With an unparalleled work ethic and a relentless ambition to develop exceptional students, Dr. Palmer has followed a direct path to success. After high school he enrolled in Temple University in Philadelphia Pennsylvania where he made the dean's list his first and only year at the university. Unable to secure a scholarship or a job to pay for tuition, Dr. Palmer left college for the military. After a brief stint in the Army, followed by several menial jobs, he left the south and ventured to California.

For the next 14 years he amassed a plethora of degrees and teaching credentials while simultaneously working full time. From his AA degree in 1960 from Los Angeles City College to his Doctorate in Secondary Educational Administration & Political Science in 1972 from Claremont Graduate School, Dr. Palmer followed turned specialized knowledge into extraordinary Academic performance.

In 1975, while still a tenured professor in the Pan African Studies Department at California State University at Los Angeles, Dr. Palmer started the Marcus Garvey School with his life savings, the sum of twenty thousand dollars.

For 36 years, the Marcus Garvey School has unequivocally stood as testimony to the incredible achievements of it's founder. The school has received national acclaim for its academic achievements fetes performed by students. One news reporter dubbed the Marcus Garvey School "the miracle school".



THE EXECUTIVE DIRECTOR

Linda Saunders is currently the Chief Executive Officer of the Marcus Garvey School, a non-profit private school, which is located in the heart of the community. The journey has been a long and sometimes tedious one, but at the same time, extremely rewarding, allowing her to touch the lives of many families in a positive way. Her rise through the ranks of the Marcus Garvey School is a personification of her commitment, discipline, character, and an unchanging work ethic.

Born in Columbus, Ohio, she graduated from East High School and continued her education in Ohio at Bowling Green State University, studying General Education. Little did she suspect that what began as a two-week vacation to Los Angeles, California in 1977, would develop into 31 dedicated years with the Marcus Garvey School.

Sister Saunders, as she is respectfully known and called by all who associate her with the school, attributes her ability to meet the innumerable challenges she has encountered throughout her tenure of 31 years to her one and only mentor, Dr. Anyim Palmer, founder of the Marcus Garvey School. From the very beginning, she was taken under his wings as he began to tutor, mentor, and mold her for further development in the areas of academics, culture, politics, and community building.

Beginning as a self-taught kindergarten teacher in 1979, she learned by trial and error as to which teaching formulas worked best for her students. After teaching kindergarten for 2 years, she was promoted to higher-grade levels in the following years to come. Impressed with her teaching accomplishments, Dr. Anyim appointed her as the school's Curriculum Director in 1984. Sister Saunders advanced to the position of Assistant Director in 1987 while still maintaining her position as Curriculum Director.

In her role as Curriculum Director, her responsibilities included selecting and purchasing textbooks and supplemental materials, introducing strategies for positive teacher/student relationships, establishing and monitoring teacher accountability, conducting workshops for teaching methodologies and homework standards, upgrading the Marcus Garvey School grading and testing system, establishing control and behavior modification techniques, establishing methods of praising and rewarding student's good behavior, and monitoring the professional work ethics of the Marcus Garvey teachers.

As Assistant Director to Dr. Palmer, Sister Saunders, helped write school policy, interviewed, selected, and supervised new teachers, acted as counselor, handled payroll responsibilities, and traveled nationally with Dr. Palmer to advise and assist other educators with the establishment of new schools.

For the past 8 years, as Executive Director, she has overseen the financial stability of the school, and worked extremely hard to preserve the legacy of Dr. Anyim Palmer's contribution to our community, the Marcus Garvey School.

**Excerpts from Letters Written
to
Founder, Dr. Anyim Palmer
and the
Marcus Garvey School**

Since 1975 the school has received a substantial amount of visitors, all of whom were interested in the academic successes of the Marcus Garvey students and teachers. Numerous politicians, celebrities, and high ranking officials from public school systems located not only in California, but throughout the United States of America have traveled to Los Angeles for the sole purpose of witnessing the academic accomplishments of African American children being taught by non-credentialed teachers in a school located in a high risk area. For some of the out of state visitors, observation periods lasted up to a week. The Marcus Garvey School has always been a willing partner when it comes to assisting with the academic advancement of any child.

City Council of the City of Los Angeles City Hall

May 1983

Pat Russell – Councilwoman Sixth District

“You are proving that children can learn to read and compute at an early age. This is very important, especially at this time when the National Education Reports are saying that the majority of our children are graduating as functional illiterate.”

The Nile Company -American Booksellers Association

July 1983

Larry Delano Coleman, Esq.

2. “Thank you so much for having enriched Kansas City. Your presentation and media appearances here in Kansas City during the Black Education Conference, **A Nation at Risk: Meeting the Educational Challenge from a Black Perspective**, still has the educational community, here, humming.”

Assembly California Legislature

Committee on Policy Research Management

November 1983

Lola Ascosta – Consultant

3. “On behalf of my project director, Cathy Minicucci, I want to thank you for your hospitality during our recent visit. The diligence and dedication of the faculty is truly impressive, and it is thrilling to see children so **turned on about learning!**”

November 1983

Special Assistant to the Commissioner of Education

W. Gregory Wims

4. "Just wanted to let you know how much I enjoyed your presentation on the activities of the Marcus Garvey School. You are doing much more than the public schools in your area. I am pleased that you took the time out of your busy schedule to meet with Mr. William Keyes, Senior Policy analyst, at the White House. Mr. Keyes sends his regards."

March 1985

California State Department of Education – Sacramento Ca.

Carolyn Ann Minor, Ed. D.

Education Administration Consultant – Office of External Affairs

5. "I was deeply moved by what I observed during my recent visit to the Marcus Garvey School. You, your staff, and community are to be commended for the academic progress being made by your pupils and the dedication of your staff."

February 1985

East End Neighborhood House – Cleveland Ohio

Paul Hill, Jr. – Executive Director

6. "I had the opportunity of meeting you in Washington D.C. in 1983 at an independent school conference sponsored by The National Center for Neighborhood enterprise. I was very impressed with you and your school. Recently, we were provided a Technical Assistance Grant by The National Center for Neighborhood enterprise to visit your school. Would it be possible to talk to you, staff, children, and parents? Our intent for the visit is gathering information and advice relative to implementing such a school in Cleveland."

January 27, 1986

California Legislature

Marian W. La Follette – Assemblywoman, Thirty-Eighth District

7. "Thank you for your gracious reception of me and my Administrative Assistant, Jack MacLean, at the Marcus Garvey School on Friday, January 10, 1986.

The glow I felt from observing the fine performance of your students remains with me in Sacramento.

It is obvious that your staff is very dedicated to the concept that all children can learn if they are properly taught by motivated teachers. I regret that too many in the field of education lack your vision and determination to provide the best opportunities for our city's young children."

May 10, 1988

Jesse Jackson's Arrival at LAX for Presidential Campaign Run

Jesse Jackson

8. "Before too much time passes, I wish to express my appreciation for the assistance offered to our staff during my arrival at the Los Angeles International Airport last Thursday, and for that we are grateful. Also allow me to mention the special effort and cooperation on the part of Linda Saunders in coordinating your presence with our staff.

December 21, 1988

Senate – California Legislature
Senator Bill Greene – Twenty Seventh District

*

9. “This communication is in regard to the Marcus Garvey School. I am quite familiar with this outstanding private institution. Over the years I have visited Marcus Garvey School on several occasions, both announced and unannounced. I must say that on each of those visits my intentions were to drop in for a brief moment; however, I was so impressed with the institution that I stayed for several hours. I must say that what impressed me most about Marcus Garvey was that the entire school (including students, teachers, and administrators) possessed extremely high expectations.”

“If I were a representative for a foundation not only would I recommend funding this institution, I would also use it as an example for the entire world to see.”

“The Marcus Garvey School defies all stereotypes which maintain that inner-city children cannot be educated with the same ease and facility as children from other communities.”

“I strongly believe that an investment in the Marcus Garvey School is an investment in the American Dream.”

September 1989
The Urban League of San Diego
Shirley N. Weber, PhD

10. “The success of the Marcus Garvey School needs to be shared with the San Diego community. Many educators and community leaders have come to accept a level of academic failure in our children as a norm. Consequently, they lack hope and vision of a different and better future. Your presence and presentation will demonstrate to us that African American children can and will succeed when properly motivated to learn.”

August 1990
United States Department of Education
Dorothy Vuksich – Deputy Secretary’s Regional Secretary

11. “I will never forget my day at the Marcus Garvey School. There isn’t a person I’ve talked to since that visit that I haven’t told about your school and its extraordinary staff and students.”

*

September 1991
Los Angeles Chapter – the Drifters, Inc.
Edith Shorter-Harris – Scholarship Luncheon Co-Chair

12. “As you can see from the enclosed newspaper clipping, Congresswoman Waters was the keynote speaker for our Scholarship Luncheon at the 35th National convention, hosted by the Los Angeles chapter. Your school is a direct beneficiary of Ms. Waters’ efforts, as she has designated you as a recipient. We salute your program, and on behalf of congresswoman Waters and the Drifters, Inc. We wish you much success in your continuing endeavors to raise the achievement level of our youth. Keep up the good work you’re doing!”

October 1993

Wisconsin Legislature Assembly

Annette Polly Williams – State Representative- 10th Assembly District

13. “Please accept my warmest thanks for the opportunity to visit your magnificent school! Your staff and students are an example of plain ordinary people doing extraordinary things.”

“The Marcus Garvey Educational Center is no longer a secret. I am telling people about the children and your dedicated staff everywhere I go. I can’t get the faces of those young, spirited students out of my mind.”

December 1993

United States Senate –Office of Senator Connie Mack

*

Greg Waddell – Policy Analyst

14. “I thought you’d like to see this article recently published in a journal that circulates widely on Capitol Hill and amongst “policy works” in Washington. Hope you approve.

Also, you should know that Senator Mack speaks about his tour of the Marcus Garvey School in his speeches and even just amongst his friends. It has made a strong impression on him.”

June 22, 1993

Rockwell International

J. A. Coleman – Corporate Seal Beach

Wrote an internal letter to.....

Mary Lou Kramer Corporate- Seal Beach

*

15. “Let me start by saying that if there is a school providing a better education for young children today, “it is not on this planet.” My visit today to the Marcus Garvey Elementary School was one of the most exiting experiences I have ever had. A brief example included two year olds reciting their ABCs in both English and Spanish, four year olds that read, and third graders solving algebra problems.”

I would view this as one of the areas where Rockwell can target resources to ensure we’ll have qualified personnel to meet our future work force requirements. I am strongly suggesting that we contribute funds to this school. I would also encourage you and the members of your staff to visit this school and see for yourself the results of the learning process.”

May 1994

School Board of Pinellas County Schools. Florida

Governor’s Sterling Award Winner

Margaret Hackworth and Susanne Davis

16. “We just wanted to let you know how much we appreciate your hospitality on our visit to your outstanding school May 25-26.”

“We are sure everyone who visits your school is as impressed as we are. You and the teachers are showing what young children can accomplish when challenged with worthwhile and intellectually stimulating learning tasks.”

February 1995

Letter Written to the Honorable Senator Connie Mack of the United States Senate

From

*

Mrs. Betty Sembler

Dear Connie,

17. “A visit is scheduled to the Marcus Garvey School on February 13, 1995, to educate interested and influential Floridians about this unique educational approach.”

I am sure that your fellow Floridians will be grateful to you for bringing this project to our attention. Your continued support to seek alternative methods to better educate our next generation is further evidence of your leadership.

“We are especially grateful to Dr. Anyim Palmer who has agreed to host this Florida contingency (6), and we appreciate his willingness to share his 20 years of experience.”

“Additionally, I am meeting this week with Jeb Bush and Barbara Gothard in Miami to share with them information about our upcoming trip to the Marcus Garvey school.”

October 28 1998

State of California – Office of the Attorney General

Daniel E. Lungren – Attorney General

18. “The Marcus Garvey School produces successful students; proving that innovative ideas in alternative education are making the positive difference that our schools desperately need. I commend Dr. Palmer for his sacrifice to the betterment of education and the lives of each and every student that walks out of the doors of the Marcus Garvey School.”

*

September 2000

Governor of Texas – Office of Laura Bush

Laura Bush

19. “Many thanks for hosting the wonderful tour of your outstanding school. I am delighted to have met you and all the exceptional staff and students. The Marcus Garvey School has much to be proud of, especially your leadership in demonstrating that children can learn and succeed when given a true quality education. I congratulate everyone for helping to make Marcus Garvey School such a great example of what education in America can and should be for all children.”

To Be Continued.....

September, 1975
Founding and Opening of the Marcus Garvey School

1. In September 1975, Dr. Anyim Palmer opens Marcus Garvey School in Los Angeles with 8 students and 1 teacher named Sister Brenda Spencer.

November 1980
School Featured Sepia Magazine in a 7 Page Article

2. Article focuses on Dr. Palmer's opinion of the public school systems in California, his reasons for developing his own school, testimonials from parents, and input from Marcus Garvey teachers with regard to the school's philosophy on teaching.

1984
School Acclaimed as #1 Private School in Nation

3. Marcus Garvey School named the number one school in the nation by Black Enterprise Magazine.

November, 1984
United Negro College Fund, Inc. – Fresno Area
Cynthia Sterling-Hawkins – Co-Chairperson

4. Dr. Anyim Palmer is guest speaker for the United Negro College Fund banquet held at the Holiday Centre Plaza Hotel On Thursday, November 15th at 7:00p.m.

1985
School Acclaimed as #1 Private School in Nation

5. The National Alliance of Black Educators named Marcus Garvey School number one in the nation.

1986
Marcus Garvey School Set to Move into New \$2 Million Facility

6. Marcus Garvey School constructs its second building located at 2916 West Slauson Avenue in Los Angeles to house elementary and junior high school students. In an article written by William Pleasant "**Second to None**": LA's Marcus Garvey School:
"The move represents a major victory in the struggle for independent quality and progressive education in the U.S. Over the past ten years, the independent school movement has suffered serious financial difficulties, absorption by the public school systems and outright closings."

September, 1986
Students Score Higher on Achievement Test

7. Marcus Garvey's third grade score higher than the sixth grade classes of a public school for gifted children.

Plethora of Media

Coverage 1986 – 1990s

8. School featured on all local television stations and CNN internationally, KJLH
School has an archive of interviews on VHS

September 29, 1989

Dr. Anyim Palmer Addresses the African American Summit on Education

9. The summit, which is co-sponsored by the San Diego Urban league and the African American community, is designed to bring together members of the community to develop a plan to ensure the academic success of African American children.

July, 1992

Administrators Teachers Travel to Egypt

10. Administrator and teachers travel to honor their African roots.

July, 1993

Administrators Teachers Travel to Egypt

11. Administrator and teachers travel to honor their African roots.

July, 1994

Administrators Teachers Travel to Egypt

12. Administrator and teachers travel to honor their African roots.

January, 1995

Group of Marcus Garvey Students Travel to Africa

13. Students in grades 4 thru 8th travel with the Youth Heritage Connection Tour to Senegal.
Students were selected from all over the nation.
Students collect and buy items to donate to the children of Senegal. For most if not all, it is a life changing experience.

September, 1995

Founding of the Marcus Garvey Science Club

14. Marcus Garvey School Science Club is founded by Floyd Godsey, an aerospace engineer and Marcus Garvey parent. The MGS Science Club designs, develops, builds and implements technical devices. In the first three years the science club study electronics engineering for a year, gains practical understanding of Ohm's Law and electronics, form student teams and build and successfully test 8 amplifiers, study aerospace technology for a year, gain practical understanding of Newton's Law and jet propulsion, build and fly 15 rockets successfully, study the fundamental principles of flight for a year, gain practical understanding of lift, Bernoulli's and Newton's Laws, and form student teams and build 6 airplanes and fly each successfully.

September, 1996

Construction of Third Facility Completed

15. Marcus Garvey finishes construction of its third building located at 5760 6th Avenue in Los Angeles, which features 13 classrooms, a reading lab, and space for a computer lab, cafeteria, kitchen, play-deck, and separate assembly areas.

July, 1997

MGS Science Club Members Travel to Huntsville, Alabama for NASA Space Camp

16. Science club members travel to NASA Space Camp to apply what they have learned in their science club. Students participate in activities involving space launch simulators, shuttle launching simulators, visit facilities where scientists develop and work on spacecrafts. Students participate in week long trivia challenges to reinforce what they're learning. Nine students in all attended the week long camp.

December, 1997

Science Club Initiates Construction of New Computer Lab

17. Science Club starts constructing a state-of-the-art computer lab. Members' ages range from 10 to 13. Students learn how to design and build modern computer systems while learning computer architecture, electronic assembly, design and building of workstations, servers, and intranet system

January 1998

First Newly Constructed Computer Lab Completed by Science Club

18. Marcus Garvey Science Club completes the first newly constructed Marcus Garvey School computer lab to be designed by the students, valued at \$150,000.00. Computer lab configuration consists of 15 high-speed workstations, two ultra servers, 100 MHz hubs/routers/cabling, laser jet black and white printers, ink jet color printers, ups, software, intranet system, ISDN internet connection, and teacher stations with composite video output.

October 1999

First Annual Conference for Independent Education

19. Marcus Garvey School hosts its First Annual Conference for Independent Education at the Radisson Hotel in Culver City, California. This event was historical in that it was the first conference to be called by an alternative school.

October 1999

Marcus Garvey School Science Club Hosts Technology for Learning 1999 Sponsored by Drs. William (Bill) and Camille Cosby.

20. MGS Science Club host a cyberspace demonstration for schools preparing students for era of the internet communications at the Marcus Garvey School.

September 2000

Laura Bush Visits Marcus Garvey School

21. Laura Bush, the wife of Texas governor George W. Bush, visits the school to see one of the most innovative private schools in the nation. "The Marcus Garvey School shows what can happen when people make up their minds about having a quality education for their children, said Mrs. Bush. "These children could pass any test."

2001 August

Travel to Africa to Build Computers

22. Marcus Garvey Students travel to Ghana to build computers for children and donate them to their school.

2002 July

Travel to Africa to Teach Computer Technology and Help Wire Computer Lab in Hotel in Ghana

23. Students teach computer classes to African children and help with the wiring of a lab for a computer center located at a hotel in Kamasi.

September 2003

Idea and Renty Foundation

24. The Idea and Renty Foundation donates an academic scholarship to a student of the Marcus Garvey School .The school is looking forward to a continued relationship with the foundation.

Thank You!

February 2003

USC Marcus Garvey School Learning Project

25. Students in grades 4th thru 8th attend a weekend program at USC called the Marcus Garvey School Learning Project. The Marcus Garvey students are the original members of this pilot program in that USC has conducted the program with public high schools only. Students attend classes in USC accounting building where instruction in finance, the stock market, development of corporations, banking, and more are taught. At the end of each 12 week session, students have to form their own mock corporations and give power point presentations.

September 2004

Joseph and Inez Eichenbalm Foundation

26. The Joseph and Inez Eichenbalm Foundation donates an academic scholarship to a student of the Marcus Garvey School .The school is looking forward to a continued relationship with the foundation.

Thank You!

September 2004

Idea and Renty Foundation

27. The Idea and Renty Foundation donates an academic scholarship to a student of the Marcus Garvey School .The school is looking forward to a continued relationship with the foundation.

Thank You!

September 2004

Computer Lab Upgrade

28. We have added internet access, not only to our computer lab, but to every classroom in the elementary and junior high building. In addition, our computer lab has 15 new 15-inch flat-panel display monitors. In the near future, we plan on upgrading our CPU systems, as well (location – 2916 W. Slauson)

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April 2005

The Imhotep Anatomy Workshop

29. The Imhotep Anatomy Workshop is founded by a Marcus Garvey Alumnus, Sawandi Salimu. Students in grades 4th thru 8th learn about the anatomy of the body and learn to dissect cats and frogs in the process. Thanks for giving back!

THANK YOU SAWANDI SALIMU!

September 2005

Young Entrepreneurial Program

30. The Marcus Garvey School YEP (Young Entrepreneurial Program) is established by director, Linda Saunders. The purpose of the program is to cultivate (encourage) and nurture (teach and train) our children in the spirit of economic empowerment at the earliest of ages. Students must be creative and make products from raw materials. Students must develop marketing materials and strategies.

September 2005

Joseph and Inez Eichenbalm Foundation

31. The Joseph and Inez Eichenbalm Foundation donates an academic scholarship to a student of the Marcus Garvey School .The school is looking forward to a continued relationship with the foundation.

September 2005

Idea and Renty Foundation

32. The Idea and Renty Foundation donates an academic scholarship to a student of the Marcus Garvey School .The school is looking forward to a continued relationship with the foundation.

Thank You!

August 2006

Purchase of 30 Brand New Computers

33. Marcus Garvey School purchases 30 brand new computers for the computer lab located in the building at 5760 6th Ave. Entire building is wired for internet access.

September, 2006

Relocates to Newest Facility/ Purchases All New Furniture for Students and Teachers

34. Marcus Garvey School returns to its third facility after leasing it to another charter school for three years. Upon returning, to the location at 5760 6th Ave., a brand new dance studio is installed and the school purchases brand new furniture for each classroom and for the cafeteria. Until this time, the Marcus Garvey School has functioned with furniture that was used and/or donated by other educational facilities.

September 2006

Joseph and Inez Eichenbalm Foundation

35. The Joseph and Inez Eichenbalm Foundation donates an academic scholarship to a student of the Marcus Garvey School .The school is looking forward to a continued relationship with the foundation.

September 2006

Idea and Renty Foundation

36. The Idea and Renty Foundation donates an academic scholarship to a student of the Marcus Garvey School .The school is looking forward to a continued relationship with the foundation.

Thank You!

September 2007

Visual and Performing Arts incorporated into Daily Curriculum

37. Visual and performing arts are incorporated into the Marcus Garvey curriculum as part of the daily school schedule. Previously, such programs were taught in the evenings after school or during the weekends. The school presents it first visual art show at the end of the semester. Art was displayed throughout the building for the rest of the year.

September 2007

Joseph and Inez Eichenbalm Foundation

38. The Joseph and Inez Eichenbalm Foundation donates academic scholarships to two students of the Marcus Garvey School .The school is looking forward to a continued relationship with the foundation.

Thank You!

September 2007

Idea and Renty Foundation

39. The Idea and Renty Foundation donates an academic scholarship to a student of the Marcus Garvey School .The school is looking forward to a continued relationship with the foundation.

Thank You!

July 2008

“Friends of Garvey” Committee Formed

“Taking a Good Thing and Making It Better”

40. A Group of parents, teachers, and administrators form a committee to focus on upholding and expanding the vision of the Marcus Garvey School through fundraising, marketing strategies, more community involvement, and partnership building.

September 2008

First Annual Golf Tournament – Sponsored by Friends of Garvey

41. Marcus Garvey presents its 1st Annual Golf Tournament at the Chester Washington Golf Course. One hundred six golfers participated.

September 2008

Joseph and Inez Eichenbalm Foundation

42. The Joseph and Inez Eichenbalm Foundation donates academic scholarships to two students of the Marcus Garvey School .The school is looking forward to a continued relationship with the foundation.

Thank You!

September 2008

Idea and Renty Foundation

43. The Idea and Renty Foundation donates an academic scholarship to a student of the Marcus Garvey School .The school is looking forward to a continued relationship with the foundation.

Thank You!

January 20, 2009

Inauguration Trip/President Barack Obama

44. A group of 22 MGS parents and students traveled to Washington D.C to witness the 2009 Presidential Inauguration of President Barack Obama. The Marcus Garvey School treated the travelers to a complimentary breakfast and send off ceremony which was catered and donated by Dulan’s Catering and Restaurant. The group was chauffeured to the airport in a limousine party bus and picked up upon their return and chauffeured back to the Marcus Garvey School.

February 2009

The Marcus Garvey Arts & Technology Complex Center

Friends of Garvey “A Volunteer Group”

Focus on Establishing New Component for School

45. Members of committee focus on establishing a new component for the Marcus Garvey School that will be of service not only to Marcus Garvey students, but the community at large. New components include, but will not be limited to Multi Media, Performing Arts, and Animation.

May 4, 2009

Marcus Garvey School Portable & Peaceful& Playground

Muriel Shabazz -Major Contributor

46. When an attempt to have the property adjacent the school donated for the purpose of installing a permanent play area failed, the school installed its first portable playground on the school's existing property called the
Marcus Garvey Peaceful & Portable Playground
Muriel Shabazz, a former parent, donated half of the funds needed for the project.
Much love and many thanks to this sister!!!!

June 2009

Scholarship Awarded to Marcus Garvey Student from UCLA - ID Tech Camp

47. Aris Diamond, a 6th grader, receives the first scholarship to be awarded to the Marcus Garvey School by ID Tech Camp. The camp specializes in concentrated study of Film, Gaming, Programming, and Graphic Arts. The camp offers real-world instruction on the hottest technologies from Adobe, Apple, Autodesk, Microsoft, and more.
Thank You!

July 2009

Animation Classes Implemented as Part of Summer School Program

Leo Sullivan Multimedia, Inc.

48. Children's eyes will be opened to a new experience and their hidden talents will be awakened through a hands-on workshop in animation. Children will learn the beginning development of animation movement, storytelling skills, and how to complete a final animation project.

September 2009

Joseph and Inez Eichenbalm Foundation

49. The Joseph and Inez Eichenbalm Foundation donates an academic scholarship to a student of the Marcus Garvey School. The school is looking forward to a continued relationship with the foundation.
Thank You!

September 2009

Idea and Renty Foundation

50. The Idea and Renty Foundation donates an academic scholarship to a student of the Marcus Garvey School. The school is looking forward to a continued relationship with the foundation.
Thank You!

December 2009

Marcus Garvey School Portable & Peaceful & Playground

Muriel Shabazz – Shabazz Fish & Grill

Major Contributor

51. Muriel Shabazz of "Shabazz Fish and Grill" contributes to second fundraiser for healthy playtime for the Marcus Garvey students. In kind donation was made by contributing the professional food preparation and cooking skills of Shabazz Fish & Grill for our first "Food for Fun Fundraiser" Part One. Fish and chicken dinners were prepared and sold by parent volunteers.

Thank You Muriel and Curtis!

February 2010
Water Replenishment District of Southern California

52. The Water Replenishment District contributes to the school in support of the school's up-coming "Organic Gardening Project". All students in K-8th will learn the process of organic gardening. The long-term plan is to develop a farmers market at which students will sell the produce they have grown.

Spring Semester of 2010
NSBE - National Society of Black Engineers

53. Engineering students from Cal State LA join forces with Marcus Garvey School to form the first NSBE Jr. Chapter of the Marcus Garvey School. Students in middle school and high school participate in Saturday sessions that consist of leadership projects, basic engineering projects, tutorial sessions, field trips, and exposure to college life. NSBE Jr. reaches beyond the Marcus Garvey students and welcomes students from other schools also.

Thank You!

January 2011
NSBE – National Society of Black Engineers

54. First robotics club is formed for middle school students. Students begin to assemble and program mindstorm robotics in preparation of regional robotics competition.

March 2011
NSBE – National Society of Black Engineers

55. Marcus Garvey NSBE JR. students attend San Diego Regional Robotics Competition at the San Diego Sports Arena March 11th and 12th. Students traveled in school van and stayed at Courtyard Marriott for the weekend.

MARCUS GARVEY SCHOOL PROFILE FOR ADMISSION

The Marcus Garvey School's ideal candidate for admission is a student who is confident, courteous, self motivated, and well disciplined. If at the time of admission it is realized by the administration that a student needs further development in some of the aforementioned areas, a month to month evaluation will be conducted to track the student's progress.

All new students are accepted on a trial basis. The Marcus Garvey School reserves the right to contact a student's previous school by phone or in writing to gain knowledge of a student's previous record of conduct. A new student's conduct will determine his or her acceptability as a permanent student during the first month or second of attendance. New students receiving a warranted referral during the first or second week of school will be expelled immediately.

ATTENDANCE, TARDINESS, AND DEPARTURE

School attendance and punctuality is vital to a student's achievement. Students who develop patterns of good attendance and punctuality are much more likely to be successful both academically and socially.

School opens daily at 6:30 a.m. and the supervision of students will not take place before this time should you arrive early. Parents arriving before class are responsible for accompanying students to the designated sign-in area to sign in on the sheet provided, using a full name signature and the actual time of arrival. Should class be in session at the time of arrival, parent will accompany child to the classroom and sign him/her in at that time.

Breakfast is served from 7:45a.m. to 8:15a.m and if a student is to participate in the breakfast program, he or she must arrive before 8:15 a.m. Students arriving after 8:15a.m. with their breakfast must be prepared to report to class by 8:30a.m.

THE SCHOOL'S BREAKFAST ENDS PROMPTLY AT 8:15A.M. KITCHEN WILL BE CLOSED AT THIS TIME DAILY

Students will be assembled for class at 8:30a.m. promptly Monday thru Friday. Therefore, it is the responsibility of the parent to ensure the punctuality of his or her child on a daily basis. Marcus Garvey School will not tolerate UNEXCUSED EXCESSIVE TARDINESS on an on-going basis. Eventually it will become grounds for dismissal from the school. There is a 15 minute grace period for arrival each morning and arrival beyond 8:45 a.m. will be marked as a tardy.

The back entrance will be securely locked at 9:00a.m. each morning. Parents must enter by the front entrance, sign in at the main office and receive a late admission slip from the office manager or administrator. Parents must accompany students when arriving late for class. Do not send your child in the school on his or her own when arriving late. Three unexcused tardies or absences within a two week period on a consistent basis is considered excessive.

STUDENTS ARRIVING AT 10:00 A.M. WITHOUT AN ACCEPTABLE EXCUSE WILL NOT BE ADMITTED TO CLASS. STUDENTS ARE NOT TO BE SENT INSIDE THE SCHOOL ON THEIR OWN AT 10:00 A.M!

EXCESSIVE UNEXCUSED ABSENTEEISM will not be tolerated and will result in probation which will eventually become grounds for dismissal from the school.

DAILY LATE FEES

School officially closes at 5:30 p.m. and a grace period of 30 minutes is allowed before a late fee of \$15.00 becomes effective at 6:01 p.m. If a student has not been not picked up by 6:15 p.m. the late fee will increase to \$20.00 every 15 minutes thereafter. The late fee must be paid immediately to the person designated to stay beyond school hours. Parents who are late on a regular basis, but refuse to pay late fees will be counseled about the possibility of being dismissed from the school.

Class ends at 4:00p.m. and students must not be picked up before this time. Parents must report to the designated sign-out area before picking up students school. Students will not be released to anyone without written authorization.

ANNUAL REGISTRATION

(For Returning Parents)

Annual registration must take place the month of August during the 1st, thru the 4th weeks of the month. After the school year begins parents will incur a late registration fee if proper notice has not been given as to why registration has not been completed during the registration period. All annual fees and fees in arrearage from the previous year must be paid before a student can begin the new school year. Partial payments will not be accepted.

TUITION

Tuition is due on the 1st of each month. If payment has not been made by the 15th, a late fee of \$75.00 will be charged to my account. Payments must be received by 6:00p.m. on the 15th. If the 15th falls on a weekend, payment is due on Friday evening.

Should my account become delinquent beyond a month, my child must remain out of school until it has been brought to current status. I understand that the school is not responsible for tuition payments given to students to place in the tuition box.

PLEASE RETAIN ALL RECEIPTS/CANCELLED CHECKS IN CASE OF ANY DISCREPANCIES

METHOD OF PAYMENT

(New Parents)

Marcus Garvey School does not accept checks from parents until students have been in attendance for 12 months. Tuition should be paid by money order. A parent's name, phone number, and the month the payment is for must be printed on the money order. Cash payments are not accepted.

(All Parents)

After a year, checks are will be accepted under the following conditions: Should a check be returned, a \$30.00 service charge, plus late fees must be paid. Two returned checks will also cancel check writing privileges.

COLLECTION

In the event a collection effort is necessary, delinquent accounts will be charged the highest rate of interest authorized by law. Upon referral of a delinquent account to our COLLECTION AGENCY, or if our attorney institutes a lawsuit or pre-judgment attachment proceedings, YOU, the PARENT, are expected to pay reasonable attorney fees, (a minimum of 25% of principle obligations) court cost and expenses.

SUMMER FEES/POLICY

APPLIES TO PARENTS FOR 1ST YEAR

Students must be enrolled in Marcus Garvey for 12 months before parents are financially eligible to take him/her out of school for July and August.

APPLIES TO PARENTS FOR 1ST YEAR

Should a student be taken out of school before the 12 month period has been completed, parent must continue to pay full tuition if he/she plans to return for the second year. Students must do well academically before they are eligible to participate in the summer activities program. Recommendation for the summer programs (academic/activities) will be based on the evaluation of the student's teacher.

APPLIES TO PARENTS OF MORE THAN ONE YEAR

Should a parent take a student out of school for the months of July and August, with plans to return for the new school year, a holding fee of \$115.00 per month will be due for each month. In place of the holding fee, my child may attend school two weeks during the summer months. Tuition for the two week attendance will be equivalent to the summer holding fee of \$115.00 per month.

SCHOOL UNIFORM POLICY

Students are expected to wear the official Marcus Garvey uniform that has been designed and made by Fine Line Uniforms. Students not wearing a Marcus Garvey School uniform or not showing proof that a uniform has been ordered, will receive three dress code infractions before being excluded from class/school. A parent will be required to either pick up the student immediately or bring a uniform to school if a student is not in compliance with the school's dress code policy. An unclean uniform is not an acceptable excuse for a student being out of a uniform.

STUDENTS MUST WEAR UNIFORMS EVERYDAY, NO EXCEPTIONS!

Students must wear black shoes with black soles only. Socks must be worn daily when a student is in uniform during the fall and spring semesters.

Parents must send students to school in a clean uniform free of wrinkles and holes. The uniforms of all female students must be hemmed. All males must wear belts daily. The pants of male students must fit neatly and not sag. Female students must not wear hoop earrings. Male students must not wear earrings.

UNIFORMS ARE NOT MANDATORY DURING THE SUMMER

DISCIPLINE POLICY

Teachers will refer students to the office according to the school's policy regarding unacceptable conduct. An office referral, if warrantable, will likely result in a parent conference, suspension, or expulsion, depending upon the nature of the incident. Unacceptable conduct involves such behavior as, but not limited to, making disrespectful remarks towards the teacher (talking back), disruptive behavior, fighting, using profane or sexual language, and stealing.

Students will be suspended immediately for fighting or using profanity. It does not matter who initiates the altercation

Should a student receive standards for detention, he or she must stay inside during recess to complete them.

Students caught running in the hallways after warnings will receive detention or standards.

Students caught committing vandalism will be suspended from school.

Students who do not complete standards by the designated time of completion will be suspended from school.

Students involved in any kind of sexual conduct (verbal or physical) will be suspended or expelled from the school.

Loud and disorderly conduct in the hallways and in the cafeteria during breakfast, lunch, snack, and study hall will not be tolerated and will result in standards or suspension.

Students are not allowed to make reports of misconduct to the parents of other students. Students caught doing so will receive standards.

Students who leave the school's campus without permission will be expelled from school.

Students are not allowed to bring chewing gum or bubble gum to school. Non-compliance warrants standards.

MANDATORY FUNDRAISING

“TAKING A GOOD THING AND MAKING IT BETTER”

MANDATORY FUNDRAISING AND VOLUNTEERING

The Marcus Garvey School greatly appreciates the fundraising efforts that have been made by a portion of our parents in the past. Unfortunately, we have not received enough effort from the entire parent body. As of school year of 2011/2012, under the guidance of a newly formed committee, “FRIENDS OF GARVEY”, all Marcus Garvey Parents are mandated to sign up for two major fundraisers each year. Parents choosing not to participate in mandatory fundraising events will receive the total amount of each fundraiser as part of their tuition payment. Refusal to pay within a timely manner will result in separation from the school. FRIENDS OF GARVEY was formed during the summer of 2008. It consists of concerned parents, teachers, administrators, and community members.

MARCUS GARVEY SCHOOL

STIMULUS PLAN VOLUNTEER HANDBOOK

PARENT VOLUNTEERISM PROGRAM

This book is designed to assist all parents and teachers with the daily activities and expectations of the Marcus Garvey School
“It does take a village to raise a child.”

**MARCUS GARVEY SCHOOL
STIMULUS TEAM BOARD OF DIRECTORS**

Sherlyn Twum – Alisha Prince - Mitzi Conner – Akilah Scott
Linda Saunders – Linda Barnes – Marie Stewart – Brenda Spencer – Tracy Mitchell
Tamela Mitchell

VOLUNTEER HANDBOOK

To the Parent:

Our Parent Volunteerism Program a new component we have added to the Marcus Garvey School Stimulus Plan(MGSSP). It is the program that will give life to all other upcoming programs. The Marcus Garvey School cheerfully encourages all of our parents to take pride in the opportunity to help improve your children's day to day academic and social growth through volunteerism. In doing so, we are certain the Parent Volunteerism Program will add much success to our school's New Stimulus Plan. The first component of the Stimulus Plan was the lowering of the tuition by nearly 40%. The next component is you, our parent body! It is time to get to work and have a ton of fun while taking our school to new heights.

The Parent Volunteerism Program is the first of its kind at our school. What you do as volunteers will shape the way we decide to operate as a strong unit of parents, teachers, students, and administrators. We are at this institution of learning to serve one purpose, "the success of our children", and ultimately, the success of our school community.

Marcus Garvey School has a great reputation based on the academic outcomes of the majority of its students. As parents, you know that where there is an abundance of great students, there is also an abundance of great teachers. However, our teachers and administrators want and need more of your support. It is time for the nation to hear much more about the accomplishments of our students and teachers. It is also time for the nation to hear about the accomplishments of the "parent body" of the Marcus Garvey School. Many "great schools" are branded highly based on caring parents bringing great energy and resources into their schools. Parents, you are already a part of a "great school". Through the Marcus Garvey Stimulus Plan and the Parent Volunteerism Program, let's us embark upon a campaign of rebranding the school. Let us use our resources from within to become the "model for education across the nation".

All over the country schools are drawing support from communities through their Parent Volunteer Programs. We are looking forward to you becoming career mentors, contributing goods and supplies, tutoring, fundraising, and connecting the school with outside resources that will serve as enhancements for our school. Of course, with our innate creativity, there will be much more than the aforementioned categories!

This handbook is designed to provide you with practical information that will assist you in your volunteer placement. It is our goal is to make the time you spend with our students worthwhile for you as well as the students. If you have any questions that have not been addressed in this handbook, please feel free to contact me.

Thanks in advance for helping to make a difference in the lives of the students and teachers of the Marcus Garvey School.

Your Director,

Sister Linda Saunders

MANDATORY PARENT VOLUNTEER HOURS AND MANDATORY MEETINGS

VOLUNTEER HOURS:

An important component to your child's education is your participation at school events. When children see their parents helping out at school, it reinforces the fact that "school is important!" Each family is responsible for volunteering at least 30 hours a year. Given that the school year begins in September of each year and ends in June of the following year, (10 months) with two additional summer school months of July and August, the following is a schedule for volunteer periods.

First Phase: Volunteers hours are to be completed during the period of **Sept. thru February.** Parents will be given a statement with the number of hours completed at the end of February. If hours have been completed before this time a statement will be issued at an earlier time.

Second Phase: Volunteers hours are to be completed during the period of **March thru August.** Parents will be given a statement with the number of hours completed at the end of August. If hours have been completed before this time a statement will be issued at an earlier time.

Hours not completed are charged \$10.00 an hour. The balance will be billed to your tuition invoice at the end of your volunteer phase.

It is the **parent's duty** to keep track of volunteer hours. Parents will be provided with a tracking form for their own record keeping. This form may not be used as the school's official record keeping form. You will not be reminded about fulfilling your volunteer duties.

Parents may choose to pay a \$300.00 fee to the (MGSSP) Marcus Garvey School Stimulus Plan fund and not participate in the Parent Volunteerism Program.

MANDATORY MEETINGS:

There are three mandatory meetings each. Parents may be asked to attend up to four meetings per year. In that we are embarking upon a new phase of parental involvement, there will be a need to meet on a regular basis to critique the progress of the (PVP) Parent Volunteerism Program. The mandatory meetings have been set for the months of **September, February,** and **May** of each year. Parents will be notified regarding specific dates. An additional meeting will be schedule for parents attending during the summer months.

SUGGESTIONS FOR STARTING YOUR VOLUNTEER EXPERIENCE

Following are suggestions that should prove helpful in developing partnership with our students and teachers.

- **Meet with the teacher/staff member before you start.**
 - Go over Initial Checklist
 - Ask questions of your teacher (or other staff member) if you are unclear about something
 - Keep communication open.

- **Get to know the school grounds and locations inside the building.**
 - Know the location and phone number of the school office.
 - Know the location of important rooms(computer lab, restrooms, art room, reading lab, etc.

- **If you are volunteering in a classroom, spend some time observing the class.**
 - Become familiar with classroom routines.
 - Identify location of supplies within the classroom.

- **Establish positive relationships with students**
 - Be friendly: let them know you are glad to be there!
 - Be encouraging to students

 - **When Working with an Individual Student:**
 - Let the students know you care about their thoughts and ideas.
 - Accept the student for who she/he is....don't try and make them into something they are not. You are here to help, not change them.
- Be encouraging!
- Recognize effort as well as products.

PARENT VOLUNTEER CODE OF CONDUCT

As a volunteer, I agree to abide by the following code of conduct:

1. Immediately upon arrival, I will sign in at the office or the designated sign-in station.
2. I will wear or show a volunteer identification whenever required by the school to do so.
3. I will only use adult bathroom facilities.
4. I agree to be never be alone with an individual student without the authorization of teachers and or school authorities.
5. I will not solicit outside contact with students.
6. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, email addresses or other home directory information with students for any other reason.
7. I will maintain confidentiality regarding students and other parents and will share any concerns that I have with teachers and administrators.
8. I agree not to transport students without the written permission of parents or guardians or without the expressed permission of the school.
9. I will not disclose, use, or disseminate personal information about students, myself, or others.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is not in keeping with the expectations of the school with regard to religion or holidays.
11. I agree only to do what is in the best personal and educational interest of every child and person with whom I come into contact.

GUIDELINES FOR PARENT VOLUNTEER

SUPERVISION:

Parent volunteers work under the supervision of the teacher you have been assigned to assist. A parent should not dedicate all volunteer time to his or her child's classroom only. It is our goal to operate as a community. Ultimately, the school is responsible for the education, safety, and well being of each student. For this reason, you can understand why the teacher or administrator must take the lead should a situation arise that requires a decision regarding the safety and emotional well being of a student.

CONFIDENTIALITY:

As you work with our students and teachers, information of a confidential matter may be shared with you. Students' problems, abilities, relationships or confidences should never be discussed with anyone. Teachers and volunteers are bound by a code of ethics to keep confidential matters within the school. Staff and students need to know they can trust you. Please do not discuss a child's school progress or difficulties with his or her parents. This is the teacher's responsibility. Occasionally, a child may confide in you about family matters or personal problems. Keep this confidential, unless you feel the student's teacher or administrator should have this information. Discuss any matters privately with the appropriate staff.

SCHOOL RULES:

Become familiar with the rules and policies of the school. Ask the teacher or administrator to explain procedures for the fire drills or any emergency situation.

PLEASE AVOID:

The teachers and administrators are responsible for everything that goes on in the school. You are there to supplement and support the school system. Volunteers should not:

- Provide curriculum or teaching plans
- Discipline students
- Have access to materials in students' permanent records
- Evaluate achievement
- Counsel students

DRESS CODE:

The Marcus Garvey School believes that appropriate dress by our parent volunteers contribute to a productive learning environment and model positive behavior. During school hours and at school activities, volunteers shall maintain professional standards of dress and grooming that demonstrate their high regard for education and present an image consistent with their job responsibilities and assignment. All parent volunteers will be held to the same standard.

Remember you are a role model for our students. School specific dress code will be reviewed during an orientation period.

RESPONSIBILITIES OF THE PARENT VOLUNTEER

The parent volunteer expresses concern for, interest in, and acceptance of those with whom he or she works. He or she will be responsible for maintaining a professional attitude of mutual respect and confidence. He or she should:

- Be punctual and reliable and notify the school in cases of absence.
- Become familiar with classroom policies and practices. Refrain from criticizing school and classroom procedures.
- Be capable of adjusting to the teacher's way of doing things and follow his/her directions.
- Be willing to have short conferences, periodically, with the parent volunteer committee and/or teacher.

- Be aware that smoking is not allowed inside the building nor outside on the school's grounds during your volunteer time..
- Be aware that visitors are not allowed during your volunteers hours.
- Be aware that the time you signed up for should be dedicated towards specific volunteer duties only.
- Be aware that parents should not enter the classrooms of other volunteer parents during the time a volunteer assignment is being fulfilled.

WHAT TO DO IF.....

- **A student is Injured or Becomes Ill:**

No matter how minor the injury is, or if a student becomes ill, you should notify the teacher or a staff member. Do not attempt to administer any type of first aid.

- **You are Asked to Take a Class Alone:**

Because you are not a paid employee, you are not legally permitted to supervise a class alone. Consequently, if the teacher must leave the room for a long period of time, arrangements must be made to have a paid employee present.

- **Someone Asks to See a Student:**

If any person asks to speak to a student, you must direct that individual to the teacher. Under no circumstances should you grant such a request.

- **A Problem Arises With the Teacher/Supervisor**

If you should encounter any type of problem with your role, please discuss it with an administrator.

- **Someone Asks You How a Student is Doing:**

As it becomes known that you are working in certain capacities at the school, you may be asked questions concerning specific students. If a parent or friend inquires as to the student's progress, you should say, "I enjoy working with that student and I am sure if you schedule an appointment, the teacher would be happy to talk with you."

HEALTH AND SAFETY REGULATIONS

- **Drug Free Workplace:**

Marcus Garvey School is a drug free workplace. Volunteers shall not have consumed alcoholic beverages or taken illegal drugs before coming to school or when working at school. Signs of either is unacceptable.

- **Health:**

Please do not come to school to volunteer if you are ill. Hours must be made up at a different time. This includes a cold, sore throat, or cough.

- **Safety:**

Be aware of playground regulations.

Supervise activities of children by walking around the playground. Do not sit and engage in conversation with other volunteers or teachers. This leaves students unsupervised.

THE CONSISTANT PARENT VOLUNTEER

The Consistent Volunteer:

- Attends the volunteer orientation and training sessions.
- Follows all school and volunteer program rules and guidelines.
- Wears volunteer identification.
- Signs in and out every session.
- Is regular and punctual in attendance.
- Assists in resolving problems.
- Accepts direction and supervision from school staff.
- Maintains confidentiality about sensitive matters.
- Asks questions about anything not understood and provides feedback.

PARENT VOLUNTEER RIGHTS

Parents Volunteers Have the Right To Be:

- Treated as a co-worker
- Given a suitable assignment
- Supplied with as much information about the school and classroom as possible
- Offered training for a job
- Given sound guidance and direction
- Heard and recognized for his or her contribution