

PURPOSE

To encourage and ensure positive communication within the community

POLICY

Capstone Classical Academy recognizes the central role communication plays in the success of the school. Honest, open, responsible, and respectful communication is supported and expected.

Parents

Parents are encouraged to first discuss any concerns, questions, or suggestions with their scholar's Mentor. If the issue is not resolved, parents may request a meeting with the mentor and the Director. If not resolved at this point, parents may submit a request in writing to the Director, requesting mediation with members of the Board. One or more members of the Board will meet with the Director and parent(s) to review the issues and work toward resolution together.

Employees

Employees will follow the same resolution process. Employees are encouraged to first discuss any concerns, questions, or suggestions with the parent or employee involved. If the issue is not resolved, the employee may request a meeting with the Director. If not resolved at this point, the employee may submit a request in writing to the Director, requesting mediation with members of the Board. One or more members of the Board will meet with the Director and employee(s) to review the issues and work toward resolution together.

Anonymous Communication

Anonymous letters or other anonymous communications will not normally be considered.

Anonymous complaints will be considered hearsay and not generate a response. However, the exceptions to these approaches will be anonymous communications which allege criminal offence, fraud, abuse of a student and is accompanied by, or there exists, supporting information which suggests the allegation can be substantiated.

Most concerns can be resolved quickly by using the above policy. If however you are not satisfied with the Director or Board's response, a further grievance may be submitted to Utah State Office of Education at the following address; 250 East 500 South Salt Lake City, UT, 84111.

COMPLIANCE

CCA will comply with State and Federal laws regarding the reporting and investigation of alleged criminal activity