

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 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. 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 *Fiscal and Business Management*
- 4:110 *Transportation*
- 4:130 *Free and Reduced-Price Food Services*
- 4:140 *Waiver of Student Fees*
- 4:160 *Environmental Quality of Buildings and Grounds*
- 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*

6:145 *Migrant Students*

6:150 *Home and Hospital Instruction*

6:160 *English Learners*

6:170 *Title I Programs*

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 and Intra-District Transfer*

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 *Residence*

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*

7:165 *School Uniforms*

7:170 *Vandalism*

7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment*

7:185 *Teen Dating Violence Prohibited*

7:190 *Student Behavior*

7:200 *Suspension Procedures*

7:210 *Expulsion Procedures*

7:220 *Bus Conduct*

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 Education*

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| 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

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| 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:

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 of retention.
 - Publish newsletters.
 - Sponsor financial information nights.
2. 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.
3. 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.
4. Seeking the advice of parents/guardians on school governance issues and methods to fulfill the District's educational mission.

Work with PTO leadership to ensure parental input.

Establish a school-community advisory committee 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.

Implement a homework-hotline.

Updated: January 19, 2022