New York City Board of Education

Parent Associations and the Schools

"THE BLUE BOOK"

!!!Annotated Version!!!

This version contains highlighting and Reviewer's comments. Sections were highlighted if found to be empowering to the PA/PTA members or if they just weren't obvious, or, something that might relate to existing projects.

Policy Statement

Resolution adopted by the
New York City Board of Education on
June 17, 1998 **Is this the latest version?**

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PARENT ASSOCIATIONS AND THE SCHOOLS
POLICY STATEMENT
"THE BLUE BOOK"

Parent Associations are the backbone of the public schools. They provide the parent leadership essential to developing school strengths, identifying and solving problems, and building the partnership between schools and parents necessary to education. The New York City Board of Education, recognizing the importance of a parent association to a school's success, issues this policy statement to foster strong and effective parent representation in every school, and at every level of the school system.

Each school is required to have a parent association. This policy statement also requires each community school district, high school region, and citywide special education to establish a presidents' council, composed of presidents or designated person from each parent association in that district or region, to ensure that parents are represented on a district and regional basis. The Board recognizes the importance of self-determination and encourages parent associations to assume responsibility for their own governance. As much as possible, parent associations should be helped in their function by parents, including district and regional presidents' councils. The school system's responsibilities in regard to parent associations are limited to what is necessary to enforce this policy and regulations and to protect the rights of students, parents and staff.

This policy statement is meant to be a minimum statement of rights and responsibilities for all parent associations in all public schools in the city, applicable to parent associations, presidents' councils, principals, superintendents, directors, and all other school employees and officials in the New York City public schools. Community school boards may add to its provisions, after consultation with parent associations and so long as their additions meet minimum requirements and do not conflict with Board policy, rules and regulations and law.

The Chancellor is responsible for making copies of this policy statement, commonly known as the "Blue Book", available to schools and to parent associations at the beginning of the school year. The "Blue Book" must be made available in Spanish and in other languages as appropriate.

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1. ESTABLISHING A PARENT ASSOCIATION

Every public school in the city must have a parent association (PA). The PA must be representative of all parents within the school, including parents of children in special education, bilingual, Title 1, gifted and talented, and magnet programs.

There can only be one officially recognized parent association in each school. The word "school" as used in this policy means a group of pupils divided into classes or grades and comprised in one organization whose administration, faculty and budget is under the authority of a principal or director, or any other organization officially recognized as such by the Board of Education.

Where there is more than one school in the same building, PAs must establish a joint committee to deal with matters of common concern such as safety and space utilization.

A PA is an organization of parents of students in a school which has adopted bylaws, elected officers, has regular meetings, and allows and encourages meaningful participation of all members. As used throughout this policy, the word "parent" includes a parent, guardian, and/or a person in parental relation to a child or children in the school, and/or persons who act in loco parentis (in place of a parent or legal guardian with whom the child resides, or who has been designated by the parent or legal guardian) regarding the child's education, in accordance with Chancellor's regulations.

Only parents can decide whether their association will be a parent association or a parent-teacher association. Wherever it says PA in this policy, it means the association created and established by vote of the parents in a school in accordance with this policy.

As part of the larger public school system, Parent Associations are also expected and required to comply with and observe/adhere to all applicable laws, policies, rules and regulations and to do so in a way that respects the rights of all students, parents and staff.

1.1 Convening Parents

If there is no PA established in a school, or if the PA has ceased to function pursuant to criteria established in regulations or bylaws, the principal has the responsibility to convene the parents for purposes of forming or activating an association. For new. schools, the superintendent must convene the parents. The role of the principal or superintendent as convener of the first meeting is limited to initiating the meeting and calling the presidents' council to assist at the meeting.

1.2 Bylaws

Each PA must adopt a set of bylaws, which are the rules under which the PA acts and which provide the authority for a PA to act. Without bylaws, no activity by a PA can take place. Parents are responsible for adopting bylaws and following them.

Reviewer's note: Does PS166 have bylaws? If so, from where may we obtain a copy?

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At a minimum, bylaws must provide for regular meetings, election of officers in accordance with democratic principles, formal review of bylaws every three years, and amendment to the bylaws by vote of the membership.,

Each PA must give the principal a copy of its bylaws, which must be available in the principal's office. The principal must send a copy of the bylaws to the superintendent. Bylaws must be made available at every PA meeting, and on reasonable requests by members. Bylaws should be available in the languages parents speak, wherever possible.

Nothing in this policy is intended to keep a PA from creating a constitution in addition to its bylaws. Where such a constitution is created, it will be made available along with and under the same rules as the bylaws.

Reviewer' note: Does PS166 have a constitution?

1.3 Membership - Eligibility and Participation

In New York City, students come from local neighborhoods and from outside the local neighborhood through magnet and special education programs, etc. The PA must actively seek its members from and be welcoming to all parents within the school.

PA membership must be open to all parents, guardians, persons in parental relation and persons acting in loco parentis to all children currently attending a school. Only persons in these categories are eligible to be parent members of a PA, and must be allowed to vote except in situations of conflict of interest.

The payment of dues helps establish an ownership role in the PA. PAs may solicit dues with the clear understanding that payment of dues cannot be a condition for PA membership. Failure to pay dues may not be grounds for denying a parent membership, the right to vote or run for office, or otherwise limiting a parent's participation.

Community school board members who have a child in a school in a district are not eligible to serve on a PA executive board or as parent members on committees involved with personnel or governance matters.

Persons acting in loco parentis are not eligible to serve as elected officers of the PA.

All members must be given the opportunity for full participation, except for restrictions noted elsewhere in this policy.

PARENT-TEACHER ASSOCIATIONS

Only the parents in a school can decide whether their organization will be a parent association or a parent teacher association. The process for voting on this question must be set forth in the bylaws.

If the parents decide on a PTA, membership must be open to all teachers in the school, as well as all parents. If the parents decide to include other categories of staff as members, all employees within a selected category (for example, school aides) must be included.

Principals, assistant principals, and supervisors may not be members of a PA or PTA.

Conflicts of interest must be avoided. PA members who are employed in the school

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are prohibited from voting or serving as parent members to committees, and from voting or otherwise participating in school personnel matters including tenure recommendations and screening committees for selection of supervisors. PA/PTA members who are employed by the Board of Education are prohibited from serving as parent members on school governance committees in those schools where they are employed.

Employees cannot serve on the nominating committee, as officers, or as members of the executive board of a PA or PTA in the school where they work. These restrictions apply equally to employees who are parent members. Employees can serve as liaison to a PA's or PTA's executive board.

1.4 Election of Officers

Annual elections must be held by PAs. Elections must be scheduled no later than May 31st of each year, to ensure there will be a PA in place during the summer and for school opening in the fall. The term of office is from July I to June 30 of the following year. Slots for officers or executive board membership may be left open to accommodate delegates from among parents of students in incoming grades.

The process of nomination and election must be set forth in bylaws, including the number of offices for election, any offices set aside for parents of students in incoming grades, duties, qualifications for office, and selection of the nominating committee. A majority of the nominating committee must be selected by vote of the general membership.

The PA must file a list of officers' names, addresses, and telephone numbers with the principal, who must send the list to the superintendent. The list must be available in the principal's office, without addresses and phone numbers. The PA must make copies of the list, without addresses and phone numbers, available at every PA meeting.

Election disputes are resolved in **the first** instance by PA members. PAs may seek the assistance of their presidents' council. Where a dispute or legal issue remains unresolved, a grievance may be filed through the procedure in Section 7. 1.

2. PRESIDENTS' COUNCIL

The presidents' council is the representative body for PAs on a district, regional, and citywide basis, providing a vehicle for consultation and representation to PAs on a variety of matters.

2.1 Structure

Each superintendency is required to have a presidents' council, composed of the president or designee of each PA in that district or region. There must be a separate presidents' council for alternative high schools and for citywide special education.

All PAs in schools within a district or region are members of and represented by a presidents' council. Membership shall be limited to the president, co-president or designated parent who is a member from each school in the district, and a parent who is a member and selected by the District Title I Parent Advisory Council (DPAC). Only the official designee, or alternate may cast the one vote per school or DPAC.

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Community school board members and employees of the District may not be members or officers of presidents' council. Persons who serve as president/co-president of more than one school in the district or region, may represent and vote on behalf, of only one of those schools at the presidents' council.

The presidents' council must establish bylaws, which must include provision for election of officers no later than June 30. Tenn of office is one year, running from July I to June 30.

Only one vote per school is permitted. Presidents' councils may assess dues, although the payment of dues cannot be a condition for membership or voting privilege.

Bylaws and a list of officers must be on file with the superintendent, available upon request (without home addresses and telephone numbers).

2.2 Rights and Duties

The presidents' council is responsible for its own actions and activities. It is not to be run by the superintendent, executive director, or other school officials. It must be allowed to choose its own representatives and elect representatives to citywide committees, including the Chancellor's Parent Advisory Council.

The presidents' council should assist PAs in formation, in writing bylaws, and in resolving disputes. As the representative body for PAs, it must represent fairly the views of all PAs in its jurisdiction and report to them on the results of consultation with school officials.

The presidents' council has rights to information and consultation, as set forth in this policy.

Space must be allocated to the presidents' council in the district, regional, or central office, as appropriate.

All meetings of a presidents' council, including executive board meetings, must be open to the membership. Minutes of presidents' council meetings **must be distributed to all PAs** in their jurisdiction.
Reviewer's note: Where can these minutes be found?
Grievances arising within a presidents' council are governed by the procedure set forth in Section 7.1

3. RIGHTS AND RESPONSIBILITIES OF PAs

PAs are responsible for their own actions and for the conduct of their affairs. They are responsible for planning their own programs and activities.

A PA is not to be run by the principal or other school officials. Principals, community school boards, community superintendents, and high school superintendents do not have the right to interfere with the internal affairs or to supervise the activities of an association, except as elsewhere set forth in this policy.

3.1 Rights

GOVERNANCE. PAs are entitled to freedom from interference with the internal affairs or supervision of the activities of an association, so long as they comply with law, policy, and Chancellor's Regulations.

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The principal and other school officials may not manage, direct, oversee, or otherwise intrude in PA affairs.

POLICY. A PA has the right to set its own policies, so long as they do not violate law, policy, or regulation or interfere with the rights of others.

REPRESENTATION. A PA must be allowed to choose its own representatives, subject to restrictions noted elsewhere in this policy.

INFORMATION. PAs have rights to full and factual information relating to school operations and student achievement. (See Section 6.4.)

CONSULTATION. PAs have the right to meaningful consultation with school officials on a variety of matters affecting the school. (See Section 6.)

ACCESS. PAs have the right to use school facilities for meetings and fund raising activities, and to distribute PA literature through the schools, subject to law, this policy, and Chancellor's regulations. (See Section 4.) Every effort will be made to provide appropriate space to PAs; a PA room will be included in the design of all new schools.

ENFORCEMENT. PAs and PA members must be allowed to exercise their rights freely, and without fear of penalty or reprisal. They have the right to be treated fairly by association and school officials, and to file a grievance for enforcement of their rights under this policy. (See Section 7.1.)

3.2 Responsibilities

PARTICIPATION. PAs have the responsibility to solicit parent membership from all parents within the school and to encourage attendance at PA meetings. Parents of children in programs such as special education, bilingual, and Title I programs must be encouraged to join the PA and given the opportunity to discuss matters of common interest to them and to the larger group. Consideration should be given to the needs of parents who are themselves disabled or limited English proficient.

INFORMATION AND NOTIFICATION. PAs have the responsibility to make information available to all members, to solicit the views of members, and to respond to questions raised by members.

REPRESENTATION. PAs must fairly represent the views of its members. They have the responsibility to participate in school decision making, to select representatives to committees, and to ensure that selected committee members fulfill their duties. PAs have the responsibility to consult with school officials and participate in their presidents' council.

GOVERNANCE. PAs have the responsibility to run the PA in an open and democratic manner. All meetings of a PA, including executive board meetings, must be open to the membership. Meetings must be held in a PA's home school, except in extenuating circumstances.

LEADERSHIP. PAs have responsibility to

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develop parent leadership, and to encourage members to vote in PA elections and to run for PA office.

GOALS AND OBJECTIVES. PAs have the responsibility for determining PA goals and objectives, and for planning activities to meet those goals and objectives.

EXPENDITURES. PAs have the responsibility for deciding how to spend PA money, keeping proper records, and making records available to the membership and to the Chancellor. (See Section 5.2.)

ACTIVITIES. PAs have the responsibility to use school resources and facilities allotted to them in a manner to minimize disruption to the school.

COMPLIANCE. PAs have the responsibility to observe all applicable laws, policies, rules and regulations.

4. SPECIFIC RIGHTS AND RESPONSIBILITIES

4.1 The Budget Process

Superintendents must consult with PAs on the preparation of the estimated district or regional budget prior to its submission to the Chancellor.

Consultation must include providing PAs with adequate budget information in an easily understandable format, including budget books, allocation formulas, time frames for adoption, and school-based budget and resource information.

Upon release of the final allocation from the Chancellor, PAs must be consulted about proposed allocations before a budget is finalized by the superintendent.

Required parent consultation for the Title I Parent Involvement budget must include sufficient prior notice, full factual information, and parent involvement in the preparation of the actual budget. Minutes of the consultative meetings must be attached to any plan submitted to the community superintendent.

Reviewer's note: Has the PA seen the current budgets? Any comments on them? Where are the current budgets?

4.2 Distribution of Literature

PAs have the right to distribute newsletters, bulletins, fliers, and notices. Principals must cooperate in distributing PA material through the school. PAs can distribute information on candidates for community school boards, and information in support of particular candidates or slates, with the approval of the membership. Material in support of candidates may only be distributed through the children in a PA's regularly published bulletin or newsletter. Special editions, fliers, notices, or inserts are not permitted.

No other campaign material supporting particular candidates and/or slates of candidates may be distributed through the children in accordance with applicable regulations of the Chancellor.

The principal has no right to censor PA material, or to otherwise approve or disapprove its content.

PAs are expected to exercise reasonable judgment when it comes to the appropriateness of material placed in children's hands. Any material to be

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distributed through the children must be shown to the principal. The principal has the responsibility to keep unsuitable or inappropriate material, including defamatory, obscene, commercial or age inappropriate material, from being distributed through the children. A decision by the principal may be appealed to the appropriate superintendent and thereafter to the Chancellor on an expedited basis.

4.3 Use of School Facilities

PAs are entitled to free use of school space for six hours per month outside of school hours, in accordance with regulations. The PA determines the hours, and whether the use will be over one or two days. If there is more than one PA in the building, each is entitled to the full six hours per month. These hours for PA access apply 12 months a year.

4.4 Fund Raising

Fund raising activities in the school that include students must be planned jointly by the PA with the principal. Joint planning is not required for activities not held in the schools during school hours, except where students or staff are involved.

Fund raising should not be an end in itself, but tied to the goals of the PA, including parent education, workshops and schoolrelated purposes.

PA fund raising activities involving students during school hours must be restricted to two per year. One additional fund raising activity involving students during school hours may be permitted with the approval of the superintendent in exceptional circumstances.

The following activities are strictly forbidden:

Sale of tickets to movies and theaters for children's attendance, unless the project is directly connected to the curriculum.

House to house solicitations of funds by children, except where a parent may decide to solicit funds with his or her children.

Sale of raffle tickets to children.

> Bingo or any other form of gambling.

For all fund raising activities, the PA must report to the membership. If a fund raising event conducted by the PA involves students during school hours, the PA must also prepare and give to the principal and the parents whose children are involved a brief statement showing the total amount of money raised, expenses, and net proceeds.

5. FINANCIAL AFFAIRS OF PAS

A PA's expenditures must be tied to the goals of the PA, including parent education and workshops and school-related purposes. Members of the association must decide how money raised for operating and other expenses will be spent.

5.1 PA Budget

Each PA must have a budget process for its own budget, set forth in PA bylaws. The process must include a timetable for adopting a budget each year. Provision

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should be made for preparation of a budget by an outgoing PA administration for adoption by the membership, no later than the last general membership meeting in June, subject to amendments in accordance with PA bylaws. Expenditures incurred prior to the first general membership meeting in September should be limited to an amount fixed by the association.

PA funds are separate and independent from school funds and budget and must be maintained in a bank account separate from the school account. All expenditures of funds must be approved by vote of the PA membership. PA funds can only be donated to the school by membership vote, and must be for specific purposes. Legitimate financial obligations of a PA are not affected generally by changes in PA administration.

5.2 Expenditure of Funds

All expenditures of funds must be approved by the PA membership and not by the executive board. Except that bylaws may contain procedures for minimal expenditures by the executive board subject to a full report provided at the next membership meeting.

Political contributions, including contributions to candidates for community school board members, political parties, political groups, or sectarian groups, are strictly forbidden.

Teachers and other staff may not be hired by the PA for programs or instruction during school hours. Funds must be accepted by the superintendent and/or the Chancellor in accordance with the Board's policy statement on gifts to schools for such purposes. PA bylaws shall contain procedures for emergency expenditures.

5.3 Recordkeeping and Audit

An annual financial accounting of PA income and expenditures must be made by the PA at the end of each school year.

Financial accounting of PA income and expenditures must be made by the PA, distributed to parents and filed in the principal's office, by **January 31 and June 30th** of each school year.

Failure to do so and/or following a finding of financial impropriety, irregularity or wrongdoing, the Superintendent or Chancellor as appropriate, must take corrective action, including but not limited to the prohibition of fund raising, and/or future fund raising, and/or preferral of criminal charges **(eek!!)** or the barring of involved PA members from any future leadership positions.

PA financial records must be available for inspection by members on reasonable request. The Superintendent and/or Chancellor shall have access to PA financial records. The Chancellor may conduct an audit when a grievance related to a PA's funds is filed, when serious allegations are raised, or when requested by a superintendent or whenever in the judgement of the Chancellor it is in the best interest of the school system.

6. COMMUNICATION AND CONSULTATION

It is the intention of this policy that wherever possible parents be consulted at

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each stage of planning and especially at the commencement of initiatives by school officials. Regular communication between school officials and PAs is essential if PAs are to achieve their goals. Reviewer's note: Are there any initiatives?

Consultation must be the rule, not the exception. At a minimum, consultation must include reasonable notice to PAs (including time for PA representatives to talk to their membership), adequate information provided in an understandable manner, and meaningful discussion in advance of decision or action, except under exceptional circumstances. PAs must receive information in a timely manner and be given the opportunity to be consulted and heard on matters that affect the schools.

6.1 Hierarchy-Who Consults with Whom

Consultation with parents must include regular exchange of information and communication through appropriate channels and levels.

Principal must consult with PAs.

Community school boards, community superintendents, high school and regional superintendents must consult with PAs of schools within their jurisdiction by consulting with the appropriate presidents' council and individual PAs.

Community school boards and all superintendents, shall have regular communication with all parent associations and parent-teacher associations within the district, and **shall meet with their elected officers at least quarterly during the school year**. Principals shall have regular communication with the officers of their respective PA and shall meet with their elected officers at least quarterly during the school year.

Reviewer's note: Does the above happen? Are there meetings; at that frequency?

The Chancellor must consult with the Chancellor's Parent Advisory Council, composed of representatives from each presidents' council.

The City Board must consult with representatives of the Chancellor's Parent Advisory Council.

Nothing in this policy precludes additional formal or informal consultation.

6.2 Procedures

Each superintendent and community school board must establish written consultative procedures at the school, district or superintendency level in accordance with minimum requirements set forth in this policy and in regulations of the Chancellor. Such written procedures must be developed upon consultation with PAs and presidents' council.

Where consultation is required, the superintendent or the principal must indicate in writing that it has taken place. **Action may be set aside if there is a failure to consult**.

6.3 Mandatory Consultation Subjects

Mandatory topics for consultation are school board policies, regulations, curriculum, personnel, budget comprehensive **education** plan, discipline, safety, food services, special programs and innovations, repairs and construction site selection, selection of architects, regulations and standards

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regarding qualifications of bidders, union contracts, purchasing policies, recreational programs, **and use of federal, state and other special funds.** This list is not intended to limit consultation on any subjects not included.

TENURE RECOMMENDATIONS

In tenure determinations concerning professional employees, PAs are granted an advisory role.

PAs must be informed in writing at the beginning of each school year what personnel will be completing their probationary period during the school year, and further informed of any subsequent additions or changes to the list. They have the right to receive written criteria to be used for evaluating teachers, supervisors, principals, and other staff and to be given any other procedural information including timetables for evaluation.

The principal or superintendent must meet with appropriate PA representatives to receive their comments and recommendations. Members of the PA who are employees of the school, as well as, parents who are community school board members must be excluded from any participation in the PA's role in tenure recommendations. PAs have no rating responsibilities; however, their comments and recommendations must be considered by the rating officer in evaluating the full record. The final responsibility in granting or denying tenure rests with the superintendent, or Chancellor, as appropriate.

SELECTION, ASSIGNMENT, AND APPOINTMENT OF SUPERVISORS AND ADMINISTRATORS

In the selection, assignment, and appointment of pedagogical supervisors or administrators in license areas, PAs (or presidents' councils, as appropriate) must be informed of vacancies and have the right to participate in accordance with applicable regulation. Parents who are employed in the school, as well as, parents who are community school board members must be excluded from any participation in this process. Procedures for filling all other vacancies must be included in the written consultation procedures required by Section 6.2.
Reviewer's note: What do those applicable regs say?

SELECTION OF SUPERINTENDENTS

In selection of a community superintendent, representatives of PAs and presidents' councils are included in the screening process, in accordance with applicable regulations of the Chancellor.

Reviewer's note: What do those applicable regs say?

FILLING COMMUNITY SCHOOL BOARD VACANCIES

In filling vacancies on community school boards, the community school board must consult with the presidents' council and with PAs. Procedures for filling a board vacancy must be included in the written consultation procedures required by Section 6.2

6.4 Information

PAs have the right to full and factual information relating to school operations and student achievement. PAs must be provided with information as required in a timely fashion.

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PRINCIPALS' RESPONSIBILITIES

Principals must make available to PAs for the opening of school in September all reports and plans relating to the school, including comprehensive education, safety, discipline, and attendance plans, full information on the school's budget, and full information on personnel who will be completing their probationary period during the school year, as elsewhere required in this policy.
Reviewer's note: Has the PA seen these plans?

The principal of each school shall have regular communication with, and meet with their elected officers at least quarterly during the school year, to the end that the association is provided with full factual information pertaining to matters of pupil achievement, including but not limited to:

annual reading scores, comparison of the achievement of pupils in comparable grades and schools, as well as the record of achievement of the same children as they progress through the school provided however, that such records and scores shall not be disclosed in a manner which will identify individual pupils;

all reports and plans relating to the school including comprehensive education, safety, discipline and attendance plans, full information on the school's budget and full information on personnel who will be completing their probationary period during the school year as elsewhere required in this policy, and provide parents with an annual accounting of all income and expenditures.

SUPERINTENDENTS' RESPONSIBILITIES

The superintendent shall have regular communication with all parents' associations and parent-teachers' associations and presidents' councils and meet with their elected officers at least quarterly during the school year, to the end that such associations are provided with full factual information pertaining to matters of pupil achievement, including but not limited to:

annual reading scores, comparison of the achievement of pupils in comparable grades and schools, as well as the record of achievement of the same children as they progress through the school;

all reports and plans including the comprehensive education, safety, discipline, attendance plans and full information on the budget provided, however, that such record and scores shall not be disclosed in a manner which will identify individual pupils and provide, an annual accounting of all incoming expenditures of the previous school year.

The superintendent must make available to their presidents' council and to each PA full and factual information pertaining to procedures and timetables for student testing and matters of student achievement.

CHANCELLOR'S RESPONSIBILITIES

The Chancellor must make available minimum educational standards and curriculum requirements for all schools; results of examinations and evaluations

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regarding the educational effectiveness of the city's schools and programs; and school profiles.

The Chancellor must make available full and factual information pertaining to matters of student achievement, including but not limited to annual reading scores, comparison of the achievement of students in comparable grades and schools, and the record of achievement of the same children as they progress through the school (provided in non-identifiable manner).

COMMUNITY SCHOOL BOARD RESPONSIBILITIES

The community school board must make available copies of calendars and minutes of all regular and special public meetings and copies of school board bylaws, upon request.

CITY BOARD RESPONSIBILITIES

The City Board must make available copies of calendars and minutes of all regular and special public meetings and copies of City Board bylaws, upon request.

Nothing in here is intended to limit the right of PAs, presidents' councils, or individuals to information and records available under Freedom of Information Law and other applicable laws and regulations.

7. GRIEVANCES AND COMPLAINTS

7.1 Grievances

Wherever possible, issues and problems that arise within PAs or presidents' council, or among PA or presidents' council members, should be resolved by members. PAs may seek the assistance of their presidents' council.

If a complaint arises concerning an action or inaction by a school employee or official relating to a PA or presidents' council, the assistance of the appropriate superintendent may be sought.

In the case of disputes that cannot be resolved internally, a grievance may be filed with the community school board, or in the case of high schools and citywide special education, with the appropriate executive director.

Persons or associations against whom a grievance is filed have the right to receive and respond to all charges.

A grievance must be based on violation of a PA's or presidents' council's bylaws, or applicable law, policy, or regulation. A grievance may be brought by a PA or presidents' council member, a parent, whether or not a PA or presidents' council member, a PA or presidents' council, an official or employee of a school, community school district, or central office or division, or an interested aggrieved party.

The community school board or executive director's determination may be appealed to the Chancellor, and the Chancellor's determination may be appealed to the City Board. The Chancellor must establish regulations governing grievances under this policy, including deadlines for filing grievances and deciding appeals. Written decisions are required at each level.

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Nothing in this policy is intended to prevent PAs or presidents' councils from agreeing to alternative dispute resolution processes. PAs cannot take away the rights of PA members or others to file a grievance under this policy.

7.2 Complaints Against School Officials

Nothing in this policy shall preclude a complaint concerning an action or inaction by a school employee or official in accordance with prescribed procedures.

7.3 Allegations of Misconduct

Complaints or allegations of criminal wrongdoing or misconduct must be reported to the Special Commissioner for Investigations, which office ensures confidentiality to the maximum extent possible.

8. ENFORCEMENT AND REGULATIONS

At the beginning of each school year, the principal of each school must certify to the appropriate superintendent that there is a functioning PA in the school, in compliance with its own bylaws, this policy, and Chancellor's regulations. If a PA has ceased to function for failure to conduct an election, the principal will be responsible for activating the PA according to Chancellor's regulations by October 15th. The principal shall notify the superintendent and presidents' council that the PA has ceased to function. The superintendent of each community school district, high school region and citywide special education, must certify to the Chancellor the existence of a presidents' council in each district or region, and its compliance with applicable bylaws, this policy and Chancellor's regulations, also at the beginning of the school year.

Principals have the responsibility to be aware of the PA's activities as they relate to compliance with Board of Education policy, Chancellor's regulations and their own bylaws. At least twice per year, principals shall file reports to their superintendents regarding the status of PA functioning in their schools. Upon the failure of compliance, superintendents shall direct principals to initiate necessary corrective action including sanctions and disciplinary action as appropriate.

Superintendents have the responsibility to be aware of the Presidents' Council activities as they relate to compliance with Board of Education policy, Chancellor's regulations and their own bylaws. Superintendents shall file reports at least twice per year to the Chancellor regarding the status of the presidents' council of their respective district or region. Upon failure of compliance, the Chancellor shall direct superintendents to initiate necessary corrective action including sanctions and disciplinary action as appropriate.

The Chancellor or his designee shall monitor compliance with this policy, and upon a finding of failure to comply, direct the proper school authorities to take necessary corrective action, including the imposing of sanctions and disciplinary action as appropriate.

The Chancellor shall establish regulations implementing this policy, including

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procedures to ensure the effective monitoring and enforcement of this policy. The Chancellor shall issue a report annually by July 31st, on implementation of this policy, including recommendations for revision.

The Chancellor shall recommend to the Board the granting of exceptions to this policy where warranted.
Reviewer's note: Are there any exceptions? Is this the latest version?

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