Policy #:	**STU.250.4**
Policy Title:	Parent/Guardian Expectations, Issues, & Grievance Policy
Approval Date:	6/28/21
Review Date:	N/A
Related Documents:	Participation Agreement Student Status Procedure

Parent/Guardian Expectations

In order to comply with District #51 and state requirements and remain an accredited school, MVCS has expectations that families must meet in order to initially enroll and also to remain enrolled. These will help to develop and maintain a successful working relationship between the student, parent/guardian, and the school. Indeed, these expectations are essential for the student's education and, accordingly, are required for the student to remain eligible to participate in MVCS. Parents/Guardians will need to become familiar with and follow these expectations.

The education of each student at MVCS is parent-driven and school-supported. The relationship between MVCS staff and parents/guardians will be conducted with integrity and respect, including listening to understand, respecting time constraints, and working as a team to support students. Essential terms are stated below. Both the parent(s) and MVCS agree to these things annually.

- The parent(s) of each enrolled student will craft and implement an annual Personalized Learning Plan (PLP) to address grade-level Colorado Academic Standards, with input from MVCS staff (primarily an Academic Advisor). Both parent autonomy and school expertise will be reflected in the PLP. The parent will provide on-the-ground work with the child; the school will provide oversight, accountability, and resources. Both will work toward a combined vision of seeking and addressing the best interests of each student through implementing the PLP.
- The parent will actively participate in the regular, scheduled education of the student an average of four or more hours per school day, accounting for this instruction by logging in the MVCS website—providing weekly reports on attendance/progress, and bringing physical student work to a monthly in-person meeting with an Academic Advisor. The parent will provide regular feedback on student work, including grading work as required. Feedback should include a mixture of written comments, corrections, verbal feedback, and grades. MVCS staff will provide accountability/oversight, guidance, and resources for every student through his/her parent.
- Since MVCS is a public school receiving public funds according to its enrollment and attendance, the online logging of instructional hours is essential to

participation in the school. The parent must complete this weekly and accurately. Regular access to the internet is required for all MVCS participants. MVCS student funds may be applied toward this with some restrictions.

- Students who may have exceptional needs will be identified by MVCS staff through assessment and collaboration with the parent. Once identified, these additional needs will be supported by resources, additional or different instruction and progress monitoring, and referrals to more specialized programs as needed. MVCS will support students with exceptional needs through ELL, READ Plans, IEPs, 504s, and ALPs. Staff and processes are in place to ensure that all students get a quality education.
- Staff members besides the Academic Advisor may become involved with tracking the child's progress and helping make educational decisions. The Multi-Tiered System of Support (MTSS) and READ Plan processes are required. If additional help or redirection are necessary, the parent and/or student may be required to meet at MVCS more frequently.
- The parent will be respected as the primary educator and will take steps to continue to improve and refine his/her practice. MVCS will support this growth of the parent-educator by providing resources and training. If the parent cannot meet his/her obligations to serve as primary educator, then the student's education will suffer, and the student will no longer be eligible to remain at MVCS.
- The parent will select and arrange for appropriate learning environments and materials for the student with input from staff as needed. MVCS will provide student funds to support this, within its Funding Guidelines. As a District #51 public charter school using public funds to operate, MVCS is legally accountable for the use of these funds. This includes using student funds for educational purposes, not reselling items or using them to generate profit. This also includes MVCS respecting the spiritual and religious beliefs of all students/parents while precluding granting credit for or funding religious activities/materials.
- MVCS will support students and parents without regard to disability, race, creed, color, religion, sex, sexual orientation, marital status, national origin, ancestry, or need for special education services.
- Since students complete little or none of their schoolwork on-site, instead working remotely under the direction of qualified MVCS staff, it is vital for MVCS to have objective measurements of academic growth and achievement. Parents will allow their students to participate in all MVCS assessments for screening and progress monitoring as well as state-mandated assessments, unless excused according to Colorado law. Because MVCS's unique educational model is not a good fit for all students and their parent(s), students with parents new to MVCS, those who ended the previous year with an Improvement Plan, those with a

radically different schooling plan than used the previous year, and those who were previously exited from MVCS will be provisionally enrolled during the first quarter. The goal of provisional enrollment is to help set up students and their parent(s) for success at MVCS by the end of the first quarter or to have the student return to his or her neighborhood school with minimal disruption to the student's overall education.

- MVCS encourages you to maintain your child's enrollment in MVCS for the entire school year. If you choose to send your student to another District school during the year, the District may grant or withhold consent for the transfer based on a variety of factors.

Consequences for failing to meet these expectations are detailed in the Student Status Procedure. They could include the student losing eligibility to continue to participate in MVCS and, thus, be required to exit the program.

Parent/Guardian Issues

MVCS seeks to establish and maintain standards which enhance the educational experience for all students and support the school's mission. Given the unique parent-driven model of education, if parents fail to meet these standards, the student's education will be compromised, and he/she will no longer be eligible to remain enrolled at MVCS.

When, pursuant to this policy, MVCS determines that the parent/guardian of an enrolled student has violated the standards of conduct expected of all program participants, MVCS may take corrective action which may include the student losing his/her eligibility to continue to participate in MVCS.

MVCS reserves the right to exercise discretion in this action. Depending on the facts and circumstances involved in each situation, MVCS may decide to give a parent/guardian an opportunity to correct the issue or might decide that immediate revocation of enrollment is appropriate. The following are corrective steps MVCS may use:

a. *Verbal Warning*—For minor performance or conduct problems, MVCS may issue a verbal warning.
b. *Written Warning*—For repeated minor problems or for a more serious problem, an enrolled person or family may receive a written warning and corrective action notice.
c. *Suspension of Funds*—MVCS may suspend the use of the funds allocated to a student temporarily or permanently.
d. *Improvement Plan*—MVCS may require attendance at a meeting with the Director during which an Improvement Plan will be outlined and signed by the parent/guardian.

e. *Exit*—For sufficiently serious problems or failure to respond appropriately to warnings and corrective action, revocation of enrollment may be appropriate.

Progressive discipline is not mandatory and any student may have his enrollment revoked without any progressive discipline whatsoever. Should parents disagree with MVCS's decision(s) in this regard, they must file a grievance and follow the Grievance Resolution Policy listed here.

Grievance Resolution Policy

The Grievance Resolution Policy provides a means by which conflicts between parent/guardians and MVCS staff members can be resolved. Parents may initiate this process in the following way:

1. Parent/guardians will make every attempt to solve the issue themselves, communicating the concern directly to the staff member in question. An appointment should be set up where the concern can be expressed in private. Care should be taken to express concerns calmly and respectfully so that an environment conducive to resolution can exist.
2. If the parties are unable to come to a resolution, the parent/guardian may file the concern in writing with the Director. The concern must state the MVCS policy at issue and the resolution desired. The Director will hold a meeting with the relevant parties. The Director, or his/her designee, shall record the concern and its resolution (if one is reached).
3. In cases where the concern has been addressed with the Director yet any party remains dissatisfied with the decisions made to resolve the conflict at this level, that party may take their concerns to the MVCS Board of Directors. Such a complaint must be made in a written statement which details the violation, procedures taken, and requested remedy; the complaint shall be submitted to the President of the MVCS Board of Directors at least one week prior to the next Board of Directors meeting. Complaints submitted after this point will be addressed at the subsequent meeting of the Board of Directors. Whenever possible, items of this nature will be handled in an executive session of the Board, and the Board shall solicit input from the Director. Emergency issues will be dealt with on an as-needed basis, with the Board responding prior to or at its next regular public meeting. The Board of Directors may hear arguments from the parties, review prior decisions and evidence, and make inquiries as it deems necessary. The Board shall render a written decision within ten (10) business days after the meeting unless additional time is needed. The Board of Directors' decision shall be final.