

Westfall Local Schools' Conflict Resolution

- 1) First, talk with the staff member about the situation. The employee should make every effort to provide a reasonable explanation or take appropriate action within his/her authority, and district policies and guidelines.

However, if child abuse or substance abuse is suspected, or if there are any serious allegation(s), immediately contact the building principal.

- 2) If the situation is not resolved satisfactorily with the staff member, ask to meet with the building principal or supervisor (i.e. athletic director, food service supervisor, transportation director, maintenance director).
- 3) If you are not satisfied with the principal's or supervisor's resolution, request in writing a meeting with the superintendent. In your written request, please include:
 - a. A brief description of the situation.
 - b. A description of how you, your child or other students have been affected by the situation.
 - c. The action you would like the district to take.
 - d. Why you want the action taken.
- 4) If the superintendent's solution does not satisfy your concerns, you may request in writing to meet with the Westfall Board of Education.

The board will schedule a hearing in Executive Session. You will be notified in writing of the board's decision within 10 business days after the hearing. The board's decision is final.

(Approved as Board of Education Policy KL-R April 13, 2015)