

SPECIAL PROCEDURES FOR PARENT INFORMATION REQUESTS, CURRICULA AND TEXTBOOK REVIEWS

Policy Number: **1450**

According to state law, the following requests and concerns require specific school measures and afford particular appeal rights. These appeal rights are distinct from the SRCA (The School) General Grievance Procedures, which apply to all other matters.

Parent Information Requests

Initial Request for Information

A parent may request in writing from the Instructional Coach any information the parent has the right to access as contained in this Parental Rights policy or by law. The Instructional Coach, within ten business days, shall either (i) provide the requested information or (ii) provide an extension notice to the parent that, due to the volume or complexity of the request. The information will be provided no later than 20 business days from the date of the parental request.

Parent Information Request Appeals

If the Instructional Coach denies or fails to respond to the request for information within ten business days or 20 business days following an extension notice, the parent may make a similar request to the Head of School. This request shall specify the time frame of the denial or failure to provide information by the principal. For compliance, requests must be made using *SRCA Request to Inspect Instructional Materials* (Document 1450-F).

If the Head of School denies or does not respond to the request for information within ten business days, the parent may appeal the denial or lack of response to the SRCA Board. Such an appeal must occur within twenty business days of the request to the Head of School as provided in the prior subsection. The governing body shall place the parent's appeal on the agenda for the next meeting of the body occurring more than three business days after submission of the appeal.

A decision by the Board is final and is not subject to judicial review.

Curricular, Instructional, and Media Center Materials: Parental Review and Resolution Process

Availability of School Instructional Materials

The School shall strive to use the best available instructional curricula, textbooks and supplementary materials, and library resources to fulfill the School's mission. All decisions about what curricula and materials to use and have available to students will be based on the educational suitability for the age and maturity of students at each grade level.

Requests for Review

A parent shall have a right to review the curricula, textbooks, and supplementary materials for any grade level. The Head of School may establish a procedure and any forms for doing so. Any parent request for such items shall, minimally, be addressed within the general procedural framework contained in this policy in the section titled *Parent Information Requests*.

Addressing Parental Concerns

If a parent has a concern regarding School curricula, textbooks, supplementary and library materials, the parent may use the process set forth below for addressing Parent Concerns Regarding School Procedure or Practice:

The parent concern shall be stated in writing and in a form as the Head of School may require. Minimally, the concern must specifically address the following:

1. The concern directly involves a matter of student learning addressed in the established NCDPI curriculum or NC General Statute. The parent must identify the specific statutory provision(s) in question.
2. All essential information, documentation, or other evidence supporting the concern.
3. A proposed resolution.

Head of School Response

The Head of School shall determine whether the concern involves a matter addressed in the curriculum or statutes. If it is, the Head of School and parent shall make every reasonable effort to resolve the concern within seven days from the date the parent files the written concern. If the matter is not resolved within seven days, the Head of School shall notify the parent of the status of the matter (“Status Notice”).

Final Notice

Upon resolution or at the end of the 30 days, if the matter is not resolved, the Head of School shall provide written notice of the outcome (“Final Notice”) of the matter in reasonable detail regarding the resolution or lack thereof and the reasons.

All written notices may be by email, regular mail, or any other reasonable written form so that the parent may reasonably understand their content.

Subsequent Parent Appeal Rights.

A parent may request an appeal to the SRCA Board.

Any other matter not requiring a Special Procedure described in this subsection shall be subject to resolution and appeal rights in the School’s Grievance Procedures. Such an appeal must occur within five business days of the Final Notice from the Head of School as provided in the prior subsection. The SRCA Board shall place the parent's appeal on the agenda for the next meeting of the body occurring more than three business days after submission of the appeal.

A decision by the Board is final.

Regular Grievance Procedures

Any other matter not requiring a Special Procedure described in this subsection shall be subject to resolution and appeal rights in the School's Grievance Procedures found in SRCA Policy 1999.

Approved August 2024