



UNIVERSAL DAROFF CHARTER SCHOOL  
UNIVERSAL COMPANIES  
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## UNIVERSAL DAROFF CHARTER SCHOOL DISTRICT PARENT INVOLVEMENT POLICY- SY2016

### District Mission Statement emphasizing Parental Involvement

\*\*\*\*\* UNIVERSAL DAROFF CHARTER SCHOOLSCHOOL (DISTRICT) is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

### PART I. DISTRICT EXPECTATIONS

*District must establish the district's expectations for parent involvement. [Section 1118(a)(2), ESEA.]*

UNIVERSAL DAROFF CHARTER School agrees to implement the following requirements:

- ❖ The UNIVERSAL DAROFF CHARTER SCHOOL (District) will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- ❖ Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- ❖ The UNIVERSAL DAROFF CHARTER SCHOOL (District) will work with its schools to ensure that the required school-level parent involvement plan meets the Title I requirements, and includes, as a component, a school-parent compact.
- ❖ The UNIVERSAL DAROFF CHARTER SCHOOL (District) will incorporate this district-wide parent involvement plan into its district plan.
- ❖ In carrying out the Title I parent involvement requirements, to the extent practicable, the UNIVERSAL DAROFF CHARTER SCHOOL (District) and its schools will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- ❖ If the UNIVERSAL DAROFF CHARTER SCHOOL (District) plan for Title I is not satisfactory to the parents of participating children, the school district will submit any parent

comments with the plan when the school district submits the plan to Pennsylvania’s Department of Education (PDE).

- ❖ The **UNIVERSAL DAROFF CHARTER SCHOOL (District)** will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I allocations greater than \$500,000.)
- ❖ The **UNIVERSAL DAROFF CHARTER SCHOOL (District)** will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Pennsylvania (i.e., Pennsylvania’s Parent Center, Harrisburg, PA).

**PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT-WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The **UNIVERSAL DAROFF CHARTER SCHOOL (District)** will take the following actions to involve parents in the joint development of its *district/school* parent involvement plan:

- *How will parents be included in writing the parent involvement plan?*

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it) Contact Person</b>	<b>Timeline (When it will be done) Due Date</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Parent Interim/Report Card Conferences	School Administrators (Ms. Bradley, Ms. Waters, and Dr. Story)	Bi-Monthly	1. Flyers 2. Phone blast 3. Facebook Posts	1. Parent Turnout
Parent Workshops	FSRC (Ms. Pearson) Administration (Ms. Bradley, Ms. Waters, and Dr. Story)	Monthly	1. Flyers 2. Phone blast 3. Facebook Posts	1. Parent Turnout 2. Parent Surveys

2. The **UNIVERSAL DAROFF CHARTER SCHOOL (District)** will involve parents in the process of district and school plan, review and improvement [i.e. district plan, *section 1112*, school wide *section 1114*, and/or school improvement *section 1116*];

- *How will the school/district inform parents of school report card?*
- *How will the district/school notify the parents that their child’s school has been identified, as needs improvement?*
- *How will the school identify students who qualify for Title I services?*
- *How will the district/school choice option, parent may transfer their child to another school within the district?*
- *How will the district/school involve parents of the identified sub-student groups as part of the school support team?*
- *How will the district/school conduct staff development for implementing effective strategies for parental involvement?*

Activity/Task (What will be done )	Staff Responsible (Who will be doing it) Contact Person	Timeline (When it will be done) Due Date	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Parent Interim/Report Card Conferences	School Administrators (Ms. Bradley, Ms. Waters, and Dr. Story)	Bi-Monthly	1. Flyers 2. Phone blast 3. Facebook Posts	1. Parent Turnout

3. Involve parents, in an organized, ongoing, and timely way, in the planning, review and improvement of programs under this part, including planning, review and improvement of the school parental involvement plan;

Activity/Task (What will be done )	Staff Responsible (Who will be doing it) Contact Person	Timeline (When it will be done) Due Date	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Parent Interim/Report Card Conferences	School Administrators (Ms. Bradley, Ms. Waters, and Dr. Story)	Bi-Monthly	1. Flyers 2. Phone blast 3. Facebook Posts	1. Parent Turnout
Parent Workshops	FSRC (Ms. Pearson)	Monthly	1. Flyers 2. Phone blast 3. Facebook Posts	1. Parent Turnout 2. Parent Surveys

4. *The* will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care or home visits, as such services relate to parental involvement;

Activity/Task (What will be done)	Staff Responsible (Who will be doing it) Contact Person	Timeline (When it will be done) Due Date	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Parent Workshops	FSRC (Mr. Jackson/Mrs. Gunter)	Monthly	1. Flyers 2. Phone blast 3. Facebook Posts	1. Parent Turnout 2. Parent Surveys
Home Visits	FSRC (Mr. Jackson/Mrs. Gunter)	As needed	1. Via Phone 2. Via Email	1. Scholar/Parent receive the material needed/requested

1. *The* **UNIVERSAL DAROFF CHARTER SCHOOL** (District) will provide the following necessary coordination, technical assistance and other support to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance:

Activity/Task (What will be done )	Staff Responsible	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
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	<b>(Who will be doing it) Contact Person</b>	<b>Due Date</b>		
Parent Workshops	FSRC (Ms. Pearson)	Monthly	3. Flyers Phone blast 3. Facebook Posts	1. Parent Turnout 2. Parent Surveys

2. If the school wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it) Contact Person</b>	<b>Timeline (When it will be done) Due Date</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Requested Parent Meeting	School Administrators (Ms. Bradley, Ms. Waters, and Dr. Story)	Per Request	N/A	Parent Survey

3. **The UNIVERSAL DAROFF CHARTER SCHOOL (District)** will build the schools’ and parents’ capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, through the activities specifically described below:

A. **The UNIVERSAL DAROFF CHARTER SCHOOL (District)** will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph -

- ❖ the state’s academic content standards,
- ❖ the state’s student academic achievement standards,
- ❖ the state and local academic assessments including alternate assessments,
- ❖ the requirements of Title I,
- ❖ how to monitor their child’s progress, and
- ❖ how to work with educators.

*(List activities, such as workshops, conferences, classes, both in-state and out-of-state, including any equipment or other materials that may be necessary to ensure success.)*

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it) Contact Person</b>	<b>Timeline (When it will be done) Due Date</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Parent Workshops	FSRC (Ms. Pearson)	Monthly	1. Flyers 2. Phone blast 3. Facebook Posts	1. Parent Turnout 2. Parent Surveys
Parent Interim/Report Card Conferences	School Administrators (Ms. Bradley, Ms. Waters, and Dr. Story)	Bi-Monthly	1. Flyers 2. Phone blast 3. Facebook Posts	1. Parent Turnout

B. *The **UNIVERSAL DAROFF CHARTER SCHOOL (District)*** will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it) Contact Person</b>	<b>Timeline (When it will be done) Due Date</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Board Meeting	Principal	Quarterly	1. Phone Blasts	1. Parent Turnout 2. Parent Surveys
Requested Parent Meeting	School Administrators (Ms. Bradley, Ms. Waters, and Dr. Story)	Per Request	N/A	Parent Satisfaction

C. *The **UNIVERSAL DAROFF CHARTER SCHOOL (District)*** will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it) Contact Person</b>	<b>Timeline (When it will be done) Due Date</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Parent Workshops	FSRC (Mr. Pearson)	Monthly	1. Flyers 2. Phone blast 3. Facebook Posts	1. Parent Turnout 2. Parent Surveys

D. *The **UNIVERSAL DAROFF CHARTER SCHOOL (District)*** will, with the assistance of its Title I schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it) Contact Person</b>	<b>Timeline (When it will be done) Due Date</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Parent Workshops	FSRC (Ms. Pearson)	Monthly	1. Flyers 2. Phone blast 3. Facebook Posts	1. Parent Turnout 2. Parent Surveys

E. *The **UNIVERSAL DAROFF CHARTER SCHOOL (District)*** will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format,

including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

<b>Activity/Task (What will be done)</b>	<b>Staff Responsible (Who will be doing it) Contact Person</b>	<b>Timeline (When it will be done) Due Date</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Phone blasts	Ms. Bradley	Weekly	Providing Phone blasts regarding team items	Ensuring all our scholars receive Phone blasts

8. *The **UNIVERSAL DAROFF CHARTER SCHOOL (District)** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement plan in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement plan and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement plan.*

*(Describe actions, such as describing how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents will play)*

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it) Contact Person</b>	<b>Timeline (When it will be done) Due Date</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Phone blasts	Ms. Bradley	Weekly	Providing Phone blasts regarding team items	Ensuring all our scholars receive Phone blasts

9. *The **UNIVERSAL DAROFF CHARTER SCHOOL (District)** will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under this part and to explain the requirements of this part, and the right of the parents to be involved,*

*(Describe when and where the annual meeting will be held)*

<b>Activity/Task (What will be done)</b>	<b>Staff Responsible (Who will be doing it) Contact Person</b>	<b>Timeline (When it will be done) Due Date</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Parent Workshops	FSRC (Ms. Pearson)	Monthly	1. Flyers	1. Parent Turnout 2. Parent Surveys

			2. Phone blast 3. Facebook Posts	
Parent Interim/Report Card Conferences	School Administrators (Ms. Bradley, Ms. Waters, and Dr. Story)	Bi-Monthly	1. Flyers 2. Phone blast 3. Facebook Posts	1. Parent Turnout

10. The ***UNIVERSAL DAROFF CHARTER SCHOOL (District)*** will involve parents in the decisions regarding how funds reserved for parental involvement activities:

Activity/Task (What will be done )	Staff Responsible (Who will be doing it) Contact Person	Timeline (When it will be done) Due Date	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Board Meeting	School Advisory Board	Quarterly	Phone Blasts	1Parent Turnout

11. If the school wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it) Contact Person	Timeline (When it will be done) Due Date	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Requested Parent Meeting	School Administrators (Ms. Bradley, Ms. Waters, and Dr. Story)	Per Request	1. Via Email 2. Via Phone	Parent Satisfaction

***PART III. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT***

As a component of the school-level parental involvement plan, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- ❖ Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child’s achievement;
- ❖ Provide frequent reports to parents on their children’s progress; and
- ❖ Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child’s class and observation of classroom activities.

Activity/Task (What will be done )	Staff Responsible	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
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	<b>(Who will be doing it) Contact Person</b>	<b>Due Date</b>		
Parent Workshops	FSRC (Ms. Pearson)	Monthly	1. Flyers 2. Phone blast	1. Parent Turnout 2. Parent Surveys
Parent Interim/Report Card Conferences	School Administrators (Ms. Bradley, Ms. Waters, and Dr. Story)s (Ms. Bradley, Ms. Waters, and Dr. Story)	Bi-Monthly	1. Flyers 2. Phone blast 3. Facebook Posts	1. Parent Turnout

***PART IV. DISCRETIONARY DISTRICT/SCHOOL PARENTAL INVOLVEMENT PLAN COMPONENTS***

*The UNIVERSAL DAROFF CHARTER SCHOOL (District)* Parent Involvement Plan may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school and school system to support their children’s’ academic achievement, such as the following discretionary activities:

- ❖ Involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of that training.
- ❖ Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
- ❖ Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
- ❖ Train parents to enhance the involvement of other parents.
- ❖ In order to maximize parental involvement and participation in their children’s education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.
- ❖ Adopt and implement model approaches to improving parental involvement.
- ❖ Establish a district parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- ❖ Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.



- ❖ Provide other reasonable support for parental involvement activities under section 1118 as parents may request.

Activity/Task (What will be done )	Staff Responsible (Who will be doing it) Contact Person	Timeline (When it will be done) Due Date	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Parent Workshops	FSRC (Ms. Pearson)	Monthly	1. Flyers 2. Phone blast	1. Parent turnout
Parent Interim/Report Card Conferences	School Administrators (Ms. Bradley, Ms. Waters, and Dr. Story)	Bi-Monthly	1. Flyers 2. Phone blast 3. Facebook Posts	1. Parent Turnout

#### ***PART V. ACCESSIBILITY***

In carrying out the parental involvement requirements of this part **UNIVERSAL DAROFF CHARTER SCHOOL (District)**, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

Activity/Task (What will be done )	Staff Responsible (Who will be doing it) Contact Person	Timeline (When it will be done) Due Date	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Phone Blasts	Mr. Metcalfe	Biweekly	Providing the phone blasts weekly helps to bridge the gap between home and school	Ensuring all our scholars receive phone blast regarding school and team level events

#### ***PART VI. ADOPTION***

The **UNIVERSAL DAROFF CHARTER SCHOOL (District)** Parent Involvement Plan has been developed jointly with, and agreed on with, parents of children participating in Title I programs, as evidenced by meeting minutes and sign-in sheets.

On *1/27/2016 (date)*, the **UNIVERSAL DAROFF CHARTER SCHOOL (District)** Parent Involvement Plan will be in effect for the period of school year.

The **UNIVERSAL DAROFF CHARTER SCHOOL (District)** will distribute this plan to all parents of participating Title I children on or before date.

Aliya Catanch-Bradley, Principal  
(Signature of Title I Authorized Representative)

October 2, 2015  
(Date)

Their parents were involved with the development of **UNIVERSAL DAROFF CHARTER SCHOOL (District)** Parent Involvement Plan:

Tanine Jones  
Denisha Girard  
LaShonda Woodson