



## **Parent/Guardian Involvement, Rights, Notifications and Volunteer Policy**

U.C.A. §53G-11-4

U.C.A. §53G-6-801 through 806

### **POLICY**

One reason that parents choose Channing Hall is for the increased opportunity to be involved in defining and evolving school practices and decisions in an effort to create an exceptional educational opportunity for their children. Parent partnership and involvement is core to the decision-making process at Channing Hall. Parents often also seek participation and decision-making for their children to the full extent that Utah law allows. It is our vision to continue to evolve our programs and offerings based on our guiding philosophy and values through involving parents, students, teachers, administration and community partners in the decision-making process. The intent of this policy is to supplement other notices, policies and procedures that require parent notification.

#### **I. Channing Hall Communication With Parents**

- A. The school will communicate with parents and community partners regarding meaningful information and decisions facing the school.
- B. Types of meaningful information may include: information on child learning, requests for volunteer participation, information on school board meetings, school dialogues, extracurricular events, vacancies in school organizations, employment opportunities, standardized assessments and results, etc.

#### **II. Methods of Communication**

- A. The school uses a variety of media to communicate with parents, including:
  - 1. Weekly notifications, distributed by email
  - 2. Channing Hall Quarterly Newsletter, distributed by email
  - 3. Development and educational opportunities for parents in support of Channing Hall curriculum and supporting practices
  - 4. Channing Hall Parent Dialogue sessions – involving parents, teachers, students, administration and community in ongoing, facilitated discussions on relevant topics under consideration

5. Website postings

- B. The frequency of official correspondence shall be at the discretion of the Board, Administration, and parent organization.
- C. When seeking to communicate officially, the Channing Hall Board or Head of School will use procedures defined in the Channing Hall Family Handbook.

**III. Parent Requests and Reasonable Accommodations**

- A. Reasonable accommodations to parent requests mean granting those that do not substantially impact staff and school resources. Channing Hall may consider the following , as well as other, factors:
  - 1. Employee working conditions
  - 2. Supervision of students and safety for students and employees on school premises and for school activities
  - 3. Efficient allocation of school expenditures
  - 4. Classroom environment for all students and employees
  - 5. Overall academic success for all students
- B. In considering parent requests, Channing Hall will balance the following:
  - 1. Parents' rights to guide their children's education
  - 2. Educational needs of other students
  - 3. Academic and behavioral impacts in a classroom or grade level
  - 4. Teachers' workloads
  - 5. Safe and efficient operation of the school
- C. Channing Hall will consider each parent request for an accommodation individually
- D. Channing Hall will consider all students equally, consistent with state and federal law, in granting or denying accommodations, including IDEA and Section 504 of the Rehabilitation Act of 1973. The school will consider whether services/placement and/or changes to services and placement are consistent with students' rights under IDEA and Section 504 and other state and federal laws.
- E. Channing Hall will use best efforts in granting parents' reasonable requests for accommodations and will consider the approval or denial of requests and accommodations using factors and information outlined above.

**IV. Parents' Rights and Procedures for Requests for Accommodations**

- A. Following a written request and subject to reasonable factors as outlined, a parent/guardian may request:
  - 1. That a student be retained based on the student's academic ability or the student's social, emotional, or physical maturity;
  - 2. That a student be excused from school attendance for a family event or visit to a healthcare provider without requiring a note from the provider
    - a) Channing Hall may require a student to complete make-up work missed due to an excused absence for a family event
    - b) Channing Hall may offer positive incentives for student attendance;
  - 3. That a student be placed in a specialized class or advanced course, based on multiple academic factors;
  - 4. To initially request a specific teacher or to request a change of teacher, based on multiple factors and subject to reasonableness factors outlined above;
  - 5. To have a student excused from a statewide or NAEP test; or
  - 6. To substitute a statewide test for another appropriate academic assignment.
- B. With advance and reasonable notice:
  - 1. A parent may visit a class that the parent's student attends
    - a) The school requires parents to arrange dates and times in advance of visits
    - b) The school or teacher may require visitors to sign confidentiality forms as part of a visit;
  - 2. A parent may request to meet with a teacher at a mutually agreeable time other than regularly scheduled parent/teacher conferences;
- C. The school will provide parents/guardians with an opportunity to acknowledge receipt of the following school policies through the signing of the annual Student/Parent/Guardian Signature Form:
  - 1. Student discipline policy
  - 2. Technology use policy and agreement
  - 3. Bullying policy
  - 4. Attendance policy and procedures
  - 5. Student dress code
  - 6. Parent involvement, rights, notification, and volunteer policy

7. General student safety protocols
8. Student/parent reunification plan

**V. Channing Hall Notification to Parents**

- A. The school will inform parents, by phone, email or written correspondence, of the following:
  1. When a student misses or arrives late to a class more than two times in a month
  2. When a student threatens to commit suicide
  3. When there is an alleged incident of bullying, cyber-bullying, harassment, hazing, or retaliation involving a parent's child
  4. When there is a health, medical, or safety incident involving the parent's child, except in instances where the school reports to DCFS or law enforcement
  5. Concerning a parent's rights and procedural safeguards for parents related to child find or IDEA services
  6. Concerning immunization requirements
  7. When a student has a single serious or multiple lesser school discipline violations
  8. Concerning a student's grades and/or assessment results at formal points in the school year
  9. All other notices or information, as required by law
- B. The school will maintain a record of all required parent notifications, including date and time of the parent notice, in the form of a School Incident Report
- C. Incident reports will be maintained and protected as student records under the Family Education Rights and Privacy Act (FERPA).
- D. The school may provide additional notices to parents, as circumstances dictate

**VI. Parent Involvement in Decision-Making**

There are several ways for parents to become involved with the school, but the two most relevant forums for decision making are the:

- A. Channing Hall Governing Board.
  1. The Channing Hall Board meets monthly. The schedule is posted on the calendar listed on the school website.
  2. Every Board meeting includes a public comment period. Parents and community members may sign up to address the Board following the procedures outlined in the policy on Addressing the Board.

- B. Channing Hall Parent Organization. Participation information is available on the Channing Hall website

**VII. Other Ways for Parents to Be Involved**

- A. Assist in child's classroom with learning projects, one-on-one instruction and practice, etc.
- B. Lead or participate in an enhancement subject – art, physical movement, computers, music, etc.
- C. Extend learning by helping to arrange experiences in the community
- D. Increase financial resources available to the school
- E. Participate in information sharing strategies – calling parents, newsletters, etc.
- F. Offer courses for parents – parenting skills, communication skills, etc.
- G. Coordinate the cooperation of local businesses
- H. Help to set up student internships at your business or organization

**VIII. Parent Volunteers**

- A. A parent/guardian has a right to be involved and participate in a child's public education.
- B. Volunteering generally at a public school is a privilege, not a right.
- C. Channing Hall requires a school volunteer who has significant unsupervised access to students to complete a fingerprint background check.
  - 1. Forms and procedures are available through the main office.
  - 2. This process must be completed before a volunteer can work directly with students
- D. The school may require volunteers to attend or complete a short volunteer meeting or training, which includes appropriate confidentiality for students and their families.
- E. Channing Hall encourages teachers to establish and communicate reasonable expectations for volunteers.
- F. The school may require volunteers who drive students to provide current driver license and insurance information.