



**Official Policy
of
Ogden Preparatory Academy**

8. Parents and Community

8.06 Grievance Policy (Parents)

Effective/Revision Date: 02/23/2017

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The purpose of this policy is to clarify for parents a process by which concerns can be addressed. The Board encourages active parent participation in their child(ren)'s education, and hopes that parents will feel empowered to voice their opinions, volunteer in and out of the classroom for Ogden Preparatory Academy (OPA), and work as a team to provide the best education for their child(ren).

If you have a concern with a teacher or any staff member of OPA, the following steps shall be followed:

1. Items involving teachers, staff members or administration must first be addressed with the individual(s) directly involved.
2. If you feel the issue is not adequately addressed or resolved at this level, you may address your concern with the administration.
 - a. That administrator is considered a neutral mediator and is responsible to meet with all involved parties including the teacher or staff member involved.
 - b. After meeting with all parties the administrator may facilitate a group meeting with all involved parties where a decision will be made. If necessary, the administrator may consult with the Board and where necessary a decision will be held until the entire Board can meet to make a decision.
3. If the issue remains unresolved, or the specific issue concerns the administration, a written complaint must be filed with the Board of Directors by sending an email to all members of the Board of Directors through board@ogdenprep.org.
 - a. Once an issue or complaint is sent to the Board, the Board president may assign another member of the board to take charge and mediate the issue.
 - b. That Board member is considered a neutral mediator and is responsible to meet with all involved parties including the teacher, staff member or administrator involved.
 - c. After meeting with all parties the Board member may facilitate a group meeting with all involved parties, where a decision will be made. If necessary, the Board member may consult with other members of the Board and where necessary a decision will be suspended until the entire Board can meet to make a decision.
 - d. All issues that have come up during the time since the last Board meeting will be reviewed by the assigned Board member for the benefit of the entire Board of Directors.
4. Written summaries, prepared by the assigned mediator (Board member or administrator) as well as all supporting communications or documentation will be retained by the Board

as record of grievance activities and audit purposes. These summaries will include the initial complaint, the name of the person initiating the complaint, the OPA employee or Board member involved, the name of the mediator, record of all meetings held as well as the resolution or action taken. All records will be retained for three (3) years.

5. OPA, its Board of Directors, administrators and staff have adopted a no tolerance bullying policy for the students of the school. In a similar fashion, retribution of any kind towards anyone utilizing this process to express their concerns will be considered bullying and will not be tolerated. Any employee of OPA determined to be acting thusly may be subject to immediate disciplinary action.

If you have a concern with a policy, procedure or practice at the school, the following avenues of expression are available to you:

1. School Administration is the first and best contact to discuss policy, procedure or practice.
 - a. If the concern is directly related to administrative practices or procedures, you may address your concern directly with the Board of Directors by sending a written notice to all Board members through board@ogdenprep.org.
 - b. If your concern is directed to OPAPO, you may attend the regular OPAPO meetings (Please see the school website ogdenprep.org for dates and times) and express yourself during the parent comment portion or contact the OPAPO president at least three (3) working days in advance and request to be placed on the agenda.
 - c. If your concern deals with school policy, you may address the Board in a formal Board of Directors meeting during the “public comment” portion. You may also request to be added to the meeting agenda by contacting the president of the Board of Directors at board@ogdenprep.org three (3) working days prior to the scheduled meeting date (dates and times of Board meetings are posted on the school’s website at ogdenprep.org).

If you feel you or your child has been treated unfairly, discriminated against or treated in a manner that is in violation of state or federal law:

1. You may file a written complaint with the Principal, and if you wish, make an appointment to discuss the issue.
2. You may file a written complaint with the Board of Directors by sending the required information in an email to board@ogdenprep.org.

Written complaints shall specify the individual(s) involved, details of the incident(s) spurring the complaint, including dates and approximate times, and details of an attempt to rectify the situation.

OPA Administration shall notify the USBE Child Nutrition agency of any complaints/grievances made in relation to Child Nutrition/Food Services. Written notification shall occur within two (2) weeks of receipt of the initial complaint/grievance.

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Document History

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Legal References