

OPERATING PROCEDURES

PARENT PARTICIPATION

Weslaco ISD

108-913

Template update May 2020

Legal Framework: PARENT PARTICIPATION

[Related Resources](#)

Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

Each ARD committee shall endeavor to ensure that a student's parent or guardian is included in the process of developing a student's IEP.¹

Each student's special education teacher shall—

- **Provide parents or guardians notice of all ARD committee meetings no later than 5 school days prior to each meeting** (unless the parents or guardians agree to a shorter timeframe).² In addition to the date and time of the meeting, each meeting notice shall include a list of all meeting participants known at the time the notice is provided to the parent or guardian; a brief description of the purpose of the meeting; and the mode of participation (e.g., in-person or via tele- or video conferencing). A meeting for which parental notice is required does not include informal or unscheduled conversations involving District personnel and conversations on issues such as teaching methodology, lesson plans, or coordination of service provision. A meeting also does not include preparatory activities that District personnel engage in to develop a proposal or response to a parent or guardian proposal that will be discussed at a later ARD committee meeting.³
- **Schedule ARD committee meetings with parents or guardians at a mutually agreed time and place.**⁴
- **Document all efforts to schedule an ARD committee meeting with parents or guardians.** If no parent or guardian can participate in an ARD committee meeting, the student's special education monitoring teacher shall offer a parent or guardian the opportunity to participate in the meeting by tele- or video

¹ *Buser v. Corpus Christi Indep. Sch. Dist.*, 51 F.3d 490 (5th Cir. 1995); *White v. Ascension Parish*, 343 F.3d 373 (5th Cir. 2013) (IDEA requirements with respect to parental input are met “[a]bsent any evidence of bad faith exclusion of the parents or refusal to listen to or consider” parental input); 19 TEX. ADMIN. CODE § 89.1050(e); 34 C.F.R. § 300.503.

² 19 TEX. ADMIN. CODE § 89.1050(d)

³ 34 C.F.R. § 300.501(b)(3)

⁴ 34 C.F.R. § 300.322(a)(2)

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conferencing or other virtual means. The District may convene an ARD committee meeting without the involvement of a parent or guardian if the Special Education Monitoring Teacher is unable to convince the parents or guardians that they should attend. *Document and keep a record of attempts to arrange a mutually agreed upon time and place for the ARD committee meeting.*⁵ These attempts may include—

- Detailed records of telephone calls made or attempted and the results of those calls.
 - Copies of correspondence or e-mails sent to the parents or guardians and any responses received.
 - Detailed records of visits made to the parent or guardian's home or place of employment and the results of those visits.⁶
- **Ensure and document receipt by the parent or guardian of a copy of the procedural safeguards notice** at least once a year, and also -⁷
 - Upon initial referral or parental request for evaluation.⁸
 - Upon the first occurrence of the filing of a due process hearing complaint.
 - Following any disciplinary action requiring a manifestation determination review.⁹
 - As soon as practicable after the student is referred to determine the student's eligibility for admission into special education.

⁵ 34 C.F.R. § 300.501(c)

⁶ 34 CFR § 300.322(d)

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- At any other time on reasonable request of the student's parent or guardian.¹⁰

STAFF RESPONSIBLE:

District Level: Special Education Administration and Evaluation Staff

Campus Level: Campus Administration and Special Education Teachers

EVIDENCE

ARD NOTICE

- Family engagement artifacts (brochures, handouts, sign-in sheets, etc.)
- Forms, checklists, or scripts used to explain procedural safeguards
- Documentation of the use of an interpreter at an ARD committee meeting