

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.
 - 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 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).
- 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

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 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(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.

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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.

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 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:

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

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

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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
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

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 COMMUNITY RELATIONS

Administrative Procedure - 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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