

# Activities Conflict Resolution Process

## **INTRODUCTION**

The District 832 Conflict Resolution process has been developed for the purposes of establishing and maintaining the lines of communication between the school, parents/guardians and students; and for the resolution of conflicts/issues related to the activities programs.

In order to establish a positive atmosphere and assure that the proper channels of communication will not be circumvented, a process has been outlined for use by students, parents, coaches/advisers and administrators. All participants in the process must adhere to the guidelines at all levels of the process. Any deviation from this plan will result in the expiration of the conflict resolution process.

## **PROCESS**

### **Level 1**

- 1) If a student and/or parent has a conflict/issue about an athletic/activity program, decision and/or coach/adviser, it is his or her responsibility to complete the following portion of the conflict resolution process:
  - a. Initiate the conflict resolution process within ten school days of the incident, decision or action that is under question. Written notice must be made to the Activities Director and must include a brief description of the conflict/issue.
  - b. Meet with the coach/adviser and discuss the conflict/issue with him or her with the intent to resolve it. (If the conflict/issue involves the assistant coach/adviser, the head coach/adviser of the sport/activity must be involved in the meeting).
  - c. Address only the conflicts/issues related to them. In order to be in compliance to the "Privacy in Information Act," conflicts/issues related to the other students/athletes are not to be discussed.
- 2) The coach/adviser involved in the conference is responsible for completing a written summary of the conference, which will include any resolutions/decisions reached during the conference.
  - a. The coach/adviser will provide a copy of the summary to all participants in the conference within ten school days, and will forward a copy of the summary to the Activities Director.

### **Level 2**

If either party has not been satisfied by the proposed resolution of the conflict/issue on level 1, they have the option to request a continuation of the process to level 2. Initiation of level 2 cannot be started unless all the steps of level 1 have been completed.

- 1) Either party has the option within ten days after level 1 has been completed to submit written notification to the Activities Director requesting a level 2 conference.
  - a. Failure to comply during the state period of time will result in termination of the process
- 2) The student and/or parent must meet with the coach/adviser and the Activities Director to discuss the program conflict/issue with the intent to resolve it.
  - a. If the conflict/issue involves an assistant coach/adviser, the head coach/adviser of that sport is to be included in the meeting.
  - b. Parents and/or students are to address only the conflicts/issues related to them. In order to be in compliance to the "Privacy in Information Act," conflicts/issues related to other students/athletes are not to be discussed.
- 3) The Activities Director included in the conference is responsible for completing a written summary of the conference that includes resolutions/decisions reached during the meeting.
  - a. The Activities Director will provide a copy of the summary to all the conference participants within ten school days, and will forward a copy of the summary to the principal.

### **Level 3**

If either party is not satisfied with the level 2 resolution of the conflict/issue, they have the option to request a continuation of the process to level 3.

- 1) Either party has the option within ten days after level 2 have been completed to submit the necessary written notification to the Activities Director requesting a level 3 conference.
- 2) The student and/or parent must meet with the coach, Activities Director, and principal to discuss the conflict/issue with him/her with the intent to resolve it.
  - a. Parents/students must address only conflicts/issues related to them. In order to be in compliance with the "Privacy in Information Act," conflicts/issues related to other students/athletes are not to be discussed.
- 3) The principal is responsible for completing a written summary of the conference which will include any resolutions/decisions reached in the meeting.
  - a. The principal will provide a copy of the written summary to all the conference participants within ten school days.