



Good Foundations Academy

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Grievance Procedures

School Actions

Reporting and Investigation

Students who have been subjected to or witnessed bullying, cyberbullying, hazing, or retaliation, and students who have witnessed abusive conduct, should promptly report such incidents to any school personnel orally or in writing. School personnel who receive reports of such incidents should report them to the Executive Director. School employees who have been subjected to or witnessed hazing, bullying, cyberbullying, abusive conduct, or retaliation must report such incidents to the Executive Director orally or in writing.

Each reported complaint should include:

- Name of the complaining party;
- Name of the victim (if different than the complaining party);
- Name of perpetrator (if known);
- Date and location of incident(s); and
- Statement describing the incident(s), including names of witnesses (if known).

All information received in a complaint, including names of complainants, shall be treated with the utmost confidence to the extent possible. Administrators shall notify the complainant before revealing his or her name.

GFA shall take reasonable steps to ensure that any victim of prohibited conduct will be protected from further hazing, bullying, cyberbullying, abusive conduct, and retaliation and that any student or GFA school employee who reports such incidents will be protected from retaliation.

Each reported violation of the prohibitions noted previously shall be promptly investigated by a school administrator or an individual designated by a school administrator consistent with the Action Plan described below. Formal disciplinary action is prohibited based solely on an anonymous report of bullying, hazing, cyberbullying, abusive conduct, or retaliation.

Parental Notification

The Executive Director or his/her designee shall timely notify a student's parent/guardian 1) if the student threatens to commit suicide or 2) of any incidence of bullying, cyberbullying, hazing, abusive conduct, or retaliation involving the student (including if the student is involved as the alleged perpetrator or victim). The Executive Director or his/her designee shall attempt to contact the parent/guardian by telephone to provide this notification and to discuss the matter. If the parent/guardian is not available by telephone, the Executive Director or his/her designee shall provide the parent/guardian the required notification by email.

The Executive Director or his/her designee shall produce and maintain a record that verifies that the parent/guardian was notified. If an in-person meeting takes place, the Executive Director or his/her designee may ask the parent/guardian to sign the record acknowledging that the notification was provided. If a telephone conversation takes place, the Executive Director or his/her designee may document on the record such details as the date and time of the telephone call, who was spoken to, and brief notes regarding the notification that was provided and the content of the conversation. If an email is sent, the Executive Director or his/her designee shall retain a copy of the email. The school shall retain the record as long as the student is enrolled at the school and destroy the record after that time. The school shall maintain the confidentiality of the record in accordance with Utah Code § 53G-9-604.

Action Plan to Address Reported Incidents of Bullying, Cyberbullying, Hazing, Retaliation, and Abusive Conduct

The school shall investigate all allegations of incidents of bullying, cyberbullying, hazing, retaliation, and abusive conduct in accordance with this policy and applicable law. The Executive Director or his/her designee shall investigate allegations of these incidents and shall have adequate training to conduct such an investigation. The Executive Director shall be the point person with training and expertise to assist, direct, and supervise training of other employees in the responsibilities set forth in this paragraph.

The school shall investigate all allegations of these incidents by interviewing:

1. the alleged victim;
2. the individual who is alleged to have engaged in the prohibited conduct;
3. the parents/guardians of the alleged victim and the individual who is alleged to have engaged in prohibited conduct;
4. any witnesses;
5. school staff familiar with the alleged victim;
6. school staff familiar with the individual who is alleged to have engaged in prohibited conduct; or
7. Other individuals who may provide additional information.

The individual who investigates an allegation of an incident shall inform an individual being interviewed that 1) to the extent allowed by law, the individual is required to keep all details of the interview confidential; and 2) further reports of bullying will become part of the review. However, the confidentiality requirement described in this paragraph does not apply to conversations with law enforcement, requests for information pursuant to a warrant or subpoena, a state or federal reporting requirement, or other reporting required by R277-613.

In conducting this investigation, the school may 1) review disciplinary reports of involved students; and 2) review physical evidence, including video or audio, notes, email, text messages, social media, or graffiti.

GFA involves parents/guardians of a perpetrator or victim of bullying, hazing, or retaliation in the process of responding to, and resolving, conduct prohibited in this policy to the extent permitted by federal and state law, including the federal Family Educational Rights and Privacy Act of 1974, as amended ("FERPA").

The school shall report incidents of bullying, cyberbullying, hazing, retaliation, and abusive conduct to law enforcement when the Executive Director reasonably determines that the alleged incident may have violated criminal law.

Following the investigation of a confirmed allegation of an incident of bullying, cyberbullying, hazing, retaliation, or abusive conduct, the school may, if the Executive Director determines it is appropriate, take positive restorative justice practice action and support involved students through trauma-informed practices. However, an alleged targeted individual is not required to participate in a restorative justice practice with an individual who is alleged to have engaged in prohibited conduct. If the school would like any student to participate in a restorative justice practice, the school shall notify the student's parent/guardian of the restorative justice practice and obtain consent from the student's parent/guardian before including the student in the process.

The school shall follow up with the parents/guardians of all parties to:

1. inform parents/guardians when an investigation is concluded;
2. inform parents/guardians what safety measures will be in place for their child, as determined by the investigation;
3. provide additional information about the investigation or the resolution consistent with FERPA; and
4. inform parents/guardians of the school's grievance policy if the parents/guardians disagree with the resolution of the investigation.

Consequences for Engaging in Prohibited Conduct

Verified violations of the prohibitions noted previously shall result in consequences or penalties for students as listed in the GFA Student Discipline Policy. The school has authority to discipline students for off-campus or online speech that causes or threatens a substantial disruption to school operations, including violent altercations or a significant interference with a student's educational performance and involvement in school activities.

If a school employee is found to have engaged in prohibited conduct in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination, reassignment, or other appropriate action.

The Executive Director may report to OCR all acts of bullying, hazing, cyberbullying, abusive conduct, or retaliation that he/she reasonably determines may be violations of a student's or employee's civil rights.

The school shall take strong responsive action to prevent retaliation, including assisting students who are victims of prohibited conduct and his or her parents/guardians in reporting subsequent problems and new incidents.

Grievance Process for School Employees

As explained above, a GFA school employee who has experienced abusive conduct must report the incident to the Executive Director orally or in writing. If the employee is not satisfied with the Executive Director or designee's investigation of the abusive conduct and/or the resulting disciplinary action (or recommended disciplinary action) against the perpetrator, the employee may address/raise the issue in accordance with the school's grievance policy.