

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)(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.

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. 104-391, 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 National Sex Education Standards (NSES) 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. 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 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.

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*
- 6:300 *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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