

## Community Relations

### Administrative Procedure - Parental Involvement

Technical Assistance Supervisors shall advocate effective, comprehensive family involvement in education that will promote parents/guardians becoming active partners in education. Technical Assistance Supervisors shall, at least once every semester, provide a written report to the Director on parental involvement programs and efforts in their buildings. This administrative procedure identifies opportunities for parental involvement.

#### **The District or school provides notices to parents/guardians on the following topics (list may not be exhaustive):**

Public hearing on holding school or scheduling teachers' institutes, parent-teacher conferences, or staff development on certain holidays. 105 ILCS 5/24-2(b).

Free and reduced-price food service. 7 C.F.R. §245.5; 23 Ill.Admin.Code §305.10(c).

Fee waiver. 23 Ill.Admin.Code §1.245.

Applications of pest control and/or lawn care products. 225 ILCS 235/10.3, 415 ILCS 65/3.

Instruction on recognizing and avoiding sexual abuse. 105 ILCS 5/27-13.2.

Parental school visitation rights. 820 ILCS 147/25.

Child's placement in English learner programs. 105 ILCS 5/14C-4.

Major school-sponsored events, including parent-teacher conferences, given to non-custodial parents. 105 ILCS 5/10-21.8.

Unexplained absence from school of a student in K-8 (within two hours). 105 ILCS 5/26-3b.

Graduation requirements, particularly when a student's eligibility for graduation may be in question. 23 Ill.Admin.Code §1.440(e).

A student's suspension and/or expulsion. 105 ILCS 5/10-22.6.

Electronic audio and/or visual recording devices if located on school buses. 720 ILCS 5/14-3(m).

Physician who prescribes District's supply of epinephrine auto-injectors is protected from liability, with limited exceptions. 105 ILCS 5/22-30(c).

Availability of the District report card. 105 ILCS 5/10-17a.

See also:

*6:170-AP2, Notice to Parents Required by No Child Left Behind Act of 2001*

7:190-E2, *Student Handbook Checklist*

7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*

**State laws have created parental involvement opportunities on the following topics:**

**Students Records**

Parents/guardians have many rights concerning their student's school records, including the right to access the records (105 ILCS 10/5); the right to challenge the content (105 ILCS 10/7); and a non-custodial parent has the right to receive copies of school correspondence and reports (105 ILCS 5/10-21.8).

**Parent-Teacher Advisory Committees**

The School Board establishes a parent-teacher advisory committee(s) on student discipline and behavior interventions for special education students. 105 ILCS 5/10-20.14 and 5/14-8.05(c).

**Curriculum Involvement**

The District must involve the parents/guardians of a child with disabilities in their child's education and placement. 105 ILCS 5/14-1 *et seq.*, 23 Ill.Admin.Code §§226.500, 510 and 610.

If a parent/guardian objects, the student is not required to take sex education classes or courses. 105 ILCS 5/27-9.1, 5/27-9.2, and 110/3.

A parent/guardian has the right to examine instructional materials to be used in sex education classes or courses. 105 ILCS 5/27-9.1, 5/27-9.2, and 110/3.

The Board determines the instructional program with involvement of parents/guardians. 23 Ill.Admin.Code §1.410.

The District must consult with parent/guardian on an individual remediation plan for students demonstrating a proficiency level comparable to the average pupil performance one grade or more below current placement. 105 ILCS 5/2-3.64(b).

The District must notify parents/guardians of graduation requirements and when a student's eligibility for graduation may be in question. 23 Ill.Admin.Code §1.440(e).

The Board may use parent/guardian volunteers as: (1) assistants under the immediate supervision of a certificated teacher (105 ILCS 5/10-22.34); (2) supervisors, chaperones, or sponsors for non-academic activities (105 ILCS 5/10-22.34a); and (3) guest lecturers or resource persons under the immediate supervision of a certificated teacher (105 ILCS 5/10-22.34b).

Upon a parent/guardian's request, a student must be released for religious instruction or observance. 105 ILCS 5/26-1(5).

The District must post the school report card on its website and, upon request, send it to parents/guardians. If the District does not maintain a website, the report card must be sent to

parents/guardians without request. The District must send a written notice home to parents/guardians stating: (1) that the report card is available on the website; (2) the website address; (3) that a printed copy will be sent upon request; and (4) the telephone number to call to request a printed copy. 105 ILCS 5/10-17a.

#### Conferences and Hearings

The District must notify parents/guardians and consult with them and keep them involved with the education and placement of their child with disabilities. 105 ILCS 5/14-1 et seq.

Parents/guardians have the right to an unpaid leave from work to attend educational or behavioral conferences. 820 ILCS 147/1.

The District may use 2 days for parent-teacher conferences and may add more days to the teacher work year subject to collective bargaining. 105 ILCS 5/3-11.

A non-custodial parent receives notices of parent-teacher conferences. 105 ILCS 5/10-21.8.

A hearing with the parents/guardians must precede a student's expulsion. 105 ILCS 5/10-22.6.

#### Report on Parental Involvement

Parental involvement must be included in the school report card. 105 ILCS 5/10-17a.

#### Training

Parents as teachers program. 105 ILCS 225/5.

#### **The following Board policies provide opportunities for parental involvement:**

##### School Board

2:150 Committees

2:260 Uniform Grievance Procedure

##### Operational Services

4:10 Fiscal and Business Management

4:110 Transportation

4:130 Free and Reduced-Price Food Services

4:140 Waiver of Student Fees

4:160 Hazardous and Infectious Materials

4:170 Safety

Personnel

5:230 Maintaining Student Discipline

Instruction

6:60 Curriculum Content

6:120 Education of Children with Disabilities

6:140 Education of Homeless Children

6:150 Home and Hospital Instruction

6:180 Extended Instructional Programs

6:190 Extracurricular and Co-Curricular Activities

6:235 Access to Electronic Networks

6:270 Guidance and Counseling Program

6:280 Grading and Promotion

6:300 Graduation Requirements

6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

6:340 Student Testing and Assessment Program

Students

7:15 Student and Family Privacy Rights

7:20 Harassment of Students Prohibited

7:30 Student Assignment

7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students

7:50 School Admissions and Student Transfers to and from Non-District Schools

7:60 Resident

7:70 Attendance and Truancy

7:80 Release Time for Religious Instruction/Observance

7:90 Release During School Hours

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

7:150	Agency and Police Interviews
7:165	School Uniforms
7:170	Vandalism
7:190	Student Discipline
7:200	Suspension Procedures
7:210	Expulsion Procedures
7:230	Misconduct by Students with Disabilities
7:240	Conduct Code for Participants in Extracurricular Activities
7:250	Student Support Services
7:260	Exemption from Physical Activity
7:270	Administering Medicines to Students
7:275	Orders to Forgo Life-Sustaining Treatment
7:280	Communicable and Chronic Infectious Disease
7:290	Suicide and Depression Awareness and Prevention
7:300	Extracurricular Athletics
7:340	Student Records

#### Community Relations

8:30	Visitors to and Conduct on School Property
8:95	Parental Involvement

#### **School-level parental involvement programs include:**

1. Keeping parents/guardians thoroughly informed about their child's school and programs.
  - Develop and distribute a comprehensive student handbook.
  - Distribute information to parents/guardians on their school visitation rights.
  - Promote open houses.
  - Promote parent/guardian-teacher conferences.
  - Provide progress reporting and report cards, and keep parents/guardians informed when their child is not adequately progressing and there is a likelihood he or she may be retained.

Publish newsletters.

2. Encouraging involvement in their child's school and education.

Support and encourage parents/guardians volunteer opportunities.

Develop and use outreach programs to community groups and organizations.

3. Establishing effective two-way communication between all parents/guardians and District personnel.

Train personnel to collaborate with families of diverse backgrounds, including backgrounds that might impede parental participation, e.g., illiteracy or language difficulty.

4. Seeking the advice of parents/guardians on school governance issues and methods to fulfill the District's educational mission.

Work with parents to identify, consider, and discuss educational problems and issues.

5. Informing parents/guardians how they can assist their children's learning

Provide information to parents/guardians about activities they can do at home.

Provide programs on how to establish a home environment that supports learning and appropriate behavior.