

## **Parent Participation**

### **Meeting Notification**

The following procedures will be followed when scheduling an ARD Committee meeting:

- The parent/district staff member requests that an ARD Committee meeting be scheduled.
- The special education department is responsible for scheduling the initial ARD Committee meeting. The responsibilities include, but are not limited to:
  - o Checking with the campus to determine days and times when required ARD members will be available
  - o Communicating with parents to determine a mutually agreeable date and time for the ARD Committee meeting.
  - o Notifying campus-based members of the ARD Committee of the established date and time at least 10 school days prior to the scheduled meeting

Note: The parent must legally receive the notice a minimum of five (5) school days prior to the meeting. The parent may waive the five-day notice period. The waiver must be done in writing by checking the waiver box on the signature page of the invitation.

### **Rescheduling the Meeting**

- If the parent cannot be present at the designated time and wants to attend the meeting, the meeting will be rescheduled. Every effort should be made to ensure parent attendance at ARD Committee meetings. The campus-based members will be immediately notified that the meeting has been rescheduled.
  - It is expected that parents attend ARD Committee meetings. However, if the parent cannot attend the ARD Committee meeting, the Committee may proceed with the meeting as scheduled with parent permission. The parent must indicate in writing on the ARD notice or verbally over the phone that the committee may proceed without him or her. Parents should be encouraged to participate via conference call/video conference if they cannot attend in person.
  - If the parent does not return the first ARD notice within three school days, the special education department will contact the parent(s) to determine if the notice has been signed and returned to the school.
  - If the parent does not return the first ARD notice within five school days, the special education department will:
    - o Attempt to contact parent via telephone and/or email and document all efforts on the contact log
    - o If able to contact, set a new date and time for the meeting with the parent and send a second notice
    - o If unsuccessful in contacting the parent, set a new date and time for the meeting and send a second notice
  - If the parent does not return the second ARD notice within school five days, the special education department will:

- o Attempt to contact parent via telephone and/or email
- o Document all efforts to ensure parent participation on the contact log
- o If the parent does not respond to either of the two ARD notices and follow-up phone calls/email, the ARD Committee may proceed without the parent
  - If the parent signs and returns the first notice indicating that he/she will attend the meeting but does not show up at the meeting, designated personnel will
- o Contact the parent to determine if he/she can participate via telephone or video conference
- o If the parent is unavailable to participate, set a new date and time for the meeting with the parent and send a second notice home giving the parents another opportunity to participate in the ARD Committee meeting
  - If the parent signs and returns the second notice indicating that he/she will attend the meeting but does not show up at the meeting, designated personnel will
- o Contact the parent to determine if he/she can participate via telephone or video conference
- o If the parent is unavailable via telephone or video conference, document efforts to involve the parents and proceed with the meeting
- o Ensure that all signed ARD documents are delivered to the parent following the meeting

For parents to enjoy meaningful participation in ARD Committee meetings, it is the expectation the case manager provides the parent a draft of the PLAAFP and goals and objectives at least 2 days prior to the scheduled ARD meeting for their review and the ARD deliberations should document this information.

When an ARDC will be considering a change of placement to a self-contained setting for a student, the parent may be given an opportunity to observe the classroom prior to the ARDC meeting to afford the parent equal participation in the upcoming ARD meeting. A special education coordinator will arrange the scheduled observation with the campus and will accompany the parent during the visitation. All provisions of local board policy GKC shall be followed.