



## Parent Rights

### Parents and guardians have the right to:

1. Be actively involved in their children's education.
2. Be treated courteously, fairly and respectfully by all school staff and principals.
3. Receive timely information about the policies of the Syracuse Board of Education and procedures that relate to their children's education.
4. Receive regular reports, written or oral, from school staff regarding their children's academic progress or behavior, including, but not limited to, report cards, behavior progress reports and conferences .
5. Receive information and prompt notification of inappropriate or disruptive behaviors by their children and any disciplinary actions taken by principals or school staff.
6. Receive information and prompt notification about incidents that may impact their children.
7. Receive information about due process procedures for disciplinary matters concerning their children, including information on conferences and appeals.
8. Receive information from school staff about ways to improve their children's academic or behavioral progress, including, but not limited to: counseling, tutoring, after-school programs, academic programs, and mental health services within the Syracuse City School District and the community.
9. Receive information about services for students with disabilities and English Language Learners.
10. Receive notification from the principal, principal's designee, and/or their child's teachers in the event that your child engages in inappropriate, unacceptable, or unskillful behaviors at school.
11. Be contacted immediately and directly when a student is believed to have committed a crime and police are summoned.

12. Request a mediated conference with the parent of a student who has physically harmed their child.
13. Request a mediated conference with the school staff person or other individual who has harmed their child.
14. Receive communication through provided translators.
15. File a complaint when there has been a violation or misapplication of a written provision of school policy.

## Parent Responsibilities

### Parents and guardians have the responsibility to:

1. Give updated contact information to the Syracuse City School District Central Registration Office and their children's individual school.
2. Make sure their children attend school regularly and on time.
3. Let schools know when and why children are absent.
4. Tell school officials about any concerns or complaints in a respectful and timely manner.
5. Work with principals and school staff to address any academic or behavioral problems their children may experience.
6. **Support Syracuse City School District by talking with their children about school and expected behavior.**
7. Read and become familiar with the policies of the Board of Education, administrative regulations and the Syracuse *Code of Conduct, Character and Support*.
8. Encourage their children to complete their homework by asking about homework, checking homework and making an area for children to do their homework without interruption (e.g., a quiet corner; space in a bedroom; a clear kitchen table).
9. Be respectful and courteous to staff, other parents/guardians and students while on school premises.
10. Teach their children that all children have the right to attend school and be treated with respect and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/ gender identity/ gender expression, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

### ***Schools shall ensure that parents or guardians have a right to participate in decision-making affecting school policies and procedures, including, but not limited to:***

- Informing parents or guardians in a timely and clear manner as to when and how they can participate, and ensuring that all parents or guardians have equal access to information on opportunities for participation.
- Ensuring that parents or guardians have concrete opportunities to make recommendations to schools about effective methods for participation.
- Giving parents or guardians structured opportunities for parents or guardians to give input, get information and help make decisions.

**Schools shall ensure parents or guardians have a right to participate in decisions affecting their individual child's education, including, but not limited to:**

- Adherence by teachers, administrators and other school staff to an "early warning" system that identifies academic or behavioral challenges as soon as possible and works with parents or guardians to identify solutions.
- Participation in restorative practices.
- Protection of due process rights as related to school discipline.

The district and schools shall establish policies that outline clear grievance procedures that parents or guardians can use to file complaints, and establish a clear process of recourse if parents' or guardians' grievances are not resolved with due process.

Where a student is a ward or dependent of the state, identified through processes outlined in federal or state law, notification regarding educational or disciplinary decisions made by the student's school shall be provided to the education rights holder, foster parent or legal guardian, student's counsel or guardian ad litem, and the student's child welfare social worker or caseworker and, if the student has one, Probation Officer. Under no circumstances, however, shall a student who is a ward or dependent of the state be denied full access to his or her education rights due to an adult caretaker or rights holder's inability or refusal to act on behalf of the child.

## Principal and School Staff Rights and Responsibilities

### Principals and school staff have the right to:

1. Work in a safe and orderly environment.
2. Be treated courteously, fairly and respectfully by students, parents or guardians and other school staff.
3. Communicate concerns, suggestions and complaints to the Syracuse City School District's Office of Student Support Services.
4. Receive supportive professional development and training.
5. Receive the necessary resources to deliver quality instruction.
6. Modify instruction consistent with the policies of the Syracuse Board of Education and with state and federal regulations.

### Principals and school staff have the responsibility to:

1. Maintain safe and orderly schools by using prevention and intervention strategies, and by following the Syracuse *Code of Conduct, Character and Support*.
2. Be respectful and courteous to students, parents and guardians, serving as role models for students.
3. Be knowledgeable about the policies of the Board of Education and administrative regulations and rules, and enforce them fairly and consistently.
4. Be knowledgeable about federal and state laws and regulations about the disciplinary process for students with disabilities.

5. Communicate policies, expectations and concerns, and respond to complaints or concerns from students and parents or guardians in a timely manner in understandable language.
6. Refer students to the appropriate committees, departments, offices, divisions, agencies or organizations when outside support is necessary.
7. Inform parents and guardians of student academic progress and behavior, create meaningful opportunities for their participation, and provide regular communication in a language they understand.
8. Provide alternative education and makeup work for students with lawful absences, including those students who are absent for disciplinary reasons.
9. Participate in required professional development opportunities.
10. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/ gender identity/ gender expression, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
11. Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function and report incidents of discrimination and harassment that are witnessed or otherwise brought to the attention of the teacher, school counselor, student support services personnel, or other staff, to the building administrator who is the Dignity Act Coordinator (DAC), in a timely manner.
12. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
13. Principals: Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the Principal's attention in a timely manner in collaboration with the administrator who is the Dignity Act Coordinator (DAC).

