

## Problem-Solving Report

Name \_\_\_\_\_

Date \_\_\_\_\_

### Ground Rules for stating conflict in writing and in discussions

- Address the problem, don't attack the person
- State your "truth" with "I" statements
- Discuss the conflict when you are calm
- Focus on the stated problem
- Hear the other's "truth"
- Seek mutually beneficial solutions

State the problem/conflict:

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What steps have you taken to try to resolve this issue?

What do you want to have happen (include all options that would be acceptable to you)?

What effect will this action have on others in the school and/or the school culture (costs/benefits)?

Following the discussion:

If this issue has not been resolved, what plan is there to help resolve it?