

# Windsor High School Communication Protocols

Effective Resolution

## Student & Teacher

Student serves as a self-advocate. Student schedules a face-to-face meeting with the teacher to resolve classroom, academic, or personal problems. Student and teacher follow the resolution process and document next steps.

\*\* Student should schedule a conversation with a counselor if he/she needs help or support with self-advocating.

## Parent, Student, & Teacher

Parent serves as the student's advocate. Parent schedules a face-to-face meeting with the teacher and student to resolve classroom, academic, or personal problems. Parent, student, and teacher follow the resolution process and document next steps.

## Counselor, Parent Student & Teacher

Counselor serves as a facilitator between the parent, student, and teacher. Counselor schedules a face-to-face meeting with all parties involved to resolve classroom, academic, or personal problems. All parties involved follow the resolution process and document next steps. Counselor involves school administration if resolution cannot be achieved.

## Administration

School administration serves as an arbitrator between the parent, student, and teacher. Administrator schedules a face-to-face meeting with all parties involved to resolve the problem with a focus on supporting academic or personal growth. Administrator adheres to and enforces school and district policies and regulations.

