



UNIVERSAL COMPANIES

Universal Daroff Charter School
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SCHOOL PARENT INVOLVEMENT POLICY-2015-2016

PART I. GENERAL EXPECTATIONS

UNIVERSAL DAROFF CHARTER SCHOOL agrees to:

- ❖ The school will jointly develop with parents and distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.
- ❖ The school will notify parents about the School Parental Involvement in an understandable and uniform format and to the extent practical, will distribute this policy to parents in a language parents can understand.
- ❖ The school will make the School Parental Involvement Policy available to the local community.
- ❖ The school will periodically update the School Parental Involvement Policy to meet the changing needs of the parents and the school.
- ❖ The school will adopt the school's School Parent Compact as a component of the school Parental Involvement Policy.
- ❖ The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs and activities and procedures in accordance to this definition:

Parental involvement means the participation of parents in regular, two way, and meaningful communication involving student academic learning and other school activities, including ensuring that:

- ❖ Parents play an integral role in assisting their child's learning.
- ❖ Parents are encouraged to be actively involved in their child's education at school.
- ❖ Parents are full partners in their child's education and are included, when appropriate, in decision-making and on advisory committees to assist in the education of their child.

PART II:POLICY INVOLVEMENT 1118 (c)

UNIVERSAL DAROFF CHARTER SCHOOL will take the following actions to involve parents in the joint development and joint agreement of its Parent Involvement Policy and its school wide plan, if applicable in an organized ongoing, and timely way under section 1118(b) of ESEA:

- ❖ Monthly Parent Teacher Organization Meetings specifically to receive input from parents on how to increase parent participation.
- ❖ Distribute to the parents and the local community, the UDCS S Parental Involvement Policy.
 1. The Parental Involvement Policy is disseminated through the mail.
 2. The Parental Involvement Policy is disseminated at enrollment of new students to reduce the number of parents/guardians not receiving it.
 3. The Parental Involvement Policy is placed on the district website.
- ❖ Update periodically (biannually) its' Parental Involvement Policy to meet the changing needs of parents and the school;
 1. January of every school year, given changes in school culture and the Program Improvement status, the Parental Involvement Policy will be reviewed and updated.
- ❖ Will convene an annual meeting to inform parents of the following:
 1. That their child's school participates in Title 1.
 2. The requirements of Title 1.
 3. Their rights to be involved.
 4. Their school's participation in Title 1.
 5. Use of letters home to reach parents to attend the annual Title 1 meeting.
 6. Monthly newsletters with monthly calendar.
- ❖ Hold a flexible number of meetings at various times, provide transportation, child care, and/or home visits paid for with Title 1 funding as long as these services are related to parental involvement:

1. Hold a Parent Teacher Organization Meeting monthly, and review meeting times and dates at the beginning of each semester.

- ❖ Provide information about Title 1 programs to parents of participating children in a timely manner.
- ❖ Title 1 participation letter is sent home at the beginning of the school year along with the services that the Title 1 program provides.
- ❖ Annual Title 1 meeting is held at the beginning of the year to discuss the services available to the students and parents through Title 1.
- ❖ Parent teacher Organization meetings are held to discuss updates to the program.
- ❖ Provide parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet:
 1. Parent conferences are held four times a year.
 2. Parent education workshops are held to teach parents about the curriculum in use at the school, the forms of academic assessment are used to measure student progress and proficiency levels that students are expected to meet: i.e. PSSA and District Benchmark Exams.
- ❖ 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 practicably possible.
- ❖ UDCS will provide opportunities for parents to make suggestions and to participate in decision making to their child's education. i.e. parent surveys.
- ❖ UDCS will create standardized opportunities such as parent surveys for parents and educators to share partnered information, such as student strengths and learning preference.
- ❖ UDCS will submit to the district, any parent Comments if the school wide plan under section (11114) (b) (2) is not satisfactory to parents of participating children.
- ❖ Parent complaint letters will be sent to the local district coordinator of categorical programs.
- ❖ Title 1 committee will review such comments and consider ways to resolve the disputed sections of the school plan.
- ❖ UDCS will disseminate information in the form of monthly newsletters on school activities, student services, and optional programs.

1. Convene an annual meeting at a time convenient for parents of participating children:
 - ❖ All parents shall be invited and encouraged to attend in the fall (Back to School Night) and Spring (Family Night).
 - ❖ That UNIVERSAL DAROFF Charter School participates in Title I
 - ❖ The requirements of Title I
 - ❖ The school will provide information and explain the requirements of Title I and the rights of parents

2. Offer a flexible number of meetings and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Parent Workshops	School Administrators FSRC staff	Bi-monthly	1. Flyers 2. Phone	1. Parent turnout 2. Parent survey
Home Visits	FSRC (Ms. Pearson School Administration	As needed	1. Via Phone 2. Via Email	1. Scholar/Parent receive the material needed/requested

3. Involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs. This should include the planning, review, and improvement of the school parental involvement policy, as well as the joint development of the school-wide program plan under section 1114 (b)(2):

Activity/Task	Staff	Timeline	Steps	Accountability/Evaluations
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(What will be done)	Responsible (Who will be doing it)	(When it will be done)	(How it will be done)	(How success will be measured)
Parent Interim/ Report Card Conferences	School Administrators	Bi-Monthly	1. Flyers 2. Phone blast	1. Parent Turnout 2. Parent Surveys
Parent Workshops	FSRC (Ms. Pearson) SAC (Ms. Jones)	Monthly	1.Flyers 2.Phone blast	1. Parent Turnout 2. Parent Surveys

4. Provide parents of participating children:

- Timely information about the Title I programs
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet
- Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Parent Workshops	School Administrators FSRC staff	Bi-monthly	1.Flyers 2.Phone	1.Parent turnout 2.Parent survey

Note: If the school-wide program plan under section 1114 (b) (2) is not satisfactory to the parents of participating children, the school will also submit the parents’ comments on the plan that will be available to the local education agency.

(Required) COMPACT: SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT 1118(d)

As a component of the school-level parental involvement policy/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. *The school-parent compact may be a separate document, but must still be developed in collaboration with parents.*

UNIVERSAL DAROFF CHARTER SCHOOL will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet PA’s student academic achievement standards as follows: (Describe how the school will provide high-quality curriculum and instruction, and do so in a supportive and effective learning environment).
UACS will provide a hybrid instructional program that uses specific research-based materials to support the learning environment. The instructional program’s design is based on PA’s Common Core standard.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s academic achievement. Conferences will be held (at least annually):
(Describe when, where, and how staff will be available for consultation with parents.)
 - Conferences are held four times a school year. At these conferences, teachers provide information on student progress and mastery of PA’s content standards.
 - Conferences are held on an as need basis for student behavior and academic progress.
 - Parents are invited to attend district-sponsored workshops to help students and parents support the instructional programs at home.
3. Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports

as follows:

(Describe when and how the school will provide reports to parents.)

1. Parent conferences are held four times a year.
2. Interim parent conferences are held four times year. (9 week cycle)

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

(Describe when, where, and how staff will be available for consultation with parents.)

- Staff members are available before and after-school to consult with parents.
- Staff members are available at parent-teacher conferences.

5. Provide parents opportunities to volunteer in their children's school and to participate in their children's class and observe classroom activities, as follows:

(Describe when and how parents may volunteer, participate, and observe classroom activities.)

- Parents are considered valuable partners and are invited to attend school events, observe classrooms at their request. Also, they are invited to volunteer in the building. (library, school events, cafeteria, etc.)

Parents will support our children's learning in the following ways:

1. Describe the ways in which parents will support their children's learning, such as:

- Monitoring attendance
- Making sure that homework is completed
- Monitoring amount of television children watches
- Participating, as appropriate, in decisions relating to my children's education
- Promoting positive use of children's extracurricular time
- Staying informed about children's education and communicating with the school by promptly reading all notices from the school or the school district, either received by children or by mail, and responding as appropriate
- Serving, to the extent possible, on policy advisory groups, such as; serving as the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District Wide Policy Advisory Council, the State Committee of Practitioners, the School Support Team or other school advisory or policy groups

(Optional) Students will share the responsibility to improve our academic achievement and achieve PA's high standards in the following ways:

1. Describe the ways in which students will support their academic achievement, such as:

- Do my homework every day and ask for help when I need to
- Read at least 30 minutes every day outside of school time
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day

(Required) BUILDING CAPACITY FOR INVOLVEMENT 1118(e)

UNIVERSAL DAROFF CHARTER SCHOOL will take the following actions to:

1. Provide assistance to parents in understanding such topics as:

- PA's academic content standards
- PA's student academic achievement standards
- PA's and local academic assessments including alternate assessments
- The requirements of Title I, Part A
- How to monitor their children's progress
- How to work with educators to improve the achievement of their children

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

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Parent Workshops	School Administrators FSRC staff	Bi-monthly	1.Flyers 2.Phone	1.Parent turnout 2.Parent survey

2. Foster parental involvement by providing materials and training, such as literacy training and using technology, as appropriate, to help parents work with their children to improve their children's academic achievement.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Weekly	Ms. Bradley	Weekly	Collect critical information from each team to be included in the weekly updates.	Printing out a contact log confirming who received the calls and who did not.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Parent Workshops	School Administrators FSRC staff	Bi-monthly	1.Flyers 2.Phone	1.Parent turnout 2.Parent survey

3. Educate teachers, student services personnel, principals, and other staff on the value and utility of contributions of parents, and in how to reach out to and communicate and work with parents as equal partners. Actions should include how to implement and coordinate parent programs and build ties between parents and schools:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Professional development sessions	FSRC Counselor	Bi-monthly	1.Training sessions for teachers and parents invited to attend to share their insight	1.Parent surveys

4. Coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home (to the extent feasible and appropriate). Possible programs include Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The schools program must help teachers, principals, and other staff work well with parents. The school will also develop other activities, such as

parent resource centers, that encourage and support parents in more fully participating in the education of their children:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Professional development sessions	FSRC Counselor	Bi-monthly	1.Training sessions for teachers and parents invited to attend to share their insight	1.Parent surveys

5. Ensure that information related to the school and parent programs, meetings, and other activities is sent to parents of participating children in a format and language the parents can understand:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Weekly	Ms. Bradley	Weekly	Collect critical information from each team to be included in the weekly updates.	Printing out a contact log confirming who received the calls and who did not.

6. Provide reasonable support for parental involvement activities as parents may request.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Parent Workshops	FSRC (Ms. Pearson) Principal (Ms. Bradley) SAC President (Ms. Jones)	Monthly	1.Flyers 2.Phone blast	1. Parent turnout
Parent Interim/ Report Card Conferences	School Administrators	Bi-Monthly	1.Flyers 2.Phone blast	1. Parent Turnout

(Optional) The School Parental Involvement Policy/Plan may include additional paragraphs listing and describing other discretionary activities that the school, 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. The policy may include the discretionary activities as listed under section 1118(e) of the ESEA:

- Involve parents in the development of training to improve the effectiveness of that training for teachers, principals, and other educators
- 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 child care costs, to enable parents to participate in school-related meetings and training sessions

- Train parents to enhance the involvement of other parents
- Arrange school meetings at a variety of times or conduct in-home conferences between teachers or other educators who work directly with participating children
- Arrange meetings with parents who are unable to attend conferences at school to maximize parental involvement and participation in their children’s education
- Adopt and implement model approaches to improving parental involvement
- Establish a school 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

(Required) ACCESSIBILITY 1118(f)

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practical, 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 information and school reports in a format and to the extent practical, in a language such parents can understand.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Weekly	Ms. Bradley	Weekly	Collect critical information from each team to be included in the weekly updates.	Printing out a contact log confirming who received the calls and who did not.

(Required) ADOPTION

This UNIVERSAL ALCORN CHARTER SCHOOL Parental Involvement Policy/Plan has been developed/revised jointly with, and agreed on with, parents of children participating in Title I program, as evidence by meeting minutes.

The Parental Involvement Policy/Plan was developed/revised by UNIVERSAL DAROFF CHARTER SCHOOL on October 2, 2015 and will be in effect for the period of the school year.

The school will distribute this Parental Involvement Policy/Plan to all parents of participating Title I children and make it available to the community on or before October 2, 2015

Aliya Bradley, Principa/
(Signature of Title I Authorized Representative)

October 2, 2015
(Date)

These parents were involved with the development of this document:
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