

## **MCA CONFLICT RESOLUTION POLICY**

**Policy:** Misunderstandings and conflicts may occur and can often be resolved when communication between the parties is opened up. The Matthew 18 principle should be utilized to keep communication clear and involving only those with whom the discussion relates. This policy statement applies to misunderstandings or concerns involving staff, teachers, families, or students.

Matthew 18: <sup>15</sup> "If your brother or sister<sup>1</sup> sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. <sup>16</sup> But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'<sup>17</sup> If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.

### **Procedure:**

1. When conflict or misunderstandings occur, individuals should prayerfully seek God's guidance regarding the situation.
2. Problems involving staff, teachers, families, or students should be brought directly to the person involved in the conflict. This should be done first before anyone else is involved.
3. A frank and open conversation about the issue will often bring resolution; however if resolution is not achieved, it should then be brought before the principal. If the principal is directly involved and resolution has not been achieved, then a meeting request can be made with the school board.
4. Upon review of the conflict, the principal may decide that the grievance should be discussed with the school board and they may present the grievance themselves.
5. Additionally, if the complainant does not feel that satisfactory resolution has been achieved, they may request a meeting with the school committee.

## **REQUESTING A SCHOOL COMMITTEE REVIEW OF CONFLICT**

**Policy:** The School Committee is a representation of Mintz Baptist Church but also has two non-church members who are not allowed voting privileges. These two members are to provide representation from the elementary and the 6-12 grades. Bringing unresolved grievances to this Committee follows the Matthew 18 principle.

### **Procedure:**

1. The individual who has the grievance or concern should refrain from gossiping about the situation to others and should seek resolution from the School Committee.
2. School Committee members are listed in the student handbook.
3. The complainant should contact one of the Committee members requesting a meeting so the grievance can be heard. During this initial contact, the complainant should give a summary of the concern.
4. The contacted Committee member will contact the Chairman of the Committee within 48 hours explaining the request to discuss. Typically the discussion will be added to the agenda for the next regularly scheduled Committee meeting. In rare cases, the situation may require a more prompt response. In this case, the Chairman of the Committee may decide to call a special meeting to address the grievance.
5. The contacted Committee member will be responsible for notifying the complainant of the date of the meeting. They will also request that the person submit their written grievance 48 hours prior to the meeting.
6. The Chairman of the Committee will decide if MCA staff should attend the grievance portion of the meeting.
7. During the meeting the complainant will be allowed 10 minutes to explain the grievance. The Committee members may ask clarifying questions. Once all questions are resolved, the meeting will advance to a closed meeting where the Committee members will discuss the situation and decide what actions may be taken. During this closed meeting only Committee members will be allowed to attend.
8. Actions taken by the committee must conform within the parameters of their responsibility. The purpose of the committee is to develop policies for the school and to serve as advisors to the principal. God's guidance should be sought so the school committee follows His will for the school and its purpose to provide Kingdom Education for the students enrolled.
9. The Committee will elect a representative to contact the complainant and discuss the determination. Efforts will be made to communicate the determination within 7 days. However, if additional information is required the Committee reserves the right to take additional time.

## Matthew 18 Conflict Resolution Form

Matthew 18: <sup>15</sup>“If your brother or sister<sup>1</sup> sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. <sup>16</sup>But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’<sup>17</sup> If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Person(s) involved in the conflict: \_\_\_\_\_

**Describe the offence** (include date, time, place and other relevant details)


### Step One: Talk to the individual

Date and Time of Discussion with the individual: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_ AM PM

Describe discussion with the individual:


### Step Two: Discuss with Witness

Name of Witness: \_\_\_\_\_

Date of Meeting: \_\_\_\_/\_\_\_\_/\_\_\_\_

Describe the discussion:


## Matthew 18 Conflict Resolution Form (con't.)

### STEP THREE: FOR SCHOOL BOARD USE ONLY

Date of Meeting: \_\_\_\_/\_\_\_\_/\_\_\_\_

Committee Members Present:


Additional information discussed during the meeting:


Person to communicate with complainant: \_\_\_\_\_

Date contact was made: \_\_\_\_/\_\_\_\_/\_\_\_\_

Was issue resolved? \_\_\_\_ YES \_\_\_\_ NO

If no, describe:
