

OPERATING PROCEDURES

PARENT PARTICIPATION

UT Tyler University Academy

212804

Template update March 2022

Legal Framework: PARENT PARTICIPATION

[Related Resources](#)

Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

PROCEDURES:

- To ensure parent participation at the ARD committee meeting, parents are notified in writing five days in advance (or sooner if needed) of the date, time, purpose, and attendees of the meeting. Parents are allowed to reschedule the meeting at a mutually beneficial time and place if needed.
- To ensure parents are notified of the ARD meeting five days in advance, the diagnostician runs a report in the data management system to determine due dates. ARD committee meetings are scheduled, and notice is given to parents and other participants. If parents have indicated a home language other than English, the data management system offers a Spanish version. Parents with languages other than English or Spanish will receive a translated copy using an online translation application.
- If a parent requests an ARD meeting and the district refuses to convene a meeting, a prior written notice will be given to the parent to explain the district's decision. The prior written notice will be provided within five school days and will be provided in the parent's native language.
- The district will share proposed IEP goals and proposed services with the parent via phone/email/paperwork sent home before the ARD meeting. Documents that are sent home are indicated as "draft." At the parent's request, parents will be provided a written draft of the IEP. To protect against predetermination, all documents are marked as drafts. In phone conversations, parents are reminded that their input is important and that the ARD committee as a whole makes final decisions.
- If a parent requires an interpreter, teachers who can translate in Spanish are available. A community translator is sought if parents require a language other than English or Spanish.
- If a parent brings an advocate or attorney to an ARD meeting, the district requires notice of their attendance before the meeting. Consent for Release of Information will be obtained before the meeting.
- Parent participation in the development or review of the student's IEP is documented in the meeting deliberations and/or Prior Written Notice.

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- To encourage family engagement, district employee contact information is provided on the district’s website (email and phone number when applicable). Parents can contact district staff with any concerns before the ARD meeting. Parents are also provided access to teacher information, grades, and events posted on Schoology. Finally, parents are able to use the parent portal to review the student’s performance on the STAAR assessment. During the ARD committee meeting, parents are given the opportunity to share their thoughts and opinions when developing the IEP.
- When parents are provided notice of the IEP meeting or in special circumstances that require the provision of procedural safeguards, parents are emailed a copy of the procedural safeguards in their native language. Printed copies are available at the parent's request.
- If parents are unable to attend the ARD meeting, the diagnostician emails a copy of the IEP, including procedural safeguards, to the parent and calls the parent to review the decisions that were made. If the parent disagrees with the decisions made, an ARD committee will be convened at a mutually agreed-upon time to review the IEP and provide an opportunity for parent participation.

STAFF RESPONSIBLE:

District Level: Diagnostician, Special Education Coordinator

Campus Level: Special Education Teacher, General Education Teacher, Campus Director

TIMELINES FOR PARENT PARTICIPATION ACTIVITIES:

- Five days written notice of meetings
- Five days Written notice of why the LEA refuses to convene a requested ARD committee meeting
- Website with employee contact information, Schoology Information, Parent Portal Information

EVIDENCE OF PRACTICE:

- District Website, District Schoology, Parent Portal
- Procedural Safeguards Log
- Documentation of the use of an interpreter at the ARD committee meeting (see deliberations), Spanish copy of Notice