

Regulation: Parental Involvement – Remedies for Parental Concerns

The Head of School adopts the following Regulations, which outline the process for parents to submit various concerns, and to request certain information, pursuant to MCS Policy: Parental Involvement. The Regulations also address the process for school response to those concerns and requests.

“Parent” means a person who has legal custody of a child, including a natural parent, adoptive parent, or legal guardian. To submit a concern under MCS Policy: Parental Involvement, a parent must be the parent of a child currently enrolled at MCS.

A. Parental Concerns Related to Student Health

The following outline the procedures that a parent must follow when the parent wishes to submit concerns about the School’s policies and procedures concerning parental involvement in student health, including: (1) notification and consent procedures for health care services; (2) well-being questionnaires and health screening forms (students in grade 3); (3) changes in mental, emotional, or physical health or well-being services; or (4) the change in or use of a name or pronoun for a student.

1. Initial Written Concern to the Assistant Administrator

A parent must submit their concern in writing to the Assistant Administrator. The written concern must include the following information: the specific school policy or practice with which the parent has a concern; a detailed description of the concern, including if the concern has had a direct impact on their student; and the specific resolution desired.

2. Response from Assistant Administrator

The Assistant Administrator will review the written concern and issue a written response to the parent’s concern within five (5) business days, unless additional time is needed to thoroughly investigate, and the parent is provided written notice of the reason for the delay. The Assistant Administrator shall conduct any investigation of the facts related to the concern necessary before issuing the response.

3. Appeal to the Head of School

If the parent is dissatisfied with the Assistant Administrator’s response to their written concern, the parent may submit a written appeal to the Head of School within three (3) business days of receiving the Assistant Administrator’s response. The parent should specify the reasons why the Head of School’s response did not resolve their concern.

4. Response from the Head of School

The Head of School will review the initial written concern, the Assistant Administrator’s response, and the parent’s written appeal and submit a written response to the parent’s appeal with five (5) business days, unless additional time is needed to further investigate, and the parent is provided written notice of the reason for the delay. The Head of School shall

conduct any investigation of the facts related to the concern necessary before issuing the response.

5. Appeal to the Board of Directors

If the parent is dissatisfied with the Head of School's response to their appeal, the parent may submit a written appeal to the Board of Directors within three (3) business days of receiving the Head of School's response. The Board Chair will appoint a panel of two (2) or more board members. The panel will review the appeal and any documents related to the appeal and issue a written decision within seven (7) business days of receipt of the appeal.

6. Timeliness of Resolution of Parent Concerns

If the parental written concern is not resolved within thirty (30) business days of receipt of the written concern by the Assistant Administrator, MCS must notify the parents of the reasons for the delay. In addition, if the parent's concern is not resolved within thirty (30) days of submission to the Assistant Administrator, the parent may pursue additional remedies as provided in N.C. Gen. Stat. § 115C-76.60(b).

B. Parental Requests for Information

A parent may submit a written request to the School's Assistant Administrator for information the parent has the right to access under Part 3 of Article 7B of Chapter 115C. The following procedures apply to such written request:

1. Written Request for Information

A parent who wishes to obtain information from MCS must submit a written request to the Assistant Administrator. The written request must include the specific information being requested.

2. Assistant Administrator's Response to Request for Information

The Assistant Administrator will respond to the parent's request for information within ten (10) business days by either; a) providing the requested information to the parent; or b) providing notice to the parent that additional time is needed to respond due to the volume and/or complexity of the request. The Assistant Administrator may contact the parent to narrow the parent's request for information to ensure timely delivery of the requested information.

The Assistant Administrator must provide the requested information no more than twenty (20) business days after receipt of the parent's initial written request.

3. Appeal to Head of School

If the Assistant Administrator fails to respond as required under Section B.2., the parent may then submit the written request for information to the Head of School. The parent must include the date the initial request was submitted to the Assistant Administrator.

4. Head of School's Response to Request for Information

The Head of School will review the parent's request and may contact the parent to narrow the parent's request for information. The Head of School must respond to the parent's request within ten (10) days of receipt of the request by either: a) providing the requested information; or b) denying the request for information.

5. Appeal to Board of Directors

In the event that the Head of School does not: a) respond to the parent's request for information; or b) denies the parent's request for information, the parent may appeal the lack of response to or denial of their request to the Board no later than twenty (20) days after the parent submitted their request to the Head of School. The appeal must be made in writing, and the parent must include the date the request was made to the Assistant Director and Head of School in their appeal to the Board.

The parent's appeal will be heard at the next Board meeting that is scheduled more than three (3) business days after receipt of the parent's appeal. Parent concerns that include confidential student or personnel information will be reviewed by the Board in closed session.