

## **PROBLEM SOLVING PROCEDURES**

### *Procedure for handling Activity Complaints*

To allow for an expression of differences that may occur within the district's activities, the following process should be followed:

1. No conflict between a parent, student, official, or coach (director) should be addressed during or immediately following a contest or production. The contest site, practice area, lobbies, or locker room is not an appropriate place to handle question and conflicts. Coaches (directors) are not to meet or deal with questions or conflicts at these times or in these places. Problems should be addressed the next day, or as soon as possible.
2. If a parent/guardian or student has a concern, a meeting should be established following the procedures outlined below.
3. If a meeting becomes confrontational, it can be terminated by any party and taken to the next step of the procedure.

### *Steps for Conflict Resolution*

#### **Step 1—Participant Concerns**

A meeting between the student and the coach (director) should be held and may be initiated by either the coach (director) or the student.

#### **Step 2—Parent Concerns**

A meeting involving the coach (director) can be requested by the parent directly by calling the coach (director), or the athletic director may be utilized as a point of contact for athletes and request to set up the meeting. If so desired, the athletic director may also facilitate the meeting. For activities outside of athletics, the principal will serve in the same capacity.

#### **Step 3—Concerns**

If a resolution is not achieved and a parent and/or student desires further intervention or discussion of the issue, a meeting with the athletic director and principal may be held to handle an athletic-related issue; however prior to this meeting the complaint should be stated in written form, stating the issues they want resolved. For other activities, a meeting with the principal and, if the principal has already been involved, with the superintendent, may be held.

#### **Step 4—Concerns**

If the conflict still has not been resolved and the concern is in a paired sport, it may be referred directly to an Appeals Committee—consisting of the Superintendent, two principals, and the athletic director.

### **SCHOOL CLOSING/EARLY DISMISSAL**

In the event school is closed or dismissed early because of bad weather, all evening extra curricular activities will be canceled.

### **TRAVEL**

Students designated to participate in out-of-town activities are to travel and to from events with the squad. If parents would like to take their children arrangements are to be made in advance in the office. They must also sign them out after the game.