



# UNIVERSAL ALCORN CHARTER SCHOOL



PARENT/STUDENT HANDBOOK

2024 - 2025 SCHOOL YEAR

GRADES (K-8)

3200 Dickinson Street  
Philadelphia, Pa. 19146  
(215) 952-6219

UNIVERSAL ALCORN CHARTER SCHOOL

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# Universal Alcorn Charter School

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## ***Administration***

Senior Vice  
President/Superintendent  
Dr. Penny Nixon  
Principal  
**Aaron Starke**  
Director  
**Sheila Mallory**  
Athletic Director  
**Samuel Colson**

Family Student Resource Center  
**Charles Abel**  
Parent & Family Services  
Manager  
**Denise Swygert-Huzzy**

## ***Board of Directors***

President  
Christopher Hill

## **Members**

Michael Rice  
Wendell Holmes  
Trumell Lamb  
Keith Pretlow

## ***Welcome***

2024-2025

Welcome to the Universal Alcorn 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 at Universal Alcorn Charter School, you are the critical component of the school and the key to continued success. Universal Alcorn 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 Universal Alcorn Charter School

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 21<sup>st</sup> 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.

Dear Student and Family:

The faculty and staff join me in welcoming you to a new school year at Universal Alcorn Charter Elementary School. We look forward to working with you and we hope that this will be your best school year ever!

The Student Handbook has been published to help you better understand the policies and procedures of Universal Alcorn Charter Elementary School. It is also designed to assist you and your parents in meeting your responsibilities to become a successful scholar. We urge you to carefully review the content, and we also encourage you to share the information.

Universal Alcorn Charter Elementary School will provide you with many opportunities for learning and enrichment during this year and we hope that you will take advantage of these opportunities. Our hope for each of our students is that you grow academically, socially and emotionally as a result of your school experiences. During your time at Universal Alcorn, we expect each of you to strive for excellence in your studies, and to make positive contributions to our school and to our community.

Consideration, respect, and safety are the foundations upon which the rules that govern student conduct are based. You will share a school environment with hundreds of other people. Therefore, the rights of all must be preserved, and the safety of no one must be compromised. Your actions must be consistent with the rules and must not infringe on the rights or safety of others.

Your teacher, guidance counselor, and other school staff members join me in offering you the help you may need during the school year in order to be successful. If you experience academic difficulty, disagreements with other students, or have personal concerns that you cannot resolve, we encourage you to seek someone out for assistance. Remember, we stand ready to help!

Lastly, we hope that you will always strive to be the best student and person you can be. I wish you an exciting, enriching and enjoyable school year, and one in which you will “Aspire To Excellence”.

Sincerely,

Aaron Starke

Principal

# 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 AND 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 THEIR CHILD IN THE SCHOOL THEY ATTEND**

Universal Alcorn Charter School is responsible for providing parents with access to their child's education records for inspection, review or to make copies at any time, and to make available information on educational programs and opportunities. If there is a dispute in regards to your child's information, the principal should be contacted immediately via email, phone or communication through the main office.

### **THE RIGHT TO BE ACTIVELY INVOLVED AND ENGAGED IN THE EDUCATION OF THEIR 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 Alcorn 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.**

## ***Student Responsibilities***

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share 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.

August 01, 2024

**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,

Aaron Starke

Principal

## General Information

### **VISITATION POLICY:**

All visitors must sign in at the main desk and proceed to the main office for a visitor's pass or assistance. All parents and visitors will be directed to use the main entrance on 32<sup>nd</sup> Street.

### **SCHOOL UNIFORM POLICY**

The Board of Trustees for Universal Alcorn Charter School has approved the Uniform Dress Code. Uniforms provide a cohesive look and eliminate unnecessary distractions during the school day. Universal Alcorn Charter School is requesting that every parent/guardian reinforce the uniform requirements with your child/children.

- All Scholars are expected to wear a white or navy-blue polo shirt, or sweatshirt along with a solid navy-blue or khaki bottom.
- Scholars shall have the right to dress in accordance with their stated gender identity and/or expression within the constraints of the school's dress code.
- Hoodies are not allowed to be worn in school. Bedtime attire is also not allowed to be worn in school.
- Footwear: Bedroom footwear such as slippers, slides, & flip flops are unacceptable for safety reasons.
- Physical Education: Scholars can wear a white or navy-blue t-shirt and navy sweatpants or shorts.

**CONTACTING YOUR CHILD DURING SCHOOL HOURS: PLEASE DO NOT** telephone school and ask to speak to your child; **Students will not be called from classrooms to answer telephone calls.** Messages will only be given to students in extreme emergencies.

**SCHOOL HOURS:** School begins promptly at 8:00AM and 3:00 PM.

**EARLY DISMISSAL:** To maximize instructional time, early dismissals are discouraged. If an **extreme emergency** warrants an early dismissal, please report to the main office with your medical or business appointment documentation and photo ID before 2:30PM to officially sign your child out of school. **Due to safety issues, no early dismissals are given after 2:30pm.**

**LATENESS POLICY:** Classroom instruction begins as soon as school starts so it is important for children to arrive on time. When a student is not able to arrive on time, the student must report to the late desk to fill out a late slip, and then go to the classroom. Excessive lateness will result in disciplinary and/or truancy action. **Any student arriving after 8:45AM is late for school.**

**INCLEMENT WEATHER:** On rainy / snowy / icy days or in extreme cold weather scholars may enter the building at regular school time.

**EMERGENCY CLOSINGS AND DISMISSALS:** Universal Alcorn Charter School follows the same emergency closing procedure as the **School District of Philadelphia**. Most local radio stations, TV and cable TV stations broadcast school closings. This information will be provided very early in the morning broadcasted at 5:00AM. If it becomes necessary to close during the school day, information will be forwarded to local radio stations, and local television networks. Universal Alcorn Charter School will be closed on the same days as the School District of Philadelphia.

**ABSENCES:** A note to the teacher explaining the absence is required in order for the child to be excused. Send the note upon the child's return to school. If your child does not submit a note, then the absence will be marked unexcused on his/her report card. It is important to contact the teacher or another student to find out what classwork or homework has been missed. 10 or more unexcused absences will result in a referral to truancy court.

**LUNCH:** Children may bring their lunch, or receive a free federally funded lunch. If your child has any food allergies, please send documentation from your doctor.

Our lunch program and socialized recess time (45 minutes) are supervised by our Climate Specialist and noon time Aides. We will also offer a **Study Hall and Tutoring** during the lunch periods for students who need/want extra help.

**SCHOOL COMMUNICATIONS:** All school wide information, such as the monthly calendars, newsletters, report card information, etc. will be sent home on Tuesdays. Parents/guardians, please be sure to ask your children Tuesday evening about any school updates or upcoming events at Universal Alcorn Charter School.

**HOMEWORK POLICY:** It is the school wide policy that students receive homework each and every night Monday through Friday. Students, please be sure to complete all homework assignments. Parents/Guardians please check with your child each night to ensure that

he/she has completed all assigned tasks. Homework assignments will count towards your child's grades.

**ELECTRONICS/TOYS:** CELL PHONES ARE NOT PERMITTED. IF YOUR CHILD HAS TO CARRY A CELL PHONE, IT MUST BE SHUT OFF DURING THE SCHOOL DAY. We will collect cell phones in the morning, label them and return them at the end of the day for all scholars in grades 3-8. **IF A CELL PHONE IS VISIBLE AT ANY TIME, IT WILL BE CONFISCATED AND RETURNED TO THE PARENT ONLY!!!** Students are not permitted to text or make calls from their cell phones during school hours. Cell phones will be confiscated if students violate this policy. Students are not permitted to have video games or game devices, MP 3 players, action figures, etc. in school. In the event that a child brings any of these items to school, they will be confiscated and only returned to the parent/guardian. The school is not responsible for any lost, damaged or stolen electronic devices or toys that are brought to school.

**UNIVERSAL ALCORN PBIS:** There are four tenets of conduct that students and staff follow at Universal Alcorn Charter School: (R.O.A.R)

- RESPECT
- OWNERSHIP
- ALWAYS SAFE
- READY

By following these four tenets of conduct, the students and staff are sure to have a safe and positive school year.

**INCENTIVE PROGRAMS:**

In addition to the incentives each teacher provides in his/her classroom, the school uses different programs and activities to promote positive behavior.

**ALCORN BUCKS:**

Students have the opportunity to earn Alcorn Bucks when they are caught in the act of demonstrating the three rules of conduct. Alcorn Bucks can be used to trade in for surprise items at the school store or to participate in special activities and events.

**V.I.P. CLUB:** Students who consistently exhibit positive behaviors, good attendance, complete classwork and homework will become members of the V.I.P. Club for an entire month. These students will have special privileges within the school building. For example, they will be class messengers, line leaders, etc. At the end of the month they will be invited to participate in a VIP Club Activity. Students will have the opportunity to participate each and every month as long as they meet the qualifications listed above.

**DISCIPLINE POLICIES AND PROCEDURES:**

The following is a list of the actions that will be taken based on the level of misbehavior exhibited by a student:

**Conference Notice:** This is a mandatory conference slip for the parent to be present with the child to meet with the Principal and/or the teacher. The slip includes the date and time of the scheduled conference.

**Suspensions:** There are two forms of suspensions at Universal Alcorn Charter School. We have In-School Suspensions (at the Principal's discretion) and Out of School Suspensions. When a child receives a suspension, the parent/guardian is contacted by the school notifying them of the incident and level of the consequence. A letter is also sent home with the student so the parent/guardian can read, sign and return the form to school.

**In-School Suspensions:** (ISS) – Although Universal Alcorn Charter School will not have a formal ISS program, it is our goal to have students in school. Therefore, for some infractions (at the discretion of the Principal) the principal will provide ISS.

**Out-of-School Suspensions:** Students can receive anywhere from 1-10 days for an out of school suspension, based on a single infraction or repeated violations of the Student Code of Conduct. Students are considered trespassing if they are on school grounds during the duration of their suspension. They are not permitted to return until their reinstatement conference date and time. ALL students must be reinstated with a parent/guardian present; otherwise they will be in violation of the suspension policy.

## **STUDENT HEALTH SERVICES**

The school nurse handles a variety of student concerns each day and maintains medical records on each student. Please inform the nurse of any special health problems. When the nurse is not in school, the principal (or designee), who has received training by the nurse, may administer medication under the guidelines established by the Pennsylvania Health services Commission.

If a child becomes ill during the school day, he/she will be given immediate attention. You will be called if your child is too ill to return to class. Please advise your children that they should not personally call home if they feel ill; but should go directly to the nurse's office or the principal.

Please complete the Emergency Contact Form and the Student Medical History Form for the school nurse by the first day of school. These forms provide important information, which can help to keep your child safe and healthy during school hours. Please note that it is still the parent/guardians responsibility to directly inform the nurse of any special medical conditions or needs by phone or in person.

## **IMMUNIZATION OF STUDENTS:**

All students must be completely immunized or exempted before admission to any public, parochial or private school in Pennsylvania. This is required by the Pennsylvania Department of Health, Philadelphia County Board of Health and Universal Alcorn Charter School.

The purpose of requiring immunization is to protect students from preventable communicable diseases and their medical and educational complications.

**Immunization: Required for Admission**

Immunization	Number of Doses
DTD	Five
OPV	Five
Hep. B	Three
MMR	Two
Varicella	One to Two

There are two exemptions:

**Religious Exemption** – Pupils need not be immunized if the parent/guardian objects in writing to the immunization on religious/ethical grounds.

**Medical Exemption** – Pupils need not be immunized if a physician or his designee provides a written statement that immunization may be detrimental to the health of the child. When the physician determines that immunization is no longer detrimental to the health of the child, the medical exemption ceases to be valid and the child must be immunized.

In the event of an outbreak of a disease for which the child is exempt from the requirement to be immunized, that child will be excluded from school until a competent medical authority determines that the child may return, or until the child is appropriately immunized.

### **Disposition of Immunization Records**

When transferring from one school to another, parents should request the Certificate of Immunization from the current school and take it to the new school.

No pupil will be admitted to a new school without the certificate. The Certificate of Immunization shall follow the student when he/she transfers, graduates, withdraws or otherwise leaves Universal Alcorn Charter School.

### **MEDICATION POLICY**

For the safety of all students, **NO** medication (this includes prescription and over-the-counter medicines, may be given OR taken in school unless we have **ALL** of the following in the health office:

1. Written orders from the student’s health care provider
2. Written permission from the parent/guardian
3. Properly labeled medicine (in a container from the pharmacy or the health care provider, including the date the prescription was filled.

## **CHILD FIND**

According to special education regulations in Chapter 711 of the Pennsylvania School Code, “each charter school and cyber charter school shall establish written policies and procedures to ensure that all children with disabilities who are enrolled in the charter school or cyber charter school, and who are in need of special education and related services, are identified, located and evaluated.”

Universal Alcorn Charter School is committed to identifying and meeting the diverse needs of all children through high-quality, individualized educational programming. A continuum of supports and services are provided, ranging from supplemental aides and services in the general education classroom to full-time programming in a special education setting.

Universal Alcorn Charter School actively seeks to locate and identify children who are enrolled who may require special education and/or related services through a systematic screening process. If you feel your child may be in need of special education services, please contact an administrator or the Special Education Liaison to discuss your concerns and the evaluation process. For more information on eligibility for special education and/or related services, see the Child Find Brochure on the Universal Companies website.



## Universal Alcorn Charter School

3200 Dickinson Street  
Philadelphia, PA 19146  
(215)-952-6219 (office)

### SCHOOL PARENT INVOLVEMENT POLICY-2024 - 2025

#### PART I. GENERAL EXPECTATIONS

**UNIVERSAL ALCORN 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 ALCORN 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 Universal Alcorn Charter School 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.
  - ❖ Universal Alcorn Charter School will provide opportunities for parents to make suggestions and to participate in decision making to their child’s education. i.e. parent surveys.
  - ❖ Universal Alcorn Charter School will create standardized opportunities such as parent surveys for parents and educators to share partnered information, such as student strengths and learning preference.
  - ❖ Universal Alcorn Charter School 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.
  - ❖ Universal Alcorn Charter School 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 Alcorn 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:

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Parent Workshops	School Administrators FSRC staff	Bi-monthly	1.Flyers 2.Phone	1.Parent turnout 2.Parent survey
Home Visits	FSRC Social Service Liaison 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 (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	School Administrators	Bi-Monthly	1. Flyers 2. Phone blast	1. Parent Turnout 2. Parent Surveys
Parent Workshops	FSRC Parents Central Office	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 Central Office	Bi-monthly	1.Flyers 2.Phone	1.Parent turnout 2.Parent survey

**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.*

**UNIVERSAL ALCORN CHARTER SCHOOL** will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that

## 2024 – 2025 Parent/Student Handbook

enables the participating children to meet PA’s student academic achievement standards as follows:

Universal Alcorn Charter School 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):
  - 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:
  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:
  - 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:
  - 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

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

1. Students will support their academic achievement using various ways 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 ALCORN 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

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
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.

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Workshops and trainings	School Administrators FSRC staff	Sept-June	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.

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
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.

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Professional development sessions	FSRC	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:

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Professional development sessions	FSRC	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:

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Notifications	School Administrators FSRC staff ELL Staff	Weekly, Monthly and as needed.	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.

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Parent Workshops	FSRC SAC	Monthly	<ul style="list-style-type: none"> <li>• Flyers</li> <li>• Phone blast</li> </ul>	1. Parent turnout
Parent Interim/ Report Card Conferences	School Administrators	Bi- Monthly	<ul style="list-style-type: none"> <li>• Flyers</li> <li>• Phone blast</li> </ul>	1. Parent Turnout

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

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- 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.

<b>Activity/Task (What will be done )</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Notifications	School Administrators FSRC staff Ell Staff	Sept-June	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.



**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 ALCORN CHARTER SCHOOL on August 28, 2024 will be in effect for the period of the 2024-2025 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

August 28, 2024

Aaron Starke, Principal  
(Signature of Title I Authorized Representative)

August 28, 2024  
(Date)

UNIVERSAL ALCORN CHARTER SCHOOL

**CELL PHONE POLICY**

**ZERO TOLERANCE**

**Dear Parent/Guardian**

Please help **Universal Alcorn Charter School** to enforce our **Cell Phone Policy** and remind your child of this policy. Additional information concerning this policy can be found in the **Parent/Student Handbook**.

CELL PHONES ARE NOT PERMITTED FOR STUDENTS IN GRADES K- 2 (NO EXCEPTIONS).

**All** cell phones in grades 3-8 will be collected in the morning upon arrival and returned at the end of the school day (**No Exceptions**). It is the responsibility of each scholar that brings a phone to school turn it in. **This is not an optional request.**

We thank you for your support in matter and look forward to a productive & rewarding 2024-2025School Year.

Sincerely,

Aaron Starke,  
Principal

## Education for Students Experiencing Homelessness

### About McKinney-Vento

The McKinney–Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all children and youth experiencing homelessness. [B.E.C. 42 U.S.C. 11431](#) outlines procedures for deciding school placement, enrolling students, and determining responsibility. Federal and state laws make our responsibility clear. With the huge number of children experiencing homelessness currently attending Philadelphia public schools, we must provide proper educational support and services.

### McKinney-Vento Act Basics At-a-Glance:

What is the definition of a “homeless youth” under McKinney-Vento?  
“Homeless” is defined as “anyone lacking a fixed, adequate, regular nighttime residence.”

### What situations fit this definition?

- Staying in the home of other people due to unavailable housing, financial hardship, or similar circumstances
- Living in motels, hotels, trailer parks (in some instances – examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing options
- Living in an emergency shelter or transitional housing
- Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth
- Refugee and migrant youth

### How does McKinney-Vento help these students?

The law makes sure that these students receive a free and suitable public education by removing barriers to school enrollment and full, basic, daily participation in school activities. This includes:

- Immediate enrollment
- Free and Reduced School Lunch
- Help from school with any necessary enrollment documents
- Help from school setting up transportation service (if the student qualifies)
- Help from school with getting basic uniform clothing
- Help from school with basic school supplies
- Help from school with any basic clothing needs
- Help from school with basic high school graduation needs and expenses

### Where can I find more information for Pennsylvania?

You can visit the [PA Education for Children and Youth Experiencing Homelessness](#) site. Also, visit <https://www.education.pa.gov/Policy-Funding/BECS/Pages/default.aspx> for more information.