

Chicago Public Schools Policy Manual

Title: RIGHTS AND RESPONSIBILITIES OF PARENTS AND STUDENTS

Section: 102.4

Board Report: 87-0527-MO1

Date Adopted: May 27, 1987

Policy:

STUDENT PROGRESS

PARENT RIGHTS

- To receive regular official reports of the student's academic progress.
- To receive an explanation of the basis for any mark given by the teacher.
- To request and be granted a conference with the teacher and/or principal.
- To be notified of any unusual development in the child's interest, behavior, attitudes, or accomplishments.
- To receive a report of the child's test scores from the standardized testing program administered each year.
- To receive written notification as soon as possible, but not later than the end of the first semester, if the child is in danger of not passing or graduating. This written notice is in addition to the information provided on the report card.

PARENT RESPONSIBILITIES

- To pick up the child's progress report at the end of the first and third quarters, and to read and sign the progress report each quarter.
- To request appointments with teachers only at times that do not interfere with instructional sessions.
- To inform the school of problems (health, etc.) the student has that may interfere with the completion of assignments.
- To work with the school in developing a remediation plan if the student is in danger of not passing or graduating.

STUDENT HOMEWORK

PARENT RIGHTS

- To be given information about the school's homework policy and individual classroom homework expectations.
- To help plan and review the local school homework policy.

PARENT RESPONSIBILITIES

- To be familiar with the school's homework policy and the individual classroom homework expectations that apply to the child.
- To help the child plan and carry out a routine for doing homework by:
- Looking at the child's homework assignment notebook regularly and showing interest and support.
- Providing a quiet time for and ensuring completion of all homework assignments.
- Looking over completed homework and reviewing marked homework.
- Discussing mistakes and ways for improvement.
- Encouraging the use of resources.
- Conferring with the teacher about the child's homework and school work.
- Encouraging the use of the Homework Hotline, when needed (Monday through Thursday between 5 p.m. and 8 p.m. 322-3100)

SCHOOL INVOLVEMENT

PARENT RIGHTS

- To visit the school.
- To receive a report which assesses the performance of the student's school in comparison

with other schools in the district, city, or state.

- To be provided an opportunity to observe in their child's classroom at times mutually agreeable to the parent, teacher, and principal.
- To exercise all of the opportunities provided in the Board of Education's policy on community involvement.
- To participate in local school organizations such as the Local School Improvement Council (LSIC and the Parent-Teacher Association (PTA) and volunteer activities.
- To participate in the District Education Advisory Council, if selected by the LSIC as a representative.
- To participate in the Field Education Advisory Council if selected as a representative of a district council.

PARENT RESPONSIBILITIES

- To respond promptly to requests for conferences by the teacher or principal.
- To work with the school, in the best interest of the students, through the PTA, LSIC, and other school organizations and to participate in volunteer activities.

CURRICULUM

PARENT RIGHTS

- To receive information on a school's complete program offerings, including support and alternative programs
- To inspect tests and instructional materials used in the Chicago Public Schools.
- To provide recommendations to the district superintendent and the Board of Education on school curriculum.

PARENT RESPONSIBILITIES

- To review the "learning outcomes" for all subjects in which the student is enrolled and to review with the student his/her progress in school.

STUDENT ATTENDANCE

PARENT RIGHTS

- To receive a report of the student's absences, tardiness, and cutting of classes.

PARENT RESPONSIBILITIES

- To send the teacher a dated and signed note whenever the student is absent or tardy.
- To assume responsibility for the student's compliance with attendance rule and procedures.
- To notify the school when the student is going to be absent.

STUDENT DISCIPLINE

PARENT RIGHTS

- To receive a copy of the Uniform Discipline Code.
- To receive an immediate report when the student is suspended.
- To have students treated with respect, fairness, and firmness.
- To be informed of a hearing for the purpose of expulsion through the due process procedure.

PARENT RESPONSIBILITIES

- To review the Uniform Discipline Code with the student on a regular basis.
- To discuss with the student school activities and expected behavior.
- To cooperate with the school in carrying out disciplinary actions taken in response to student misbehavior.

- To encourage in the student a respect for the law, including the rights of others.

STUDENT HEALTH

PARENT RIGHTS

- To be notified if a condition exists that may affect the child's health and/or safety.
- To be notified, within a reasonable amount of time, of any injury to the child.
- To be notified immediately of any injury requiring the services of a licensed physician.
- To be notified when the child is out of compliance with state-mandated requirements for health examinations and immunizations.
- To request reimbursement for out-of-pocket expenses incurred as a result of injury to their child on school premises. Claims should be submitted to: Martin Boyer and Associates, 120 S. Riverside Plaza, Suite 1620, Chicago, Illinois 60606. Payment of such expense is dependent upon a determination by Martin Boyer and Associates. Claims arising from high school sports injuries should be submitted directly to the Chicago Public Schools' Department of Insurance.

PARENT RESPONSIBILITIES

- To notify the school if any member of the family is diagnosed by a physician as having any contagious/infectious disease.
- To seek medical attention for the child when indicated.
- To assume responsibility for the periodic health examinations and immunization of the student required by law.
- To submit required medical reports to the appropriate school personnel.
- To keep the child home from school if he/she is suspected of having a communicable/nuisance disease until properly diagnosed by a physician who will give a release to return to school.
- To be familiar with the Chicago Public Schools Guidelines for Responding to Allegations of child Abuse.
- To be familiar with the Chicago Public Schools -Policy and Procedures for Personnel and Children Infected with AIDS or HTLV-III.

SPECIAL EDUCATION

PARENT RIGHTS

- To receive a free, appropriate, and effective special education program for the child as guaranteed through The School Code of Illinois, PL94-142, and The Education of All Handicapped Children, Section 504 of the Rehabilitation Act of 1973. The program provided must be in the least restrictive environment.
- To be informed of the rights of the parent/guardian of a child who may or will receive special education benefits. These rights, which are safeguarded by state and federal statutes, are delineated in Special Education Form J. This form may be obtained from the Department of Special Education.

STUDENT RECORDS

PARENT RIGHTS

To be granted the rights, provide under the Student Records Act of 1975, relative to student records.

BILINGUAL EDUCATION

PARENT RIGHTS

- To have the child placed in a bilingual education class after the youngster has been assessed and determined to be Limited-English-Proficient (LEP).
- To be notified by mail within 10 days after enrollment of a child's eligibility for a program in transitional bilingual education (To Bilingual Education on pg. 5).

PARENT RESPONSIBILITIES

- To monitor the movement of the child from one bilingual category to another (A, B, C, and D).

RESOURCES AND SERVICES

PARENT RIGHTS

- To request a waiver of student fees for services and/or materials provided by or through the school (excluding fees for graduation and optional trips outside the school) in cases of hardship.
- To receive information about and applications for school transportation service or reimbursement provided for eligible students.
- To receive bus transportation for the student as provided by the transportation policy of the Board of Education.

PARENT RESPONSIBILITIES

- To pay student fees.
- To see that the student has the necessary supplies needed for school (pens, pencils, notebooks, etc.).
- To be aware of city and local resources including libraries, that can be helpful to the student.
- To be home or have a responsible adult available for both morning pick-up and afternoon drop-off transportation services. Service is from the curb at the designated pick-up point to the curb of the school. The parent or designated adult is responsible for bringing the child to the curb in the morning and meeting the bus, at the curb, in the afternoon. Bus personnel (driver and attendant) are not required to go beyond the curb to deliver or assist a child. It is suggested that the bus waiting time for a child is not to exceed two minutes at any stop.
- To notify the bus company as early as possible if the child is going to be absent from school.
- To seek support services and resources if their child is experiencing difficulty in school.

PROGRESS

STUDENT RIGHTS

- To receive an education that allows for his/her own maximum personal growth and offers the opportunity to prepare for a meaningful role as an adult.
- To provide input, as appropriate, when a program is being designed to meet individual student needs.
- To be informed about the guidance services and curricular activities available in the school.
- To be guaranteed equal treatment in every aspect of the educational system.
- To receive an explanation of the basis for grades or evaluations.
- To be informed of the standards for passing from grade to grade and from elementary to high school.
- To be notified if he/she is in danger of not passing or graduating.

STUDENT RESPONSIBILITIES

- To do his/her best to achieve excellence in personal conduct and academics.
- To make every effort to improve his/her progress upon notification of unsatisfactory performance.
- To have pride in the school and school work.
- To do his/her best work.

HOMEWORK

STUDENT RIGHTS

- To be informed about the school's homework policy.
- To be informed about the teacher's homework plan.
- To receive clear directions for assignments.

STUDENT RESPONSIBILITIES

- To maintain a homework assignment notebook, listing subject assignments, assignment dates, due dates, and other pertinent information.
- To make and follow a daily homework study plan.
- To complete all assignments carefully and accurately and to turn them in by the due dates.
- To make necessary corrections on return homework assignments and to seek help if necessary.
- To use the corrections as the basis for improvement of other homework assignments.
- To review and share with parents the teacher's evaluation of homework assignments.

SCHOOL INVOLVEMENT

STUDENT RIGHTS

- To participate in authorized student organizations.
- To participate in any curricular or co-curricular activities available in the school, if eligible.
- To receive full benefit of the Board of Education's policy which states that no student shall, on the grounds of race, color, national origin, sex, or solely on the basis of a handicap, be excluded from participation in, denied benefits of, or be subjected to discrimination under the school's educational program or disciplinary procedures.

STUDENT RESPONSIBILITIES

- To conduct student selections and activities in a manner that demonstrates due respect and dignity.
- To contribute to the educational process through serious and informed participation in the establishment and improvement of school policies and programs.

CURRICULUM

STUDENT RIGHTS

- To be informed of the learning outcomes for all of the grade to which he/she is assigned.
- To receive information concerning alternative programs available for special needs.
- To be informed of academic support programs available in the schools.

STUDENT RESPONSIBILITIES

- To do his/her best to master the subject learning outcomes for the grade subject.

ATTENDANCE

STUDENT RIGHTS

- To have a safe, clean, well-lit, and inviting classroom with an intellectually, stimulating teacher each school day.

STUDENT RESPONSIBILITIES

- To attend school and class every school day, on time, and prepared to learn.

DISCIPLINE

STUDENT RIGHTS

- To receive due process when being considered for disciplinary action: expulsion, re-assignment, in-school suspension, or suspension for 10 days or less.
- To receive a formal due process hearing before a hearing officer when being considered for expulsion.
- To be informed on school policies, rules, and the Uniform Discipline Code.
- To receive reasonable, fair, courteous and consistent treatment that does not violate his/her rights.

STUDENT RESPONSIBILITIES

- To exercise proper behavior at all times.
- To exhibit good sportsmanship and to be honest courteous.
- To respect the individual rights of fellow students, school personnel, and others, while setting a good example for peers.
- To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school- sponsored activities.
- To obey the following safety rules while riding on school buses:
 - Do not talk to the driver unless absolutely necessary.
 - Do not ask to be dropped off anywhere except the regular stop.
 - Keep the aisle clear at all times.
 - Never throw things into or out of the bus.
 - Do not move around the bus when it is in motion.
 - Do not touch the emergency doors or the fire extinguishers.
 - In an emergency, stay in your seat until the attendant or the driver tells you what to do.
 - To follow school policies and rules.

FREE SPEECH AND EXPRESSION

STUDENT RIGHTS

- To be afforded the fundamental First Amendment right of free speech.
- To distribute independent publications of the places and times established by the school, providing that the publication and distribution does not disrupt the educational process.
- To form, join, or be associated with organizations of his/her choices as long as the organizations' activities, purposes, and membership requirements do not violate state and federal laws or school rules and policies.
- To have the right to privacy in his/her personal possessions subject to the right of school officials to conduct searches when there are reasonable grounds to suspect that a student has violated or is violating either the law or school rules.
- To dress and groom according to his/her own or parent's personal taste, as long as such dress and grooming does not present health and safety hazards or disrupt the educational process.

STUDENT RESPONSIBILITIES

- To exercise the First Amendment right to expression in a manner that does not slander or libel another person.
- To become aware of and adhere to sound journalistic ethics.
- To act in a manner that does not disrupt the operation of the school or interfere with the rights of others.
- To allow for presentation of responsible opposing viewpoints and the contribution of other students through publication of letters to the editor and guest columns.
- To conform to the laws regarding libel and obscenity.
- To dress in a fashion that does not convey gang affiliation or disrupt the educational process.

RESOURCES AND SERVICES

STUDENT RIGHTS

- To request and receive counseling and guidance services.
- To receive educational services and academic credit although parents or guardians are unable or unwilling to pay school fees.
- To receive free transportation to and from school if qualified under the policies of the Board of Education.
- To receive reimbursement for the cost of transportation if qualified under the policies of the Board of Education.

STUDENT RESPONSIBILITIES

- To avail themselves of school counseling and other services provided for as needed.

Amends/Rescinds:

Cross References:

Legal References:

The School Code of Illinois, Article 14 Public Law 94-142, The Education for All Handicapped Children Act Section 504, Rehabilitation Act of 1973