

## Community Relations

### Administrative Procedure - Parental Involvement<sup>1</sup>

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 and fine 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).

**The footnotes should be removed before the material is used.**

<sup>1</sup> Sample materials on parental involvement are also covered in 6:170, *Title I Programs*, for those districts that receive Title I funds. Districts that do not receive Title I funds may use this sample procedure exclusively. Title I imposes additional requirements for parent and family engagement programs; these requirements are covered in 6:170, *Title I Programs*; 6:170-AP1, *Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs*; 6:170-AP1, E1, *District-Level Parent and Family Engagement Compact*; and 6:170-AP1, E2, *School-Level Parent and Family Engagement Compact*.

District's intent to withdraw from a special education joint agreement, if applicable. 105 ILCS 5/10-22.31, amended by P.A. [104-218](#), ~~eff. 7-1-261-164~~.<sup>2</sup>

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-[1015](#), ~~renumbered by P.A. 104-3919-1a(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 Statutory 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-[1015](#), ~~renumbered by P.A. 104-3919-1a(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 Statutory 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. <sup>3</sup> 105 ILCS 5/2-3.64(b), repealed by P.A. 98-972, ~~eff. 8-15-14~~;

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<sup>2</sup> Remove this item if the District is not a member of a special education cooperative.

<sup>3</sup> [Optional. Delete if the District does not engage in this practice.](#)

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 at least 18 months before the District's proposed withdrawal date to review the District's plan for educating students after the withdrawal. 105 ILCS 5/10-22.31, amended by P.A. 104-218, eff. 7-1-26+164.<sup>4</sup>

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).

A parent involved with the Illinois child welfare system has certain rights, including: (1) to be notified of and invited to attend all of the child's school meetings; (2) to have all meetings scheduled at times and places that allow for the parent to participate; and (3) to be provided transportation assistance when necessary to attend meetings. Child Welfare Disclosure to Parents Act, 20 ILCS 522/, added by P.A. 104-254.

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<sup>4</sup> Remove this item if the District is not a member of a special education cooperative.

## 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*
- 7:270 *Administering Medicines to Students*
- 7:275 *Orders to Forgo Life-Sustaining Treatment*
- 7:280 *Communicable and Chronic Infectious Disease*
- 7:285 *Food Allergy Management Program*
- 7:290 *Suicide and Depression Awareness and Prevention*
- 7:300 *Extracurricular Athletics*
- 7:305 *Student Athlete Concussions and Head Injuries*
- 7:340 *Student Records*

#### 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 [curriculum nights](#).
  - 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.

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