

## **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.

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. 104-218, eff. 7-1-26.<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:**

<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*.

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

## 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 sexual health education classes or courses. 105 ILCS 5/27-1015, renumbered by P.A. 104-391, and 110/3, and see also 6:60-AP1, E1, *Requests to Examine Materials and Statutory Opt-outs*.

A parent/guardian has the right to examine instructional materials to be used in sexual health education classes or courses. 105 ILCS 5/27-1015, renumbered by P.A. 104-391, and 110/3. See also 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, and 6:60-AP1, E1, *Requests to Examine Materials and 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; 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); (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 at least 18

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<sup>3</sup> Optional. Delete if the District does not engage in this practice.

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. <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.

## 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*
- 6:340 *Student Testing and Assessment Program*

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

## Students

7:15	<i>Student and Family Privacy Rights</i>
7:20	<i>Harassment of Students Prohibited</i>
7:30	<i>Student Assignment and Intra-District Transfer</i>
7:40	<i>Nonpublic School Students, Including Parochial and Home-Schooled Students</i>
7:50	<i>School Admissions and Student Transfers To and From Non-District Schools</i>
7:60	<i>Residence</i>
7:70	<i>Attendance and Truancy</i>
7:80	<i>Release Time for Religious Instruction/Observance</i>
7:90	<i>Release During School Hours</i>
7:100	<i>Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students</i>
7:165	<i>School Uniforms</i>
7:170	<i>Vandalism</i>
7:180	<i>Prevention of and Response to Bullying, Intimidation, and Harassment</i>
7:185	<i>Teen Dating Violence Prohibited</i>
7:190	<i>Student Behavior</i>
7:200	<i>Suspension Procedures</i>
7:210	<i>Expulsion Procedures</i>
7:220	<i>Bus Conduct</i>
7:230	<i>Misconduct by Students with Disabilities</i>
7:240	<i>Conduct Code for Participants in Extracurricular Activities</i>
7:250	<i>Student Support Services</i>
7:260	<i>Exemption from Physical Education</i>
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

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/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.
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.  
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.