

DISTRICT 279 ATHLETIC/ACTIVITIES CONFLICT RESOLUTION PROCESS

INTRODUCTION

The District 279 Conflict Resolution Process has been developed for the purposes of establishing and maintaining the lines of communications between the school, parents/guardians and students and for the resolution of concerns related to the athletic/activities programs. This process is a means by which concerns/problems about the programs can be resolved.

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 the use of the student/athlete, parent, coach/advisor and administrators. 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 conflict resolution process.

PROCESS

Level 1

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

- A. A parent/student must initiate the conflict resolution process within five school days of the incident, decision or action that is under question. Written notice must be made to the Activities Coordinator and must include a brief description of the concern.
- B. The student/parent is to meet with the coach/advisor and discuss the concern/problem with him/her with the intent to resolve the issue. (If the problem involves an assistant coach/advisor, the head coach/advisor of that sport/activity is to be involved in the meeting.)
 1. Parents/students are to address themselves only to problems/concerns related to themselves. In order to be in compliance to the "Privacy in Information Act", problems/concerns related to other students/athletes are not to be discussed.
- C. The coach/advisor involved in the conference is responsible for completing a written summary of the conference which will include any resolution/decisions reached in the conference. The coach/advisor will give/mail a copy of the summary to all participants in the conference within five school days and will forward a copy of the summary to the Activities Coordinator.

Level 2

If either party has not been satisfied by the proposed resolution of the problem on Level 1, they have the option to request a continuation of the process to Level 2.

- A. Either party has the option within five days after Level 1 has been completed to submit written notification to the Activities Coordinator requesting a Level 2 conference.

Failure to comply during the stated period of time will result in termination of the process. Initiation of Level 2, however, cannot be started unless all of the steps in Level 1 have been completed.

- B. The student/parent is to meet with the coach/advisor and the Activities Coordinator and discuss the concern/problem with him/her or the program with the intent to resolve the concern. (If the problem involves an assistant coach/advisor, the head coach/advisor of that sport is to be involved in the meeting.)
 1. Parents/students are to address themselves only to problems/concerns related to themselves. In order to be in compliance to the "Privacy in Information Act" problems/concerns related to other students/athletes are not to be discussed.
- C. The Activities Coordinator involved in the conference is responsible for completing a written summary of the conference which will include any resolutions/decisions reached at the meeting. The Activities Coordinator 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 principal.

Level 3

If either party has not been satisfied by the Level 2 resolution of the problem, they have the option to request a continuation of the process to Level 3. Either party has the option within five days after Level 2 has been completed to submit the necessary written notification to the Activities Coordinator requesting a Level 3 conference.

- A.** The student/parent is to meet with the principal and discuss the concern/problem with him/her with the intent to resolve the concern.
 - 1.** Parents/students are to address themselves only to problems/concerns related to themselves. In order to be in compliance with the "Privacy in Information Act," problems/concerns related to other students/athletes are not to be discussed.

The principal is responsible for completing a written summary of the conference which will include any resolutions/decisions reached in the meeting. The principal will give/mail a copy of the written judgment to all the participants in the conference within five school days.