

KEITHLEY MIDDLE SCHOOL

Family Guide to Addressing Student Conflicts (updated 10/8/24)

Introduction to the Student Incident Report Process

The Student Incident Report Form is an important tool for students to report issues ranging from disagreements with peers to more serious concerns such as threats or physical violence. This guide will walk you through the steps involved in the incident reporting process, how we handle reports, and the resources available for conflict resolution.

How the Incident Report is Handled

- 1. Investigation Prioritization:** We handle reports based on the severity of the incident. Physical threats and violence receive immediate attention, while other reports are reviewed promptly and appropriately.
- 2. Evidence-Based Action:** We require evidence to take disciplinary action. Detailed and accurate accounts of the incident are crucial for resolution.
- 3. Counselor Referral & Mediation:** If the report does not involve physical or threatening behavior, it may be referred to counselors, with the possibility of mediation to resolve the conflict.

Communication with Families

- 1. Notification Process:** Families receive an email when an incident report is submitted. Unless the report involves a threat or physical violence, families are encouraged to follow up with their student on the progress of the report.
- 2. Safety Plans:** Students may create safety plans with administration or counselors if they feel it is necessary for their well-being while an investigation is ongoing. This safety plan is voluntary but must be followed for it to remain active.

Support for Conflict Resolution

- 1. RPM Mediators:** We have trained student mediators who help resolve conflicts between students willing to engage in mediation.

2. Counselor and Faculty Mediation: Counselors and other trained faculty/staff are available to support mediation and conflict resolution.

3. No Conflict Agreements: In some cases, a no-conflict agreement may be created by an administrator to ensure safety. These agreements are not active until all parents/guardians have been contacted via the contact information provided in Qmaltive.

How Families Can Support Conflict Avoidance

1. Social Media Use: Guide your child in using social media responsibly. Misuse of social media can often lead to conflicts.

2. Rumor Control: Discuss with your child the importance of not spreading rumors, and handling conflicts with respect.

3. Reporting & Communicating Issues: Encourage your child to report any issue that impacts their learning or safety to the office, and keep you informed about any concerns reported.

Scope of Disciplinary Action

We are only able to support disciplinary action for violations of the student code of conduct that occur on school grounds during regular school hours, and at school-sponsored events both on campus and off-campus. Many of the conflicts that our students encounter originate online and off school grounds. While our ability to impose disciplinary action is limited to these settings, regardless of where and when a conflict arises, we can offer mediation if all parties are willing to participate.

We are also required to follow district guidelines and policy when assigning discipline. You can access that guide [here](#). When assigning discipline for an incident involving multiple parties, [FERPA](#) guidelines prohibit us from sharing what consequences have been assigned.