

Policy Code: 1310/4002 Parent Involvement

The Board recognizes the critical role of parents and guardians in the education of their children and in the schools. The Board directs school administrators to develop programs that will promote and support parental involvement in student learning and achievement and encourage successful progress toward graduation. Each parent/guardian is encouraged to learn about the educational program, the educational goals and objectives of the district and his or her own child's progress. The Board also encourages parents to participate in their children's education and in activities designed by school personnel to involve them, such as parent conferences, in order to foster effective teacher and parent communication. Parents are responsible for cooperating with school employees to facilitate their children's compliance with board policies concerning homework, school attendance, and behavior.

The Superintendent and each school may provide further direction on parent involvement. This policy applies to the parents, legal guardians and legal custodians of students who are under 18 years old and are not emancipated or married, and also includes students who are served in the exceptional children program.

A. Parental Involvement Plans

1. Parental Involvement Plan as Part of the School Improvement Plan

The superintendent directs each principal to ensure that the school improvement team develops a plan for the school's parental involvement program as a part of the school improvement plan. The principal shall publicize drafts of the parental involvement plan prior to finalization and solicit input from parents of students in the school. This plan must include, at a minimum, efforts to enhance parental involvement by promoting the following priorities:

- a. regular, meaningful two-way communication between home and school;
- b. involvement of parents and /guardians in student learning;
- c. promotion of volunteering in the school;
- d. involvement of parents and /guardians in school decisions that affect children and families;
- e. parental training based on parents' informational needs;
- f. collaboration with community agencies and other organizations to provide resources to strengthen school programs, families, and student learning; and
- g. promotion of student health awareness among parents by addressing the need for health programs and student health services, which are linked to student learning.

2. Title I Parent and Family Engagement Plan

Each school participating in the Title I program must develop, a school-level written parent and family engagement plan in accordance with Policy 1320/3560, Title I Parent and Family Engagement.

3. Parental Involvement Component of a School Plan for Managing Student Behavior

Each school's plan for managing student behavior should include parental involvement

strategies that address when parents will be notified or involved in issues related to their child's behavior in accordance with policy 4302, School Plan for Management of Student Behavior.

B. Parent Communication, Participation, and Conferences

1. Communication with Parents

The board encourages school personnel to have regular contact with parents for informational purposes as well as for commendation of students and notification of concerns. School personnel shall communicate with parents about student behavior issues in accordance with requirements of policy 4341, Parental Involvement in Student Behavior Issues, and about student attendance as described in policy 4400, Attendance. In addition, parents will be notified promptly if school personnel suspect that a criminal offense has been committed against or by the parent's child, unless notification would impede an investigation by law enforcement or the child welfare agency.

The principal must effectively communicate to parents the manner in which textbooks are used to implement the school's curricular objectives. Any parent interested in learning more about their child's course of study or the source of any supplementary instructional materials should contact the principal for more information. If a parent would like to inspect and review particular instructional materials, the parent should make such a request in accordance with policy 3210, Parental Inspection of and Objection to Instructional Materials.

The principal also shall ensure that information about the nature and purpose of all clubs and activities, curricular and extracurricular, offered at the school is available at the school's main office. Any parent who would like information about such clubs or activities should contact the school's main office.

The principal or designee shall strive, through oral or written communication or other means, to include the parents of students identified as at-risk in the implementation and review of academic and/or behavioral interventions for their children, in accordance with policy 3405, Students at Risk of Academic Failure.

The principal or designee shall provide the parent of each student in kindergarten, first, or second grade with written notification of the student's reading progress. The notice will be provided three times a year, following each benchmark assessment and will include: (1) assessment results, (2) whether the child may not reach reading proficiency by the end of third grade, and (3) instructional support activities for use at home.

2. Parent Participation at Schools

The board encourages parents to engage in activities in their children's schools. Parents are welcome to visit schools in accordance with policy 5020, Visitors to the Schools, and, if interested, are urged to participate in school volunteer programs as described in policy 5015, School Volunteers. In addition, opportunities exist for parents to participate on school advisory councils, such as the school health advisory council (see policy 6140, Student Wellness), school improvement teams (see policy 3430, School Improvement Plan), school media and technology advisory committees (see policy 3200, Selection of Instructional Materials), and the business advisory council (see policy 2670, Business Advisory Council).

3. Conferences

Teachers are responsible for scheduling conferences or meetings with parents. The board encourages the superintendent to work with local business leaders, including the local chambers of commerce, to encourage employers to adopt, as part of their stated personnel policies, time for employees who are parents or guardians to attend conferences with their child's teachers.

C. Parental Notification

1. Title I Notification

Each principal or designee of a Title I school shall effectively notify parents of all parental rights and other required information regarding Title I schools and programs, in accordance with federal law. Parents of students in Title I schools shall receive a copy of the system-wide Title I parent and family engagement policy (Policy 1320/3560) and the school-wide parent involvement plan.

2. Parent Guide for Student Achievement

Each year, the superintendent or designee shall create and distribute a parent guide for student achievement that meets the requirements of state law and the State Board of Education. All parents will receive a written copy of the guide, and information in the guide will be discussed at the beginning of each school year in meetings of students, parents, and teachers.

3. Additional Annual Notifications

The principal or designee shall annually notify parents of the following information to the extent that it has not already been provided to parents as part of the parent guide for student achievement:

- a. parental rights related to student records (see policy 4700, Student Records);
- b. parental rights related to student surveys (see Policy 4720, Surveys of Students);
- c. the approximate dates of a non-emergency invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered and scheduled in advance by the school administration, and (c) not necessary to protect the immediate health and safety of students;
- d. the schedule of pesticide use on school property and their right to request notification of non-scheduled pesticide use (see Policy 9201, Pest Management);
- e. student behavior policies, the Code of Student Conduct, and school standards and rules (see policies in the 4300 series);
- f. the permissible use of seclusion and restraint in the schools (see Regulation 4302-R, Rules for Use of Seclusion and Restraint in Schools);
- g. Policy 1720/4015/7255, Discrimination, Harassment, and Bullying Complaint Procedure;
- h. Policy 1740/4010, Student and Parent Grievance Procedure;
- i. the dates of the system-wide and state-mandated tests that students will be required to take during that school year, and how the results will be used, and

whether each test is required by the State Board of Education or by the local board;

j. grading practices that will be followed at the school and, for parents of high school students, the method of computing the grade point averages that will be used for determine class rank (see policies 3400, Evaluation of Student Progress, and 3450, Class Rankings);

k. available opportunities and the enrollment process for student to take advanced courses and information required by federal law;

l. if applicable, that their child will be provided advanced learning opportunities in mathematics or will be placed in an advanced mathematics course;

m. a clear and concise explanation of the North Carolina testing and accountability system that includes all information required by federal law;

n. a report containing information about the school system and each school, including but not limited to:

i. the following information both in the aggregate and disaggregated by category: student achievement, graduation rates, performance on other school quality and/or student success indicators, the progress of students toward meeting long-term goals established by the state, student performance on measures of school climate and safety, and, as available, the rate of enrollment in post-secondary education;

ii. the performance of the school system on academic assessments as compared to the state as a whole and the performance of each school on academic assessments as compared to the state and school system as a whole;

iii. the percentage and number of students who are:

i. assessed,

ii. assessed using alternate assessments,

iii. involved in preschool and accelerated coursework programs, and

iv. English learners achieving proficiency;

d. the per pupil expenditures of federal, state, and local funds; and

e. teacher qualifications.

o. the grade earned by the school on the most recent annual report card issued for it by the State Board of Education if the grade a D or F;

p. supportive services available to students, including guidance, counseling and health services (see Policy 3610, Counseling Program);

q. information about meningococcal meningitis and influenza, including the causes, symptoms, and vaccines, how the diseases are spread, and places where parents and guardians may obtain additional information and vaccinations for their children;

- r. for parents of students in grades 5 through 12, information about cervical cancer, cervical dysplasia, and human papillomavirus, including the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places parents and guardians may obtain additional information and vaccinations for their children;
- s. how to reach school officials in emergency situations during non-school hours;
- t. information about and an application form for free and reduced-price meals and/or free milk (see Policy 6225, Free and Reduced-Price Meal Services);
- u. information about the school breakfast program;
- v. information about the availability and location of free summer food service program meals for students when school is not in session;
- w. for parents of children with disabilities, procedural safeguards (see also Policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities);
- x. information on the availability of the asbestos management plan and planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities;
- y. education rights of homeless students (see Policy 4125, Homeless Students);
- z. the content and implementation of the local school wellness policy (see Policy 6140, Student Wellness);
- aa. their right to take four hours of unpaid leave from their jobs every year in order to be involved in their child's school as stated in [G.S. 95-28.3](#) (see Policy 5015, School Volunteers);
- bb. that the school system does not discriminate on the basis of race, color, national origin, sex, disability, or age (see policies 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, and 1730/4022/7231, Nondiscrimination on the Basis of Disabilities);
- cc. that the school system provides equal access to its facilities, programs and activities to the Boy Scouts and other designated youth groups (see Policy 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying); and
- dd. the availability of and the process for requesting a waiver or reduction of student fees (see Policy 4600, Student Fees).

4. As a part of the annual notification described above, parents will be effectively notified that they may opt out of any of the following:

- a. release of student directory information about their child for school purposes or to outside organizations (see Policy 4700, Student Records);
- b. release of their child's name, address, and telephone listing to military recruiters or institutions of higher education (see Policy 4700, Student Records);

- c. their child's participation in curricula related to (a) prevention of sexually transmitted diseases, including HIV/AIDS; (b) avoidance of out-of-wedlock pregnancy; or (c) reproductive health and safety education, as provided in Policy 3540, Comprehensive Health Education Program. A copy of the materials that will be used in these curricula will be available in the school media center during the school year and at other times that the media center is available to the public. To meet any review periods required by law, materials also may be made available for review in the central office;
- d. their child's participation in academic or career guidance or personal or social counseling services of a generic nature offered to groups of students (e.g., peer relations strategies offered to all sixth graders). However, parental notification and permission are not required for: (a) short- duration academic, career, personal, or social guidance and counseling and crisis intervention that is needed to maintain order, discipline, or a productive learning environment; (b) student- initiated individual or group counseling targeted at a student's specific concerns or needs; and (c) counseling if child abuse or neglect is suspected (see policies 3610, Counseling Program, and 4240/7312, Child Abuse – Reports and Investigations);
- e. their child's participation in any protected information survey given as part of the Center for Disease Control and Prevention's Youth Risk Behavior Surveillance System or National Youth Tobacco Survey (see policy 4720, Surveys of Students);
- f. their child's participation in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance; (b) administered and scheduled in advance by the school administration; and (c) not necessary to protect the immediate health and safety of students; the collection, disclosure, or use of (see Policy 4720, Surveys of Students); and
- g. the collection, disclosure, or use of their child's personal information for marketing purposes (see policy 4720, Surveys of Students); and
- h. release of their child's free and reduced-price meal information to State Medicaid or State children's health insurance program (SCHIP).

Any parent or legal guardian who wishes to opt out/withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities are presumed. After the annual notification, the school is not required to provide further notice to the parent or legal guardian as to the manner in which student directory information is used, the curriculum is provided, or guidance programs are made available.

D. Parental Permission Required

Written parental permission is required prior to the following activities:

1. the administration of medications to students by employees of the school system (see Policy 6125, Administering Medicines to Students);
2. the release of student records that are not considered directory information, unless the release is allowed or required by law (see Policy 4700, Student Records);
3. off-campus trips;
4. students' participation in high-impact or high-risk sports or extracurricular activities,

such as football or mountain climbing (see Policy 4220, Student Insurance Program);

5. all decisions or actions as required by the IDEA with regard to providing special education or related services to students with disabilities (see Policy 3520, Special Education Programs/Rights of Students with Disabilities);

6. certain health services, as required by law;

7. participation in a mental health assessment or mental health services under circumstances prescribed by federal law;

8. their child's personal information for marketing purposes;

9. students' participation in programs or services that provide information about where to obtain contraceptives or abortion referral services;

10. students' participation in surveys that are conducted concerning protected topics (see Policy 4720, Surveys of Students), other than those given as part of the Center for Disease Control and Prevention's Youth Risk Behavior Surveillance System or National Youth Tobacco Survey;

11. disclosure of students' free and reduced-price lunch eligibility information or eligibility status; and

12. disclosure of the identity of any student receiving supplemental education services under the Title I program; and

13. students' independent access to the Internet, as described in Policy 3225/4312/7320, Technology Responsible Use.

E. Procedures for Parental Involvement in Student Health

1. Parent Notifications Regarding Student Physical and Mental Health

At the beginning of each school year, the principal or designee shall notify parents of (1) each health care service offered at their children's schools and the means for parents to provide consent for any specific services, including notice that consenting to a health care service does not waive the parents' right to access their children's educational records or health records or to be notified of changes in their children's services or monitoring; and (2) the procedures to exercise the parental remedies for concerns related to student health provided by [G.S. 115C-76.60](#) and described below in subsection E.6.

Before any student well-being questionnaire or health screening form is administered to students in kindergarten through third grade, the principal or designee shall provide parents with a copy of the questionnaire or form and the means for parents to consent to the use of the questionnaire or form for their children.

The principal or designee shall notify parents of changes in services or monitoring related to their children's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for their children prior to or contemporaneously with the changes being made.

2. Discussions Related to Student Well-Being

In accordance with the rights of parents provided in [Chapter 114A of the General Statutes](#),

when issues of a student's well-being arise, school personnel shall encourage the student to discuss the issues with his or her parent. As appropriate, school personnel may facilitate discussions of such issues with parents.

3. Parent Access to Student Records

Parents will not be prohibited from accessing any of their children's education and health records created, maintained, or used by the school system, except as permitted by law. See policy 4700, Student Records.

4. Student Support Services Training

Student support services training developed or provided by the school system to school personnel will adhere to student services guidelines, standards, and frameworks established by the Department of Public Instruction.

5. Remedies for Parental Concerns Related to Student Health

If a parent has a concern about the school or school system's procedure or practice under Part 4 of [Article 7B of Chapter 115C](#), as described here in Section E of this policy, the parent should submit the concern in writing to the principal of his or her child's school. The parent should include the following information in the written concern: (1) the specific school system procedure or practice with which the parent is concerned, (2) if applicable, the name of any school system employee(s) or other individual(s) whose actions are at issue, and (3) the specific resolution desired.

The principal shall schedule and hold a meeting with the parent within five days after the concern was submitted. If the principal is unavailable for a timely parent meeting, the principal may designate another administrator to hold the parent meeting. The principal shall conduct any necessary investigation. If possible, the principal should make a decision about how to address the parent's concerns within seven days after the concern was submitted. The decision should include a written response from the principal stating the outcome of the investigation and any follow-up actions the principal deems appropriate to resolve the concern. In any event, the principal shall provide a written response within seven days after the concern was submitted, including the principal's decision regarding resolution of the concern and the basis for the decision. In responding to the concern, the principal may not disclose information about other students or employees that is considered confidential by law.

If the principal cannot address the concern within seven days, the principal shall immediately notify the superintendent or designee and provide the superintendent or designee with a copy of the parent's concern and the principal's response. The superintendent or designee shall review the written documents and provide a written response within fourteen days after the parent initially submitted the concern. In responding to the concern, the superintendent or designee shall not disclose information about other students or employees that is considered confidential by law.

If the superintendent or designee cannot address the concern within twenty-one days after the parent initially submitted the concern, the superintendent will forward the concerns to the Board Chairperson, who will then appoint two or more Board members to review the written information to determine a resolution.

If the concern is not resolved to the parent's satisfaction within 30 days of initial submission, the parent has the right to pursue additional remedies as provided in [G.S.](#)

F. Parent Requests for Information

A parent may request in writing from the principal of the school in which the parent's child is enrolled any of the information the parent has the right to access under Part 3 of [Article 7B of Chapter 115C](#). The request must be submitted in writing and must identify the specific information the parent seeks. The Superintendent may develop a form for such requests.

The principal, within 10 business days after receiving the written request, shall either provide the requested information to the parent or provide an extension notice to the parent that, due to the volume or complexity of the request, the information will be provided no later than 20 business days from the date of the parental request.

If the principal (1) denies or fails to respond to the request for information within 10 business days or (2) fails to provide information within 20 business days following an extension notice, the parent may then submit the written request for information to the superintendent, along with a statement specifying the time frame of the denial or failure to provide information by the principal.

If the superintendent denies or does not respond to the request for information within 10 business days, the parent may appeal the denial or lack of response to the board no later than 20 business days from the date of the request to the superintendent. The board will place the parent's appeal on the agenda for the next board meeting occurring more than three business days after submission of the appeal. The Board will review the written request and any related documents submitted by the parent or Superintendent, and may request additional information from either party before rendering a decision.

The board's decision is final and not subject to judicial review.

For purposes of this Section F, "business day" does not include Saturdays, Sundays, vacation days, or holidays, as set forth in the school calendar. In counting days, the first day will be the first full business day following the receipt of the written request.

The information in this Section F will be posted on the school system's website along with the list of parents' legal rights for their child's education as described in [G.S. 115C-76.25](#).

G. Community Services Available

A variety of community services are available to provide parents and families of students in the school system with needed information, support, and resources. Parents are encouraged to utilize applicable community services such as the following:

Organization	Focus Area	Website
TABLE	Food Security	https://tablenc.org
Inter-Faith Council for Social Service	Social Services	https://www.ifcweb.org
Refugee Community Partnership	Refugee Support	https://www.refugeecommunitypartnership.org
Orange County	Emergency Housing	https://www.orangecountync.gov/2359/Emergency-

Government	Assistance	Housing-Assistance
Community Empowerment Fund	Employment, Housing, and Finance goals	https://communityempowermentfund.org
Carrboro Community Health Center	Health Care	https://piedmonthealth.org/carrboro-location
Community Home Trust	Housing Affordability	https://communityhometrust.org
El Centro Hispano	Education, Economic Development, Civic & Community Engagement, Health & Wellbeing	https://elcentronc.org/
Meals on Wheels Orange County, Nc	Food Security	https://www.mowocnc.org/
EMPOWERment, Inc.	Affordable Housing and Economic Development.	https://www.empowermentinc.org/
Orange County Rape Crisis Center	Support for survivors of sexual violence	https://ocrcc.org/

H. Community Services Available

By September 15 of each year, the superintendent or designee shall report to the State Board of Education parental involvement information as required by [G.S. 115C-76.70](#).

I. Title 1 Parent Consultation Policy

The Title I program offers assistance to meet special educational needs of educationally and economically disadvantaged children according to federal guidelines. The Board encourages parents to participate in the design and implementation of the programs and activities in order to increase the effectiveness of the program and the success of the children.

An annual meeting will be held for parents of all eligible Title I children to discuss the Title I funded programs and activities. In addition to the annual meeting, the Board encourages parents to confer with their child's Title I teacher on a regular basis.

Each year, the school will notify parents of limited English proficient children identified for participation or participating in a Title I, Part A-funded language instruction educational program of the following:

1. reasons for identification;
2. level of English proficiency;
3. methods of instruction;
4. how the program will help the child;

5. if the child has a disability, how the language instruction educational programs meet the objectives of the child's individualized education program (IEP); and
6. any other information necessary to effectively inform the parent of the program.

The notification must occur not later than 30 days after the beginning of the school year for a student identified before the beginning of the school year. If a student has not been identified prior to the beginning of the school year, notification must occur within the first two weeks of the student's placement in a language instruction program. See also, policy 1320/3560, Title I Parent Involvement.

Legal References: Americans with Disabilities Act, [42 U.S.C. 12101](#) *et seq.*, [28 C.F.R. pt. 35](#); Asbestos Hazard Emergency Response Act, [15 U.S.C. 2641](#), *et seq.*; Boy Scouts of America Equal Access Act, [20 U.S.C. 7905](#), [34 C.F.R. 108.9](#); Elementary and Secondary Education Act, as amended, [20 U.S.C. 6301](#) *et seq.*, [34 C.F.R. pt. 200](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#), [34 C.F.R. pt. 99](#); Individuals with Disabilities Education Act, [20 U.S.C. 1400](#), *et seq.*; McKinney-Vento Homeless Assistance Act, [42 U.S.C. 11431](#), *et seq.*; National School Lunch Program, [42 U.S.C. 1751](#) *et seq.*, [7 C.F.R. 210.12](#), [7 C.F.R. pt. 245](#); Protection of Pupil Rights Amendment, [20 U.S.C. 1232h](#), [34 C.F.R. pt. 98](#); Rehabilitation Act of 1973, [29 U.S.C. 705\(20\)](#), [794](#), [34 C.F.R. pt. 104](#); Title VI of the Civil Rights Act of 1964, [42 U.S.C. 2000d](#) *et seq.*, [34 C.F.R. pt. 100](#); Title IX of the Education Amendments Act of 1972, [20 U.S.C. 1681](#) *et seq.*, [34 C.F.R. pt. 106](#); [20 U.S.C. 7908](#); [G.S. 90-21.1](#), [-21.10B](#); [95-28.3](#); [114A-10](#); [115C-47\(47\)](#), [-47\(51\)](#), [-47\(54\)](#), [-47\(58\)](#), [-76.1](#), [-76.20](#), [-76.25](#), [-76.30](#), [-76.35](#), [-76.40](#), [-76.45](#), [-76.50](#), [-76.55](#), [-76.60](#), [-76.65](#), [-76.70](#), [-81.25](#), [-81.30](#), [-81.36](#), [-105.41](#), [-109.1](#), [-174.26\(d\)](#), [-307\(c\)](#), [-375.4](#), [-390.2](#), [-391.1](#), [-402.15](#), [-407.16](#); [16 N.C.A.C. 6D .0307](#); State Board of Education Policies [KNEC-002](#), [PRNT-000](#), [TEST-001](#)

Cross References: Title I Parent and Family Engagement (policy 1320/3560), Discrimination and Harassment Prohibited by Federal Law (policy 1710/4020/7230), Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Student and Parent Grievance Procedure (policy 1740/4010), Hearings Before the Board (policy 2500), Business Advisory Council (policy 2670), Selection of Instructional Materials (policy 3200), Parental Inspection of and Objection to Instructional Materials (policy 3210), Technology Responsible Use (policy 3225/4312/7320), Evaluation of Student Progress (policy 3400), Students at Risk of Academic Failure (policy 3405), School Improvement Plan, (policy 3430), Class Rankings (policy 3450), Special Education Programs/Rights of Students with Disabilities (policy 3520), Comprehensive Health Education Program (policy 3540), Counseling Program (policy 3610), Homeless Students (policy 4125), Student Insurance Program (policy 4220), Child Abuse and Related Threats to Child Safety (policy 4240/7312), Student Behavior Policies (4300 series), Rules for Use of Seclusion and Restraint in Schools (regulation 4302-R), Bullying and Harassing Behavior Prohibited (policy 4329/7311), Parental Involvement in Student Behavior Issues (policy 4341), Attendance (policy 4400), Student Fees (policy 4600), Student Records (policy 4700), Surveys of Students (policy 4720), School Volunteers (policy 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Student Health Services (policy 6120), Administering Medicines to Students (policy 6125), Student Wellness (policy 6140), Free and Reduced Price Meal Services (policy 6225), Pest Management (policy 9205)

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