

## **Administrative Procedure - Parental Involvement 2.50 Ex.1**

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.

The following are examples of parental involvement programs for Building Principals to consider. New ideas for involving parents/guardians should be continuously investigated and incorporated.

1. Keep 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
  - Sponsor financial information nights
2. Encourage involvement in their child's school and education.
  - Support and encourage parents/guardians volunteer opportunities
  - Work with the PARENT ADVISORIES to promote parents/guardians volunteer opportunities
  - Develop and use outreach programs to community groups and organizations
3. Establish effective two-way communication between all parents/guardians and the School Board and District personnel.
  - Monthly Building Principal coffees
  - Work with PARENT ADVISORIES leadership to ensure parental input
  - Train personnel to collaborate with families of diverse backgrounds, including backgrounds that might impede parental participation, e.g., illiteracy or language difficulty
4. Seek the advice of parents/guardians on school governance issues and methods to fulfill the District's educational mission.
  - Work with PARENT ADVISORIES leadership to ensure parental input
  - Establish a school-community advisory committee to identify, consider, and discuss educational problems and issues
5. Inform 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

Although not exhaustive, the following identify State legislation mandating parental involvement:

### Students Records

- Parent/guardian has right of access to child's records (105 ILCS 10/5).
- Parent/guardian has the right to challenge the content of child's records (105 ILCS 10/7).
- Non-custodial parent has right to receive copies of school correspondence and reports (105 ILCS 5/10-21.8).

### Notices

- Schools must notify parents/guardians of their school visitation rights (820 ILCS 147/25).
- District must notify parent/guardian of child's placement in English language learner programs (105 ILCS 5/14C-4).

Non-custodial parent has right to receive notices of major school-sponsored events, including parent-teacher conferences (105 ILCS 5/10-21.8).

School must notify parents/guardians within two hours of child's absence from school (105 ILCS 5/26-3b).

District is responsible for notifying parents/guardians of 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 must be reported to the parents/guardians (105 ILCS 5/10-22.6).

A student's expulsion may occur only after the parents/guardians have been requested to appear at a meeting with the board or board's hearing officer (105 ILCS 5/10-22.6).

District must post school report card on its website and, upon request, send it to the parent(s)/guardian(s). If the District does not maintain a website, the report card shall be sent to parents/guardians without request. The District shall send a written notice home to parents/guardians stating that: (1) the report card is available on the website; (2) the website address; (3) 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).

#### Parent-Teacher Advisory Committees

School Board shall establish a parent-teacher advisory committee on student discipline (105 ILCS 5/10-20.14).

#### Curriculum Involvement

State law requires parents/guardians be notified, consulted, and kept involved with the education and placement of a child with disabilities (105 ILCS 5/14-1 et seq.).

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

Parent/guardian has right to examine instructional materials to be used in sex education classes or course (105 ILCS 5/27-9.1, 5/27-9.2, and 110/3).

School Board shall determine the instructional program with involvement of parents/guardians (23 Ill.Admin.Code §1.410).

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)).

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

School boards 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 parent/guardian's request, student must be released for religious observance (105 ILCS 5/26-1(5)).

#### Conferences and Hearings

State law requires parents/guardians be notified, consulted, and kept involved with the education and placement of a 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).

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

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 shall be included in the school report card (105 ILCS 5/10-17a).