



TRAUT CORE KNOWLEDGE SCHOOL

CONFLICT RESOLUTION PROCESS

3/1/00

Even when all five steps have been diligently followed, situations may arise that simply require a process for outside mediation. Parents, teachers, staff, and students are encouraged to communicate with each other on a regular basis about any issues of concern. When dissension is faced openly, differing viewpoints are better understood and conflicts can be resolved. When such informal communication does not quickly or easily solve a problem, the conflict resolution process should be initiated. To insure that this happens, a more formal process is available and may be pursued.

Forms:

Conflict Resolution Concern Form: To be completed by each concerned party prior to each scheduled meeting. This form will be used as a basis for communication and planning at each meeting.

Conflict Resolution Meeting Documentation Form: To be completed and signed at the conclusion of each meeting. Agreed upon concerns, action plan, goals, and expected completion dates will be included.

These forms will be kept in the school office in the student record of the student involved. In the case of a situation that does not directly involve an individual student, the school secretary will maintain a separate file.

Step 1. A meeting will be scheduled between the concerned parties. The concern forms will be used as a basis for discussion. The documentation form will be completed. A follow-up meeting will be scheduled to evaluate progress.

Step 2. If resolution is not achieved via step 1, a meeting will be scheduled between the concerned parties and the principal. PAB and/or TAB representatives of each party's choice may be invited to attend. The concerned parties will meet with that PAB/TAB representative beforehand to review the issue to be discussed. Complete confidentiality is to be maintained. A continued professional respect from the teacher for the student and the parents, and the respect from the parents and the student for the teacher will be maintained as they continue their school relationship during these steps of resolution. The forms from previous meetings will be reviewed. The meeting documentation form will be completed. A follow-up meeting will be scheduled to evaluate progress.

Step 3. If resolution is not achieved via step 2., a meeting will be scheduled between those parties involved in step 2., plus the PAB and TAB presidents or vice-presidents. Written information will be presented regarding the concerns, actions attempted to date, why these have been unsuccessful and constructive recommendations for resolution of the problem. Previous meeting forms will be reviewed. A further action plan will be developed and a documentation form completed. A follow-up meeting will be scheduled to evaluate progress.

Step 4. There may be additional follow-up meetings. The principal will determine when the appeals process is exhausted.

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Conflict Resolution Concern Form

Date:

Step:

Student:

Teacher:

Parents:

Other parties involved:

Describe your primary concern, giving specific examples:

Describe other contributing concerns:

Constructively list what you think could be done to resolve this concern:

What is your goal at this time?

How soon should this be accomplished?

Other comments:

Signature:

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Conflict Resolution Meeting Documentation Form

Date:

Step:

Student:

Teacher:

Parents:

Other parties involved:

Main concern presented at this meeting:

Other contributing factors:

Action plan involving all concerned parties:

Goals:

Additional comments:

Follow-up meeting date and time:

Signatures: