

DISPUTE RESOLUTION POLICY FOR Moses Lake Christian Academy

The Board of Directors of Moses Lake Christian Academy (Academy) has reviewed and adopted the following policy to facilitate the resolution of disputes that arise within the Academy.

Disagreement, disputes and differences may arise within the Academy community; such differences are the inevitable. Dealing with these situations in a Biblical Christ-like manner is necessary to avoid tension and to promote a positive Christian Environment. In a majority of these situations, the issues are resolved directly by the parties involved.

This procedure is designed to provide additional resolution steps for those situations where the parties are unable to settle their differences without additional assistance.

Scripture References

Matthew 5:22-25

Matthew 7:22

Matthew 18:15-16, 21-22

1 Corinthians 6:1-8

Scope

This policy is intended to address situations or circumstances thought by the aggrieved party or parties to be unjust or injurious. It applies specifically to issues of policy administration, interpersonal relationships issues and commercial disputes. This policy is binding in all cases.

This policy is not intended for matters that are violations of Federal, State or Local laws.

Purpose

The purpose of this policy is to facilitate a Christian climate of mutual trust and respect by resolving differences in a timely, objective, equitable and Biblical manner.

Responsibility

The Board of Directors is ultimately responsible for maintaining the dispute resolution policy, for monitoring its implementation and for maintaining a list of local pastors who have agreed to serve as dispute panel members for level 3 of this policy.

All members (students, parents, guardians, faculty, staff, associates and board members) of the Academy community are responsible for implementing this policy and for promoting a positive Christian environment. Each member involved in the dispute is responsible for resolving the dispute at the lowest possible level. Once a dispute is resolved, each member of the dispute is responsible for reconciling with the other members of the dispute and for guarding the confidentiality of the other members.

Levels of Resolution

Level 1: Direct Resolution

The direct resolution level consists of a meeting between the members involved, without others in attendance. The resolution meeting may be repeated multiple times if the members involved sense that they are making progress.

An attempt at direct resolution is to be made and documented prior to progressing to the next level. Either party may request an appeal to the next level of the resolution process by notifying the Director of the Academy of their wish to advance to the next level of the dispute resolution process.

Level 2: Administrator-Facilitated Resolution

The Administrator-facilitated resolution process consists of a meeting between members involved with an Administrator of the Academy also in attendance. Again, the purpose of this meeting is to facilitate a resolution. The Administrator will meet with each party individually and then with the parties together in order to facilitate a resolution.

Level 3: Panel of Pastors Mediated Resolution

An attempt at the Panel of Pastors mediated resolution is to be made prior to requesting Board of Directors resolution, unless it is mutually agreed by both parties that the Panel of Pastors mediation is not warranted.

The Panel of Pastors mediated resolution process consists of a meeting or meetings between the parties involved with a panel of three pastors in attendance. Each side of the dispute will select one pastor from the list maintained by the administration. The two pastors will mutually agree on the third pastor for the panel.

The panel will review the statements submitted by the parties and the proposed resolution at step 2 of this process. The panel may request interviews with any of the parties or witnesses involved. **Level 4: Board of Directors Resolution**

The Board of Directors will review all aspects of the dispute, including interviewing both parties and others as determined by the board. The Board shall consider the recommendations presented at levels 2 and 3. The Board shall deliberate in a closed session and shall render a written decision regarding the dispute. The decision of the Board of Directors is final and further appeals within the scope of this procedure are not available.

For commercial disputes that require an understanding of the Universal Commercial Code, or UCC, a recognized commercial arbitration agency resident in the State of Washington will be used in place of the arbitration panel.