

Parents/Guardians Right-To-Know Notices

This list of parental notice requirements may not be exhaustive. The only notices applying to districts that do not receive Title I funds are those regarding student privacy. The notices described in this administrative procedure policy are paraphrased; please see the specific Every Student Succeed Act (ESSA) 20 U.S.C. § 6312(e) for the exact requirements.

Academic Notices

Teacher Qualification: At the beginning of each school year, the District shall notify the parents/guardians of each student attending any school receiving Title I funds that they may request, and the District will provide the parents/guardians on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status; through which State qualifications or licensing criteria has been waived;
- Whether the teacher is teaching in the field or discipline consistent with the teacher's certification; and
- Whether paraprofessionals provide services to the student and, if so, their qualifications.

Student Performance: Districts must provide parents/guardians the following information:

- The level of achievement and academic growth of the student if applicable and available on each of the State academic assessments required by law; and
- Timely notice that the student has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Testing Transparency Notices

1. **Testing Notification:** The Parent's guardians may request and the District will provide them in a timely manner, information regarding any State or District policy regarding student participation in any required assessments which information shall include a policy, procedure, or parent/guardian right to opt the child out of such assessment, where applicable.
2. **Testing Information:** The District shall make widely available through public means (including 4160-2 (ISBA 7/03 UPDATE) by posting in a clear and easily accessible manner on the District's website for each grade served by the District, information on each test or assessment required by ESSA 20 USC § 6311, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including: The subject matter to be assessed; the purpose for

which the assessment is designed and used; the source of the requirement for the assessment; and, if available, the amount of time the students will spend taking the assessment, the schedule for the assessment, and the time and format for disseminating test results.

English Learner Program Notices

1. Initial Program Notice: Not later than thirty (30) days after the beginning of the school year, the District shall inform parents/guardians of an English learner identified for participation or participating in such a program of the following:
 - the reason for identification of their child,
 - Their child's level of English proficiency,
 - How the English proficiency level was assessed,
 - The status of the child's academic achievement,
 - The methods of instruction used in the program in which their child is, or will be, participating,
 - The use of English and a native language in instruction,
 - How the program in which their child is, or will be participating will meet the educational strengths and needs of their child:
 - how their child's program will meet the child's needs, how the program will specifically help their child learn English, and,
 - Meet age appropriate academic achievement standards for grade promotion and graduation.
 - The specific exit requirements for the program including the expected rate of transition from such program into classrooms that are not tailored for English learners,
 - If funds under this part are used for children in high school, the expected rate of graduation from high school (including four (4) – year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program,
 - In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child, as described in Section 614(d) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)); and
 - Information pertaining to parental rights that includes written guidance
 - Detailing the right of parents to have their child immediately removed from such program upon their request;
 - Detailing the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and
 - Assisting parents/guardians in selecting among various programs and methods of instruction, if more than one (1) program or method is offered by the District

Program Notice During School Year

For those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during such school year, the District shall notify the children's parents/guardians during the first two (2) weeks of the child being placed in a language instruction educational program pursuant to the Initial Program Notice section herein.

Parental/Guardian Participation

1. The District shall provide the parents/guardians of English Learners information regarding how the parents can:
 - be involved in the education of their children; and
 - be active participants in assisting their children to
 - attain English proficiency;
 - achieve at high levels within a well-rounded education; and
 - meet the challenging State academic standards expected of all students.
2. The District shall implement an effective means of outreach to parents/guardians that includes holding, and sending notice of opportunities for regular meetings for formulating and responding to recommendations from parents/guardians of English Learners.

Program Exclusion and Admission:

A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

- I. education of their children, and respond to any such suggestions as soon as practicably possible.

Parent and Family Engagement

Parents shall be notified of the parent involvement parent and family engagement policy as outlined in 2420-2420P, in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Education of Homeless Children and Youths

The District shall provide written notice, at the time any homeless child or youth seeks enrollment in the school and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth), which shall be signed by the parent or guardian, that:

- Sets forth the general rights provided under this subtitle by the McKinney-Vento Act as set forth in District policy No. 3060; and
- Specifically states:
 - The choice of schools homeless children and youths are eligible to attend;
 - That no homeless child or youth is required to attend a separate school for homeless children or youths;
 - That homeless children and youths shall be provided comparable services, including transportation services, educational services, and meals through school meals programs; and
 - That homeless children and youths should not be stigmatized by school personnel.

- Includes contact information for the local liaison for the homeless children and youths.
1. In the case of an unaccompanied homeless youth, the District shall ensure that the homeless liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.
 2. As required by NCLB § 722(g)(6)(A)(iv): Each district shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens

Persistently Dangerous Schools

A “persistently dangerous school”, is defined as a school which, for three consecutive years, meets the following criteria:

1. In each of the three consecutive years, there is one instance of: suicide; sexual offense; or kidnapping; or.
2. The school exceeds an expulsion or student conviction rate of: 1 % of the student body; or three students, whichever number is greater, for violent criminal offenses or for violations of federal or state gun free schools requirements on school property or at a school sponsored event while school is in session.
3. For the purposes of this definition, a “violent criminal offense” is defined as conduct which could be charged as a felony or misdemeanor involving the threat of or actual physical injury, a sexual offense, homicide, rape, robbery, aggravated assault, aggravated battery, stalking, first degree kidnapping or aggravated arson.

If a school in the District is identified by the state as a “persistently dangerous school,” the Superintendent, or designee, shall ensure the following actions are accomplished in a timely manner:

- Notify the parents/guardians of each all students attending the school that the state has identified the school as persistently dangerous. Notification to the parents must occur within ten (10) school days from the date the state provided such notice to the District.
 - Offer all students the opportunity to transfer to a safe public school within the District. If there is not another school in the District, the District is encouraged, but not required, to explore other options such as an agreement with a neighboring district to accept transfer students. The offer to transfer students should occur within 20 school days from the time the District received notice from the state.
 - For those students who accept the offer, the transfer should be completed within thirty (30) school days from the date the District notified the affected parents.
4. Parental notification regarding the status of the school and the offer to transfer students may be made simultaneously.

School Intervention Action Plan:

For any school identified as “persistently dangerous” for two consecutive years, the District shall identify the problems and implement a written intervention action plan to ensure a safe school environment for students, faculty, and other school employees. Within 30 days of being notified, the intervention action plan shall be submitted to the State Department of Education (SDE) for approval. SDE will monitor the school progress.

Safe School Option for Victims: If a student is a victim of a violent criminal offense while attending school during normal school hours or at a school sponsored event, the District shall provide the following safe school options:

Within ten school days the Superintendent or designee shall ensure that the student is offered the opportunity to transfer to a safe school within the District;

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Safe School Option for Victims: If a student is a victim of a violent criminal offense while attending school during normal school hours or at a school sponsored event, the District shall provide the following safe school options:

- Within ten school days the Superintendent or designee shall ensure that the student is offered the opportunity to transfer to a safe school within the District;
- If there is no qualifying school in the District, the District is encouraged, but not required, to explore other options such as an agreement with a neighboring district to accept the student.
- To the extent feasible, the District will work with local victim assistance programs to determine whether they have services or funds available to help students in these circumstances. The Superintendent or designee should contact the office of the local county attorney to identify and locate qualified programs in the county.

Student Privacy

1. The student privacy policies developed by the District shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by the District. At a minimum, the District shall provide such notice at least annually at the beginning of the school year and within a reasonable period of time after any

substantive change in such policies; and offer an opportunity for the parent to opt the student out of the activity.

2. The District shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., “The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request.”

Program Notices to Parents Format

The notice and information provided to parents under this policy shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents of English Learners can understand.

Cross Reference: 2385 English Learner Programs
 2100 Curriculum Development and Assessment
 2140 Student and Family Privacy Rights
 2420 Parent and Family Engagement
 3000 Entrance, Placement, and Transfer
 3060 Education of Homeless Children

Legal Reference: 20 U.S.C. § 6311et seq. State Plans
 20 U.S.C. § 6312(e) Parents Right to Know
 20 U.S.C. 1414(d) Individuals with Disabilities Education Act
 20 U.S.C. 6318 Parental Involvement, as amended by ESSA 2015
 20 U.S.C. § 6321 Fiscal Requirements
 20 U.S.C. § 7912 Unsafe School Choice Option
 20 U.S.C. §§ 1232g, et seq., Family Education Right to Privacy Act

Policy History:

Adopted on: 2/9/2015

Reviewed on:

Revised on: 5/11/2023