

Wildflower Open Classroom Charter School

Communication Model and Conflict of Interest Policy

The purpose of the WOC Communication Model and Conflict Resolution Policy is to have school community members resolve issues in-house in an amicable and fair manner whenever possible. "School community members" include: students, teachers, parents, administration, applicant families, volunteers, advisors, community members, partners, and collaborators.

The following is the process for dispute resolution between school community members:

- (a). An attempt should be made to discuss and resolve the conflict with the people directly involved before proceeding further. Parents need to attempt to resolve issues with a teacher and/or administrator first before proceeding on.
- (b). If this is not effective, then the disputing parties should contact the Charter School Director or a mutually agreed upon teacher to assist in informal resolution of the issue.
- (c). If informal resolution is not effective, then the disputing parties should contact the Charter School Director or his/her designee and put their concerns and/or complaints in writing. This document is to contain the following:
 1. What the specific issue or complaint is.
 2. What in particular they were not satisfied about in the initial and subsequent resolution attempts (steps a. and b.).
 3. What they believe to be a reasonable solution to the issue or problem.
- (e). If this is not effective, then the disputing parties should contact the Chair of the Board of Directors of the WOC, or his/her designee, so that the matter can be placed on the agenda for the next scheduled Board of Directors meeting. The complaining party agrees to inform the Charter School Director in advance of this action. The disputing party is required to submit to the Board this complaint in writing with the same contents as listed in step (c), along with any other relevant information for the presentation of their complaint. Director of WOC shall submit to the Board and the complaining party a written report of their position on the complaint and the justification for taking the action/inaction in the prior steps. Based on the written submissions of the parties and on any argument presented at the meeting, the Board shall make a decision on the complaint and communicate that decision to the complaining party and WOC Director. The Board of Directors decision shall be final.
- (f). WOC Chair of the Board of Directors or his designee agrees to inform the WOC Director if they are contacted regarding a conflict at WOC, and to refer the involved parties to this Dispute Resolution Process before further action.