

Community Relations

Administrative Procedure - Parental Involvement

Building Principals shall advocate effective, comprehensive family involvement in education that will promote parents/guardians becoming active partners in education. Building Principals shall, at least once every semester, provide a written report to the Superintendent 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)(2).
- 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 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(5).
- District's intent to withdraw from a special education joint agreement, if applicable. 105 ILCS 5/10-22.31, amended by P.A. 101-164.
- See also:
 - 6:170-AP2, *Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws*
 - 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. 20 U.S.C. §1414 and 1415; 34 C.F.R. §300.322, 501, 503, 504, 507 and 508; 105 ILCS 5/14-1 et seq., 23 Ill.Admin.Code §§226.500, 510, 520, 530 and 610.
- If parent(s)/guardian(s) opts their child(ren) out in writing, the student is not required to take National Sex Education Standards (NSES) classes or courses. 105 ILCS 5/27-9.1a(d), added by P.A. 102-522, and 110/3,

and see also 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs.*

- A parent/guardian has the right to examine instructional materials to be used in National Sex Education Standards (NSES) classes or courses. 105 ILCS 5/27-9.1a(e), added by P.A. 102-522, and 110/3. See also 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, and 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs.*
- The Board determines the instructional program with involvement of parents/guardians. 23 Ill.Admin.Code §1.410.
- The District may 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), repealed by P.A. 98-972, eff. 8-15-14; however, there is no penalty for continuing this practice when it is in the best interests of a student.
- 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 licensed teacher (105 ILCS 5/10-22.34 amended by P.A. 102-894); (2) supervisors, chaperones, or sponsors for non-academic activities (105 ILCS 5/10-22.34a; amended by P.A. 102-894); and (3) guest lecturers or resource persons under the immediate supervision of a certificated teacher (105 ILCS 5/10-22.34b, amended by P.A. 102-894).
- 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. 20 U.S.C. §1414 and 1415; 34 C.F.R. §300.322, 501, 503, 504, 507 and 508; 105 ILCS 5/14-1 et seq., 23 Ill.Admin.Code §§226.500, 510, 520, 530 and 610.
- If applicable, the District must notify all parents/guardians of students with disabilities residing in the District of its intent to withdraw from the special education joint agreement and hold a public hearing to review the District's plan for educating students after the withdrawal. 105 ILCS 5/10-22.31, amended by P.A. 101-164.
- Parents/guardians have the right to an unpaid leave from work to attend educational or behavioral conferences. 820 ILCS 147/1 et seq.
- The District may use two 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(a).

Report on Parental Involvement

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

The following Board policies provide opportunities for parental involvement:

School Board

- 2:150 *Committees*
2:260 *Uniform Grievance Procedure*

Operational Services

4:10	<i>Fiscal and Business Management</i>
4:110	<i>Transportation</i>
4:130	<i>Free and Reduced-Price Food Services</i>
4:140	<i>Waiver of Student Fees</i>
4:160	<i>Environmental Quality of Buildings and Grounds</i>
4:170	<i>Safety</i>

Personnel

5:230	<i>Maintaining Student Discipline</i>
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Instruction

6:60	<i>Curriculum Content</i>	
6:120	<i>Education of Children with Disabilities</i>	
6:140	<i>Education of Homeless Children</i>	
6:145	<i>Migrant Students</i>	
6:150	<i>Home and Hospital Instruction</i>	
6:160	<i>English Learners</i>	
6:170	<i>Title I Programs</i>	
6:180	<i>Extended Instructional Programs</i>	
6:190	<i>Extracurricular and Co-Curricular Activities</i>	
6:235	<i>Access to Electronic Networks</i>	
6:270	<i>Guidance and Counseling Program</i>	
6:280	<i>Grading and Promotion</i>	
6:300	<i>Graduation Requirements</i>	
6:310	<i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering</i>	<i>Students</i>
6:340	<i>Student Testing and Assessment Program</i>	

Students

7:15	<i>Student and Family Privacy Rights</i>
7:20	<i>Harassment of Students Prohibited</i>
7:30	<i>Student Assignment and Intra-District Transfer</i>
7:40	<i>Nonpublic School Students, Including Parochial and Home-Schooled Students</i>
7:50	<i>School Admissions and Student Transfers To and From Non-District Schools</i>
7:60	<i>Residence</i>
7:70	<i>Attendance and Truancy</i>
7:80	<i>Release Time for Religious Instruction/Observance</i>
7:90	<i>Release During School Hours</i>
7:100	<i>Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students</i>
7:165	<i>School Uniforms</i>
7:170	<i>Vandalism</i>
7:180	<i>Prevention of and Response to Bullying, Intimidation, and Harassment</i>
7:185	<i>Teen Dating Violence Prohibited</i>
7:190	<i>Student Behavior</i>
7:200	<i>Suspension Procedures</i>
7:210	<i>Expulsion Procedures</i>
7:220	<i>Bus Conduct</i>
7:230	<i>Misconduct by Students with Disabilities</i>
7:240	<i>Conduct Code for Participants in Extracurricular Activities</i>
7:250	<i>Student Support Services</i>
7:260	<i>Exemption from Physical Education</i>
7:270	<i>Administering Medicines to Students</i>
7:275	<i>Orders to Forgo Life-Sustaining Treatment</i>
7:280	<i>Communicable and Chronic Infectious Disease</i>

7:285	<i>Food Allergy Management Program</i>
7:290	<i>Suicide and Depression Awareness and Prevention</i>
7:300	<i>Extracurricular Athletics</i>
7:305	<i>Student Athlete Concussions and Head Injuries</i>
7:340	<i>Student Records</i>

Community Relations

8:30	<i>Visitors to and Conduct on School Property</i>
8:90	<i>Parent Organizations and Booster Clubs</i>
8:95	<i>Parental Involvement</i>

School-level parental involvement programs include:

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 of retention.
- Publish newsletters.
- Sponsor financial information nights.

Encouraging involvement in their child's school and education.

- Support and encourage parents/guardians volunteer opportunities.
- Work with the PTO to promote parents/guardians volunteer opportunities.
- Develop and use outreach programs to community groups and organizations.

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

- Monthly Building Principal coffees.
- Work with PTO leadership to ensure parental input.
- Train personnel to collaborate with families of diverse backgrounds, including backgrounds that might impede parental/guardian participation, e.g., illiteracy or language difficulty.

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

- Work with PTA leadership to ensure parental input.
- Establish a school-community advisory committee to identify, consider, and discuss educational problems and issues.

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.
- Implement a homework-hotline.

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