

Problem-Solving Model

As the Hazelwood School District moves forward with systemic change, it is important that we establish a process for answering questions, addressing concerns and solving problems. All this is best done at the level closest to the issue.

For this reason, the following process has been developed as a means to address all issues related to changes in school of their respective school. The Committee will consist of elected representatives with the following composition:

- a. Elementary: One from each grade level and one representing special area teachers (art, music, physical education, counselors, special education, others).
 - b. Middle School: One from each team and two representing special area teachers (art, music, physical education, counselors, special education, others).
 - c. High School: One from each department (Communication Arts, Math, Science, Social Studies, PE/Health, Practical Arts, Fine Arts) and one special education teacher.
 - d. All schools may include one or more members of the building leadership team (assistant principals, instructional specialists, etc.) in addition to the principal at the request of the Committee.
 - e. The Committee may choose to function as a “Roundtable” with all staff invited and allowed to participate as determined by the Committee.
2. All SRCs will meet at least twice monthly with a time, location, and schedule to be determined by the group. The group will elect a chair to convene meetings and to work with the principal to establish the agenda for each meeting. Each agenda will also include an open item for discussion of issues not listed on the agenda. The group will communicate monthly with the remainder of the staff regarding discussion and action taken by the SRC. All building issues should be submitted to the SRC for discussion/resolution as the first step in the process. Individual teacher concerns related to evaluation, building issues that require immediate attention, or employment issues may be addressed through the HNEA as necessary.
 3. Issues not successfully addressed by the SRC within one meeting following referral by a staff member should be submitted to the HNEA building representative. The Committee may extend this timeline as necessary. The HNEA building representative, the SRC chair

and the building principal must meet within 5 school days to consider resolution. A response must be sent to the referring staff member within 5 school days following the meeting.

4. Staff members who are not satisfied with the results of the response from the building principal, and who have not received a satisfactory resolution through the SRC, may consult with the supervising assistant superintendent. The HNEA president or designee will accompany the staff member to this meeting upon request. The meeting must be held within 5 school days of the request, with a response from the assistant superintendent following within 5 school days after the meeting.
5. Staff members who are not satisfied with the results of the response from the assistant superintendent may appeal this decision to the superintendent. The HNEA president or designee will accompany the staff member to this meeting upon request. The meeting must be held within 10 days of the request, with a response from the superintendent following within 10 days after the meeting.
6. Issues which are not resolved through the above process may be addressed through a written appeal to the Board of Education or as an item for contract negotiations.