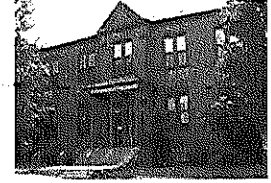


**La Academia: The Partnership Charter School
(LAPCS)**
Special Education Policies and Procedures



- PARENT TRAINING -

Community Relations Objectives:

The goal of the Local Education Agency (LEA) is to establish and maintain communication that informs the parents/guardians and public and involves them in the educational goals and programs of the LEA.

To achieve this goal, the Board shall provide parents/guardians and other members of the school community opportunities to receive information and orientation regarding the schools. The Board will utilize all appropriate means and media to achieve its community relations objectives.

The community relations objectives shall be to:

1. Explain the programs, achievements and needs of the schools to:
 - a. Parents/guardians.
 - b. The community as a whole.
2. Determine which particular areas of the school program, policies or operations need further clarification or explanation.
3. Keep students and staff members fully informed about:
 - a. The LEA's policies and procedures and the reasons for them.
 - b. System-wide activities
4. Operate in public session, as speedily and efficiently as circumstances permit and with appropriate public participation.
5. Recognize students:
 - a. And their achievements.
 - b. As a public entitled to be heard and provided with reasons for policies and practices which relate to them.

The Board or Committee of the Board and the Chief Academic Officer shall prepare and disseminate information to the public which reflects the official position of the Board concerning matters acted upon by the Board.

Except for statements made and adopted by the Board, or recommended by the Chief Academic Officer and approved by the Board, no administrator, teacher, Board member, or other LEA employee shall purport to represent the official point of view of the school system in public communication. Such Board member, administrator, teacher, or other employee may give his/her opinion on matters as s/he desires, but s/he shall not state that such is the position of the Board unless the position has been officially approved or adopted.

Teachers shall report through principals any newsworthy information that may result in press releases. Any information that has school-wide impact shall be channeled and released through the Chief Academic Officer's Office.

It shall be the responsibility of all LEA staff to:

1. Acquaint parents/guardians and residents with the work of the schools and students.
2. Give the courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints.
3. Make parents/guardians, volunteers and visitors feel welcome in the school and in the classroom.
4. Cooperate with parent-teacher and other community groups.
5. Maintain student relations that encourage cooperation of the home.
6. Observe interstaff relations conducive to high morale that merit the respect of students and citizens.

Reasonable Classroom Access:

The LEA shall permit and advertise the opportunity for parents/guardians to visit and/or participate in any and all classroom settings.

The LEA requests notice from parents/guardians who are interested in classroom access within 3 days of the desired visit, but will exempt notification and will permit access for special circumstances.

Relations with Parents/Guardians:

The Board believes that the education of students is a joint responsibility that is shared by the parents/guardians. To ensure that the best interests of each student are served in the educational process, a strong program of communication and cooperation between home and school must be maintained, and parental involvement encouraged.

The Board feels that it is the parents/guardians who have the ultimate responsibility for their children's behavior in school, including the behavior of students who have reached the legal age of majority but are, for all practical purposes, under parental authority.

During school hours, the Board acts in *loco parentis* or in place of the parents/guardians, through its designated administrators.

Parents/Guardians are requested to keep the school staff apprised of changes in the home situation that may affect a student's conduct or performance.

The Board directs that the following activities be implemented with prior notice to parents/guardians to encourage parent-school cooperation:

1. Parent-teacher conferences to permit two-way communication between home and school.
2. Open houses in the school to provide parents/guardians the opportunity to see the school facilities, meet the faculty, and witness school programs.
3. Meetings of parents/guardians and staff members to explain and discuss matters of general interest.
4. Meetings of staff members and groups of parents/guardians of students having special abilities, disabilities, needs, or problems.

The Board believes that parents/guardians have a responsibility to support and encourage their child's career in school through the following actions:

1. Require that students comply with the LEA's policies and school rules and regulations and accept responsibility for their behavior.
2. Send students to school on time with proper attention to their health, personal cleanliness and appropriate dress.
3. Maintain an active interest in the student's daily work and provide appropriate supervision for completion of assigned homework.
4. Read, sign and return promptly all communications from school, when requested.
5. Attend conferences for the exchange of information on the student's progress in school.
6. Participate in school activities and special functions.

Parent-School Training:

The LEA shall provide coordination, technical assistance, and other support necessary to assist all schools in planning and implementing effective parent/ guardian involvement activities to improve student academic and school performance. Based on common needs identified in the individual school improvement plans, the LEA shall arrange professional development opportunities for school staff members and parents/guardians. Examples of these activities may include district-sponsored events and workshops, state and national conferences, and/or participation in structured parent/guardian involvement programs.

The LEA and each school shall provide materials and training to help parents/ guardians participate in their children's academic success, such as literacy training and the use of technology, to foster parent/guardian involvement. The LEA will accommodate parent/guardian needs by providing multiple opportunities for meetings, alternate means of receiving information (i.e. conference calls, sending home meeting materials), and interpreters to eliminate language barriers.

Each school shall educate all staff to work effectively with parents/guardians as required by No Child Left Behind (NCLB) and parents/guardians shall have input into the development of training for teachers around working with parents, etc. to improve the effectiveness of such training.

The LEA and each school shall provide assistance to parents/guardians in understanding the state's academic content and performance standards, state and local

assessments; how to monitor a child's progress and work with educators to improve the child's performance. This information will be distributed in a format and language that parents/guardians can understand.

The LEA and each school shall provide opportunities to increase and sustain active participation from parents/guardians, including those with limited English proficiency or with disabilities, and provide information to the extent practical in a language parents/guardians can understand.

The LEA shall coordinate and integrate parental involvement programs within the LEA. Coordinators and parents/guardians associated with these programs will meet annually to discuss plans for involvement and ways to integrate programs, events, and activities. This meeting will be held to discuss the types of activities offered by each program as well as the roles of parents/guardians within the program.

References:

School District of Lancaster Board Policy – 901 Community Relations Objectives

School District of Lancaster Board Policy – 908 Relations with Parents/Guardians

School District of Lancaster Board Policy – 918 Title I Parental Involvement