

# Conflict Resolution Procedure

We, at Arts Academy of Excellence, strive to maintain a safe and positive learning environment and encourages all students, staff, and family members to use positive choices for solving conflict. We use the following steps of communication when there is a concern.

**Step 1:** If there is a situation that needs a solution with your child, please begin by first talking to your child's teacher. You will be able to discuss possible ways to resolve any concerns. If a solution has not been reached, you should go the step 2.

**Step 2:** Parent may schedule an appointment with the principal's Administrative Assistant, Ms. Williams. Please present your concern. If a solution has not been reached with the teacher and Ms. Williams, please go to step 3.

**Step 3:** Please contact the office at (786) 534-4528 to set up a meeting with the school's Principal. Please present your concern. If an acceptable solution has not reached, please continue to step 4.

**Step 4:** Parent may reach out to the Governing Board Member, **Ms. Kimberly Perkins at (786) 534-4528** or has the option of attending a board meeting that is posted on school website and in our bulletin board located in school's lobby.