SCHOOL 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).
- 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.
- Parental school visitation rights. 820 ILCS 147/25.
- Child’s placement in English language 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(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 Act, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act
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


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.
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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(a-5), 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. 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 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 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:

Section 2 - School Board
2:150 Committees
2:260 Uniform Grievance Procedure

Section 4 - 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
SCHOOL COMMUNITY RELATIONS

Administrative Procedure - Parental Involvement

Section 5 - Personnel
5:230 Maintaining Student Discipline

Section 6 - 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 Credit for Alternative Courses and Programs, and Course Substitutions
6:340 Student Testing and Assessment Program

Section 7 - 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 Student
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 and Dental Examinations, Immunizations, and Exclusion of Students
7:165 School Uniforms
7:170 Vandalism
7:180 Prevention and Response to Bullying, Cyberbullying, Intimidation, and Harassment
7:185 Teen Dating Violence Prohibited
7:190 Student Behavior
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 Education
7:270 Administering Medicines to Students
7:275 Orders to Forego Life-Sustaining Treatment
7:280 Communicable and Chronic Infectious Disease
7:285 Food Allergy Management Program
7:290 Adolescent Suicide Awareness and Prevention Programs
7:300 Extracurricular Athletics
7:305 Student Athlete Concussions and Head Injuries
7:340 Student Records
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Section 8 - Community Relations
8:30 Visitors to and Conduct on School Property
8:90 Parent Organizations and Booster Clubs
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.
   - 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 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.

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