UNIVERSAL COMPANIES

Universal Creighton Charter School

"We are here for scholar SUCCESS! We give it our ALL and Nothing less!"

"LEARNERS Today and LEADERS Tomorrow"

PARENT/STUDENT HANDBOOK

2020 - 2021 SCHOOL YEAR

GRADES K-8

5401 Tabor Avenue
Philadelphia, PA 19120
Phone# 215-537-2531
Fax# 267-388- 5227

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Universal Creighton Charter School

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Universal Creighton Charter School

Universal will be recognized as a change agent and national leader in urban education as evidenced by student awareness of self, high academic achievement, positive school culture, and community transformation wherever we serve.

Administration

Senior Vice President/Superintendent
Dr. Penny Nixon

Principal
Wendy Baldwin

Assistant Principal
Stacie Beverly

Assistant Principal
Ronald Creighton

Assistant Principal
Michelle Handis

Special Education Liaison
Megan D'Alessandro
ELL Lead Teacher
Stetson Bostic
Dean
Brenton Brady
School Guidance Counselor
Nichola Thompson

Board of Directors

President
Sultan Ahmed

Board Members

Mr. Sultan Ahmed, Chairman
Mr. Curtis Savoy
Mrs. Gail Green
Mr. Garland Thompson
Mr. Roger Tenant

Welcome

2020- 2021

Welcome to the Universal Creighton Charter School. Our school has long maintained a tradition of excellence in education and is the pride of our community, staff, and students. As a student or parent at Universal Creighton Charter School, you are the critical component of the school and the key to continued success. Universal Creighton Charter School is your school and it offers you a variety of opportunities for learning, friendship, and activities. We encourage you to become actively involved in your school, participate in its many activities, and become a positive and valuable contributor to its future. The teachers, counselors, administration, and support staff are here to work with you and to help you successfully prepare for your future. Please be sure to get to know us and allow us to assist you during your years at UCCS.

In addition, this handbook has been prepared to help you become more familiar with your school. Please take a few moments to carefully read it, and keep it conveniently located for future reference.

We Believe ….

- That learning is a lifelong process.
- That interpersonal relationships are essential for growth.
- That high expectations inspire continual growth and development.
- That every person has intrinsic value and worth.
- That innovation and proactivity are necessary in a changing world.
- That all people deserve to be treated with dignity and respect.
- That an informed global perspective connects our community to the world.
- That resiliency and adaptability are critical for the 21st century.
- That potential should never be limited.
- That there are multiple pathways to success
- That learning involves partnerships among family, community, and institutions.
- That healthy development involves the mind, body and spirit.

Letter from Administration

Dear Parents and Guardians,

"*No one is born hating another person because of the color of his skin, or his background, or his religion. People must learn to hate, and if they can learn to hate, they can be taught to love, for love comes more naturally to the human heart than its opposite."* Nelson Mandela

Welcome Back! We are excited to begin the 2020-2021 academic year at Universal Creighton Charter School. I hope that you have enjoyed your summer and are ready to send your scholars back to school refreshed, reenergized, and ready to learn. I know that this will be an outstanding year for Universal Creighton Charter School.

As a result of the impact of the drastic changes that have taken place in 2020 with Covid-19 school closures and protests of racism and police brutality, we must all be united in our efforts to ensure that we adhere to our school district mission, vision, safety and equity policies. There must be a continued emphasis on the physical and mental health and well-being of all of our scholars, as well as equity, respect, and racial equality in our school. This must be a part of our school culture and environment. If we are to play a role in ending racism and the spread of Covid-19, then we must be at the forefront of this work at Universal Creighton Charter School.

Creighton is a high performing charter school with outstanding students, parents, and staff. Here at Universal Creighton Charter School we have ***created a safe, nurturing school environment that embraces its diversity and through the use of data, developed and embedded the supports needed to ensure that all scholars achieve to their full social-emotional and academic potential.*** All staff will continue to work with you to help our scholars succeed on their path to college and career readiness.

This year, we have even more new and exciting opportunities to inspire your child. We have introduced a large quantity of new technology for scholars to access our online and virtual programming. We are fortunate to continue to offer a newly renovated 21st Century library fully staffed with a librarian. We are excited about continuing to provide a rigorous K-8 math curriculum, Eureka Math, and will be adding a new literacy curriculum, Wit and Wisdom. We will continue to have a Math interventionist and MTSS coordinator to provide additional academic supports to identified students. In addition, we look forward to seeing you at our monthly parent workshops.

Our school continues to be a peer leader among K-8 public schools in the city of Philadelphia. Our 2019 PSSA test scores were solid in reading and math, and we are confident that our scores would have continued to show growth this year had our scholars taken the 2020 PSSA. This is a result of the hard work of our scholars, parents, and teachers.

Here at Universal Creighton Charter School, we are on the right path to continue to improve our scholars' academic growth, as well as, maintain a positive school culture that will foster the development of the social, emotional, and problem-solving skills needed to excel in the 21st century. I thank you for all of your hard work and dedication as a parent or guardian, and I look forward to a phenomenal 2020-2021 school year.

Respectfully,

Wendy Baldwin, Principal
Stacie Beverly, Assistant Principal
Ronald Creighton, Assistant Principal
Michelle Handis, Assistant Principal

Virtual/Remote Instruction

Dear Parents,

While we recognize the challenges that you may face with remote instruction, it is critical that students continue their education when they are home. If students do not regularly attend classes and complete assignments, they will regress in their learning and fall behind this year and in future years.

I am proud that Universal Creighton was able to deliver laptops to all students and to support with getting internet services so that we could remove all barriers to learning.

As we work to continue to deliver high-quality instruction during these unprecedented times, please be reminded that students are responsible for completing all assignments and attending all classes during virtual instruction.

If you are experiencing any difficulty with supporting your child in completion of assignments or attendance, please contact your child's classroom teacher and/or school counselor.

Failure to complete assignments or attend classes could result in retention.

Please be reminded that when school does reopen, in order to maintain the safety and well-being of all staff and students, ALL students will be required to wear face masks and adhere to ALL social distancing guidelines.

Thank you for partnering with me in your child's education.

Respectfully,

Wendy Baldwin
Principal

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Parents Rights & Responsibilities

Know Your Rights

Universal Charter Schools are partners with the parents and families of our students, working together to ensure high academic achievement for all students. Our expectation is that all of our children become well-educated young people who will make positive contributions to their communities. As we build strong partnerships with parents, families, and our local communities, it is important to recognize the rights that families have in this partnership as well as the responsibilities that make sure everyone does their part to ensure student success. In order to be effective advocates, parents must understand their rights and assume responsibility in their children's education by becoming actively engaged. The list below is a quick overview of your rights as partners in your child's education;

THE RIGHT TO A FREE PUBLIC EDUCATION

Parents have the right to a free public-school education for their child in a safe and supportive learning environment.

THE RIGHT TO ACCESS INFORMATION ABOUT YOUR CHILD IN THE SCHOOL THEY ATTEND

The right to request information regarding the qualifications of your child's teacher, including education and certification

Universal Charter Schools are responsible for providing parents with access to their child's education records and any available information on educational programs and opportunities.

THE RIGHT TO BE ACTIVELY INVOLVED AND ENGAGED IN THE EDUCATION OF YOUR CHILDREN

Parents have the right to be given every available opportunity for meaningful engagement in their child's education.

Responsibilities of Parents/Guardians

Respect all members of the school community.

Respect, understand, and support school rules and regulations.

Respect, understand, and support the policies of Universal Creighton Charter School.

Recognize and understand that school personnel must enforce school rules.

Teach children to respect the rights of others and follow school rules.

Emphasize the importance of being prepared for school and adhering to school rules to foster academic success

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Student Responsibilities

Universal Creighton Charter School scholars are *RESPECTFUL, RESPONSIBLE, READY, and REFLECTIVE!*

Universal Creighton Charter School will be continuing to utilize Chromebook laptops in the classrooms. It is expected that all students follow the expectations for proper use of technology described in detail in the Code of Conduct. **Students/Parents will be held financially responsible for any misuse of a technology device that results in the destruction of this school property.**

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformity to school rules and regulations. Most of all, students are responsible for sharing with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

(b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school for the students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care with using public facilities, equipment and technology.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
10. Not use obscene language in student media or on school premises.
11. Not bring electronic devices (cell phones) or toys to school.

Positive Behavior Interventions and Supports

Universal Creighton Charter School will be utilizing the Class Dojo application school-wide as a Positive Behavior Intervention and Support. The PBIS system is designed to support scholars in developing positive patterns of behavior as defined by Universal Creighton's 4R's: Respectful, Responsible, Ready, and Reflective. Scholars will earn points on Class Dojo throughout each school day for displaying positive behavior. Students can also be subject to losing points in the Class Dojo PBIS due to non-compliance with school-wide behavior expectations and/or the student code of conduct. The school-wide behavior expectations are as follows:

1. Respectful
    - Be respectful to peers
    - Be respectful to staff
    - Follows all classroom rules
    - Uses appropriate language
    - Uses technology appropriately
    - Displays kindness to others
    - Does not engage in bullying/cyber bullying or intimidation
2. Responsible
    - Completes all classwork/homework
    - Carries a hall pass
    - Prepared for class each day
    - On time for school and class
3. Ready
    - Attends school each day
    - Prepared for class each day
    - On time for school and class
    - Follows school dress code
4. Reflective
    - Works hard to improve academic achievement
    - Bounce back
    - Remains on task in class
    - Apologizes for mistakes
    - Loyal to school, family and friends

Students who earn enough Class Dojo points will participate in events each month to incentivize their positive behavior. All Parents are required to sign up for the Class Dojo application in order to be a part of our PBIS system.

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Bullying and Cyber Bullying

We are committed to providing a safe, positive learning environment for students. Bullying detracts from the safe environment necessary for student learning, and may lead to more serious violence. Each student is responsible to respect the rights of others and to ensure an atmosphere that is conducive to learning and free from bullying. We encourage students or parents/guardians who have been bullied or witnessed bullying immediately report such incidents to the dean and/or principal, counselors, teachers, or any staff member using a witness statement and//or Parent Concern Form.

Bullying is characterized by the following three (3) criteria:

- It is intentional or deliberate aggressive behavior or harm doing;
- It is carried out repeatedly over time; and
- It occurs within an interpersonal relationship where there is an imbalance of power (e.g., one person is physically larger, stronger, mentally quicker or socially more powerful).

Drugs/Drug Paraphernalia

UCCS strives to prevent abuse of controlled substances. The principal or designee will immediately report required incidents involving any substance that is designed or resembles a controlled substance to the police department. The principal or designee will notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of a controlled substance.

Weapons

Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. UCCS prohibits students from possessing and bringing weapons and replicas of weapons into school property, or to any school-sponsored activity. The principal or designee will immediately report required incidents involving weapons to the police department. The principal or designee will notify the parent/guardian of any student directly involved in an incident involving possession or use of a weapon.

UNIVERSAL CREIGHTON CHARTER SCHOOL
5401 Tabor Avenue
Philadelphia, PA 19120
215-537-2531

RE: Required Background Checks for Parent and Community Volunteers

Dear Parent/Guardians and Members of the School Community:

Universal values the contributions that parents and community volunteers make to the educational programs of our schools and encourages parents and community members to volunteer. In order to ensure the safety and welfare of our scholars, and to comply with the Pennsylvania law, Universal has revised its volunteer policy and requirements.

Pennsylvania law and the Universal Family of Schools now requires background checks on all volunteers and those who will be performing tasks that could put them in close and unsupervised contact with scholars.

A "volunteer" is defined as an individual who meets one or more of the following criteria:

- The volunteer will have unsupervised contact with scholars
- The volunteer has a regular and ongoing assignment at the school
- The volunteer will be off campus with scholars in an unsupervised situation (i.e., field trip chaperones)
- The volunteer is a mentor to a scholar or scholars
- The volunteer is a coach or activity director.

This policy does not apply to a school "visitor." A visitor is defined as an individual who visits a school for a specific purpose, such as a scheduled parent teacher conference, or provide a **one-time** service under the supervision of the principal or his or her designee. A visitor is not engaged in activities that provide them with unmonitored care, supervision, guidance, or control of children, and does not provide ongoing services to the school. Such individuals are required to sign in at the Main Office and wear a "Visitor's Badge" while in the building.

Steps for Becoming a Volunteer

In order to become a volunteer, you must comply with the following requirements:

1. Apply for the following clearances:
    - State Police Background Check (Act 34)
    - Child Abuse Clearance (Act 151)
    - FBI clearance (Act 115)
2. Complete the Volunteer/Chaperone Application. If you have children in different buildings and plan to volunteer in each of the buildings, submission of **one** application and **one** set of clearances to **one** building is sufficient. However, please indicate each of the buildings for which you are applying on the application form.
3. Present the completed application and the original clearances to the main office.
4. Universal shall within fifteen (15) days provide a written letter of approval for any volunteers to be assigned within a school.

Individuals who have met the requirements to be a volunteer will be approved by Universal to volunteer for a period of one year. State Police Background Checks (Act 34) and Child Abuse Clearances (Act 151) must be obtained once each year. FBI clearances (Act 115) are required for all first-time applicants and must be obtained every three years thereafter. Volunteers will be required to apply and be approved by Universal annually. **No individual may be a volunteer until the required application and background checks are completed.** In addition, no individual will be approved to serve as a volunteer if their criminal history check would preclude him/her from being employed in a Pennsylvania public school under Act 34, Act 151 or Act 115.

As always, thank you for your contribution of your time, resources and support. We appreciate your willingness to volunteer in our schools and welcome the opportunity for parents and community members to offer their valuable time to supporting the mission of our schools.

Sincerely,

Wendy Baldwin,

Principal

Universal Creighton Charter School Academics

Mission Statement:
The Universal Education mission is to provide an unparalleled rich and high quality education for every scholar and to prepare them for college….and sustainable careers in the 21st century; and to build altruistic alumni who contribute to the transformation of their communities as future leaders and positive members of society.

We will fulfill our mission by working to:
Ensure that ALL scholars are reading at grade level by the end of third grade
Ensure that ALL scholars improve one performance level on the PSSA in reading, math, and science
Ensure a positive school climate through student, parent and community engagement

Core Academics and Specials

Universal Creighton offers a full range of core academic classes for all of our scholars including Literacy, Math, Science, and Social Studies. Scholars in grades 5 to 8 will cycle through these core subjects throughout the day. Scholars in grades K to 4 will remain in their homeroom classroom for core instruction throughout the day. We also offer Physical Education, Art, Music, STEM/Technology, and Drama education classes in addition to our core program that all students attend according to their weekly or quarterly schedules.

Multi-Tiered System of Support

In order to ensure your child meets expectations for academics and behavior, Universal Creighton utilizes a Multi-Tiered System of Supports, or MTSS. All scholars participate in MTSS level 1 in their daily instruction. Many scholars will be referred for level 2 supports when opportunities are identified to accelerate academic or behavioral growth based on their needs. If you child is identified for extra support at level 2 or 3, you will be notified by the school in order to participate in the MTSS process.

PSSA Academic Performance

Universal Creighton is a Peer Leader in academics for K-8 public schools in Philadelphia. Our PSSA test scores increased in the 2018-2019 tests, and our goal is to continue to make accelerated academic progress. PSSA testing for the 19-20 school year was cancelled due to Covid 19. We look forward to the 2020-2021 test year to show how our scholars have grown academically.

PSSA Scores 2018-2019

- English Language Arts Proficiency- 49% of students in grades 3 to 8
- Mathematics Proficiency- 25% of students in grades 3 to 8
- Science Proficiency- 42% of students in grades 4 and 8

PSSA Scores 2017-2018

- English Language Arts Proficiency- 44% of students in grades 3 to 8
- Mathematics Proficiency- 26% of students in grades 3 to 8
- Science Proficiency- 48% of students in grades 4 and 8

Grading Scale for Kindergarten

O= Outstanding (90 to 100)

S= Satisfactory (89 to 70)

N= Needs Improvement (69 to 50)

Grading Scale for Grades 1 through 8

96 to 100	A
95 to 90	A-
89 to 87	B+
86 to 83	B
80 to 82	B-
79 to 77	C+
76 to 73	C
72 to 70	C-
69 to 65	D
64 to 50	F (intensive intervention needed)

Grading Scale for Specialty Subjects

O= Outstanding (90 to 100)

S= Satisfactory (89 to 70)

N= Needs Improvement (69 to 50)

Progress Reports

Universal Creighton Charter School sends home scholar progress/interim reports halfway through each quarter to inform you of your child's academic performance.

Report Cards

Conferences for Report Cards will be held on the following dates:

- **November 20, 2020**
- **February 12, 2021**
- **April 16, 2021**

Monthly Calendar and Newsletter

Universal Creighton Charter School is dedicated to keeping parents informed about our academic programs. Our monthly calendar serves as a way to let you know what is going on at the school as far as our academic program, special events, and other important information that will help you become a partner in your child's education. Please look for these documents on a monthly basis.

Attendance Policy

Universal Creighton Charter School is dedicated to the academic achievement and success for all scholars. Regular school attendance is an integral part of that success. We know that if we increase student attendance, we will not only improve the academic skills of our scholars, but we will improve their social and emotional growth as well. On average, approximately 15,000 students are absent from school every day. Universal Creighton is making every effort to ensure that **every student is in school and in class, every day, on time.** To accomplish this, we will uphold the following attendance and truancy procedures:

Daily Attendance: All absences will be treated as illegal or unexcused until the school receives a written excuse note explaining the reason(s) for the absence. According to the law, only absences due to illness/quarantine, recovery from an accident, required court appearance, religious holidays, death in the family, and educational tours or trips (with prior approval by the Principal) may be excused. All other reasons (for example, vacations, trips, and illness of a family member) are considered to be illegal or unexcused**. All excuse notes must be given to your child's school within three (3) days of the student returning to school after his or her absence. If a written excuse note is not received within three (3) days, the absence will be permanently counted as illegal or unexcused.** A doctor's note must be provided for all absences of three (3) or more days in a row. If your child has illegal or unexcused absences on record, you can expect to receive telephone calls, mailed notices, and a request for a parent conference.

Truancy Referrals: The parents of scholars that have six (6) or more illegal absences may be referred to the Truancy Court. As a result of truancy, according to the Compulsory School Attendance Law, a judge or hearing officer may require students and/or their parents/guardians to do any or all of the following:

- Appear at a hearing regarding the student's truancy

- Perform reasonable school or community service for a period designated by the judge or hearing officer.

- Complete a parenting education program.

- Obtain counseling or other supportive services, including a re-entry, or other service plan determined appropriate by authorized school officials

- Pay a fine of up to $300
- Pay court costs
- Serve up to five (5) days in county jail

You can help improve your child's attendance and academic performance by making all appointments before or after school hours and regularly checking on his or her academic progress, behavior, and attendance. You can also help by discouraging lateness and class cutting. When your child is absent, please be sure to send an excuse note as soon as he or she returns to school, and make sure all make-up work is completed and returned.

If there are circumstances that prevent your child from attending school every day, please contact the school at 215-537-2531. We want to work with you in getting your child to school on time, every day. Thank you for partnering with us in improving student attendance and reducing truancy.

Notification

Parents must send in an absence note on the day the student returns to school from an absence. The note must follow the guidelines mentioned above in order for the absence to be considered excused.

Tardies

Students are expected to arrive on time daily (8:30 a.m.) in order to take full advantage of our academic program. **Note: 8:36 a.m. is considered late**. Students will be participating in attendance competitions school-wide, per grade and per classroom. Students will be rewarded with incentives class-wide for being on time for school everyday, and making efforts to improve their overall attendance and timely arrival **to school.**

Early Dismissal

Students may be signed out for early dismissal in the main office. You will need to show identification.

There will be no early dismissals after 3:00p.m.

Request for Homework During Absence

If your child is absent and you would like to request missed homework or make-up work to be sent home, please contact your child's teacher or the main office.

School Nurse

Health Clinic Services are provided on site. Parents must sign the Medical Release form (attached to this document) and return to the school nurse to receive the full services available. Any students with chronic medical conditions, asthma, allergies, or any medical concerns should notify the school nurse upon registration and provide any necessary documentation and/or records.

Athletics and Activities

Students must maintain a strong record of attendance, behavior, and academic performance in order to participate in any extra-curricular sports, clubs, or other student enrichment activities.

General Information

Dress Code for Scholars

The Board of Directors for each Universal Charter School has approved the Uniform Dress Code. Uniforms provide a cohesive look and eliminate unnecessary distractions during the school day. Universal Creighton Charter School is requesting that every parent/guardian reinforce the uniform requirements with your child/children. Students who come to school out of uniform are in violation of the dress code and necessary actions will be taken; i.e. lunch and/or after-school detention, student conferences, home visits and exclusion from school activities. In the event student is out of uniform, parent/guardian will be contacted and asked to bring necessary items to school.

Listed below is the dress code for Universal Creighton Charter School:

Boys:

White button up shirt with a red tie

Blue sweater with Universal logo

Navy blue pants

Black shoes

Girls:

White button up shirt with red tie

Blue sweater with Universal logo

Plaid jumper (Grades K-4)

Plaid skirt (Grades 5-8)

Navy blue pants (K-8)

Navy blue socks or stockings

Black shoes

Note: In the event student has gym, the acceptable attire is blue sweatpants, navy blue t-shirt and black sneakers. Our female scholars can wear black or blue tights and leggings during school hours. Students can only wear black or navy leggings to stay warm during cold weather. GIRLS ARE NOT ALLOWED TO WEAR JEANS AND/OR PANTS UNDER THEIR UNIFORM. SANDALS, OPEN-TOED SHOES AND HEAD SCARVES (OTHER THAN RELIGIOUS) ARE NOT ALLOWED IN SCHOOL.

Books and Supplies

Students will receive books and other materials from their various classroom teachers. It is the student's/parent's responsibility to keep these materials in good condition. Parents will be financially responsible for any books or supplies that are damaged or lost. In addition, teachers will provide you with a supply list for their particular grade and or class. Please make every effort to ensure that your child comes prepared each day with all necessary supplies for every class.

Emergency Delays and Cancellations (Inclement Weather)

Parents will be notified of any emergency school delay or cancellation through our automated calling system and/or Class Dojo.

Fire Drills and Emergency Procedures

Universal Creighton Charter School will practice fire drills and other emergency procedures periodically according to safety standards.

Evacuation Re-location/Re-unification Procedures

In the event of an evacuation due to active shooters, hazardous materials, weather emergency, or other safety hazard, scholars will be re-located to the Iglesia Cristiana Avivamiento (Avivamiento Christian Church) facility at, 5500 Tabor Avenue, Philadelphia, PA 19120 for re-unification with parents.

Title IX

No Scholars at Universal Creighton Charter School shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the UCCS education program.

Student Records

Student records are confidential, and will not be discussed or shared with any other person(s) than the student's parent or legal guardian. The school may disclose personally identifiable education records to comply with a court order, an agency or caseworker/representative of a state or local child welfare agency, or tribal organization.

Field Trips

Parents must have all clearances in order to chaperone any school sponsored trip or activity. Please contact our parent resource center for further information on how to get your clearances.

Medicines and Prescription Drugs

Please inform the school nurse of any medicines or prescription drugs that your child may be taking or need to take. The school nurse is the only staff member who will be able to administer any type of prescription medication that is required.

Health Insurance

For information about Pennsylvania's CHIP Program (health insurance for students) you may call 1-800-986-KIDS or contact our School Based Health Center at 215-537-2531 ext. for more information.

Lunch Program

Free breakfast/lunch is available to all students at Universal Creighton Charter School. Breakfast is served at 8:00 am.

Valuables, Telephones, and Electronic Devices

Universal Creighton Charter School assumes no responsibility for any valuables or electronic devices. Cell Phones are not allowed in school. Cell phone usage is prohibited in the building during the school day. Cell phones will be confiscated. They will only be returned to an adult.

Withdrawals, Transfers, Change of Address

The school should be notified immediately of intent to withdraw, transfer, or if your address has changed. In addition, Universal Creighton must have three working phone numbers for emergency contact at all times. Please let the school know immediately if your telephone number has changed or is no longer in service, and what number is the best to reach you or other relatives with permission to receive information about your child.

Students Experiencing Homelessness

UCCS will ensure that students experiencing homelessness have equal access to the same educational programs and services provided to other students by removing barriers such as identification, enrollment, attendance, transportation, and school stability. No student shall be discriminated against, segregated or stigmatized based on his/her homeless status.

All parents and/or students are encouraged to contact the school counselor for support with homelessness.

SCHOOL PARENT INVOLVEMENT POLICY-2020-2021

PART I. GENERAL EXPECTATIONS

UNIVERSAL CREIGHTON 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 CREIGHTON 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 UCCS Parental Involvement Policy.
    1. The Parental Involvement Policy is disseminated through email.
    2. The Parental Involvement Policy is sent home via students.
    3. The Parental Involvement Policy is placed on the district website.
    4.

- 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, childcare, 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 three 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 practically possible.
- UCCS will provide opportunities for parents to make suggestions and to participate in decision making to their child's education. i.e. parent surveys.
- UCCS will create standardized opportunities such as parent surveys for parents and educators to share partnered information, such as student strengths and learning preference.
- UCCS 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.

- UCCS 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 on September 10, 2020 from 5:30p.m. to 7:30p.m.** and **Spring Family Night in March, 2021**.
   - That Universal Creighton 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, childcare, 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	Administrators Teachers	Bi-monthly	1.Flyers 2.Phone Blast 3. Class Dojo	1.Parent Sign-in 2.Parent survey
Home Visits	Administration Dean Counselor	August PD Days As needed	1. Phone 2. 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 (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 Interim/ Report Card Conferences	Administrators Teachers	4X a year	Flyers Phone blast Class Dojo	Parent Sign-In Parent Surveys
Title I Parent Workshops	Parent Organization	Monthly	Flyers Phone blast	Parent Sign-In Parent Surveys

	Administrators		Class Dojo	

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)**
Title I Parent Workshops	Administrators Central Office	Bi-monthly	Flyers Phone Class Dojo	Parent sign-in 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.

PARENT 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. For our school, we* **UNIVERSAL CREIGHTON 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:

UCCS 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 needed 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:
    1. Parent conferences are held three times a year.
    2. Interim parent conferences are held four times a 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:

- Monitoring attendance and lateness
- 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

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

- Do my homework every day and ask for help when I need to
- Read at least 30 minutes every day outside of school time
- Complete 30-minutes of literacy online Lexia learning
- Complete 30-minute of math online IXL learning
- 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

BUILDING CAPACITY FOR INVOLVEMENT 1118(e)

Parental Involvement Activities:

1. Hispanic Heritage Celebration
2. Home & School Association Membership Drive
3. Newsletters
4. Title I Meetings
5. Math Night
6. Literacy Night
7. Back-to-School Night
8. Principal Chat –N– Chew
9. Winter Concert
10. Lunar New Year
11. Reading Level Award Ceremony
12. Multi-Cultural Fair
13. Spelling Bee
14. Black History Celebration
15. Movie Night

Note:

All activities are subject to changes.

UNIVERSAL CREIGHTON 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
    - How to assist our ELL parents to participate in student homework completion incentives

(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	Administrators	Bi-monthly	Flyers Phone Class Dojo	Parent Sign-In Parent survey

List of Workshop topics:

1. DRA reading assessment (Title I)
2. Health Care – School Based Health Center
3. Access 2.0 (Title I)
4. Bullying Awareness (Title I)
5. Introduction to Computers/STEM (Title I)
6. PBIS Class Dojo
7. Special Education Services/Title I (Understanding your rights)
8. Building Strong Families (Title I)
9. PSSA Preparation (Title I)
10. Healthy Life Styles (Title I)
11. Volunteerism/Clearances (Title I)
12. Importance of Scholar's Attendance (Title I)
13. Kindergarten New Parent Orientation
14. Studying habits (Title I)
15. Assistance with Virtual Learning

Note:

All activities are subject to changes.

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)**
Technology to Support Learning	Administrators Technology Teacher	Yearly	Collect critical information	Parent Sign-In Parent survey

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)
Title I Parent Workshops	Administrators	Monthly	Flyers Phone Class Dojo	Parent Sign-In 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	Counselor Administrators Teachers SEL ELL Lead	Quarterly	Training sessions parents invited to attend to share their insight	Parent surveys Parent Sign-In

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 school's 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	Administrators Teachers Leadership Team	Fall Winter Spring	Training sessions parents invited to attend to share their insight	Parent surveys Parent Sign-In

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)**
Communication of School Information	Administrators Leadership Team Teachers	Daily Weekly Monthly Quarterly Yearly	Collect critical information to be included in the weekly updates, calendars, newsletters	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	Parent Committee Administrators	Monthly	• Flyers • Phone blast • Class Dojo	Parent Sign-In
Parent Interim/ Report Card Conferences	Administrators	Bi-Monthly	• Flyers • Phone blast • Class Dojo	Parent Sign-In

(Optional) The School Parental Involvement Policy/Plan includes 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 includes 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 childcare 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)**
Parent Interim/ Report Card Conferences	SEL ELL Lead Teachers Administrators	Bi-Monthly	Collect critical information 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 CREIGHTON 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 evidenced by meeting minutes.

The Parental Involvement Policy/Plan was developed/revised by UNIVERSAL CREIGHTON CHARTER SCHOOL on

June 17, 2020 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, September 2020.

Wendy Baldwin, Principal

(Signature of Title I Authorized Representative)

DATE
9/1/20