

Roles and Responsibilities of Parents

As defined by the SES Non-Regulatory Guidance (1-14-09) and the Hawaii Department of Education Procedures and Guidelines (August 2011)

SES Non-Regulatory Guidance:

How do parents select an SES provider?

In choosing a provider from the State-approved list, parents may want to consider, among other things: where and when the provider offers services, how often and for how long students will be served, how students are grouped during tutoring, whether the provider can meet the academic needs of their child, the qualifications of tutors, and how student progress will be measured.

Parents may request assistance from their LEA in selecting a provider. In such cases, an LEA that also serves as an SES provider should offer unbiased assistance focused on the specific academic needs of the student and the preferences of the parent. An LEA is not permitted merely to assign students whose parents request assistance to an LEA- or school-administered SES program.

What is the role of parents in SES?

Parents are to be active participants in the SES program.

At the *State level*, parents must be consulted in order to promote participation by a greater variety of providers and to develop criteria for identifying high-quality providers [Section 1116(e)(4)(A); 34 C.F.R. §200.47(a)(1)(i)].

At the *local level*, parents must be able to choose from among all SES providers approved by the State and available to serve students in the area served by the LEA or within a reasonable distance of that area. In addition, if they so choose, parents may obtain assistance from the LEA in selecting a provider [Section 1116(e)(2)(B); 34 C.F.R. §200.46(a)(2)]. Parents should also have an option to change or terminate services, if they are not satisfied with the services they are receiving.

At the *provider level*, parents, the LEA, and the provider chosen by the parents must develop and identify specific academic achievement goals for the student, measures of student progress, and a timetable for improving achievement [Section 1116(e)(3)(A); 34 C.F.R. §200.46(b)(2)(i)]. All parents whose children receive SES must be regularly informed of their child's progress [Section 1116(e)(3)(B); 34 C.F.R. §200.46(b)(2)(ii)].

What is the role of parents in supporting student attendance at SES sessions?

Parents should ensure that their child attends the SES sessions in which he or she is enrolled. The LEA should ensure that parents are notified by the provider if their child is not attending regularly.

Hawaii Department of Education Procedures and Guidelines:

Parents

1. SES Information
Review SES and provider information provided by schools and seek clarification as needed. Attend parent/guardian informational meeting(s) if offered by complex area, complex, or school.
2. Application for Services
Complete application (including provider preferences) and submit to the school as soon as possible. Applications will be accepted throughout the year, but authorization for services is subject to provider capacity (i.e., space available) and sufficient time to complete a term of services. Parents/guardians should complete the accompanying Forms HAR 64 – Consent for Release of Information, as completing this will help facilitate services beginning in a more efficient manner.
3. Authorization for Services
Upon receipt of an authorization letter from the school, contact the assigned provider to schedule the AOS meeting.
4. Agreement of Services
Meet with provider, child, and school designee (if available) to develop and sign the required AOS.

The parent/guardian will show the approved provider an authorization letter authorizing services. If possible, the school designee will also participate in the meeting. If school designee does not attend the meeting, the provider will forward the completed Agreement to the school for signature.

SES providers will be requested to contact a parent/guardian within 15 days of the authorization date. In the case where the SES provider is unable to contact a parent/guardian, the provider should contact the school SES contact person for assistance.

If the SES Provider is unable to meet with a parent/guardian due to circumstances that prevent them from conducting a face-to-face meeting (e.g., work schedule), the provider and school may make arrangements for a phone consultation with the parent/guardian.

- The following people shall be involved to discuss the terms of the agreement: the school principal or SES designee, SES provider, and parent/guardian.
- The school principal or SES designee and SES provider meet to call a parent/guardian or a three-way conference call may be made to discuss the type of services.
- The SES provider shall indicate in writing the following information on the AOS: “per phone consultation,” date and time of consultation and the names of people involved on the parent/guardian signature and date line.
- At the end of the phone consultation, the SES provider and school principal or SES designee sign the AOS.
- The school shall provide a signed copy of the AOS to the parent/guardian, provider and complex area personnel within three (3) working days.

Services may not begin until all parties have signed the Agreement of Services.

5. Parent/Guardian Support of Child Learning
Support child's learning by: making sure the child attends every scheduled session and is committed to learning; showing interest in what child is learning; helping child when asked; reading progress and summary reports from the service provider; and contacting the provider with any questions or concerns.
6. Transportation to Off-Campus Site
Assume responsibility to transport child to any off-campus site where services will be provided.

7. Attendance
Notify provider directly (at least four hours before a scheduled session) if child is unable to attend.
8. Termination of Services
After two absences without a four-hour advance notification, services under the existing AOS are terminated. If a child applies for services again, the child shall be placed at the bottom of the list of complex area priority rankings 1 to 5 of students with unfulfilled requests. This placement at the bottom is made at the date and time of the child's new application for services. If the child is authorized for services again, the parent/guardian shall contact the assigned provider to develop and sign a new AOS, subject to the remaining balance of the SES County per pupil funding limit.
9. Satisfaction Survey
Complete and mail the parent/guardian satisfaction survey in the self-addressed stamped envelope or return the survey to the school.
10. Provider Notification of Student Concerns
Parent/guardian must notify provider if student has any food allergies and other information that is pertinent to the health and safety of the child(ren). If tutoring will be taking place at the home of the student, then a parent/guardian must be present for the safety of the tutor and student.