

Problem Statement

The **Problem Statement** tool enables a group to clearly define a problem. This strategy enables teams to communicate in a logical, risk-free, and open environment. Once the statement has been developed, teams may work toward solving the problem using a variety of problem-solving/process-thinking tools.

Step One: The facilitator introduces the problem to the group. Next, the group brainstorms possible causes. The group also describes how this problem impacts the organization.

<p>Problem Statement</p> <p>The greatest amount of office referrals occur during the transition time between classes. Students who are sent to the office lose instructional time.</p> <p>Possible Causes:</p> <ul style="list-style-type: none"> • Bullying • Horse play in the hallway • Too much time between classes • Not enough adult supervision • Expectations have not been clearly defined and monitored
<p>Impact on the Organization</p> <p>Students who are sent to the office end up missing too much class. Once students are sent back to class, their behavior is usually disruptive and disrespectful. This impacts the culture in the classroom and affects the quality of instruction.</p>
<p>Desired State</p> <p>Students use appropriate behavior in the hallways. All students arrive to class on time and are ready for learning when the bell rings. There are no office referrals during transitional time between classes.</p>

Step Two: Using the ideas from the brainstormed list, the group determines which behavior(s) they believe to be the root cause of the problem. Weight voting or a consensogram may be used to help the group reach consensus. Action plans are written to address the problem.

Action Plan

Who	What	When
Teacher	Teachers will stand outside doorway. Teachers will document tardy students and give data to SDT.	Before and after each class
Staff Development Teacher	SDT will collect and post data.	Weekly
Administrators	Administrators will clearly communicate hallway expectations. Administrators will sweep hallways and stairwells. Administrators will implement discipline policy.	Before and after each class
Students	Students will be responsible for following hallway procedures.	Before and after each class

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Impact on the Organization
Desired State

Who	What	When