

MESA UNIFIED SCHOOL DISTRICT	TOPIC: Parental Involvement
GOVERNING BOARD POLICY	DISTRICT CODE: KBAA

**PARENTAL INVOLVEMENT**

The Governing Board directs the Superintendent to develop, in consultation with parents, teachers, and administrators, a plan for parental involvement in the schools. The plan will include:

- A plan for parent participation in the school designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline.
- A method by which parents may learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
- A procedure by which parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion.
- Procedures to require written permission by the student’s parent before a student participates in the sex education curricula.
- Procedures for parents to be notified in advance of and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than the district’s sex education curricula.
- Procedures by which parents can learn about the nature and purpose of student clubs and activities that are part of the school curriculum, extracurricular clubs, and activities approved by the school.
- Procedures by which parents can learn about parental rights and responsibilities under state law, including:
  - The right to opt their child in or out of the district’s sex education program, including dating abuse, pursuant to Governing Board Policy IGAI and A.R.S. §15-102.
  - Open enrollment rights as prescribed by Governing Board Policy JC and A.R.S. §15-816.01.
  - The right to opt out of classes, activities, or assignments as prescribed by Governing Board Policy IIA and A.R.S. §1-601 and §15-102.
  - The right to opt a child out of immunizations as prescribed by Governing Board Policy JHCB and A.R.S. §15-873.
  - The promotion requirements for students in grades one through eight and minimum course of study and competency requirements for graduation from high school prescribed by Governing Board Policies IKE and IKF and A.R.S. §§15-701 and 15-701.01.

KBAA – Cont'd.

- The right to review their child's standardized norm-referenced test results pursuant to Governing Board Policy ILC and A.R.S. §15-743.
- The right to participate in gifted programs prescribed by Governing Board Policy IGBB and A.R.S. 15-779.01.
- The right to inspect instructional materials as prescribed by Governing Board Policy IIA and A.R.S. §15-730.
- The right to receive the school's annual report card pursuant to A.R.S. 15-746.
- The school attendance and age requirements for children prescribed in Governing Board Policies JEA, JEB, and JED and A.R.S. §§15-802, 15-803, and 15-821.
- The right to public review of courses of study and textbooks for preschool programs through grade eight prescribed in Governing Board Policies IIA, IIAA, and KLB and A.R.S. §15-721.
- The right to be excused from school attendance for religious purposes as prescribed by Governing Board Policy IGAC and A.R.S. §15-806.
- Governing Board Policies KBAA and KD related to parental involvement required by A.R.S. §15-102.
- The right to seek membership on a School Improvement Advisory Council as prescribed by Governing Board Policy KC.
- The right to participate in the parental satisfaction survey distributed to the parent of every student enrolled at the school, pursuant to A.R.S. 15-353.
- Information about the student accountability information system (SAIS) as prescribed in A.R.S. §15-1042.
- The right to access the Supplemental Educational Services pursuant to A.R.S. §15-241.

The Superintendent may adopt administrative regulations as necessary or appropriate to implement this policy.

Adopted: August 16, 1988

Revised: June 28, 2011

LEGAL REF.: A.R.S. §1-601  
§1-602  
§15-101  
§15-102  
§15-341

KBAA – Cont'd.

CROSS REF.: IGAC – Religion in Relation to School Functions  
IGAI – Sex Education  
IGBB – Programs for Gifted Students  
IGDA – Student Organizations  
IIA – Instructional Materials  
IIAA – Textbook/Computer Software/Supplementary Materials Selection and Adoption  
IKE – Promotion and Retention of Students  
IKF – Graduation Requirements  
ILC – Use and Dissemination of Standardized Test Results  
JC – Student Admissions  
JEA – Compulsory Attendance  
JEB – Entrance Age  
JED – Student Attendance, Absences, and Excuses  
JHCB – Immunization of Students  
KC – School Improvement Advisory Councils (SIACs)  
KD – Parent Involvement in Education  
KLB – Public Complaints About Curriculum or Instructional Materials

MESA UNIFIED SCHOOL DISTRICT	TOPIC: Parental Involvement
ADMINISTRATIVE REGULATION	DISTRICT CODE: KBAA-R

**PARENTAL INVOLVEMENT PLANS AND PROCEDURES**

**1. Plan for Parent/Teacher Cooperation in the Areas of Homework, Attendance, and Discipline**

A. Homework

- A parent should first contact his or her child’s teacher with any questions about homework assignments. If a concern about homework cannot be resolved, the parent may contact the school principal.
- Please refer to the following Governing Board policy and its administrative regulation:

IKB – Homework

*Internet: [www.mpsaz.org/policy](http://www.mpsaz.org/policy) (for Governing Board Policies & Regulations)*

B. Attendance

- A parent is expected to contact the school when the child will be absent. A school attendance officer will contact the parent when a child’s absences are becoming excessive. The parent should contact the child’s teacher to obtain class assignments and homework if the child is expected to miss more than one day of school.
- A student will be excused from school attendance for religious observance.
- Please refer to the following Governing Board policies and their administrative regulations:

JEA – Compulsory Attendance  
 JEAA – Chronic Health Conditions  
 IKEA – Assignment Make-Up Opportunities  
 IGAC – Religion in Relation to School Functions

*Internet: [www.mpsaz.org/policy](http://www.mpsaz.org/policy) (for Governing Board Policies & Regulations)*

C. Discipline

- The teacher or school principal will communicate with the parent regarding disciplinary problems involving the child. The parent may address any concerns about student discipline with the teacher or the school principal. A parent is informed in writing when the child receives a disciplinary suspension.

- Please refer to the student conduct standards and procedural safeguards described in the district’s student handbooks and the following Governing Board policies and their administrative regulations:

Information & Guidelines for Elementary Students

Information & Guidelines for Secondary Students

JFA – Student Due-Process Rights	JFCI – Alcohol and Illegal Drug Possession, Use, and/or Sale by Students
JFC – Student Conduct and Discipline	JFCJ – Dangerous Instruments and Deadly Weapons
JFCA – Student Dress and Grooming Standards	JFG – Interrogations, Arrests/Removal of Students, and Searches
JFCB – Care of School Property by Students	JGA – Student Behavior Management and Intervention
JFCC – Student Conduct on School Buses	JGB – Alternatives to Student Suspension
JFCE – Gang Activity or Association	JGD – Student Suspension/Expulsion
JFCF – Threats Against the District	
JFCG – Tobacco Products – Students	

*Internet: [www.mpsaz.org/parents/infoguidelines](http://www.mpsaz.org/parents/infoguidelines) (for Information & Guidelines)*

*Internet: [www.mpsaz.org/policy](http://www.mpsaz.org/policy) (for Governing Board Policies & Regulations)*

## **2. Review of Courses of Study, Instructional Materials, Promotion/Graduation Requirements, and the District’s Policies and Administrative Regulations**

- A parent may contact his or her child’s teacher or school principal to learn about the course of study and instructional materials used in the child’s class.
- The district’s approved curriculum, minimum course of study for promotion from 8<sup>th</sup> grade and graduation from high school, and instructional materials may be reviewed by visiting the Curriculum and Instruction Department’s section of the district’s website, [www.mpsaz.org/curriculum](http://www.mpsaz.org/curriculum), or visiting the Curriculum and Instruction Department located at the Curriculum Services Center, 549 N. Stapley Drive, Mesa.
- A parent may review the district’s policies and administrative regulations by visiting the child’s school; the Community Relations Office, 4<sup>th</sup> floor, 63 E. Main Street, Mesa; or the Legal and Policy Services section of the district’s website, [www.mpsaz.org/policy](http://www.mpsaz.org/policy).
- Please refer to the Mesa Public Schools Junior High (Grades 7-8) and High School Senior High (Grades 9-12) Course Description Catalogs and the following Governing Board policies and their administrative regulations:

IIA – Instructional Materials

IIAA – Textbook/Computer Software/Supplementary Materials Selection and Adoption

*Internet: [www.mpsaz.org/policy](http://www.mpsaz.org/policy) (for Governing Board Policies & Regulations)*

**3. Objection to Instructional Material and Withdrawal of a Child from an Activity**

- A parent may review any instructional material used or considered for use in the district by submitting to the school principal a written request for review that identifies the instructional materials requested.
- A parent who objects to any instructional material or activity may withdraw the child from the activity, assignment, or class in which the material is used. The parent must deliver to the school principal a written objection that describes specifically the instructional material and the activity, assignment, or class from which the child is to be excluded.
- A parent may submit to the school principal a complaint about the content of instructional materials used by the school. The parent should submit the complaint on form KLB-F – Citizen's Request for Reconsideration of Materials.
- Please refer to the following Governing Board policies and their administrative regulations:

IIA – Instructional Materials

KLB – Public Complaints about Curriculum or Instructional Materials

*Internet: [www.mpsaz.org/policy](http://www.mpsaz.org/policy) (for Governing Board Policies & Regulations)*

**4. Permission for Child to Participate in Sex Education Curriculum, including Dating Abuse**

- A parent will receive notice and a written permission form that must be signed and returned to the school before a child participates in a class that includes the district-approved sex education curriculum. A child will not receive sex education unless a signed permission form is on file with the teacher.
- The district's sex education curriculum covers the topic of dating abuse.
- Please refer to the following Governing Board policy and its administrative regulation:

IGAI – Sex Education

*Internet: [www.mpsaz.org/policy](http://www.mpsaz.org/policy) (for Governing Board Policies & Regulations)*

**5. Notice and Opportunity to Withdraw Child from Instruction or Presentations relating to Sexuality in Courses other than Sex Education Curriculum**

- Human sexuality will be taught only as part of the district-approved sex education curriculum. Accordingly, there should be no need for a parent to receive notice that the child may receive instruction or a presentation concerning human sexuality in any course other than the district-approved sex education curriculum.

- If a parent believes that the child has received instruction or a presentation concerning human sexuality in a course other than the sex education curriculum, the parent may lodge a complaint with the school principal.
- Please refer to the following Governing Board policy and its administrative regulation:

IGAI – Sex Education

*Internet: [www.mpsaz.org/policy](http://www.mpsaz.org/policy) (for Governing Board Policies & Regulations)*

## **6. Information About Student Clubs and Other Extracurricular Activities**

- A parent may obtain information about student clubs and other extracurricular activities at a school by contacting the school principal.
- A parent may direct the school representative to a student club or other extracurricular activity to exclude the child, if a minor, from the club or other activity.
- Please refer to the following Governing Board policy and its administrative regulation:

IGDA – Student Organizations

IGDAA – Student Organizations – Not School Sponsored

*Internet: [www.mpsaz.org/policy](http://www.mpsaz.org/policy) (for Governing Board Policies & Regulations)*

## **7. Information about Open Enrollment at District Schools**

- Parents may obtain information about open enrollment in a district school of their choice by contacting the school principal.
- An open enrollment application must be submitted to the school by before March 1 to receive an early enrollment decision for the following school year. An application submitted on or after March 1 will receive an enrollment decision as soon as possible.
- Please refer to the following Governing Board Policy and its administrative regulation:

JC – Student Admissions

*Internet: [www.mpsaz.org/policy](http://www.mpsaz.org/policy) (for Governing Board Policies & Regulations)*

## **8. Information about Immunizations**

- Parents may obtain information about immunizations, including the right to opt out of a mandatory immunization based on the parents’ personal beliefs, from the health office of the school.

- Please refer to the following Governing Board policy and its administrative regulation:

JHCB – Immunizations of Students

*Internet: [www.mpsaz.org/policy](http://www.mpsaz.org/policy) (for Governing Board Policies & Regulations)*

## **9. Information about Student AIMS Test Results and SAIS**

- Students' scores in reading, language arts, and mathematics on Arizona's Instrument to Measure Standards (AIMS) test, together with comparison information for the school, district, county and state, are mailed to parents annually.
- As required by state law, the district submits student information, including AIMS test results, to the Student Accountability Information System (SAIS), which is operated by the Arizona Department of Education.
- Please contact the school for any questions about a student's AIMS test scores, and contact the district's Research and Evaluation Department for any questions about the SAIS. The Arizona Department of Education also operated an AIMS hotline (1-866-688-AIMS) and AIMS website: [www.ade.az.gov/AIMS/students.asp](http://www.ade.az.gov/AIMS/students.asp)
- Please refer to the following Governing Board policy and its administrative regulation:

ILC – Use and Dissemination of Test Results

*Internet: [www.mpsaz.org/policy](http://www.mpsaz.org/policy) (for Governing Board Policies & Regulations)*

## **10. Information about Programs for Gifted Students**

- All schools identify gifted students and provide curriculum modifications to ensure that gifted students receive gifted education commensurate with their academic abilities and potentials. A student will be regarded as gifted if the student scores at or above the 97<sup>th</sup> percentile, based on national norms, on the test used by the district and approved by the State Board of Education.
- Please refer to the following Governing Board policy and its administrative regulation:

IGBB – Programs for Gifted Students

*Internet: [www.mpsaz.org/policy](http://www.mpsaz.org/policy) (for Governing Board Policies & Regulations)*



**11. Information about the School Report Card and Parent Satisfaction Survey**

- A parent satisfaction survey and school report card are mailed to parents of the school annually. School report cards can also be accessed on the Arizona Department of Education website: [www10.ade.az.gov/ReportCard/](http://www10.ade.az.gov/ReportCard/)
- Please contact the school for information or questions about the survey or report card.

**12. Information about Supplemental Education Services**

- Schools that are designed as “in need of improvement” under the No Child Left Behind Act must offer to students of the school supplemental education services by state-approved tutoring service providers. Information about the opportunity for free supplemental education services is mailed to parents of eligible students by the district. Information also may be obtained from the MPS website: [www.mpsaz.org/nclb/school\\_improvement/ses](http://www.mpsaz.org/nclb/school_improvement/ses).

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Superintendent

FORM: KBAA-F – Request to Withdraw from Activities or Classes  
KLB-F – Citizen’s Request for Reconsideration of Materials