

Issue Resolution Process



The Anoka-Hennepin Issue Resolution process was developed for the purposes of establishing and maintaining good lines of communication between the school, parents/guardians, and students, and for the resolution of issues related to a team or activity.

This process is designed to establish a positive atmosphere between students, parents, coaches/advisors, and administrators and assure that effective channels of communication are maintained. All participants should follow these guidelines.

This process does not take the place of requirements for policies related to harassment, bullying, mandatory reporting, or Title IX. Rather, it is a process to improve communication early when an issue arises. The goal is a better experience for students, parents, and coaches.

Step I

The person who believes an issue exists should provide a written description to the activities director at their school. If the issue involves an incident, the statement should include date, time, location, and people present if possible. The document should be submitted in a timely manner not exceeding ten days if possible. The activities director will arrange a meeting for the parent and or student with the coach. If the issue involves an assistant coach, the AD may also invite the head coach as well. During the meeting the coach will gather information on the concern. The coach may respond in the meeting or may follow-up and respond at a later date. The coach must follow privacy policies for the school district and not discuss other students. The coach will provide a written summary to the activities director. If the parent or student is unsatisfied with the response, they will contact the activities director within ten days in writing asking for Step II of the process.

Step II

This next step is similar to Step I except the activities director will join in the next meeting. The activities director will determine the appropriate coaches to meet with the student and or parent. Being mindful of the anxiety such a meeting could create for a student, a counselor may also be invited. After the meeting takes place, the activities director will respond to the student and or parent and provide a written report to the building principal. If the parent or student is unsatisfied with the response, they will contact the activities director within ten days in writing asking for Step III of the process.

Step III

This next step is similar to Step III except the building principal will join in the final meeting. The building principal will determine the appropriate coaches to meet with the student and or parent. Being mindful of the anxiety such a meeting could create for a student, a counselor may also be invited. After the meeting takes place, the principal will respond to the student and or parent.