

## ISD #709 EXTRACURRICULAR CONFERENCE PROCESS

### INTRODUCTION

The ISD #709 Extracurricular Conference Process has been developed for the purposes of establishing and maintaining the lines of communication between the school, parents/guardians, and students for the resolution of concerns related to the athletic/activity programs. This process is a means by which concerns/problems about the ISD #709 extracurricular programs can be resolved.

In order to establish a positive atmosphere and assure that the proper channels of communication will not be circumvented, the athletes, parent, coach and administrators have outlined a process for the use. All participants in the process are to adhere to the guidelines at all levels of the process. Any deviation from this plan will result in the expiration of the process.

### Level I - Verbal

If a student and/or parent have a concern about an athletic program, decision, and/or coach, it is his/her responsibility to complete the following portion of the conference process:

Step I. A parent/student initiates the communication with the coach within five school days of the incident, decision, action that is under question.

Step II. The parent/student is to meet with the coach and discuss the concern/problem with him/her with the intent to resolve the issue. (If the problem involves an assistant coach, the head coach of that sport is to be involved in the meeting).

- a. Parents/students are to address themselves only to concerns/problems related to them. In order to be in compliance to the "Privacy in Information Act", concerns/problems related to other athletes are not to be discussed.

Step III. If the matter has been resolved to the parent's satisfaction, the process will end. If the matter has not been resolved to the parent's satisfaction, then the parent should proceed to level II.

NOTE: Concerns regarding playing time/team selection/strategy can be discussed at Level I, but not beyond.

### Level II - Written

If either party has not been satisfied by the proposed resolution of the problem on Level I, they have the option to request a continuation of the process to Level II.

Step I. Either party has the option to submit the necessary written form to initiate Level II. Failure to comply during the stated period of time will result in termination of the process.

Initiation of Level II, however, cannot be started unless all of the steps in Level I have been completed.

Step II. The parent/student meets with the coach and Activities Director to discuss the issue.

Step III. The Activities Director will give/mail a copy of the summary to all the participants in the conference within five school days and will forward a copy of the summary to the building principal.

Step IV. If the matter has been resolved to the parent's satisfaction, the process will end. If the matter has not been resolved to the parent's satisfaction, then the parents should proceed to level III.

### Level III - Committee

The Principal will be responsible for convening a committee to review Level II Conference summary.

- I. The make up of the four person committee shall be determined by the building principal.
- II. The building principal will complete a written summary of the conference with will include any resolutions/decisions reached in the conference.
- III. The Principal will give/mail a copy of the written judgment to all the participants in the conference within ten school days.
- IV. All decisions made by the Level Committee are final.

**G. ISD #709 EXTRACURRICULAR CONFERENCE PROCESS**

**LEVEL II  
CONFERENCE REVIEW RECORD**

\_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

School: Denfeld East

Activity \_\_\_\_\_

Date of situation \_\_\_\_\_

What is your specific concern: (Please provide any/all factual information - No hearsay please)

Name of person (s) or policy involved:

What action do you suggest to correct the situation?

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**~~H. ISD #709 EXTRACURRICULAR CONFERENCE REVIEW RECORD~~**

**LEVEL II OR III MEETING**

(PLEASE CIRCLE WHICH MEETING)

Date of Meeting \_\_\_\_\_ Time of Meeting \_\_\_\_\_ Place of Meeting \_\_\_\_\_

Head Coach \_\_\_\_\_ Sport: \_\_\_\_\_

Persons Present

1. \_\_\_\_\_ 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Summary of Meeting

LEVEL II OR III DECISION

Date of Decision: \_\_\_\_\_

Content of Decision:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Activities Director or School Administrator