

# **Southwestern Union Conference**

## **Education Code K-12**



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Welcome to the latest version of the *Southwestern Union Education Code* which contains the same text as the hard copy along with a number of electronic features to enhance your use of the *Code* as an easy reference.

In addition, you will find code notations to many of the entries, eg. FEA 05 30. The coding refers to the policy reference as listed in the North American Division of the General Conference Working policy. Italicized sections represent exact quotes from source. References not in italics represent a paraphrase of content.

The *Code* is bookmarked and on the Union website – [southwesternadventist.org](http://southwesternadventist.org) Pull your cursor down the middle of the page until a small menu bar appears. Click on the Adobe symbol on the far right (show Adobe Reader toolbar). You can then access the bookmarks on the left of the page.

Instead of a table of contents in this document, please click on the “Bookmark” tab at the top left of your Adobe Acrobat page to see a listing of all the sections within the *Southwestern Union Education Code*. You may need to move the vertical divider bar to the right to see all of the text. Then, just click on the section listing, and your computer will move to that section.

Please note that the *Southwestern Union Education Code* is revised from time to time, and you will want to make sure that you are utilizing the very latest version.

The Southwestern Union Office of Education  
July, 2013

## 001-999 Philosophy and Objectives

### 102 Mission Statement

The Seventh-day Adventist Church in North American operates a system of elementary and secondary education that began in 1872. The unique philosophy of Christian education of the Church is based on the Scriptures and the writings of Ellen G. White.

The primary aim of Seventh-day Adventist education is to provide opportunity for students to accept Christ as their Saviour, to allow the Holy Spirit to transform their lives, and to fulfill the commission of preaching the gospel to all the world.

The education programs of church-affiliated schools are predicated on the belief that each student is unique and of inestimable value, and on the importance of the development of the whole person. Students are educated to accept service as a way of life, to be sensitive to the needs of the people in the home and society, and to become active members in the Church.

### 104 Seventh-day Adventist Education Philosophy

The Seventh-day Adventist Church recognizes God, as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit, God determined to restore humanity from its lost state. Through the Bible, He has revealed His will to the world, a revelation that supersedes human reason. Through His Church on earth, He seeks the lost for His kingdom.

The basic tenets of the Seventh-day Adventist Church, as well as the inspired writings of Ellen G. White, are directed toward God's restorative plan for fallen humanity. The Church conducts its ministry of education to engender belief in these tenets, within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Seventh-day Adventist education seeks to nurture thinkers rather than mere reflectors of other's thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true, and good.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its time dimensions span eternity. In Seventh-day Adventist education, homes, schools, and churches cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.

## 302 Objectives of Seventh-day Adventist Education (FEA 05 15)

*The Seventh-day Adventist Church desires to provide for all its youth an education within the framework of the science of salvation. The fundamentals and common branches of knowledge are to be studied so that proficiency is achieved and a high quality of teaching is maintained.*

*The Seventh-day Adventist elementary school will assist each child to develop 1) a love and appreciation for the privileges, rights, and responsibilities guaranteed each individual and social group, and 2) a wholesome respect and attitude for each unit of society—home, church, school, and government. The elementary school will offer an organized program to ensure adequate development leading toward total spiritual, physical, mental, and emotional health and a basic core of skills and knowledge for everyday living.*

*The Seventh-day Adventist secondary school, predicated on the results obtained through the elementary school with character building as an undergirding structure, will endeavor to operate realistically for each student in the upgrading and maintenance of health, in the command of fundamental learning processes, in the teaching of worthy home membership, vocational skills, civic education, worthy use of leisure, and ethical maturity. The secondary school, implementing the church philosophy, will seek for objectives of spiritual dedication, self-realization, social adjustment, civic responsibility, and economic efficiency.*

## 402 The School's Application of Philosophy and Objectives

Each Seventh-day Adventist school should develop a statement of philosophy and objectives as well as a mission statement.

1. A copy of the philosophy, objectives, and mission statement should be made available to all parents, perhaps by inclusion in the school bulletin.
2. The teacher and school board should consider the statement of philosophy and objectives as a charge from the church constituency.
3. The parents and teachers should discuss the objectives with the students.
4. Each school board should develop a plan for a continual study of the philosophy and objectives of the school.
5. At the beginning of each school year, all teachers should prepare objectives for all classes they teach and clearly outline them for the students. These objectives must fit within the framework of the philosophy and objectives of the school.

**502 Criteria Which Identify the Seventh-day Adventist School as an Integral Part of the Church (FEA 05 20)**

Seventh-day Adventist schools are an integral part of the Seventh-day Adventist Church in the following ways:

1. “To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized—this was to be the work of redemption. This is the object of education, the great object of life” (*Education*, pp. 15, 16).
2. The commission given in Matthew 28:18-20 states that the basic task of the Church is an educational task.
3. The Seventh-day Adventist school system has as its basic evangelistic task the education and redemption of the children and youth of the Church. Its object is to promote the development of character and to direct the youth to a “knowledge of God, the Creator, and of Christ, the Redeemer, as they are revealed in the sacred word” (*Education*, p. 17). In pursuing this task, the school system has a greater continuing influence than any other aspect of the Church program.
4. The school is concerned about the whole person—body, mind, and soul—and seeks to ensure that youth receive a balanced physical, mental, moral, social, and practical education.
5. The school system emphasizes the principle of service to God and man. It prepares youth for lives of service whether as employees of the Church or as active, contributing lay members.
  - A. The students generally come from Seventh-day Adventist homes, and/or are baptized members of the Seventh-day Adventist Church.
  - B. The school may serve as an outreach to the community. When a school desires to recognize this potential ministry to the community, non-Seventh-day Adventist youth may be enrolled. This type of program carries additional responsibility as detailed in 1710.
6. The members of the local school boards and conference boards of education are solely members of the Seventh-day Adventist Church.
  - A. The school board is composed of members of the Seventh-day Adventist Church in regular standing who represent a cross section of the school constituency and who are supportive of Seventh-day Adventist education.

**502, cont.**

- B. The local conference and Union conference boards of education are composed of representatives of various church institutions and/or conferences, lay members of the Church, and church officials.
- 7. Educational employees must be active members of the Seventh-day Adventist Church in good and regular standing, committed to the program of the Church. Employment qualifications, licenses and credentials, salary and wages, benefits, and retirement are all established and regulated by the policies which cover all other denominational workers.
- 8. The uniquely designed curriculum in Seventh-day Adventist schools is developed by Church educators who ensure that the educational objectives of the Church are achieved.
  - A. It is based on a distinctive Seventh-day Adventist philosophy with a strong commitment to academic excellence.
  - B. It utilizes the best in current curricular research.
  - C. It reflects an awareness of the principles of human growth and development and the worth and dignity of each student.
  - D. It emphasizes a process which encourages, guides, and sustains the learner in a relationship with the Creator, and to his fellow human beings.
- 9. The title to school buildings and property is held by the conference association which is the legal corporation that holds title to all church and school properties.

**504 Identification of “Seventh-day Adventist” Institutions**

Denominational owned and operated institutions in the North American Division should identify themselves as Seventh-day Adventist institutions.

Privately-owned institutions are to refrain from the use of denominational names such as “Seventh-day Adventist,” “SDA,” or “Adventist” in their nomenclature and promotion.

**600 Nondiscrimination Exception-Employment (FEA 05 30)**

*For Seventh-day Adventists the free exercise of religion includes the right to operate educational institutions that are distinctively Seventh-day Adventist. The creation and maintenance of such institutions require that they be staffed only by those individuals who are in complete harmony with the beliefs and practices of the Church. Hence, in the employment of personnel for its educational institutions, one of the occupational qualifications for any position is that the individual must be a Seventh-day Adventist, committed to the program of the Church.*

**600, cont.**

*School boards shall, officially and in practice, abide by the following policies relating to employment:*

- 1. Equal employment opportunities shall be afforded to all on the basis of qualifications, without regard to race, color, gender, national origin, ancestry, physical handicap, age, height, weight, marital status (single or married), or prior military service.*
- 2. Inasmuch as the personal life and the professional identify of an individual are inseparable, all employees are expected to conform to the standards of conduct that are in harmony with Seventh-day Adventist principles*

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## **1000-1999 Organization and Administration**

### **1000-1099 Union Office of Education**

#### **1002 Definition (FEA 15 05)**

The Southwestern Union Office of Education operates within a structure authorized by the Southwestern Union Conference Executive Committee, which is its constituent body, to carry out administrative and planning functions concerned with education at all levels. The approval of financial policies and budgets for Southwestern Union educational activities are the responsibility of the Southwestern Union Executive Committee. North American Division policies and guidelines are also to be followed in the operation of the entire educational program.

#### **1004 Office Personnel (FEA 20 10)**

The Southwestern Union Conference Office of Education may include the following personnel:

1. Director of Education
2. Associate/Assistant Director(s) of Education
3. Academic and Certification Registrar
4. Administrative Associate(s)
5. Secretary

#### **1006 Functions (FEA 15 15)**

The functions of the Southwestern Union Office of Education are as follows:

1. Administration and Supervision
  - A. To develop and maintain a cohesive program of K-12 education, involving school and conference education personnel.
  - B. Develop and administer the union-approved budget for K-12 education
  - C. Provide leadership in acquainting the constituency with the imperatives of Seventh-day Adventist Christian education.
  - D. Establish and maintain regularly scheduled education councils.
  - E. Advise the union conference board of education on educational policies, standards, practices, and problems.

**1006, cont.**

- F. Cooperate with the North American Division Office of Education in developing and coordinating the curriculum in K-12 schools.
- G. Provide assistance in the supervision of instruction.
- H. Participate with the conference offices of education and academies in providing inservice education programs.
- I. Participate in the program of on-site school evaluations.
- J. Apply North American Division standards as guidelines in processing applications to teach secondary subjects in junior academies.
- K. Act as the denominational certification agent for educational personnel.
- L. Process applications for the establishment of new junior and senior academies.
- M. Develop job descriptions for each member of the office of education staff.
- N. Provide leadership in the development and maintenance of an education code.
- O. Assume responsibility for the development and annual publication of a list of approved textbooks and other curriculum materials.
- P. Prepare and submit statistical and financial reports as required by the North American Division Office of Education.
- Q. Submit copies of minutes of the union conference board of education and other major councils and committees to the North American Division Office of Education.

2. Finance

The Southwestern Union Conference Executive Committee shall develop and approve budgets and policies encompassing all areas of school finance in accordance with the *North American Division Working Policy*.

- A. Conference organizations will develop budgets and policies in accordance with those of the Southwestern Union Conference.
- B. The Southwestern Union Office of Education shall develop and administer the union approved budget for K-12 education.

**1006, cont.**

3. Curriculum

The Southwestern Union Conference Office of Education shall assume leadership in the development of the curriculum and with this responsibility shall strive:

- A. To develop a specific statement of the philosophy of Christian education for each area of curriculum development.
- B. To establish and maintain an ongoing program of curriculum development with emphasis on individual student needs. This may be accomplished through a system of K-12 curriculum committees representing all levels, disciplines, and institutions. Among the functions of curriculum committees are the following:
  - 1) To explore and identify ways of organizing resources for the purpose of improving learning opportunities.
  - 2) To evaluate and authorize proposals for experimental programs which may be initiated by individual schools.
  - 3) To provide leadership in conducting inservice education.
  - 4) To structure an effective program of pupil assessment.
  - 5) To explore ways of achieving an articulated curriculum in designated subject matter areas. Resource personnel for this program should include representation from K-16.
  - 6) To establish completion requirements for elementary and secondary schools.
- C. To design curriculum to prepare and involve youth for active participation in the total church program.
- D. To ensure the inclusion of approved formal religious instruction for grades K-12.

**1022 Union Board of Education, K-12 (FEA 15 20)**

The Southwestern Union Conference Board of Education, K-12, is the policy formulating body for the education program.. It derives its authority from the Southwestern Union Conference Executive Committee. All policies adopted by the Southwestern Union Conference Board of Education are to be in harmony with the policies of the North American Division. The Southwestern Union Board of Education is the final authority regarding all matters of Union Conference Education policy.

## 1022, cont.

The board member term of service is to coincide with the Union quinquennium. Vacancies are filled by the Union Executive Committee upon recommendation by the Office of Education.

### 1. Membership (FEA 15 25)

- A. Union conference president, chairman
- B. Union conference director of education, executive secretary
- C. Union conference secretary
- D. Union conference treasurer
- E. Union conference associate director of education
- F. North American Division Office of Education personnel as available
- G. Conference superintendents of schools
- H. Conference presidents
- I. President of Southwestern Adventist University
- J. Chairman of Southwestern Adventist University Department of Education
- K. Academic vice-president of Southwestern Adventist University
- L. Conference treasurers/secretaries
- M. Conference associate superintendents
- N. One elementary or junior academy principal
- O. Senior academy principals
- P. Two lay persons

### 2. Meetings (FEA 15 30)

The Board of Education shall meet at least once a year. Elected members missing two consecutive meetings shall be replaced.

### 3. Functions (FEA 15 35)

- A. To establish policies for the union education code
- B. Review applications for establishing new senior academies
- C. Authorize the establishment of nine- and ten-grade junior academies as recommended by the conference boards of education
- D. Authorize terms of approval for nine- and ten-grade junior academies
- E. Authorize the teaching of secondary subjects in nine- and ten-grade junior academies
- F. Establish guidelines for conference school calendars
- G. Authorize curriculum development
- H. Review progress reports of the educational program
- I. Approve wage scales in harmony with NAD and union executive committee actions
- J. Approve a budget for the distribution of K-12 funds
- K. To give guidance to the overall development of the educational system within the Southwestern Union Conference
- L. To serve as the operating board of the Southwestern Union Education Endowment

**1022, cont.**

- M. To approve replacement members for the Southwestern Union Curriculum Committee as needed
- N. To elect elementary and junior academy members to the Southwestern Union Education Advisory Council

**1023 Southwestern Union Education Executive Committee**

1. Definition **(FEA 15 40)**

The Southwestern Union Education Committee is the body responsible for carrying out the work of the Southwestern Union Board of Education, K-12, between meetings.

2. Membership

- A. Union President, Chair
- B. Union Secretary
- C. Union Treasurer
- D. Union Undertreasurer
- E. Union Vice President(s)
- F. Union Director of Education, Secretary
- G. Union Associate Director of Education

3. Meetings

The Education Executive Committee shall meet as needed between meetings of the K-12 Board.

4. Minutes

Minutes of any Education Executive Committee meetings shall be presented to the Southwestern Union Board of Education, K-12, at its next regularly-scheduled meeting.

**1024 Union Conference Education Council**

1. Definition **(FEA 15 45)**

The Southwestern Union Conference Education Council is the advisory body responsible for educational planning, including the recommendation of policies governing the K-12 school system.

2. Membership **(FEA 15 50)**

- A. Union conference director of education, chairman

## **1024, cont.**

- B. Union conference associate/assistant director(s) of education
- C. Conference superintendents and associates
- D. North American Division Office of Education personnel as available
- E. Southwestern Adventist University academic vice-president
- F. Southwestern Adventist University Department of Education chairman
- G. Senior academy principals
- H. Elementary and junior academy principals as elected (at least one member per conference)

### **3. Meetings (FEA 15 55)**

The Education Council shall hold a minimum of two annual meetings.

### **4. Functions (FEA 15 60)**

- A. To receive reports and study recommendations as the basis for initiating, reviewing, and revising policies to be considered by the Southwestern Union Conference Board of Education.
- B. To study educational issues, trends, pilot programs, and innovative practices which affect the educational program.
- C. To initiate, review and revise policies and proposals.
- D. To submit recommendations to the Union Conference Office of Education and Board of Education.

## **1026 Union K-12 Curriculum Committee**

### **1. Definition (FEA 15 65)**

The Southwestern Union Conference K-12 Curriculum Committee is a standing committee which gives direction and guidance regarding curricula within the K-12 educational system.

### **2. Membership (FEA 15 70)**

The members of the Southwestern Union Conference K-12 Curriculum Committee shall be appointed by the Southwestern Union Conference Board of Education upon the recommendation of the Southwestern Union Conference Office of Education and be composed of:

**1026, cont.**

- A. Union Conference Office of Education personnel, Director of Education, or designee chair
- B. Conference superintendents of schools
- C. Conference associate superintendents
- D. Five secondary personnel, representing different disciplines, including one academy principal
- E. Two junior academy representatives (grades 7-10)
- F. Five elementary teachers
- G. Southwestern Adventist University Department of Education representatives

3. Term of Office

The term of office shall be for five years to run simultaneously with the quinquennium.

4. Meetings **(FEA 15 75)**

The Southwestern Union Conference Curriculum Committee shall meet at least once annually and as designated by the Southwestern Union Conference Office of Education.

5. Functions **(FEA 15 80)**

- A. To formulate plans to structure and articulate the distinctive Seventh-day Adventist curriculum.
- B. To approve the elementary and secondary textbook lists
- C. To recommend (establish) ad hoc committees for special curriculum studies
- D. To review and encourage innovative curriculum proposals
- E. To review curriculum proposals, projects, and practices
- F. To identify and research curriculum needs
- G. To establish ad hoc committees for special curriculum studies
- H. To structure an effective program of pupil assessment and reporting
- I. To develop procedures to assure the articulation of the K-12 curriculum
- J. To make recommendations to the NAD Curriculum Committee
- K. To review recommendations from the elementary and secondary curriculum subcommittees
- L. To make recommendations for inservice education
- M. To recommend basic graduation requirements
- N. To review the actions and recommendations of the North American Division Curriculum Committee

## 1030-1036 Southwestern Union Conference Certification Committee

### **1030 Identity**

The Southwestern Union Conference Certification Committee is established to ensure that all educational personnel of the Southwestern Union Conference maintain a current NAD Teacher Certificate.

### **1032 Membership**

The membership of The Southwestern Union Conference Certification Committee shall include the following:

- A. Southwestern Union Conference Director of Education, chair
- B. Southwestern Union Conference Associate Director of Education, vice chair
- C. Southwestern Union Conference Teacher Certification Registrar
- D. Conference superintendent of education (appointed by the Education Council each quinquinum)
- E. Certification Officer of Southwestern Adventist University Education Department
- F. One elementary teacher (5 year term)
- G. One secondary teacher (5 year term)

### **1034 Meetings**

Southwestern Union Conference Certification Committee does not meet according to a set schedule. Meetings are held as needs arise.

### **1036 Functions**

- A. To evaluate certification records
- B. To resolve questions relating to teacher certification
- C. To act on appeals made by teachers pertaining to NAD K-12 Certification requirements

## 1100-1199 Conference Office of Education

### **1102 Conference Office of Education (FEA 20 05)**

The conference office of education is an administrative office operating within a structure approved by the constituency and/or conference executive committee.

### **1104 Personnel (FEA 20 10)**

The administrative personnel of the conference office of education shall consist of:

1. Superintendent of schools
2. Associates and/or assistants
3. Secretary(ies)/Administrative Assistants

### **1110 Functions of the Superintendent of Schools**

The functions of the superintendent are:

1. Administration and Supervision
  - A. To serve as executive secretary and agent of the conference board of education in administering, coordinating, and K-12 education within the conference in accordance with the educational policies of the union board of education
  - B. To serve as the agent of the conference board of education in the coordination and implementation of recruitment, placement, transfer, termination, and/or dismissal of education personnel in consultation with school administration, committees, and/or boards. This includes responsibility regarding all calls for the employment of educational personnel.
  - C. To prepare job descriptions and establish areas of responsibility for each member of the office of education staff.
  - D. To counsel school boards in their selection of teacher assistants (aides), administrative assistants, and others.
  - E. To provide leadership in the development of long-range plans for educational growth in areas such as budgeting, school evaluation, curriculum, facilities, personnel, establishment of new schools, or consolidation of existing schools.
  - F. To provide leadership for inservice education programs.

**1110, cont.**

- G. To provide for annual in-service education for principals, head teachers, and new personnel.
- H. To foster positive relationships between home and school and actively promote the Home and School Association
- I. To implement the approved education wage scale.
- J. To ensure that the certification policies are properly followed for all teaching personnel.
- K. To develop and maintain effective working relationships with the local and state offices of education and regional accrediting associations.
- L. To maintain an effective working relationship with the conference administration and the constituency.
- M. To coordinate the preparation of a master calendar providing for activities such as:
  - 1) School visitation
  - 2) Teacher counseling
  - 3) Inservice meetings such as conventions and workshops
  - 4) Board meetings
  - 5) Weeks of spiritual emphasis
  - 6) Weeks of Spirit of Prophecy emphasis
  - 7) Bible conferences
  - 8) Parent-teacher conferences
  - 9) Test weeks
- N. To acquaint the constituency with the imperatives of Seventh-day Adventist Christian education.
- O. To assume responsibility for the maintenance and safekeeping of attendance and scholarship records.
- P. To be responsible for the preservation of all records of discontinued schools.
- Q. To place the Union and North American Division Offices of Education and college department of education on the mailing list for bulletins and other professional materials.
- R. To assume the responsibility for the development and maintenance of an adequate school health and safety program.

**1110, cont.**

- S. To cooperate with the conference secretary in the maintenance, safekeeping, and updating of service records for educational personnel kept on file in the office of the employing organization.
  - T. To compile and present requests to the Union Conference for permission to teach secondary subjects in junior academies.
  - U. To supply each school with essential record-keeping materials.
  - V. To provide teachers with the approved list of textbooks and other curriculum materials.
  - W. To provide *The Journal of Adventist Education* to education personnel.
  - X. To assume leadership and encourage professional growth for educational personnel.
  - Y. To develop a master schedule for the conference school evaluation program.
  - Z. To gather and process reports required by the Union and North American Division Offices of Education.
  - AA. To consider, applications for the establishment of new elementary schools in consultation with the conference board of education.
  - BB. To process requests for the establishment of junior and senior academies and make recommendations to the Southwestern Union Conference Board of Education.
  - CC. To arrange periodic inservice meetings for school board personnel.
  - DD. To develop long-range educational plans for the conference K-12 school system.
2. Finance **(FEA 20 15)**
- A. *Counsel with local school boards in the preparation of annual school budgets to ensure adequate funding for school operations.*
  - B. *Develop an annual conference education budget in cooperation with the conference treasurer/chief financial officer which includes, but is not limited to such items as salaries and wage-related expenses at the currently approved rate factors, school subsidies, funding for curriculum development and professional inservice programs, and contingencies.*
  - C. *Work in cooperation with the conference treasurer ensuring that schools are audited annually in accordance with General Conference and North American Division*

**1110, cont.**

*policies and that copies of the audited statements are filed in the conference office of education.*

- D. *Ensure that monthly financial statements and annual audited statements of academies are filed in a timely manner with the conference and union offices of education.*

**3. Curriculum (FEA 20 15)**

- A. To provide leadership for and maintenance of a program of curriculum development, involving the board of education, administrators, teachers, and constituent members.
- B. To consider recommendations of the union curriculum committee and implement curriculum policies adopted by the Southwestern Union Conference Board of Education.
- C. To initiate, encourage, and evaluate experimental programs in terms of specific needs.
- D. To conduct or participate in pilot studies in cooperation with the Southwestern Union Conference Office of Education.
- E. To initiate and conduct research projects and surveys as needed.
- F. To participate in the supervision and evaluation of educational personnel in harmony with employment policies.
- G. To inform schools of current state, or federal legislation pertaining to educational requirements.
- H. To participate in curriculum study committees at the local conference, union conference, and North American Division levels.

**1120 Conference Board of Education (FEA 20 20)**

In each conference in the Southwestern Union there shall be organized a conference board of education for schools, K-12, which is the administrative authority for the conference educational system. Educational policies are determined by the Union Conference Board of Education. Policies and standards adopted by the conference board of education must be in harmony with those of the Southwestern Union Conference Board of Education. This conference board shall meet at least twice annually. The conference executive committee shall serve as the constituency of the board of education. The committee appoints the members of the board who

**1120, cont.**

shall be nominated by the conference office of education for a term of office concurrent with the term of the conference executive committee members.

1. Membership **(FEA 20 25)**
  - A. Conference president or his designee, chairman
  - B. Superintendent of schools, executive secretary
  - C. Conference secretary
  - D. Conference treasurer
  - E. Conference education associates, assistants and/or elementary supervisors
  - F. A maximum of three additional members from the conference committee
  - G. Union conference director of education or designee
  - H. Union conference associate director of education
  - I. Senior academy principals
  - J. North American Division Office of Education personnel as available
  - K. A minimum of eight additional members selected from the following categories: pastors, laity, school board chairs, elementary/junior academy principals and teachers representing K-12
  
2. Functions **(FEA 20 35)**
  - A. To assume general administrative authority for long-range planning of the conference K-12 school system.
  - B. To approve the annual budget for the school system and recommend same to the conference executive committee for its consideration and approval.
  - C. To consider and act on the recommendation of the superintendent of schools in the employment, transfer, and dismissal of education personnel.
  - D. To review wages and salaries of education personnel to determine compliance with the wage schedules.
  - E. To receive data annually from the conference office of education regarding elementary school evaluations, evaluate the data, and determine approved and nonapproved schools, including term and conditions.
  - F. To adopt a school calendar that meets union conference and state requirements.
  - G. To arbitrate school-related appeals and grievances.
  - H. To evaluate facility needs and project an overall long-range plan for school plant development.

**1120, cont.**

- I. To receive and consider applications from elementary schools and junior academies requesting permission to teach secondary subjects as submitted by the superintendent of schools and to make recommendations to the Southwestern Union Conference Board of Education.
- J. To consider applications for the establishment of new schools, the expansion of existing schools to higher grade status, the consolidation of schools, and the closing of schools.
- K. To appoint subcommittees as needed to expedite the work of the conference board of education.
- L. To review and make provision for implementation of curriculum policies approved by the Southwestern Union Board of Education.
- M. To approve local school operating budgets

**1122 Board of Education Executive Committee (FEA 20 40)**

The conference board of education should designate an education executive board or committee in order to expedite the transaction of official business between regular sessions. The executive committee of the board shall operate within the powers delegated to it by the board of education, K-12.

**1124 Conference Curriculum Committee (FEA 20 45)**

The local conference curriculum committee is a standing committee which gives direction and guidance regarding curricula at the local conference and school level.

1. Membership (FEA 20 50)

The members of the local conference curriculum committee shall be appointed by the conference board of education upon recommendation of the superintendent of schools and may be composed of:

- A. Superintendent of schools, chair
- B. Associate superintendent(s)
- C. Elementary and secondary classroom teachers
- D. Elementary and junior academy principals
- E. Curriculum committee chairs of senior academies
- F. Union Office of Education representatives, as available

**1124, cont.**

2. Meetings (FEA 20 55)

The local conference curriculum committee shall meet at least once each year.

3. Functions (FEA 20 60)

- A. To explore and identify ways of organizing resources for the purpose of improving learning opportunities.
- B. To develop appropriate performance objectives for the various subject areas or disciplines.
- C. To evaluate and authorize proposals for innovative programs which may be initiated by individual schools.
- D. To provide leadership in conducting inservice education.
- E. To explore ways of achieving an articulated curriculum in designated subject matter areas. Resource personnel for this program should include representation from K-16.
- F. To make recommendations to the Southwestern Union Curriculum Committee, K-12.
- G. To cooperate with the union conference curriculum committee in providing leadership for and maintenance of an ongoing program of curriculum development.
- H. To implement curriculum policies of the Southwestern Union Conference Board of Education.
- I. To conduct pilot studies in cooperation with the North American Division Office of Education and the Southwestern Union Conference Office of Education.
- J. To initiate and conduct research projects and surveys.

## 1200-1299 Schools – Definition and Establishment

### **1204 Establishing a School (FEA 25 05)**

The organization of a given school should be designed to meet the needs of the church constituency it serves.

The philosophy, goals, and objectives of a school are to be defined in terms of the Seventh-day Adventist philosophy of education and the needs and interests of its constituency and are to be in harmony with policies of the Southwestern Union Conference *Education Code*. Basic to all other requirements for the establishment of a school, the church shall:

1. Give evidence of commitment to Seventh-day Adventist beliefs and educational philosophy.
2. Indicate a willingness to assume responsibility for the educational process.
3. Indicate a willingness to cooperate with other denominational agencies in the achievement of the broad objectives of the school and the Seventh-day Adventist Church.
4. Assume the financial responsibility for the support of professionally qualified educational personnel appropriate to their positions

### **1210 School Identity (FEA 25 10)**

The school is a group of students pursuing defined studies at specific levels and receiving instruction from one or more teachers. Seventh-day Adventist schools are structured as follows:

#### 1. Kindergarten

A conference-authorized kindergarten is an integral part of the conference system of education and should be sponsored, controlled, and financed as a part of the elementary education program. It is recommended that a separate instructor be employed rather than involving any other teacher who has a full-time teaching assignment. See sections 6000-6020.

#### 2. Elementary School

An elementary school is a unit authorized by the conference board of education and administered by the conference office of education. It offers an organized education program which may be structured in a variety of ways in terms of community needs such as K-6, 1-6, K-8, 1-8. See Supplement A.

## **1210, cont.**

### 3. Nine-Grade Intermediate School

A nine-grade intermediate school is a unit authorized by the conference board of education and administered by the conference office of education. It offers an organized education program which is structured to offer grade 9 in combination with and as an extension of grades 7 and 8. Approval for granting credit for secondary subjects must be made by the Southwestern Union Board of Education, K-12.

### 4. Junior Academy

A junior academy is a school authorized by the Union Board of Education and administered by the conference office of education. The organizational plan for a junior academy is to be based on one of the following options:

- A. The standard program grades 9 and 10
- B. The subject alternation program grades 9 and 10
- C. The multi-grade classroom grades 7 through 9
- D. The standard program grade 9

In selecting one of the options, consideration is to be given to the number of students, the needs of the students, and the ability of the community and the local conference to support the program.

### 5. Senior Academy

A senior academy is a school authorized by the North American Division Board of Education, K-12, to offer an education program to meet the needs of students in grades 9 through 12.

It is operated by a school board within the guidelines or constitution of the supporting constituency and in accordance with the policies of the union and conference boards of education.

### 6. Mission School

A mission school is denominationally organized and operated school primarily for non-Seventh-day Adventist.

## **1220 Guidelines for Establishing K-8 Elementary Schools (FEA 25 30)**

Authorization to operate an elementary school is granted by the conference board of education.

### 1. Procedures for Authorization to Operate an Elementary School

**1220, cont.**

- A. Application is made to the conference office of education by the constituent church(es), proposing the establishment of an elementary school.
  - B. Initial application necessitates a study of the proposal (including building plans), the planned program, and an on-site evaluation of existing school facilities by a committee appointed by the conference superintendent of schools. See Supplement A.
  - C. The recommendation of the on-site evaluation committee shall be submitted to the conference board of education for approval.
2. Criteria for the Establishment and Operation of an Elementary School
- A. A demonstrated educational need not currently met by presently established schools.
  - B. An adequate physical plant and equipment for an elementary school. See Supplement B and the North American Division booklet *Guidelines for Establishing Elementary School*.
  - C. Evidence of ability to provide adequate financial support.
  - D. Adequate budget control.
  - E. Curricular offerings as approved by the union conference board of education.
  - F. A denominationally certificated faculty of sufficient size to provide effective instruction.
  - G. Adequate curricular materials for the proposed offerings.
  - H. A prospective continuing enrollment adequate for the financial and curricular needs of an effective educational program.
  - I. A principal whose teaching assignment is in proportion to the required administrative duties.
  - J. Teacher load in accordance with the policy of the Southwestern Union Conference Board of Education.
  - K. Subject offerings and class period time allotments in agreement with policies of the union conference board of education.

**1220, cont.**

- L. Specific policies, in agreement with the local conference education policies and (*Union Education Code*), regarding administration, finance, curriculum, and personnel.
- M. Ability to meet local and state minimum requirements.

**1230 Guidelines for Establishing K-9 Intermediate School (FEA 25 25)**

The expansion of an elementary program to include grade nine requires authorization by the conference board of education subsequent to an evaluation by a committee appointed by the superintendent of schools, including representation from the Union Conference Office of Education.

1. Rationale

The purposes for adding a ninth grade to an approved elementary school include provision for:

- A. An additional year of Seventh-day Adventist education in the student's home environment.
- B. The potential of reducing expense to the student.
- C. Consideration for the age of the student

2. Criteria

When a school is structured in a K-9 pattern, the following criteria will be met:

- A. A demonstrated educational need shall exist which is not currently met by already established Seventh-Adventist schools in the area.
- B. An adequate physical plant shall be provided with sufficient instructional equipment, library, and multi-media materials as defined by the Union *Education Code*. See Supplement B.
- C. It shall be demonstrated by adequate budget control that financial support for the ninth grade will not weaken the school program in grades K-8.
- D. A prospective continuing enrollment is adequate for the operation of a K-9 program.
- E. Where a kindergarten is included in the school organization, a kindergarten teacher should be added with responsibilities for the kindergarten program.

**1230, cont.**

- F. The school may be departmentalized in terms of teacher preparation and special skills.
- G. The curriculum shall be approved by the conference office of education, and the grade 9 offerings shall be an extension of those for grades 7 and 8.
- H. Application must be submitted to the conference by April 1 and to the Southwestern Union Conference by April 15.

**1240 Guidelines for Establishing Junior Academies (FEA 25 20)**

Authorization to operate a junior academy is granted by the Union Conference Board of Education. After initial authorization has been granted, an annual Application to Teach Secondary Subjects is to be submitted to the Union Conference Office of Education. Contingent upon satisfactory annual Applications to Teach Secondary Subjects, authorization will be continuous.

1. Procedures for Authorization to Operate a Junior Academy
  - A. Application is made by the school constituency to the local conference board of education. This application necessitates an on-site evaluation of school facilities and programs by a committee appointed by the union conference director of education.
  - B. If approved by the conference board of education, the application will be presented to the Union Conference Office of Education for consideration by the Union Conference Board of Education. Applications for new junior academies must be received by the local conference by April 1 and by the Union Office of Education by April 15.
  - C. Schools making application for junior academy status are to meet the following general standards:
    - 1) A demonstrated educational need not currently met by presently established schools.
    - 2) An adequate physical plant and equipment for a secondary school program, grades 9 and 10. See Supplement B.
    - 3) Demonstrated financial support for secondary education which will not weaken the elementary school program.
    - 4) Adequate budget control.

**1240, cont.**

- 5) Curricular offerings approved by the union conference board of education.
- 6) A faculty of sufficient size and training to provide effective instruction.
- 7) Adequate curricular materials for the proposed offerings.
- 8) A prospective continuing enrollment adequate for the financial and curricular needs of a strong educational program.
- 9) Adequate library materials for the size and type of school as defined by the Union *Education Code*. See Supplement B.

2. Minimum Criteria for the Operation of a Junior Academy

- A. A minimum of two full-time teacher equivalents with valid denominational certification shall be employed for the combination junior academy, grades 7 through 10.
- B. The curriculum shall be structured in accordance with the policies of the Southwestern Union *Education Code*.
- C. Departmentalization for the junior academy program should not be considered below grade 7 in the core subject areas except where the teacher(s) are appropriately certificated.
- D. Student permanent records shall be kept in accordance with the policies of the Union *Education Code* with the Union Office of Education serving as the registrar for all junior academies.

**1250 Obtaining Authorization for a Senior Academy (FEA 25 15)**

*Permission to open a senior academy is contingent upon approval of the conference and union boards of education and the North American Division Board of Education, K-12.*

*(Additional criteria may be available for establishing senior academies from the union or division office of education.)*

1. *Procedures*

- A. *Application by the proposed constituency is to be submitted to the conference office of education on the North American Division Manual for Application and Authorization for Senior Academy Status and Application for Denominational Status Approval for consideration by the conference board of education, K-12. Those*

**1250, cont.**

*involved in the application and approval process, need to be aware of the meeting dates of boards/committees in order to obtain approval by the desired time.*

- B. *The conference board of education, K-12 reviews the validity of the request. If the board recommends further consideration, the conference superintendent of schools shall request the union director of education to ask the North American Division Office of Education to appoint an on-site evaluation committee including the following members:*

- 1) *A representative from the North American Division Office of Education, who serves as chair*
- 2) *The union conference director of education or designee*
- 3) *One (1) out-of-union director of education to be appointed by the chair*
- 4) *One (1) out-of-conference church financial administrator*
- 5) *One (1) member at large to be appointed by the chair*
- 6) *The local conference superintendent of schools, invitee*

*The travel expenses of the out-of-union director of education, out-of-conference church financial administrator, and one (1) member at large shall be paid by the local conference office of education.*

- C. *The on-site evaluation committee shall report its findings to the conference board of education, K-12.*
- D. *The conference board of education, K-12, acts upon the committee's report and submits a recommendation to the conference executive committee.*
- E. *The conference executive committee submits a recommendation to the union board of education, K-12.*
- F. *Union conference board of education approval shall be granted only upon assurance by the conference board of education that the proposed school will, within three years, meet the standards for accreditation identified in the Evaluative Criteria for Seventh-day Adventist Secondary Schools.*
- G. *If approved by the union conference board of education, the application with supporting data is to be forwarded to the North American Division Board of Education, K-12 for final consideration and action.*
- H. *Initial approval by the North American Division to operate a senior academy (grades 9 through 12) shall be for a three year probationary period. By the end of the third year, an evaluation by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities will be conducted.*

**1250, cont.**

2. Criteria for the development or upgrading of a school to senior secondary level:

A. Constituency

- 1) Constituency should be adequate in number to provide continuing enrollment on the secondary level sufficient for viable class size in a curriculum as narrow or as broad as defined by the statement of institutional purpose. See “NAD Application for Establishing a Senior Academy.”
- 2) Constituency should be adequate in financial income level to pay proposed tuition rates and subsidies for operating expenses and capital investment.
- 3) Current enrollment and financial support reveal a commitment on the part of the constituency commensurate with the potential defined in points 1 and 2.

B. Proposed curriculum satisfies students’ needs as defined by:

- 1) SDA philosophy of education
- 2) A student needs assessment
- 3) Community needs assessment
- 4) Local Adventist needs assessment

C. Organization, support, and control is in harmony with policies:

- 1) Constitution approved by higher organization
- 2) Board of trustees representative of varied elements in constituency
- 3) Five-year master plan for academic program, physical plant, development, and other support factors

D. Staffing-Consideration should be given to:

- 1) A principal dedicating the major part of his/her time to administration.
- 2) A guidance coordinator
- 3) A registrar
- 4) A media center director (librarian)
- 5) Teaching staff denominationally certificated with endorsements for proposed curriculum offerings, and sufficient in number under normal teaching load as established by Union *Education Code*.

E. Physical plant is adequate for the proposed curriculum and generally includes:

- 1) Classrooms, whether special-purpose or general.
- 2) Adequate laboratory facilities.
- 3) Instructional media center with seating for 45 or 30% of enrollment, whichever is greater; minimum of 2,500 volumes, one-third copyrighted in the last ten years; 30 periodicals, \$50 yearly expenditure per student for growth.

## 1250, cont.

- 4) Office suite for administrative staff with fire-resistant file cabinets for records; guidance and health areas; student association and student publications offices.
- 5) Physical education facility, including adequate showers, drying, dressing and locker rooms.
- 6) Vocational/technology facilities.
- 7) Chapel and/or auditorium with capacity to seat enrollment.
- 8) Dormitory facilities, if a boarding school.
- 9) Adequate work departments to offer gainful employment to students of a boarding school.
- 10) Room for future expansion.

See also Supplement B

## 1254 Joint Operation of Secondary Schools

The Southwestern Union Office of Education approves the concept of the joint operation by local conferences of academies and/or secondary schools when mutually agreed upon by each organization involved and when the conditions established below are met.

In cases where more than one conference within the union elects to operate an academy, the following policy shall apply:

1. Joint operation of secondary schools by conferences shall be only by authorization of North American Division Committee. Application for a joint operation should be channeled through the Southwestern Union Office of Education to NADCOM.
2. Such joint operation will be based on a carefully worded, well-understood, written plan approved by each of the participating organizations.
3. A single operating board should function as in any academy. Membership of the board should be constituted by the number of representatives mutually agreed upon by each organization participating in the operation. The chairmanship and vice chairmanship shall be determined by the Southwestern Union Executive Committee.
4. Operating subsidies, capital improvement assessments, and all financial assessments shall be distributed according to the previously agreed-upon basis, such as according to membership or tithe income of each organization.

## **1254, cont.**

5. Conference superintendents of education for each organization and the Southwestern Union Conference Director of Education will by virtue of their office be members of the joint operating board. Relations with the union will be the same as if operated by a single conference.

## **1265 Guidelines for Establishing Mission Schools (FEA 25 35)**

*The following guidelines are recommended for the establishment of a mission school:*

1. *A mission school may be established to advance the gospel ministry in an area where a church school may not meet local educational needs.*
2. *Mission schools are not to compete with existing church schools or serve as substitutes for church schools.*
3. *Bible courses are to be given priority in the curriculum, and all students shall be required to complete at least one Bible course each year.*
4. *Classes are to be kept small enough to allow teachers to have a personal influence over each student.*

## **1270 Home School (FEA 25 40)**

A home school is defined as a formal school program (curriculum) operated in a home situation. Parents who do not live near a church school and who do not wish to send their children to public school are encouraged to use the resources of Griggs University/International Academy. Home schools are not considered part of a conference's formal school structure.

## **1285 Academy Extension Programs**

1. Purpose of Academy Extension Programs

It is the objective of the conferences within the Southwestern Union Conference territory to provide quality Seventh-day Adventist Christian education to as many Seventh-day Adventist youth as is possible at the lowest cost to parents. Thus, provision is made for structuring an extension program to reach out from the campus of an established senior academy within the Southwestern Union educational system to a junior academy campus also within the Southwestern Union educational system to offer an educational program to include grade eleven or grades eleven and twelve. Authorization for establishing such an extension program is a function of the Southwestern Union Board of Education, K-12.

**1285, cont.**

2. Criteria for Establishing an Academy Extension Program

- A. Extension programs may be considered only in connection with established ten-grade junior academies and must have the approval of the sponsoring academy board, the conference board of education of the junior academy and the Southwestern Union Conference Board of Education, K-12.
- B. The proposal must provide evidence of sound fiscal responsibility on an on-going basis. The proposed budget must be approved by the conference board of education with the budgetary considerations for the sponsoring academy receiving approval from its operating board.
- C. Support for the extension program must be demonstrated by a formal action of approval by the school constituency and the school board.
- D. Adequate plant facilities and equipment must be available on the junior academy campus.
- E. The staff and curriculum requirements are to meet the provisions as stated in the *Southwestern Union Education Code*.
- F. Initial approval to operate an academy extension program shall be contingent upon assurance of the junior academy board and the conference board of education that the school can and will within the two-year probationary period meet the stipulations voted by the Southwestern Union Board of Education and those contained in the visiting committee report.

3. Authorization Procedure

- A. A formal action supporting the request is to be voted by each of the following: the school constituency, the junior academy board and the sponsoring academy board.
- B. An application is to be prepared using the application form obtained from the conference office of education.
- C. The application is to be submitted to the conference office of education by February 1 to allow time for processing before sending on to the Southwestern Union Office of Education by March 1 of the calendar year in which authorization is requested.
- D. The application is to be reviewed by the conference board of education and, if approved, sent on with recommendations to the Southwestern Union Conference Office of Education. If the application is denied by the conference board of education, notice is to be sent to the boards of the junior academy and the sponsoring academy, including reasons for denial.

**1285, cont.**

- E. The Southwestern Union Conference Office of Education will appoint a visiting committee to conduct an on-site evaluation of the junior academy campus along with the proposed extension plan, including finances, staffing, curriculum, facilities, and equipment.
- F. The visiting committee will submit its report and recommendations (including stipulations to be met if approval is granted) to the Southwestern Union Conference Board of Education, K-12.
- G. The Southwestern Union Conference Board of Education, K-12, will review the visiting committee report and the recommendation of the conference board of education as the basis for approval or denial of the request.
- H. Written notification of the official action of the Southwestern Union Conference Board of Education, K-12, including stipulations to be met will be sent to the conference office of education, the junior academy board, and the sponsoring academy board.
- I. In the case of an official approval, the conference office of education (or the Union Office of Education in the case of multiple extension schools) will appoint members of the coordinating committee to serve with the *ex officio* members.

4. Probationary Period of Approval

Initial approval to operate an academy extension program is for a two-year probationary period. During the probationary period, the administration of both schools (sponsoring and satellite) are to submit a progress report each year to the Southwestern Union Office of Education and the local conference office of education by March 1 of each year.

The progress report is to report on such items as finances, physical plant, curriculum, staffing and equipment, giving particular emphasis to implementation of the stipulations as made by the original visiting committee.

Following receipt of the progress report, an on-site visit by the superintendent of schools and a representative of the Southwestern Union Office of Education shall be conducted each of the two years of the probationary period. The purpose of these visits is to verify the information contained in the progress report and to serve as the basis for a recommendation to the Southwestern Union Conference Board of Education and the conference board of education regarding continuation of the extension program. If serious problems are encountered, the program may be discontinued at the end of any semester by action of either the conference board of education or the Southwestern Union Board of Education, K-12.

## 1285, cont.

### 5. Periodic Review of Authorization

The approval status of an extension school is to be reviewed once each three years to determine:

- A. Whether the school should seek approval to operate as a full senior academy.
- B. Whether the school is meeting the criteria for an extension school and should continue as an extension school.
- C. Whether the school should discontinue the extension program for grades eleven and twelve and return to status as a junior academy.

This review should be conducted before April 1 of each third year of the existence of the school by a committee that includes, but is not limited to the following: the superintendent of schools, the principal of the sponsoring school, the principal of the extension school and the director of education of the Southwestern Union Conference. The conference board of education and the Southwestern Union Board of Education, K-12, will review the report of this committee and determine the future status of the school.

### 6. Administration of the Academy Extension Program

- A. A coordinating committee appointed by the Southwestern Union Office of Education is to have responsibility for supervision of the academy extension program. The committee will include the following:
  - Chairperson—Superintendent of schools of the conference or, in the case of multiple conference involvement in extension schools, the Southwestern Union Director of Education.
  - Co-chairperson(s)—Principal(s) of the sponsoring school(s).
  - The principal(s) of the junior academy(ies) where the extension classes are offered.
  - A representative of the Southwestern Union Office of Education.
  - All conference superintendents of schools from conferences involved in extension programs.
  - Others as approved by the Southwestern Union Board of Education, K-12.
- B. The coordinator of the extension program shall be a member of the faculty or the principal of the sponsoring school. The coordinator shall be recommended to the sponsoring school board by the principal in counsel with the chairman of the coordinating committee. The coordinator shall be qualified by both experience and preparation and shall be granted appropriate release time from duties on the academy campus to permit adequate supervision and coordination of the extension program(s).

**1285, cont.**

The pro-rating of time for responsibilities as coordinator of the extension program shall be determined by the board of the sponsoring school after consideration of the recommendation of the coordinating committee.

- C. The curriculum for the extension program will be projected initially and reviewed annually by the sponsoring school in consultation with the junior academy administration to provide for the proper sequence of courses throughout the student's secondary years.
- D. Teaching personnel needed for the extension program will be provided by the junior academy. Without exception, each teacher is to have the appropriate certificate and subject-area endorsement(s) for the teaching assignment.
- E. Evaluation of teachers of extension classes is to be the shared responsibility of the coordinator and/or the conference superintendent of schools or designee.
- F. Plans for the graduation exercises shall be reviewed by the sponsoring school. The issuing of the diplomas will be the function of the sponsoring school.

**7. Financial Structure**

- A. The board of the sponsoring school and the conference board of education in counsel with the coordinating committee will determine the costs for the extension program to be assumed by the junior academy.
- B. The sponsoring school will bill the extension school for services through the conference office of education. The junior academy will make payments for extension services as prescribed by the conference office of education.
- C. Teacher costs involved in the extension program will be borne by the junior academy but paid through and subsidized by the conference office of education.
- D. Capital expenditures are the responsibility of the junior academy.
- E. Financial feasibility will require an adequate enrollment on an on-going basis. A program for fewer than fifteen to twenty students per grade level is not ordinarily considered financially feasible.

**8. Credits and Records**

- A. Registration of students enrolled in extension classes will be the responsibility of the sponsoring school.

**1285, cont.**

- B. Grades for extension students will be issued by the teacher and recorded in the office of the registrar of the sponsoring school. Transcripts will be issued by the sponsoring school.

9. Curriculum for the Academy Extension Program

The extension school curriculum must meet the requirements as published in the *Southwestern Union Education Code* and the graduation requirements of the sponsoring school.

10. Minimum Enrollment for Each Grade Offered

After initial approval has been granted, the school is to maintain enrollment based on the following:

- A. There is to be a minimum of six students for each year offered (grades 11 and 12).
- B. At the annual spring meeting of the coordinating committee, the projected enrollment by grade for the following year is to be reviewed. The actual enrollment by grade is to be reviewed at the fall meeting of the committee. If the projected or actual enrollment for either grade 11 or grade 12 is fewer than six students, the committee will notify the conference office of education for referral to the conference board of education.
- C. The coordinating committee will determine the status of the grade(s) for the next school year and the stipulations that are to be met for continuing either one or both of the extension grades.

11. Evaluation and Accreditation

To ensure that the entire program of an extension school campus is included in the accreditation process, the following provisions are to be followed. These provisions supersede the specific procedures listed in the accreditation handbooks in order to meet the unique organization of the extension school(s).

- A. The extension school is to participate in the accreditation program conducted by the conference office of education.
- B. The entire school (K-12 or 1-12) is to be evaluated on a seven year cycle as far as possible to be concurrent with the evaluation cycle of the sponsoring school.
- C. The on-site visit is to be a minimum of two days and is to be scheduled by the conference office of education in consultation with the Southwestern Union Conference Office of Education to ensure Union participation in the process.

**1285, cont.**

- D. The visiting committee is to be composed of a sufficient number of members to adequately review both the elementary and the secondary grades.
- E. The self-study procedures and reports are to be based on the guidelines adopted by the North American Division for K-10 schools with additions from the K-12 documents as recommended by the Southwestern Union Office of Education.

**1287 School Evaluation and Accreditation (FEA 25 50)**

Evaluative instruments have been designed to provide guidelines by which constituencies and schools may systematically explore their beliefs about school organization, students, curricula, and the unique characteristics of their respective institutions. The use of these instruments should ultimately identify the degree of success with which the school community is meeting its objectives.

It is the responsibility of the union and conference offices of education to implement regularly scheduled programs of conference and K-12 school evaluation, utilizing instruments developed by the North American Division (Commission on Accreditation).

Union and conference K-12 boards of education shall review evaluation reports and recommend terms of accreditation to the NAD Commission on Accreditation for K-10 and K-8 schools, respectively. Review of K-12 and 9-12 secondary schools is a function of the NAD Commission on Accreditation which approves terms of accreditation for all schools, K-12, as the authorized agent of the Association of Seventh-day Adventist Schools, Colleges, and Universities in North America.

Data to indicate the recommended term of accreditation for K-8 schools is sent by the conference to the union conference office of education. The union conference will include the recommended term of accreditation for K-10 schools and forward all information to the North American Division Commission on Accreditation.

While the value of state, provincial, and/or regional accreditation is recognized, denominational evaluation and subsequent accreditation shall receive priority consideration.

**1290 Annual Reports (FEA 25 45)**

All K-12 schools shall submit an annual report, through conference and union channels, to the North American Division Office of Education.

**1291 Records of Discontinued Schools (FEA 25 55)**

*The conference office of education is responsible for the preservation of all records of discontinued schools. If a new academy succeeds one that is discontinued, the old records are to be transferred to the new school. Otherwise, such records are to be transferred to the conference office of education.*

**1295 Subsidy Withdrawal**

Any school which disregards the policies of the General Conference, the North American Division, the Southwestern Union or the local conference may be disqualified by the conference board of education from receiving a conference subsidy for operation of the school. Such action may also disqualify the school from being considered as a conference-operated school, and therefore sever its teachers from conference employment. Accreditation will automatically be withdrawn.

**1300-1399 Constituencies\Operating Boards (FEA 30 05)**

**1302 School Constituencies**

1. The school constituency consists of the members of the church or churches which operate the school.
2. The boarding school constituency consists of the conference membership.
3. Meetings
  - A. The local constituency shall meet annually or as specified in the school constitution.
  - B. Between conference constituency meetings, the boarding school constituency is the conference executive committee.
  - C. The chair of the school board serves as chair of the constituency meeting unless otherwise determined by the school constitution.
  - D. The meeting date must be printed in the church bulletins or announced in each constituent church the two Sabbaths before the meeting.
  - E. Any recommendation to the conference K-12 board to close a school should be by constituency vote.

## **1302, cont.**

### **4. Functions**

- A. To receive reports of the school operation.
- B. To provide adequate financing for the general operating costs.
- C. To approve financial plans for major capital improvements as recommended by the conference board of education or school board.
- D. To encourage the organization and maintenance of a Home and School Association.
- E. To establish and adopt a constitution, in harmony with denominational policies, which defines the principles and guidelines by which the school shall be operated.

## **1304 School Operating Board—Identity (FEA 30 20)**

In every school in the Southwestern Union Conference there shall be organized a school board elected as specified by the school constitution. The school board is responsible for the operation of the school within the guidelines and policies as stated in the Union *Education Code* and those adopted by the conference board of education and the school constituency as stated in the school constitution. The board has authority only when meeting in official session; individual members may not speak for the board. All actions of the board are implemented through its executive secretary (school principal) in cooperation with the board chair.

Because of legal responsibilities vested in the conference organization as the employing agency and because of the need to recruit and retain quality instructional personnel within policies and practices which respect their professional status, the employment, assignment, transfer, retirement, termination, or non-renewal of contract of certificated personnel is the function of the conference board of education. See also 3114.

The superintendent of schools, as executive secretary of the conference board of education, will make personnel recommendations to the board of education after consulting with local school administrative personnel and/or boards.

## **1306 School Operating Board—Membership (FEA 30 25)**

The board shall be composed of members of the Seventh-day Adventist Church who represent a cross section of the school constituency. The church nominating committee(s) or the church board(s) acting in lieu of the nominating committee(s) elect the membership according to the provision of the school constitution. This membership shall include the chair and vice-chair (as needed). In addition to the above members, the boards of day schools should include the home and school leader and the pastor(s) of the constituent church(es). The school principal or the

### **1306, cont.**

head teacher shall serve as secretary of the board. Union and conference office of education personnel and local conference officers are *ex officio* members of the board.

The school board members (other than *ex officio* members) are to be elected by the constituent church(es) in accordance with the school constitution or working policies. *Ex officio* members on all education/school boards are considered to be voting members of the board. There should be a plan of rotation of elected members in order to assure continuity of membership. Board members from the staff shall be limited to members of the administrative personnel. Other staff members may be invited by the chair to sit with the board for counsel but not as members. It is recommended that members of the current administration and teaching personnel's immediate family (spouse, children, siblings) should not serve as members of the School Board.

Each board member having school-age children should demonstrate support for Christian education by having their own children enrolled in an Adventist School.

### **1307 Officers**

The officers of the school board shall consist of a chair and a secretary. In constituent school boards serving a school sponsored by two or more churches, a treasurer, a vice chairman, and an assistant secretary should also be appointed. The officers should be selected as stipulated by the school's constitution. The principal of the school is appointed as executive secretary although another member may serve as recording secretary.

### **1308 School Board Meetings (FEA 30 30)**

The school board should meet at a regular time and place. Planning for and conducting the meeting will include the following:

1. A notice sent to all members giving the time and place of the meeting.
2. An agenda made up by the principal and board chair to include:
  - A. A brief devotional and prayer
  - B. Approval or correction of the previous minutes
  - C. A financial report from the treasurer
  - D. School business
  - E. A closing prayer

### **1310 School Board Functions (FEA 30 25)**

The functions of the school board are:

**1310, cont.**

1. To ensure the implementation of policies and plans of the conference office of education.
2. To develop a clear, practical set of objectives in harmony with the Seventh-day Adventist philosophy of education.
3. To develop and administer policies in areas of local concern such as:
  - A. Use of school property
  - B. Bus schedules and routes
  - C. Purchasing procedures
  - D. Tuition and/or other methods of support
  - E. Admission requirements (in accordance with state and conference guidelines)
  - F. Equipment and maintenance of school plant
  - G. Textbook purchases (pupil or school-owned)
  - H. Master planning
  - I. Criteria for selection and use of films and media materials
  - J. Dress and social behavior
4. To support the principal (head teacher) in the administration of the school program including:
  - A. Implementation of financial policies
  - B. Teacher load
  - C. School schedule
  - D. Development and implementation of a code for student conduct
    - 1) In elementary schools and junior academies, to ratify or modify the recommendations of the school administration in situations involving serious disciplinary cases and to serve as the ultimate authority in the dismissal of students in executive session.
    - 2) In senior academies disciplinary problems are not usually referred to the school operating board. Board consideration of dismissal recommendations must be in closed or executive session.
5. To make recommendations to the superintendent of schools and conference board of education K-12 regarding all employment. The conference board of education makes final employment decisions regarding all employees K-12. See 1304, 3224.
6. To support the Home and School Association.
7. Ensure that official minutes of each meeting of the school board or subcommittees are kept and one copy filed with the conference office of education. Academy boards are to file copies with the union and conference office of education.

**1310, cont.**

8. To consider appeals and answer questions regarding the operation of the school.
9. To participate in the process of school evaluation as scheduled by the Union or conference office of education.
10. To cooperate with and support the conference office of education in inservice education programs.
11. To develop, in counsel with the superintendent of schools, a school constitution and bylaws.
12. To accept responsibility for adhering to the conference-adopted school calendar. No principal or school board shall grant holidays or modify the school calendar in any way without written approval from the conference office of education.
13. To authorize the preparation of a school bulletin. See 1820.
14. To assume responsibility for the planning and funding of an annual operating budget including:
  - A. Administrative expenses
  - B. Curriculum materials
  - C. Playground and physical education supplies
  - D. Media center materials
  - E. School supplies
  - F. Insurance
  - G. Indebtedness
  - H. Other operating expenses
15. To assume responsibility for planning and funding a capital improvements budget.
16. To follow the conference guidelines for any building program.
17. To cooperate with the union and conference offices of education in matters of curriculum development and innovations.
18. To appoint subcommittees as needed such as personnel, finance, etc.
19. To act as or to appoint an admissions committee to review all student applications.

## **1320 School Committees**

Senior academies and large elementary schools/junior academies may wish to establish the following working committees:

1. Discipline/Government
2. Academic Standards/Curriculum Committee
3. Administrative Council
4. Finance
5. Marketing
6. Development
7. Safety and Maintenance/School Plant

## **1400-1499 School Administrative Personnel**

The organization for administrative services will depend on the size and type of school. Responsibilities of administrative personnel are to be assigned by the school board.

### **1410 The Principal (FEA 35 10)**

The principal is the chief administrator of the school with responsibilities and other functions as may be assigned by conference office of education and school board policies. The principal should hold a valid Administrators Certificate with proper endorsement(s).

### **1412 Functions of the Principal (FEA 35 10)**

Responsibilities and functions of the principal include the following:

1. To serve as executive secretary of the school operating board
2. Serve as agent of the school board in administering the school in accordance with the Southwestern Union Education Code, and any additional policies adopted by the conference board of education and the school board
3. To provide leadership to the religious program and activities and in the development and maintenance of a positive spiritual climate including beginning the school day with staff worship
4. To be responsible for the organization of the school program
5. To serve as fiscal manager and operate the school on a sound financial basis

**1412, cont.**

6. To maintain a record-keeping system to ensure the security of all school, student, and board records including:
  - A. Student scholastic, health, immunization, and attendance records
  - B. Minutes of faculty meetings and committees
  - C. Minutes of the school operating board and subcommittee meetings
  - D. Attendance records in accordance with the state regulations
7. To provide leadership in preparing for the school evaluation process
8. To assume responsibility for school marketing and the recruitment of students
9. To provide leadership for the instructional program
  - A. Visiting the classrooms
  - B. Conducting teacher conferences
  - C. Conducting teacher evaluations with written follow up
  - D. Providing leadership for curriculum planning
  - E. Assisting in classroom management
  - F. Reviewing course objectives and teaching plans
10. To provide direction for co-curricular programs and off campus activities and tours
11. To serve as agent of the school board in working with the conference office of education in the employment of school personnel
12. To maintain discipline in accordance with Christian principles
13. To develop and maintain positive community relations
14. To ensure the periodic inspection and maintenance of buildings, grounds, and equipment for operating efficiency and to provide for safety of operation throughout the school plant, with regularly conducted fire and disaster drills
15. To serve as or designate a chairman for each of the following:
  - A. Staff and faculty meetings
  - B. Administrative council
  - C. Admissions committee
  - D. Curriculum committee
16. To be responsible for the organization of the school program through:
  - A. Implementing the requirements of the annual school calendar and daily schedule.
  - B. Planning for regularly scheduled faculty and staff meetings.

**1412, cont.**

- C. To assign teaching responsibilities and other duties to the members of the school staff, in consultation with the superintendent and the school board.
  - D. To prepare and submit reports as requested by the office of education or local school board.
  - E. Preparing and forwarding copies of the board minutes, monthly financial statements, scholastic and statistical reports as requested by the conference, Union and North American Division Offices of Education.
  - F. Promoting the professional growth of education personnel and making provision for a professional library in the school.
  - G. Assuring that the school carries appropriate insurance for students, staff, vehicles, and school plant and that adequate coverage is provided.
17. Compile a board approved substitute list before school begins. (See 3114 #7)

**1414 Vice Principal**

The school board may designate, upon recommendation of the principal, one or more individuals as vice principal(s) to assist the principal in the performance of duties as specifically assigned by the principal and/or school board.

**1416 Teaching Principal (FEA 35 15)**

*In the operation of some elementary schools or junior academies, it is in the prerogative of the conference office of education in consultation with the local school board to appoint a teaching principal who is charged with the responsibility of performing the duties of a principal in addition to the teaching assignments as established by the conference office of education. The teaching load of this individual will be reduced proportionately to the administrative responsibilities assigned.*

**1418 Head Teacher (FEA 35 20)**

In schools of one to three teachers, one teacher may be appointed as head teacher. Responsibilities will be detailed and defined by the superintendent of schools in consultation with the school board.

## **1418, cont.**

### Suggested Head Teacher Responsibilities

1. In conjunction with other staff, to implement the administrative policies of the conference board of education and the operational policies of the local school board.
2. In counsel with other staff, to develop and maintain patterns of programming, such as coordinated class work, recreation schedules, dismissal procedures, joint field trips, annual student pictures, weeks of prayer, and other school-wide events.
3. To accept the responsibility of spiritual leadership of the school.
4. To represent the school as its official spokesperson.
5. In conjunction with the school board and staff, to develop a discipline policy for the school, and handle repetitive or major student infractions which may result in suspension. Individual teachers are encouraged to handle all ordinary or minor disciplinary infractions.
6. To submit all required reports e.g. board minutes and monthly financial statements to the local conference, union, and NAD offices of education.
7. To acquaint parents and constituents with the goals and the program of the school through periodic public reports.
8. To dialogue with parents of perspective students, acquainting them with the school facilities and its academic programs.
9. To serve as executive secretary of the school board, and in counsel with the chairperson, prepare the agenda for each meeting.
10. To acquaint parents and other patrons with policies and procedures relative to the operation of the school.
11. In consultation with the school board, to arrange for the preparation of the annual school handbook/bulletin and other interim school information publications.
12. To bring suggestions to the school board regarding needed equipment to enhance the school program.
13. To arrange regularly scheduled staff meetings and morning worship with other faculty.
14. To supervise staff in organizing and maintaining an accurate/efficient system for student records.
15. To supervise staff in planning for and sustaining adequate recreational supervision.
16. To support the Home and School Association and with his staff to participate in its program.
17. To request and send transfer records of students to and from other schools.
18. To monitor the maintenance of the school plant, grounds, equipment, supplies, and all school property for maximum efficiency and safety.
19. To promote Seventh-day Adventist Education

## **1420 Business Manager**

The principal acts as business manager unless otherwise specified by the board.

**1422 Assistant Business Manager**

The assistant business manager is accountable to the business manager in the detailed fiscal operation of the school.

**1424 Treasurer-Accountant**

The treasurer-accountant generally does not have managerial or discretionary responsibilities. As an accountant he records, classifies, and summarizes all business transactions of the organization. As a treasurer he receipts, disperses, and deposits for safekeeping all funds of the organization as directed by management.

**1430 Residence Hall Deans**

The residence hall dean is an administrative officer responsible for the residence hall and for providing guidance and counsel for students residing there.

**1432 Director of Health Services**

The director of health services is responsible for the organization of a student health care program in accordance with state regulations and operating board requirements. Complete health records including records of medical examinations must be maintained.

**1434 Director of Food Services**

The director of food services is the administrative employee responsible for the planning and preparation of nutritious and attractive meals. The director is responsible for the proper care of food service facilities and equipment and the management of personnel.

**1436 Industrial Superintendent or Manager**

Schools operating industries to provide vocational education and student labor are to employ management personnel as needed for the efficient operation of such industries. Industrial managers and assistants are to be selected on the basis of job training, experience, and their ability to manage personnel and business, as well as membership in the Seventh-day Adventist Church.

## **1438 Plant Maintenance Superintendent**

Custodial, grounds, and maintenance services shall be administered by qualified individuals who are members of the Seventh-day Adventist Church and have demonstrated ability to work with Christian young people.

### **1500-1599 Health and Safety**

## **1502 Student Health Program (FEA 40 10)**

A school health record is to be maintained in the cumulative record folder for each student. Each school is responsible for seeing that state requirements are met and that proper records are maintained. School personnel are not to assist in giving medication to students unless the parent requests such assistance in writing and a doctor provides written instructions.

1. The school health program shall provide for:
  - A. Annual vision and hearing screening
  - B. The care of emergency sickness and injury
  - C. The prevention and control of communicable diseases
  - D. Such other health programs as the state may require

2. Immunizations

Immunization requirements of the respective states apply to Seventh-day Adventist schools. Students are enrolled in the school only after proof of immunization is presented to the school office. The school shall be responsible for maintaining these records as long as the child remains in that school.

It is the responsibility of the principal to enforce these regulations and to ensure that an up-to-date record is maintained for each student. Immunization records shall be forwarded as requested regardless of the financial status of student.

3. Contagious Diseases

No child with an infectious or contagious disease is to be allowed to remain in school. The child should not be permitted to return to school until he has a medical release or until the school authorities are satisfied that he has recovered.

## 1502, cont.

### 4. Health Facilities and Services

Each school should make provision for students who become ill during the school day. This provision should include a bed or cot and blankets as well as adequate first aid supplies, all of which shall be placed in a supervised area.

### 5. First Aid Equipment

Each classroom should have access to a school first aid kit. When going on field trips or excursions, each group is required to carry a school first aid kit.

### 6. Administering Medications

Teachers should not diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement:

Any student who is required to take, during the regular school day, medication prescribed by a physician may be assisted by the school nurse or other designated school personnel if the school receives:

- A. A written statement from such physician detailing the time schedules, amount and method by which such medication is to be taken.
- B. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.

### 7. Blood Borne Pathogens (See Supplement E)

Every teacher and administrator shall be aware of and follow the procedures as outlined in the local conference policy regarding blood borne pathogens such as hepatitis and AIDS.

### 8. Sanitation

Particular care shall be taken to provide proper hygienic conditions in kitchens, dining rooms, laboratories, drinking fountains, toilets, locker rooms, lavatories and dormitories.

## 1520 Safety Provisions

**All schools must meet state and local laws and regulations which are designated for the safety of students and staff.**

Proper precautions shall be taken to safeguard students and employees from injuries in laboratories, shops, gymnasiums, stairways, and in all other areas of the plant where accidents

## **1520, cont.**

are likely to occur. All power machinery shall be equipped with protective guards and used only under appropriate supervision.

## **1530 Fire and Disaster Precautions**

Each school must meet state and local fire regulations.

1. An adequate number of fire extinguishers which are frequently and regularly inspected, shall be readily accessible throughout the buildings, and fire exits shall be clearly designated.
2. Fire and disaster drills shall be held in each school during the first two weeks of school and once a month thereafter.
  - A. Students should immediately go to a previously determined area. This area should be away from the space required for emergency vehicles.
  - B. Teachers are to:
    - 1) Take the class roster
    - 2) Check restrooms, gym, kitchen, etc.
    - 3) Follow the last pupil to the designated area and call roll
    - 4) Wait until the signal is given to return to the classroom
    - 5) Record each drill
3. For detailed instructions regarding fire protection in denominational buildings, consult North American Division *Working Policy* S 60 50 or your LCOE.
4. In dormitory situations, an adequate local-fire-department-approved fire alarm system shall be installed and maintained.

## **1540 Environmental Concerns (FEA 40 20)**

Each conference board of education, K-12 or academy board, will develop a procedure for monitoring compliance with the Environmental Protection Agency (EPA) laws and regulations related to protecting the environment and the health of students and teachers. In states with environmental policies that are different from federal laws, the state regulations must also be followed.

Asbestos inspections and management plans need to be kept current as per federal guidelines.

**1550 Insurance (FEA 40 25)**

Each conference and academy shall make provision for adequate student accident insurance coverage.

**1560 Child Abuse Policies (FEA 40 30)**

Each conference shall develop a process which complies with the public law for reporting child abuse. Teachers are legally required to report suspected cases of child abuse directly to the appropriate authorities.

**1570 Substance Abuse Policies**

Each school board, in cooperation with the administration and faculty, should develop clearly stated substance abuse policies and should provide drug preventive education.

**1580 Labor Laws in the United States (FEA 40 40)**

1. Administrative officers of educational institutions in the United States shall familiarize themselves with federal and state legal requirements concerning wages and hours, child labor, age certification, working conditions, labor records, and regulations for health, sanitation, and safety, for the purpose of bringing the institutions into full compliance with such requirements.
2. Administrators of institutions having industries engaged in interstate commerce shall familiarize themselves with all applicable federal and state regulations.
3. Questions concerning the broad application, the general interpretation, establishment of programs, standards, and policies of the above laws as pertaining to Seventh-day Adventist institutions, shall be taken up with the national office of the Department of Labor through the Office of Education of the North American Division. Items concerning specific information and details of day-to-day operations, such as eligibility, number of permits allowed, working conditions, etc., are to be obtained from the regional offices of the Department of Labor.
4. School administrators shall keep themselves informed with respect to new labor legislation and its application as it is enacted.

## 1600-1699 Tours and Off-Campus Activities

### **1602 Off-campus Tours and Activities, K-12**

All trips and activities should be planned in harmony with denominational standards with regard to dress, diet, social behavior, adequate chaperonage and supervision including appropriate employee representation.

Trips are to be financed in such a way that all members of an organization can participate without financial embarrassment. Fund-raising programs to finance such trips should be conducted in harmony with approved church standards.

All off-campus tours and activities are to be planned, organized and conducted so as to ensure the health and safety of students. Each tour and activity is to be approved by the school administrator and the appropriate board(s) as specified for the type of tour or activity as follows:

1. One day off-campus field trips and activities (see Section 1604).
2. Intra-conference overnight tours and activities (see Section 1606).
3. Out-of-conference overnight tours within Southwestern Union Conference (see Section 1608).
4. Out-of-union tours and activities (see Section 1610).
5. Grades K-8 class trips or educational tours shall be limited to within the Union Conference or a state adjoining their individual conference.

### **1604 One Day Off-Campus Field Trips and Activities**

#### 1. Definition

A one day off-campus field trip or activity is one which is limited to one day or portion of a day and may include travel outside of the conference boundaries but does not require overnight accommodations.

#### 2. Preliminary Planning

Proposed plans for a one day off-campus field trip or activity are to be approved by the school administrator (school board chairman if there is no principal) prior to discussing the plans with the students.

## **1604, cont.**

### **3. Authorization**

Plans submitted for approval are to include details which support compliance with the following areas:

- A. Purpose of field trip or activity
- B. Transportation arrangement (see Section 1618)
- C. Insurance coverage of vehicles and students (see Sections 1620, 1622, 2094)
- D. Safety requirements
- E. Parental approval
- F. Supervision arrangements

## **1606 Intra-Conference Overnight Tours and Activities**

### **1. Definition**

An intra-conference overnight tour or activity is one that is within the conference boundaries that extends beyond one day and involves overnight accommodations for one or more nights.

### **2. Preliminary Planning**

Proposed plans for an overnight tour or activity are to be discussed with the school administrator (school board chairman if there is no principal) prior to discussing the plans with students.

### **3. Authorization**

Proposed plans for an intra-conference overnight off-campus tour or activity are to be approved by the school administrator and the school board.

Plans submitted for approval are to include details that support compliance with each of the following:

- A. Purpose of tour or activity
- B. Itinerary
- C. The number of school days (see Section 1616)
- D. Transportation arrangements (see Section 1618)
- E. Insurance coverage for vehicles and students (see Section 1620, 1622, 2094)
- F. Safety requirements (see Section 1622, 1624)
- G. Supervision arrangements
- H. Housing plans
- I. Parental approval

## **1608 Out-of-Conference Tours and Activities**

### **1. Definition**

An out-of-conference tour or activity is one which involves travel within the Southwestern Union but outside the conference boundaries in which the school is located and may or may not involve overnight accommodations.

### **2. Preliminary Planning**

Proposed plans for an out-of-conference overnight tour or activity are to be discussed with the school administrator (the school board chairman, if there is no principal) prior to discussing the plans with students.

### **3. Authorization**

Proposed plans for an out-of-conference overnight tour are to be approved by:

- A. The school administrator
- B. The school board
- C. Local conference office of education

Plans submitted for approval are to include details which support compliance with each of the following:

- A. Purpose of tour or activity
- B. Itinerary
- C. The number of school days (see Section 1616)
- D. Transportation arrangements (see Section 1618)
- E. Insurance coverage of vehicles and students (see Section 1620, 1622, 2094)
- F. Safety requirements (see Sections 1622 and 1624)
- G. Supervision arrangements
- H. Housing plans if the tour or activity requires overnight accommodations
- I. Parental approval

## **1610 Out-of-Union Tours and Activities**

### **1. Definition**

An out-of-union tour or activity is one that has as its purpose mission outreach, educational enrichment, or recreation and involves travel outside the boundaries of the Southwestern Union Conference, and may or may not involve overnight accommodations. Grade K-8 tours are limited to within the union or a state adjoining the individual conference. Exceptions to this policy may be voted by the local conference executive committee, or K-12 Board of Education.

## **1610, cont.**

### **2. Preliminary Planning**

Proposed plans for an out-of-union tour or activity are to be discussed with the school administrator (school board chairman, if there is no principal) prior to discussing plans with students.

### **3. Authorization**

Proposed plans for an out-of-union overnight tour or activity are to receive approval by:

- A. The school administrator
- B. The school board
- C. The conference board of education

Plans submitted for approval are to include details which support compliance with each of the following:

- A. Purpose of the tour or activity  
(A tour that has as its purpose a special mission project is to include information on the purpose of the activity, those who are to be involved, and the financing plan. The group is to be completely self-sustaining while at the location of the mission project.)
- B. Itinerary
- C. The number of school days (see Section 1616)
- D. Transportation arrangements (see Section 1618)
- E. Insurance coverage of vehicles and students (see Section 1620, 1622, 2094)
- F. Safety requirements (see Sections 1622 and 1624)
- G. Supervision arrangements
- H. Housing plans if the tour or activity required overnight accommodations
- I. Parental approval

## **1614 Tours Outside the North American Division (FEB 05 40)**

*Out of division trips sponsored by Seventh-day Adventist educational institutions or organizations shall be coordinated through the North American Division Office of the Secretariat. All processing of out of division trips request forms shall occur in close cooperation with the North American Division Office of Education.*

*Tours that need to be coordinated include the following:*

- 1. Trips organized by secondary schools, colleges, and universities including mission trips.*
- 2. Trips of school organizations at the secondary or tertiary level which have received an official invitation from an out of division denominational, cultural, or government organization.*

**1614, cont.**

*All trips that leave the North American Division must have prior approval by the respective institutional or organizational board or committee and, if required by conference or union policy, the approval of the higher organization's board or committee.*

*Out of Division Trips Forms shall be received by the North American Division Office of the Secretariat no later than sixty (60) days prior to the date of the trip.*

*The following trip information is required to be submitted on the out of division trips form (found at [www.nadeducation.org/trips](http://www.nadeducation.org/trips)).*

- 1. Name of sponsoring organization.*
- 2. Name of the governing board or committee that has approved the trip and the approval date.*
- 3. Full detailed itinerary including name of the trip, schedule of the dates, and locations.*
- 4. Name of the trip director(s).*
- 5. List of Seventh-day Adventist churches and/or institutions to be visited, if any.*
- 6. A copy of the latest United States State Department Consular Information Sheet form (<http://travel.state.gov/travel>) including any warnings. This is to be reviewed within forty-eight (48) hours prior to leaving on the trip.*
- 7. If this is a mission trip, provide a description of the materials needed and the method to provide these materials.*
- 8. A list of needed vaccines, immunizations or inoculations needed for travel to the area(s) on the itinerary and the date(s) to be given to all participants.*
- 9. A copy of the trip permission sheet is to be signed by all parents of minor children.*
- 10. A completed and signed volunteer information form for all adult participants, who are not employed by the school or a denominational organization and verification that the organization has conducted an appropriate personal background/reference screening of the individual.*

*Upon receipt of the Out of Division Trips Form, the North American Division Office of the Secretariat shall inform the General Conference Department of Education, who in turn shall communicate with the Director of Education of the division to be visited. All detailed arrangements are to be made by the sponsoring organization with those in the area to be visited.*

*The trip participants shall be informed about the responsibility to uphold Church standards at all times in conduct, Sabbath observance, dress, etc. The political sensitivity of the area to be visited shall be considered at all times, and great caution shall be exercised to not disparage the host country or peoples in reporting about the trip.*

*Groups and individuals shall be advised of their personal responsibility for the expenses incurred while visiting denominational institutions and/or personnel. Groups shall not expect denominational institutions or organizations to provide food or entertainment gratis.*

## **1614, cont.**

*Trip directors must ensure that individual participants are provided adequate travel insurance for bodily injury and medical expenses caused by an accident, or sickness, and provisions for emergency extraction of individuals, if needed. Trip directors shall carefully review any student accident insurance plans to determine if travel outside of the home country is included under the terms of their policy.*

*All trips must have general liability coverage to protect the denomination from liability risks. All travel agent/agency agreements shall be reviewed by legal counsel to minimize the potential of financial loss in the event the trip is canceled due to the negligence of fraudulent actions of the travel agent or agency.*

*Participants will be asked to sign an acknowledgement of risk and code of conduct statement.*

## **1615 Mission Trips**

Mission trips which are sponsored by an educational institution shall meet the Out of Union Tour (1610) requirements and the Tours Outside the North American Division (1614) requirements if the trip is outside of the United States.

## **1616 Number of School Days for Off-campus Tours and Activities**

The number of days (school days, weekends, regularly scheduled vacation days) authorized for off-campus tours and activities is identified according to the following types of tour or activity. Each tour or activity is to be approved by the school administrator and the appropriate board(s) as specified for the type of tour or activity. Any exceptions to this policy must be approved by the conference K-12 board.

### **1. Class, club and student association activities**

Class activity days such as senior class trips, class or club picnics, student association activities and other special class or club activities are to be limited to a maximum of two school days per year.

A class, club, or student association activity may be extended to include the weekend or regularly scheduled vacation day(s) in addition to the two school days.

### **2. Course-related and promotional groups**

Course-related and promotional groups include such groups as, but not limited to, music organizations and gymnastic teams.

## **1616, cont.**

The approved tour is not to exceed three school days for any one tour or a total of five school days during a school year for any one organization.

Additional days which involve a weekend or regularly scheduled vacation day(s) may be granted in addition to the five school days.

3. Outdoor and extended campus educational activities and mission outreach projects

These activities include curriculum enrichment activities such as modern language class tours, history class tours, outdoor education, and mission projects.

The approved tour or activity is not to exceed five school days during a school year for any one grade, class, or organization. Additional days which involve weekend day(s) or regularly scheduled vacation day(s) may be granted in addition to the five school days.

## **1618 Transportation of Students for Off-Campus Activities and Tours**

1. Ground transportation

Where possible, transportation of students for an off-campus tour or activity is to be in a bus. When a bus is not available, students may be transported in a private vehicle which meets the requirements of the vehicle code of the state in which the school is located. Each vehicle is to have at least one adult authorized by the school administration as the driver.

2. Air or water transportation

Air travel is to be only by commercial airlines. Arrangements for transportation of students by air or water for all off-campus tours or activities are to be approved by the local school board.

## **1620 Insurance Coverage for Vehicles, Off-Campus Tours and Activities**

1. Employee-owned vehicles

Employee-owned vehicles used for off-campus activities and tours are required to carry automobile insurance coverage as established by the conference board of education.

2. Institution-owned vehicles

All vehicles including those operated by the churches and schools should be registered in the name of the conference and association and insured under a policy with an automobile

**1620, cont.**

fleet endorsement or equivalent attached. A non-ownership liability endorsement should also be attached to the above policy.

3. Private-owned vehicles – non-employee

Private owned vehicles of non-employees used for off-campus activities and tours are required to carry the level of coverage established by the conference K-12 board of education. See 2094

4. Travel in Mexico

Each vehicle used for transportation of students in Mexico is to have Mexican insurance coverage for:

- A. Bodily injury and property damage liability
- B. Medical payments

**1622 Insurance Coverage for Students – Off-Campus Tours and Activities**

Each student participating in an off-campus tour or activity is to be covered with student accident insurance. Special coverage for activities not included in the student accident insurance is to be obtained.

**1624 Safety of Students – Off-Campus Tours and Activities**

Care for the safety of students for off-campus activities shall include:

1. Supervision

Each off-campus activity and tour is to be planned, organized, and conducted so as to ensure the health and safety of students. A reasonable number of adult sponsors is to be provided for an off-campus tour or activity based on the policy adopted by the conference K-12 board of education.

2. Parental consent

The conference board of education is to establish a policy regarding parental consent for a student to participate in off-campus tours and activities.

**1624, cont.**

3. Operation of vehicles

A bus driver is to have a valid CDL (commercial driver's license) with proper endorsements in harmony with state and federal code and to observe all state regulations pertaining to the safe operation of vehicles. A vehicle used for the transportation of students must meet state and denominational regulations for maintenance and operation. The minimum age for drivers shall be 21. See 1625

4. First aid kit

A first aid kit which meets state regulations must be immediately available at all times during the tour or activity.

5. Consent to Treat

Standard Consent to Treat forms for all student participants should be carried with each touring group.

**1625 Church, Camp, and School Bus Safety and Operations (S 60 31)**

1. The definition of church, camp, and school buses includes all vehicles designed for carrying more than ten persons including the driver.
2. Buses shall be used only for official activities of the Seventh-day Adventist Church and shall not be loaned, leased, or rented to individuals or nondenominational organizations.
3. Pre-1977 buses shall not be purchased or otherwise obtained.
4. Each bus shall be systematically inspected and shall adhere to a regular maintenance schedule with all chassis, suspension, steering, and brake work to be done by certified mechanics. A copy of the maintenance schedule and all other written records of maintenance shall be kept current and available for review.
5. Each driver shall be properly licensed to drive the vehicle and shall have fulfilled prescribed hours of training as required by local law. The minimum age for drivers shall be 21.
6. Prior to driving, the motor vehicle record of each driver shall be obtained from state records and reviewed. Each driver shall have an acceptable driving record during the previous three years with not more than two traffic citations and no at-fault accidents while driving any vehicle. When a driver does not meet the above driving standard, he/she shall not be assigned to or retained for a driving position.

**1625, cont.**

7. Before operating the bus, the driver shall ensure that the bus is in safe mechanical condition, is equipped as required by law, and that all equipment is in good order. If immediate repairs cannot be accomplished, substitute transportation shall be arranged.
8. Buses shall not carry more than the official-rated load capacity.

**1700-1799 Miscellaneous Administrative Policies**

**1710 Admittance of Non Adventists (FEA 45 10)**

The mission of Seventh-day Adventist education is twofold: to give Seventh-day Adventist youth the opportunity to have a formal education and also learn spiritual concepts to provide life patterns for their Christian lifestyles. The school must also recognize its mission to serve the church as a community outreach tool.

In its outreach ministry Seventh-day Adventist schools may enroll non-Seventh-day Adventist youth, but the curriculum must be designed to fit the criteria as designed by the K-12 Board of Education.

The following criteria must be considered:

1. Preparation of the teacher(s) to relate to non-Adventist students
2. Orientation of church members, parents and students to their role as Christian witnesses
3. Orientation of parents of prospective students to the goals and objectives of SDA education
4. Regular pastor/teacher visits to students' homes
5. The SDA curriculum and school standards shall be maintained
6. Character and scholastic ability should be considered before the student is accepted into the program
7. An annual review of the entire program should be made by the local school board to determine whether the school is fulfilling its purpose.

## **1720 Dress Standards**

Dress standards are to be set by the local school board and the school staff to meet the guidelines of denominational standards. Dress is to be appropriate for the occasion and give evidence of concern for health, cleanliness, modesty, and good taste. It is the responsibility of all staff members to uphold the dress standards in their own dress and to require the students to meet all standards.

## **1732 Right of Privacy (FEA 45 15)**

*Student records should contain only the factual information necessary for the process of education. Cumulative folders must be available for review by a student and his parents if the student is under 18 years of age, but must not be accessible to unauthorized individuals. Copies of records should be available at a nominal charge. See 2410.*

*Official records will be forwarded to another school system or prospective employer only at the written request of the student or his/her parents if the student is under 18 years of age.*

*Records pertaining to a student's mental health, containing entries made under the direction of the student's physician should be kept separate from academic records. These records should be released only at the student's or the parent's request if the student is under 18 years of age.*

## **1733 Disciplinary Authority (FEA 45 20)**

*Discipline should be designed to be redemptive, remedial, and corrective rather than punitive. Corporal punishment is not appropriate in Seventh-day Adventist schools. See 3618.*

*The purpose of citizenship development is to learn how to relate in an acceptable manner to others in society and to prepare for life in this world and the world to come. The principal and school board are responsible for establishing disciplinary procedures in consultation with parents and teachers. All members of the school staff share in the responsibility for supervision of student conduct. Minor irregularities are handled by the individual staff members. Repeated offenses or major infractions of school rules are to be handled by the principal, the school government committee, or the board.*

## **1735 Recreation Periods**

The teacher(s) should plan and supervise the recreation period, uniting with the students in their games and pursuits. Games of rough or sensual character, games that tend to arouse resentment or anger or that lead to dishonesty or that require the use of combative equipment or attitudes are not to be permitted.

#### **1740 Church Education Secretary (FEA 30 45)**

Each church should appoint an individual to serve as education secretary. Where there is a Home and School Association, the education secretary shall be a member of its executive committee and shall carry out his duties in cooperation with the association. The duties of the education secretary shall include:

1. Contacting all Seventh-day Adventist homes where there are school-age children or young people to encourage attendance at the local church school or at a Seventh-day Adventist secondary school, college, or university, suggesting solutions to possible problems.
2. Contacting members who have no school-age children, encouraging them to provide financial aid to needy Seventh-day Adventist students.
3. Maintaining contact with students of the church who are in attendance at Seventh-day Adventist schools away from the home church.
4. Providing opportunity for all students to participate in the program of the church.
5. Developing a well-rounded and interesting program to provide spiritual and recreational activities for students attending non-Seventh-day Adventist schools.
6. Helping students attending non-Seventh-day Adventist schools to find the best possible way of witnessing to their companions and teachers.
7. Making every reasonable effort, in areas where church schools are not available, to encourage the church to provide Seventh-day Adventist education.
8. Maintaining a current census of all the children and youth in the church.

It is recommended that the church education secretary serve in an advisory capacity to the local church board and the school board.

#### **1750 Home and School Association (FEA 30 40)**

The Home and School Association is an organization designed to unite the home and school in endeavors to provide Christian education for the children of the church. An active Home and School Association should be maintained by the parents and teachers of the community for the purpose of advancing the cause of Christian education in the home and school.

#### **1752 Purpose of the Home and School Association**

The purpose of the Association is twofold: 1) to help parents better understand Christian education and in this way; 2) to unite the home, the school, and the church in their endeavors to

### **1752, cont.**

provide a Christian education for their children. The responsibilities of the Home and School Association are:

1. To conduct periodic meetings for parents, teachers, and all church members.
2. To maintain an instructional library for parents.
3. To provide opportunity for parents to learn how to establish an atmosphere of love in their homes where Seventh-day Adventist Christian values and discipline can be instilled in their children through Bible study, prayer, family worship, and the example of the parents.
4. To educate parents to understand the process of developing the whole child – “the harmonious development of the physical, the mental and the spiritual powers.” *Education*, p. 13
5. To work toward the goal of enrolling every child of the church in the church school.
6. To provide an opportunity for parents and teachers to develop positive relationships as they work for the children.
7. To strengthen the relationship between the home and the school by having:
  - A. Frequent communication activities between home and school.
  - B. Parents visit the school.
  - C. Teachers visit the home of pupils.
  - D. Room mothers and fathers.
  - E. Volunteers serve the school.

### **1754 Membership of the Home and School Association**

Members of the church(es) and patrons of the school are members of the association.

### **1760 Officers of the Home and School Association**

The officers of this association, who shall be Seventh-day Adventist church members, shall consist of a leader, an assistant leader, a secretary-treasurer, an assistant secretary-treasurer, and other officers as may be needed.

**Leader and Assistant Leader** – The leader of the Home and School Association should be a person with experience and success in educating children, one whose mind is open to new ideas, who can teach, and who believes in the importance of Christian education.

## **1760, cont.**

Secretary-Treasurer – The secretary-treasurer is to keep the records of the association. Association funds must be deposited with the school treasurer and kept in a separate account.

## **1762 Home and School Programs**

Programs should be interesting, instructive, and central to the needs of the school, the children, and homes. Programs may include short talks followed by questions or discussions, skits, panels, round-table discussions, etc.

Programs may also include classes in child development and parenting skills.

## **1766 Home and School Committees**

Committees for Home and School Associations may include:

### **1. Program Committee**

The duties of the program committee shall be to schedule regular meetings and plan programs. Programs should always convey the meaning of Christian education.

### **2. Marketing Committee**

The marketing committee shall encourage the attendance of the members at appointed meetings and seek to enroll all eligible children in church schools, elementary or higher.

### **3. Equipment Committee**

The duties of the equipment committee shall be to study ways and means to provide school equipment.

## **1800-1899 Promotion and Marketing**

### **1810 Recruitment**

Christian schools have been established to serve the entire church, and the goal is that every Seventh-day Adventist child be enrolled in a Seventh-day Adventist school.

1. Each school should have a strong recruitment program with all teachers and pastors participating.

### **1810, cont.**

2. Pastors should present to their congregations the duty of parents and non-parents to support Christian education.
3. Every Seventh-day Adventist home having children of school age should be visited each year by the teacher, an academy representative, the pastor and/or other workers in an endeavor to enroll every young person in an Adventist school.
4. Provision should be made to have all Seventh-day Adventist students attend an Adventist school regardless of their financial ability.

### **1820 School Bulletin**

The school bulletin describes the organization of the school, the services it offers, and student regulations. The following are suggestive guidelines:

1. Calendar of events for the school year
2. Statements of accreditation
3. Names of board members and officers
4. Names of faculty and staff
5. Names of faculty committees
6. Philosophy and objectives
7. Description of the curriculum
8. Course descriptions
9. Requirements for entrance and graduation
10. Definition of the unit of scholastic credit
11. Description of the system of grading
12. School regulations
13. Financial information (See 2410)
14. Description of the school plant, including the facilities for housing students
15. Non-discrimination statement (required)
16. Mission statement
17. Disciplinary procedures, including right of appeal
18. Cell phone/beeper/electronic communication device policy
19. Nonpublished policies that are enacted during the school year are binding
20. Dress code
21. Medication policy
22. Consent to treat
23. Insurance coverage
24. Campus visitation policy
25. Transportation by non-school vehicles
26. Qualifications to hold campus office
27. Sports policy, if applicable
28. Immunizations

**1820, cont.**

29. Campus club/activities
30. Items not appropriate to bring to school
31. Sexual misconduct policy
32. Directions/map
33. Asbestos notification
34. Lead contamination
35. Website address
36. Graduation requirements

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## **2001-2999 Finances**

### **2000-2099 Financial Controls and Budgets**

#### **2010 Budget and Operating Policies**

The management of schools receiving union or local conference subsidy shall prepare operating and capital improvement budgets for approval by their boards.

Provision shall be made by the board to adjust a school's operating budget following registration to meet income changes resulting from an enrollment increase or decrease.

Budget control shall be the responsibility of the school treasurer working under the direction of the principal, business manager, and/or school board.

#### **2022 Finance Control**

##### **1. Elementary Schools and Junior Academies**

The conference treasurer and superintendent of schools shall work together in preparing the budget for the educational work in the conference. The superintendent of schools shall administer the budget after it is approved by the conference executive committee.

The office of the treasurer will review all medical and education items that are presented for payment to determine if such items are within policy and have supporting actions.

It is the superintendent's responsibility to assist local schools in preparing balanced budgets.

##### **2. Senior Academies**

The board chairman or his designee should be the chairman of the academy finance committee. The committee should meet regularly throughout the school year.

#### **2026 Elementary and Junior Academy Conference Assessment**

In harmony with the North American Division recommendations, elementary and junior academy teachers will be included on the monthly conference payroll. The local school will be charged an assessment for each conference-employed teacher in that school.

Instruction should be given by the conference to the school covering the following points:

##### **1. The exact amount due from each school each month.**

**2026, cont.**

2. The monthly date when the church school remittance is due at the conference office.
3. Any discounts available for prompt payment.
4. Any penalties assessed for delinquent payments.

The conference treasurer and superintendent of schools shall monitor monthly remittances from local schools to assist them in making timely payment.

**2028 Registration Fees**

It is recommended that registration fees be charged each student. Areas to be cared for by the registration fee may include the following:

Library-Media Items	Art Supplies	Physical Education Supplies
Standardized Testing	Yearbook	Computer Software
Student Insurance	Textbooks	Lab Fees

**2030 Junior Academy Library Subsidy**

Funds are available each year to authorized junior academies which have spent a minimum of \$800 on books, periodicals and software but not library equipment, furniture or salaries.

The funds come from the following sources:

1. The junior academy and supporting church(es) appropriate \$400.
2. The local conference appropriates \$200.
3. The Union appropriates \$200 after the above funds have been provided.

To obtain library funds the following steps shall be taken:

1. By February 1, junior academies will submit to the conference office of education supporting information that \$800 has been spent.
2. By March 1, the conference office of education will submit to the Union office supporting documents of conference participation.

### **2031 Junior Academy Science Subsidy**

Funds are available each year to authorized junior academies which have spent a minimum of \$800 on science equipment and supplies.

The funds come from the following sources:

1. The junior academy and supporting church(es) appropriate \$400.
2. The local conference appropriates \$200.
3. The union appropriates \$200 after the above funds have been provided.

To obtain science funds the following steps shall be taken:

1. By February 1, junior academies will submit to the conference office of education supporting information that \$800 has been spent.
2. By March, the conference office of education will submit to the Union office supporting documents of conference participation.

### **2034 Senior Academy Library Subsidy**

Funds are available each year to senior academies which have spent a minimum of \$2,400.00 on books, periodicals, and software but not library equipment, furniture or salaries.

The funds come from the following sources:

1. The senior academy appropriates \$800.
2. The local conference appropriates \$800.
3. The Union appropriates \$800 after the above funds have been provided.

To obtain library funds the following steps shall be taken:

1. By February 1, senior academies will submit to the conference office of education supporting information that \$2,400.00 has been spent.
2. By March 1, the conference office of education will submit to the Union office supporting documents of conference participation.

### **2036 Senior Academy Science Subsidy**

Funds are available each year to authorized senior academies which have spent a minimum of \$1,500.00 on new equipment:

1. The funds come from the following sources:
  - A. The senior academy and supporting church (es) appropriate \$500.
  - B. The local conference appropriates \$500.
  - C. The Union appropriates \$500 after the above funds have been provided.
2. To obtain science funds the following steps shall be taken:
  - A. By February 1, senior academies will submit to the conference office of education supporting information that \$1,500.00 has been spent.
  - B. By March 1, the conference office of education will submit to the Union office supporting documents of conference participation.

### **2040 New School Matching Fund**

When a new school with conference employed teachers is opened (schools which have not been in operation for at least five years) the superintendent of schools is responsible to provide \$750 worth of basic learning materials.

1. The funds are to come from the following sources:
  - A. The school and/or supporting churches - \$250.
  - B. The local conference - \$250.
  - C. The Union will appropriate \$250 after the above funds have been provided.
2. The request for these funds must be received by the Union Office of Education from the superintendent of schools by November 1 of the year the school begins operation.

### **2060 Monthly Financial Statements**

The principals and/or treasurers of all schools shall issue regular monthly financial statements.

## **2064 Academy Accounting Manual**

The secondary school accounting manual prepared by the General Conference will serve as the guidelines for accounting procedures in all senior academies.

## **2070 Closing of Accounting Books**

All schools in the Southwestern Union Conference shall close accounting books on June 30. Academy treasurers are requested to remain at their posts until the books are closed.

## **2074 Accounts Receivable**

The amount of the student accounts receivable allowed to stand in the balance sheet at the end of the year should not exceed 10% of the total student charges for the year, and the remaining amount should be set up as a reserve for doubtful accounts.

## **2080 Banking of Funds**

All organizations shall promptly deposit all funds received into school-approved bank accounts.

## **2084 Government Funds (FL 01 10)**

### **1. Guidelines for Acceptance**

- A. The Seventh-day Adventist Church holds that religious liberty is best achieved, guaranteed and preserved when church and government respect each other's proper areas of activity and concern.
- B. *Some services provided by the Church and by the government may overlap. In some instances it is proper that the church institutions receive remuneration from the government. The Church and its institutions may also accept from the government certain limited benefits, such as tax exemption and police and fire protection.*
- C. *The Bible contains examples of gifts from government to religious enterprise. The Seventh-day Adventist church has benefited in many countries from the acceptance of various forms of government aid. It is also recognized that pitfalls do exist. Though the Bible does not specifically prohibit the acceptance of gifts from the government, such aid should be shunned when its acceptance would violate applicable law, would lead to excessive control by or entanglement with the government, would lead to dependence on the government, or in any other way would compromise the integrity of the Church or reduce its ability to design programs and curricula to fulfill its gospel commission.*

## 2084, cont.

- D. *The Church recognizes that individual members may receive assistance from government program flowing directly to the benefit of parent or child. Church institutions may properly receive these funds. Programs that require cooperation between the government and the Church or church institution must not contradict provisions as outlined in this section.*
- E. *Limited gifts of land, property, or equipment, and government grants in support of operations research, maintenance, capital improvements or services may be received only when the spirit, intent and provisions of the above policy have been complied with fully.*

### 2. Review Process (FL 01 15)

*The Seventh-day Adventist Church and its institutions must diligently safeguard and persistently support the principles of “Free Exercise” and “No Establishment” of religion. Prior to a local conference or institution applying for or benefiting from any new government programs not specifically covered under policies outlined in this section, the enabling legislative provisions, along with the institution’s application, shall be submitted and processed in harmony with the following guidelines:*

- A. *The program shall be evaluated and approved by the Union Conference Office of Education and then submitted to the North American Division Public Affairs and Religious Liberty Committee (NADPARL) for review and approval or rejection.*
- B. *The review and approval process by the North American Division PARL Committee shall be accomplished within sixty (60) days after receiving the request.*
- C. *The North American Division Committee (NADCOM) may review any requests submitted to the NAD PARL Committee.*

## 2090 School Insurance Policy

In order to properly safeguard the denominational investment in educational institutions against loss through fire, and in order to protect against claims due to accidents which may occur on the school premises, and in order to provide a measure of financial protection for employees and students, the following policies are to be followed:

1. Each school shall annually review its fire insurance to guarantee against over or under insuring.
2. Where blanket insurance is carried, each school shall prepare a plot design of its property designating each building. This will ensure that no buildings are left off the insurance list and that proper identification can be made when necessary.

**2090, cont.**

3. Schools shall provide adequate student accident insurance for all students enrolled and provide proof of such to the conference office of education.
4. Workmen's compensation insurance shall be carried for all employees.
5. General liability insurance shall be carried in amounts recommended by Adventist Risk Management. Catastrophic loss should be considered.
6. Employer's liability insurance shall be carried on all employees, including teachers and students.
7. In an endeavor to keep the premium at a minimum on all forms of insurance, a safety program shall be inaugurated and maintained which has for its objective the elimination of the cause and source of accidents and fires.

**2094 Auto Insurance (Y 29 15)**

Employees claiming denominational automobile insurance assistance shall carry insurance coverage meeting the requirements of North American Division *Working Policy* (Y 29 15).

Vehicles used for transporting students shall carry insurance coverage as outlined in the NAD *Working Policy*.

Evidence of insurance shall be kept on file by the denominational entity concerned. See 1620.

**2100-2199 Construction of Buildings, Financial Support**

**2110 Approval of Building Projects (S 05 42)**

All school building and construction projects need to follow the guidelines as established by the local conference, Southwestern Union Conference, and the North American Division.

**2114 Building in Stages (S 05 42)**

*For explanation see NAD Working Policy.*

**2116 Borrowing (S 05 41)**

*For explanation see NAD Working Policy*

## **2118 Building Estimates**

Only reliable estimates from experienced builders and contractors concerning contemplated building and improvement projects shall be submitted by the local board for the approval of conference, Union and Division committees as per policy.

## **2120 Depreciation of Fixed Assets (S 70 05)**

For details describing depreciation of fixed assets see General Conference Accounting Manual or NAD Working Policy.

### **2400-2499 Student Finances**

## **2402 Student Tithe (V 05 25)**

Students are encouraged to pay a faithful tithe.

## **2404 Student Wage Rates**

All student wages, hours, and working conditions are to be in compliance with the regulations of state and federal laws.

## **2408 Student Activity Funds in Academies**

All student activity funds are to be handled through the business office. This includes all funds earned by programs and student activities. The school administration should provide for the auditing of the funds of all student organizations.

## **2410 Transcript Release**

Official transcripts will be released only when satisfactory financial arrangements are made. **A statement of this policy must be published in the school bulletin.**

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## **3000-3599 Employment Policies**

### **Chapter 1 – Employment Philosophy**

#### **3010 Employment Philosophy for Seventh-day Adventist Educational Institutions in the Southwestern Union (FEA 05 30)**

*For Seventh-day Adventists the free exercise of religion includes the right to operate educational institutions that are distinctively Seventh-day Adventist. The creation and maintenance of such institutions require that they be staffed only by those individuals who are in complete harmony with the beliefs and practices of the Church. Hence, in the employment of personnel for its educational institutions, one of the occupational qualifications for any position is that the individual must be a Seventh-day Adventist, committed to the program of the Church.*

*School boards shall, officially and in practice, abide by the following policies relating to employment:*

- A. Equal employment opportunities shall be afforded to all on the basis of qualifications, without regard to race, color, gender, national origin, ancestry, physical handicap, or age, height, weight, marital status (single or married) or prior military service.*
- B. Inasmuch as the personal life and the professional identity of an individual are inseparable, all employees are expected to conform to the standards of conduct that are in harmony with Seventh-day Adventist principles.*

Seventh-day Adventist education institutions also comply with applicable state laws and local ordinances regarding non-discrimination.

### **Chapter 2 – Certificated Instructional Personnel**

#### **3110 Definition of Instructional Personnel (FEA 35 25)**

Instructional personnel are those persons employed as administrators/classroom teachers in kindergarten through grade 12. They are to be members of the Seventh-day Adventist Church and exemplify standards of Christian conduct. (See 3610, 3612)

Instructional personnel are to:

1. Maintain a valid denominational certificate applicable to the position held.
2. Give evidence of physical and mental health which qualifies them to instruct and/or associate with children and young people.

**3110, cont.**

3. Maintain membership in a constituent Seventh-day Adventist Church

**3112 Certificated Instructional Personnel**

Definition—Certificated instructional personnel include the following:

- A. Classroom teachers
- B. Administrative personnel who have responsibility for the instructional programs
- C. Other personnel who perform related support services
  - 1) Librarian or media center coordinator
  - 2) Guidance and counseling personnel
  - 3) Coordinator of work-experience education

**3114 Employment of Instructional Personnel**

The conference K-12 board of education derives its employment authority from the conference Executive Committee. To ensure the effective and orderly operation of the schools within the conference, the conference K-12 board of education delegates certain functions to school boards.

However, because of legal obligations to protect both students and school assets, the hiring of all instructional personnel in Seventh-day Adventist schools in the Southwestern Union Conference shall be supervised by the conference office of education. All instructional personnel are subject to thorough background checks, including, but not limited to, criminal background checks. All instructional K-10 personnel shall have their payroll services provided by the local conference treasury department.

Individuals given a conditional offer of employment in an instructional classified position must sign an appropriate “Employee Inquiry Release” giving unqualified consent to and be subject to a background check. Results of that check must be satisfactory to the employing organization in order for the individual to be eligible for employment.

1. Employer

The employment relationship, including but not limited to the assignment, transfer, retirement, termination, or non-renewal of educational personnel, shall be by the authority of the conference K-12 board of education in consultation with the local school board.

## 3114, cont.

### 2. Employment Agreements

- A. Employment agreements will be offered by the employing organization, to all employees. As defined in 3116.
- B. Before an employee begins employment, the employment agreement must be signed and returned to the superintendent of schools or senior academy principal in harmony with provisions indicated on the document.

Failure to return the agreement within 30 days of issuance indicates that the individual has declined employment and may not be entitled to any benefits or rights as conferred by the conference board of education, K-12, including termination pay.

- C. Conferences not using employment agreements will offer all education personnel an at-will employment as voted by that conference's executive committee.

### 3. Conditions of Employment

A condition of employment requires membership in the Seventh-day Adventist Church. As a minister of education the employee must practice, believe, and embrace wholeheartedly and consistently the ideals of the Seventh-day Adventist Church and support those beliefs in his personal conduct and lifestyle. The practice of tithing as outlined in the *North American Division Working Policy* is an express condition of employment in schools of the Southwestern Union Conference. Employees' tithing practices are subject to annual review.

### 4. Term of Employment Agreement

An employee's intern or regular appointment, as defined in 3116, shall be under an employment agreement requiring either a 10- or 12-month assignment. A probationary employee is employed at-will and can resign or be terminated without notice or requirement of cause.

### 5. Physical Examinations

- A. Individuals given a conditional offer of employment may be required to submit to a medical examination by either a physician chosen by the employing organization or a physician chosen by the applicant. Refusal to submit to a medical examination following receipt of a conditional job offer will make the applicant ineligible for employment. The results of the medical examination will be considered by the employing organization in compliance with applicable laws. Applicants may not be confirmed for employment or commence work until completion of an examination if required by the employing organization.

### **3114, cont.**

- B. Employees may be requested to submit to a job-related medical examination during their employment by a physician selected by the employing organization or the employee. Individuals who refuse to submit to a job-related medical examination which is justified by business necessity may be ineligible for further employment. The results of a job-related medical examination will be considered by the employing organization in compliance with applicable laws.

#### **6. Health Records**

- A. The records of medical examinations for applicants and employees will be maintained by the employing organization as confidential medical records separate from employee personnel or service records. Access to such records is subject to approval of the treasurer of the employing organization.
- B. Employees shall immediately inform the superintendent/principal whenever they discover they have a contagious or communicable disease which may create a direct threat to the health or safety of the employee, co-workers, students, or others.

#### **7. Substitute Teachers**

All substitute teachers must be voted by the local school board and have had their background checked through the local conference office of education.

### **3115 Employee Health Screening Policy**

All school employees, prior to entering service and periodically thereafter, as required by policy, shall present a completed physical examination form signed by a licensed health practitioner showing an ability to perform essential job functions.

#### **1. Tuberculosis Examination**

Individuals given a conditional offer of employment in an instructional position will be required to provide documentation that he/she has had a tuberculin skin test within the preceding 60 days and that the results of that examination/test are satisfactory to the employing organization.

Individuals who refuse to provide documentation regarding the tuberculosis examination to the employing organization will be ineligible for employment. The results of this test will be considered by the employing organization in compliance with applicable laws. Instructional personnel may not be confirmed for employment until completion of the medical examination as required by the employing organization.

**3115, cont.**

Current employees shall be required to provide documentation of a tuberculosis examination/test at least every four years or according to state health requirements.

Records regarding tuberculin skin test will be maintained by the employing organization as confidential medical records separate from employee personnel or service records.

This requirement may be waived in the sole discretion of the employing organization for an employee who is to be employed for a time period less than a full school year or whose job functions do not require frequent or prolonged contact with students.

2. Numerous communicable diseases may affect a school-age population. Some of these have a high degree of communicability and may be life-threatening in nature. For this reason, employees shall immediately inform the superintendent/principal whenever they discover they have a contagious or communicable disease as identified below. The list below may be modified or updated from time to time.

No employee who has a communicable disease shall perform his/her duties in any location where such might endanger the health or welfare of the students or school. The superintendent, in writing, may require an employee to submit to a physical examination by a physician whenever there is reason to believe that the employee has a communicable disease identified below or in a modified or updated list.

**RECOMMENDED EXCLUSION AND RETURN TO SCHOOL**

<b>Disease</b>	<b>Exclude</b>		<b>To Return to Classroom</b>
	Yes	No	
Chicken Pox	X		Seven days after onset of rash or when all lesions are crusted over.
Hepatitis	X		Provide release statement from M.D.
Impetigo		X	If under proper treatment and monitored by school official
Meningitis	X		Provide release statement from M.D.
Mononucleosis (Infectious)		X	If under proper treatment and monitored by school official.
Mumps	X		Provide release statement from M.D.
Pediculosis		X	Certificate from health professional and monitoring of proper treatment

Roseola	X	When fever subsides and no evidence of rash.
Tuberculosis	X	Doctor release. Monitoring of proper treatment as verified by school official.

### 3. Life-Threatening Diseases

Upon advice and opinion of local legal counsel with expertise in employment law, the superintendent may require, in writing, temporary leave (with pay) for examination for any employee who is suspected of having a life-threatening disease which might endanger the welfare of the students or school. In cases of positive diagnosis, the teacher may be suspended until disposition of the case is made by the K-12 Board of Education.

The board will hold in confidence all notices, reports, actions, and decisions concerning infected persons or those suspected of being infected. No document which contains the name or any identifiable characteristic of an infected person is to be released without the consent of the individual so named to anyone except education or health professionals who can show a legitimate need to know the name or identifiable character of the individual in question.

To assist the board in making final disposition of the case, the superintendent shall refer the case to the County Health Office or another panel of medical experts. The office or panel shall conduct an individualized inquiry and make a written report which specifically addresses:

- A. The nature of the risk (how the disease is transmitted);
- B. The duration of the risk (how long the carrier is infectious);
- C. The security of the risk (what is the potential harm to third parties);
- D. The probabilities the disease will be transmitted and will cause varying degrees of harm.

The board shall determine in light of the written report whether any reasonable accommodation can be made to retain the employee. **Each board shall seek local legal counsel with expertise in employment law before taking any action under this subsection, during the process, and before reaching any final disposition.**

## 3116 Employment Status

**Note: For conferences whose executive committee has voted employees as at-will this section does not apply.**

The Southwestern Union Conference has five kinds of employment status:

Intern  
Transfer  
Regular  
Administrative  
Probationary

### 1. Intern Status

An employee with three years or less of teaching experience or an employee who has not achieved standard or professional certification in a position that requires a certificate or satisfactorily fulfilled the qualifications and responsibilities as described in 3112, 3610, and 3612 shall be employed under an internship appointment. Such an internship appointment shall be granted under the following conditions:

- A. The internship shall be governed by an annual agreement, which shall have a certain 10- or 12-month term and be non-renewable.
- B. At the expiration of the annual agreement, the intern's course of employment shall cease. At the discretion of the employing organization, the intern employee may be offered subsequent internship employment, provided that such employment be under annual agreement for an additional 10- or 12-month term.
- C. The intern employee may be employed for a three year period through the use of successive annual agreements which are non-renewable.
- D. Such employees shall be interns and will hold a basic or conditional certificate until eligible for the standard or higher certificate. It is the employee's responsibility to take the necessary steps to secure proper certification. Upon successful completion of three years as an intern and receipt of a standard or professional denominational certificate from the Southwestern Union Office of Education, the employee shall be eligible to be considered for regular appointment.
- E. An employee under Intern agreement may be terminated by the employee or the employer at any time without notice or cause during the term of the annual agreement. (3132)

## **3116, cont.**

### **2. Transfer Status**

An employee who transfers into a local conference in the Southwestern Union educational system and who has already achieved the qualifications for regular employment may be placed on a transfer employment status for a period not to exceed three years when beginning work in the local conference.

- A. The transfer employee shall be governed by an annual agreement, which shall have a certain 10- or 12-month term and be non-renewable.
- B. At the expiration of the annual agreement, the transfer employee's course of employment shall cease. At the discretion of the employing organization, the transfer employee may be offered subsequent employment, based on a different employment status.
- C. It is the employee's responsibility to take the necessary steps to secure and maintain appropriate certification and other qualifications.
- D. Transfer employee may be terminated by the employee or the employer at any time without notice or cause during the term of the annual agreement (3132).

### **3. Regular Status**

- A. An intern who has completed three years of full-time service in a position that includes duties requiring certification may be placed on regular appointment if the following conditions are met:
  - 1) Effective performance as determined by written professional evaluation.
  - 2) Active Seventh-day Adventist church affiliation with evidence of loyalty to denominational standards and teachings.
  - 3) Fulfillment of requirements for the standard or professional denominational certificate.
  - 4) Fulfillment of the qualifications and responsibilities required of instructional personnel as described in 3112, 3610, and 3612.
  - 5) Recommendation of the superintendent or academy principal.
  - 6) It is the employee's responsibility to take necessary steps to secure and maintain appropriate certification and other qualifications.

**3116, cont.**

B. An employee who has been placed on transfer status because of a transfer within the system or because of a break in service may be placed on regular appointment if the following conditions are met:

- 1) Effective performance as determined by written professional evaluation.
- 2) Active Seventh-day Adventist church affiliation with evidence of loyalty to denominational standards and teachings.
- 3) Fulfillment of requirements for the standard or professional denominational certificate.
- 4) Fulfillment of the qualifications and responsibilities required of instructional personnel as described in 3112, 3610, and 3612.
- 5) Recommendation of the superintendent or academy principal.

C. The process for granting regular appointment shall be as follows:

- 1) The superintendent of schools or the academy principal shall make recommendations for regular appointment within the conference or academy.
- 2) The employing organization (i.e. the conference K-12 board of education) shall decide whether to grant regular appointment. Such decision shall be voted on by the employing organization and be noted in the official minutes of the employing organization.
- 3) The superintendent of schools or the academy principal, as the case may be, shall notify the employee in writing of regular appointment.
- 4) The superintendent of schools or the academy principal shall, at the same time as notification of regular appointment, tender the newly-appointed regular employee an annual assignment agreement for the following year period.

4. Administrative Status

- A. All employment policies are applicable to full time administrators. Full-time administrators may be employed for a specified term not to exceed three years at the discretion of the conference K-12 board of education in consultation with the local board.
- B. Full-time administrator shall be defined as an individual who is assigned administrative responsibilities by the employing organization for at least two thirds time. Eligible administrators are principals and business managers/treasurers.

## **3116, cont.**

### **5. Probationary Status**

- A. A probationary appointment is “at-will” and is for a term of employment of indefinite duration, terminable at will by either the employer or employee without notice or requirement of cause. To ensure continuity in the educational program, the employee is requested to provide written notice to the employing organization at least thirty (30) days prior to termination of the employment relationship by the employee. For just cause, including, but not limited to, if the professional service, personal conduct or influence of a regular employee is considered unsatisfactory, his regular appointment status may be reviewed by the employing organization and rescinded prior to the expiration of the annual assignment agreement. The employing organization may, for cause, including but not limited to unsatisfactory professional performance, personal conduct or influence, review and rescind a regular employee’s appointment status prior to the expiration of the annual assignment agreement.
- B. Additionally, former regular employees may be probationally re-employed in a probationary status at the expiration of the annual assignment agreement. The employee must receive prior notice of the employing organization’s intention not to renew the regular employee’s annual assignment agreement.
- C. The probationary period shall be for not less than three months and not more than one year. During the time the employee is probationary, he must be evaluated by the superintendent of schools or the academy principal or designee at least twice. At the end of the probationary employment, the employee may be continued on probation (not to exceed the one-year limit), may be returned to or placed on regular appointment, or shall be terminated by the employing organization.

## **3118 Teaching Assignments to Schools**

### **1. Assignment to Schools**

Assignments to elementary schools, and junior and senior academies will be made by the conference K-12 board of education. The recommendation for such action will be made by the superintendent of schools or academy principal in consultation with school boards.

### **2. Assignment Within Schools**

Assignments within a school are the responsibility of the superintendent or academy principal in consultation with the local administration and board.

### **3120 Reassignment Within a School**

All employees are subject to reassignment within a school when it is believed to be in the best interest of the school, provided such reassignment does not affect the salary of the employee while the employment agreement is in force. Employees who refuse reassignment initiated by the employing organization are subject to non-renewal of teaching agreement or termination. Reassignment shall be based upon the professional qualifications of the employee.

### **3122 Transfers**

All employees, whether intern, transfer, regular, administrative, or probationary status, are employed by the conference K-12 board of education, not the local board. The employee recognizes that he/she may be transferred within the conference of the employing organization at its discretion. The employee acknowledges that the employing organization may encompass large geographical regions due to the location of Seventh-day Adventist educational institutions. In any case, authority for transfer of elementary and junior and senior academy certificated personnel shall be by action of the conference K-12 board of education, in consultation with the local board. In any case involving a senior academy employee, the academy board shall work closely with the local conference K-12 administrative body to effect a transfer.

#### **1. Voluntary Transfer**

- A. Certificated employees with regular or administrative status may, at anytime prior to the renewal of an employment agreement, request a transfer.
- B. Certificated employees in internship, transfer, or probationary status may also request a transfer during the period of employment.

#### **2. Administrative Transfer of Regular or Administrative Status Employees**

Administrative transfer of regular or administrative employees during the Annual Employment Agreement period is at the discretion of the conference K-12 board of education. (Note: Administrative transfers are transfers within the employing organization's geographical region.)

- A. The superintendent of schools may initiate an administrative transfer of regular employees in consultation with the local school board.
- B. Authority for transfer of regular employees shall be the decision of the conference board of education, K-12, in consultation with the local board. The local school board may recommend to the conference office of education the transfer of a regular employee, providing the following steps are taken:

**3122, cont.**

- 1) The principal and/or school board shall make a written recommendation, stating that the best interests of the pupils, the school, or the employee will be served by such a transfer.
  - 2) The superintendent of schools or academy principal must advise the employee through personal interview and in writing that an administrative transfer is to be recommended to the conference K-12 board for stated reasons. In the case of senior academy regular instructional personnel, the academy principal shall work closely with the superintendent of schools.
- C. Administrative transfers for regular employees may be made at the expiration of the annual employment agreement for the following reasons:
- 1) Insufficient enrollment
  - 2) Lack of funds
  - 3) The staffing of a new school
  - 4) The need for specialized services elsewhere
  - 5) Conflicting personnel relationships
  - 6) Any legitimate business interest or educational interest of the conference K-12 board of education

Such administrative transfer of an employee with a regular appointment may be made after his current employment term has ended and has not been renewed or after he has received written notification that conditions require an administrative transfer.

- D. Administrative transfers of employees with intern, transfer, probationary, regular, or administrative status may be made at any time during the employment term to include but not be limited to:
- 1) Unsatisfactory performance or conduct by the employee in his current position as indicated by professional evaluation.
  - 2) A determination by the employing organization that the employee cannot fulfill his duties and responsibilities but where the employing organization feels that the regular employee possesses the potential to achieve success elsewhere.
  - 3) Insufficient enrollment.
  - 4) Lack of funds.
  - 5) The need for specialized services elsewhere.
  - 6) Conflicting personnel relationships.
  - 7) Any legitimate business interest or educational interest of the conference K-12 board of education.

NOTE: Nothing in this section shall serve as a guarantee to the intern, transfer, probationary, regular, or administrative employee of continued employment. For cause, the employee may be terminated rather than transferred in accordance with 3132.

**3122, cont.**

- E. Employees are subject to transfer within the geographical area of the employing organization for any reason and at any time during the current school year or in subsequent school years. Employees who refuse transfers initiated by the employing organization are subject to dismissal if the transfer is requested during the current school year. Transfers of employees may be requested by the employing organization in its sole discretion.
- F. In the case of voluntary transfer and/or in the case of administrative transfers for regular or administrative employees, the employing organization shall make a reasonable effort to assist the employee in securing other comparable denominational employment where a teaching position, for which the regular employee is qualified, is available.
- G. After negotiations between the employing organization and the employee, if an administrative transfer cannot be effected, the employee may qualify for a termination settlement. See 3142.

NOTE: No obligation is implied by such voluntary assistance on the part of the employing organization. When a bona fide offer is presented to the regular employee and is declined by the employee, the employing organization shall be deemed to have met its Christian duty and shall be deemed to have made a reasonable effort in assisting the employee.

**3124 Calls for Education Employees (E 45 60)**

*An educational institution or conference that may have interest in placing a call for an educational employee employed by another denominationally operated K-12 school shall observe the following procedure. Informal contacts to ascertain possible interest by an employee in accepting a call to another institution or conference may be pursued without permission of the current employer. When an administrator is at the point of obtaining formal references or interviewing a prospective educational employee, the prospective employee's current administrator or conference office of education must be notified. The prospective employer must be careful to inquire from the current or previous employer of possible indebtedness to the current or previous employer if such indebtedness may be assumed by the prospective employer.*

*If a prospective employee has not signed an employment agreement with the current employer for the next year, another educational institution or conference is free to offer the prospective employee an employment agreement without the current employer blocking the call. However, if the employee has signed an employment agreement for the next school year with the employee's current employer, the calling party must have the consent of the administrator or conference office of education before contacting an employee for an interview or placing a call.*

### **3124, cont.**

*Every effort should be made on the part of school administrators to cooperate with the General Conference in filling emergency overseas calls which may arise at any time for teachers or employees working in denominational schools.*

### **3125 Transfer Deadlines**

#### **1. Intern, Transfer, Regular, and Administrative Employees Transfer Date**

The annual period of employment for all certificated employees shall end on June 30, unless otherwise agreed upon by the employing organization.

#### **2. Voluntary Transfer of Intern, Transfer, Regular, and Administrative Employee During Summer**

If an intern or regular employee is voluntarily transferred during the summer (with permission of the employing organization) during his contractual term of employment, salary and summer school expenses, if any, are assumed by the calling organization. The former organization shall carry the salary until a transfer date is agreed upon by the two organizations.

### **3126 Employee Notice of Non-Renewal**

Any employee not intending to apply for or accept employment for the succeeding year shall submit a written notice of that intent with the superintendent or academy principal by April 1.

### **3128 Request Release from the Employment Agreement**

If any release from the employment agreement is requested by an intern, transfer, regular, or administrative employee, to be effective during the contract period, written notice must be submitted to the superintendent or academy principal, at least 20 days prior to date such release is requested. The notification must specify the employee's reasons for resignation. Upon resignation during the school year and where the reasons for resignation are deemed acceptable to the employing organization, the employee's salary is paid through the last full working day. The termination policy (3132) does not apply.

Repayment of prepaid salary given in the summer before the employee actually begins work, salary advances, and/or unamortized expenses will be required before a release is given. The rate for calculating prepaid salary given in the summer before the employee actually begins work and salary advances shall be based upon the 10-month daily rate. The 10-month daily rate shall be based upon the 220 days within the agreement period. The employee shall be responsible for reimbursing the conference or senior academy for unamortized moving expenses

### **3128, cont.**

on the same basis as outlined in local conference moving policy. The policy may be waived by the local conference or senior academy.

A resignation must be recognized by the employing organization by being recorded in the official minutes of the conference K-12 board.

Resignation, without reasons acceptable to the conference K-12 board of education, shall be considered a breach of the annual assignment agreement or contract and result in an appropriate notation made on the employee's service record and/or any other appropriate action which the employing organization deems necessary under the circumstances.

### **3130 Repayment of Prepaid Salary**

Repayment of prepaid salary given in the summer before the employee actually begins work, salary advances and/or unamortized expenses will be required before a release is given. The rate for calculating prepaid salary given in the summer before the employee actually begins work and salary advances shall be based upon the 10-month daily rate. The 10-month daily rate shall be based upon the 220 days within the contract period. The employee shall also be responsible for reimbursing the conference or senior academy for unamortized moving expenses.

### **3132 Termination**

#### **1. Termination of Regular Appointments**

When an educational organization in the Southwestern Union is considering termination of an employee, it is strongly recommended that the conference superintendent of schools consult legal counsel specializing in employment law and practicing in the local jurisdiction before taking any final termination action.

Regular employees are employed for either a 10-month or 12-month period under a written annual employment agreement. During the term of the annual employment agreement and prior to its expiration, a regular employee may be terminated *for cause* as determined by the employing organization.

Such cause includes but is not limited to any failure by the regular employee to adhere to the duties described in 3612 or any other "employee misconduct." "Employee misconduct" is the failure of the regular employee to perform his duties in the scope of his employment in such a manner as is consistent with the ideals of a member of the

**3132, cont.**

Seventh-day Adventist Church and an example of the standards of Christian conduct. “Cause” also includes but is not limited to the following reasons:

- A. Employee’s inability to perform essential job functions with or without reasonable accommodations.
- B. Employee’s incompetence or inefficiency as determined by professional evaluation.
- C. Employee’s indifference to pupil welfare.
- D. Employee’s lack of cooperation with administration or supervisors.
- E. Conflicting interpersonal relationships.
- F. Employee’s failure to comply with the working policies of the Seventh-day Adventist Church, conference policies and regulations, and failure to comply with the *Education Code*.
- G. Insubordination or failure to follow a supervisor’s reasonable orders, directives and recommendations, including failure to accept an administrative transfer or a reassignment within a school. See 3120, 3122.
- H. Immoral or unsatisfactory personal conduct not in accordance with the principles of the Seventh-day Adventist church.
- I. Committing, aiding, advocating, or being convicted of any crime that is a felony, or any crime involving moral turpitude, either a misdemeanor or felony.
- J. Persistence in advocating, practicing, or teaching beliefs or philosophy contrary to the basic tenets, standards, and doctrines of the Seventh-day Adventist Church.
- K. Failure to maintain the accepted standards of the Seventh-day Adventist Church.
- L. Use of alcohol, tobacco, or the illegal use of drugs.
- M. Social or moral problems which make the employee unfit to instruct or associate with children and youth.
- N. Membership in any organization advocating the overthrow of the government by force or subversion.
- O. Theft or dishonesty.
- P. Excessive absenteeism or tardiness regardless of the reason.

### **3132, cont.**

Q. Failure to maintain a current denominational teaching certificate.

#### **2. Termination of Intern, Transfer and Probationary Appointments**

An intern, transfer, or probationary employee is an at-will employee, subject to termination at any time and for any reason during the internship or probationary period without notice or requirement of cause. The office of the superintendent of schools must be represented when a school board gives consideration to the termination of an intern, regular, transfer, or probationary employee during the term of the employment agreement.

#### **3. Termination of Administrative Appointments**

Administrative employees are employed for a specific term, limited to a three year maximum. During the term of employment, an administrative employee may be terminated for just cause as determined by the employing organization. See the definition of "just cause" in section one above.

### **3133 Procedures for Termination of Regular and Administrative Employees**

Procedures for termination of regular and administrative employees during the course of employment and prior to the expiration of the term of the agreement are as follows:

1. Before an elementary or junior academy school board considers recommending termination of a regular employee, the school board chairman must notify the superintendent of schools of the proposed action. The office of the superintendent of schools must be represented when a school board gives consideration to the termination of any employee during the term of the assignment agreement.
2. The conference K-12 board of education makes the final determination of termination of the regular or administrative employee upon the recommendation of the local school board and/or conference superintendent before termination or non-renewal becomes effective. In the case of senior academy employees, the academy board upon the recommendation of the academy principal makes recommendation to the K-12 board for final determination of termination of the regular or administrative employees.
3. The superintendent of schools or designee shall give written notification of termination to the regular employee, including reasons for such action, the effective date of termination and discontinuance of salary, and the superintendent shall also inform the employee of his right of appeal that shall be initiated within fifteen days after receipt of notification of termination.

### **3133, cont.**

4. Notification of intent to terminate an employment agreement by either the regular employee or the employer must be submitted in writing to all parties concerned at least 20 days prior to termination.

If the employee questions the decision, such employee may use the conciliation procedures outlined in 3310.

### **3134 Non-renewal of Regular Appointment**

Non-renewal is discontinuance of salary and employment of the regular employee and may be done at the end of the annual assignment agreement by the employing organization.

Decisions regarding non-renewal may be made for reasons such as, but not limited to, the following reasons:

1. Insufficient or declining enrollment.
2. Lack of funds.
3. Conflicting personnel relationships.
4. Any legitimate business interest or educational interest of the conference K-12 board of education. (See 3132 for additional information)

Procedures for non-renewal of the annual assignment agreement are as follows:

1. Before a school board considers non-renewal of the annual assignment agreement, the school board chairperson must notify the superintendent of schools of the proposed action. The office of the superintendent of schools must be represented at a meeting where the school board gives consideration of non-renewal of the annual assignment agreement for regular employees.
2. The conference K-12 board of education makes the final determination of non-renewal of the annual assignment agreement upon the recommendation of the conference superintendent in consultation with the local school board.
3. The employing organization shall give written notice to the regular employee by May 1 of its intention not to renew the annual assignment agreement.

If the employee questions the decision, he has the right to use the conciliation procedures outlined in 3310.

### **3137 Administrative Leave**

Administrative leave is the immediate removal of an intern, probationary, transfer, administrative, or regular employee from his/her duties to provide an opportunity for an investigation to take place, to relieve the employee from an emotionally stressful situation, to provide an escape from physical harm, or for other reasons deemed appropriate by the Superintendent of Schools in consultation with the Conference Administration. An administrative leave does not imply wrong doing on the part of the employee, but rather it provides a period of time to implement the proper procedures to deal with a given situation. The employee's benefits and pay shall continue during the time of administrative leave.

### **3138 Suspension of Regular Personnel**

Suspension is the immediate removal of an intern, probationary, transfer, administrative, or regular employee from duties during the course of employment. An action of suspension may be taken by the superintendent of schools or academy principal under exceptional circumstances and where there is reasonable evidence of terminable conduct subject to "just cause" criteria.

The employee shall be notified in writing of his suspension and of his right to a review hearing before the employing organization, at a reasonable time and place designated by the employing organization. Failure to appear for the review hearing at the time and place designated may result in the termination of the employee.

Suspension without subsequent termination shall not exceed thirty days. Pay and benefits shall continue during suspension.

### **3140 Suspension or Revocation of a Teaching or Administrator's Certificate**

1. A teaching certificate may be suspended or revoked for any of the following:
  - A. Any cause that is grounds for termination or non-renewal.
  - B. When a regular or term employment agreement has been prematurely terminated by the employee without the employer's consent.
  - C. When an employee resigns and fails to repay money owed to the employer such as but not limited to the following: advanced salary, unamortized graduate study assistance, unamortized moving expenses and housing loans.

**3140, cont.**

2. Procedure

- A. The superintendent of schools shall notify the employee in writing of the proposed action recommending suspension or revocation of a certificate including the right to a hearing by the conference board of education, K-12.
- B. The superintendent of schools shall submit the recommendation for suspension or revocation of certificate to the conference board of education, K-12
- C. On conference board of education, K-12, approval, a formal request with supporting documentation shall be sent to the Southwestern Union Conference Office of Education.
- D. The Union Director of Education shall give notice to the employee including the right to a hearing by the Southwestern Union Conference Board of Education.
- E. The Southwestern Union Conference Board of Education shall have the final decision, including the length of time for suspension or revocation.

- 3. The employee may submit a request for reinstatement of certification to the Southwestern Union Conference Office of Education after 90 days have elapsed since the final decision.

**3142 Termination Settlement (Y36 05 – Y 36 70)**

- *Settlement (Y 36 05)*

*In order to provide transition funds for an involuntarily terminated full-time regular status Employee (“Employee”), a termination settlement may be provided under the terms of this policy. The settlement is not an earned employee benefit automatically provided in every case of employment termination.*

*Eligibility (Y 36 10)*

*A termination settlement may be granted to an involuntarily terminated Employee who has worked in denominational employment for at least two years. A resignation as a result of being counseled to resign by the employer is considered an involuntary termination for the purposes of this policy. Eligibility shall be determined according to the following criteria.*

1. *Eligible for Termination Settlement*

- A. *Closure or reduction—An Employee voluntarily terminated due to closure of a denominational facility or staff reductions due to financial exigency or enrollment.*

**3142, cont.**

- B. *Lack of Performance—An Employee who is terminated for failing to adequately perform the functions of the job.*
- C. *Medical Condition—An Employee who is unable to continue employment because of a medical condition but is not eligible for disability benefits under the Employee Disability Income Plan (Y 33).*
- D. *Non Reelected/Reappointed—An elected/appointed Employee who is not reelected/reappointed, and for whom no further assignment consistent with the Employee’s training and/or experience is offered by a denominational employer.*
- E. *Full-Time to Part-Time—An eligible employee who (a) is involuntarily reduced from full-time employment to part-time employment, or (b) refuses the offer of part-time employment when their status has been involuntarily reduced from full-time employment in the same organization.*

**2. Not Eligible for Termination Settlement**

- A. *Part-time and non-regular status/local hire employees.*
- B. *Involuntary Termination—An Employee terminated for violation of organizational policies and/or practices regarding misconduct, or for criminal behavior.*
- C. *Retirement—An Employee who (i) is counseled to resign or terminated, (ii) is eligible for retirement benefits at his/her normal retirement age (as defined in the NAD Retirement Plan) and (iii) begins to receive retirement benefits following his/her cessation of employment.*
- D. *Resignation—An Employee who voluntarily resigns from employment.*
- E. *Continued Denominational Employment—An Employee who at the time of execution of the separation agreement (see Y 36 60) has declined a full-time denominational position consistent with the Employee’s training, compensation, and experience.*

**Service Record (Y 36 20)**

*A termination settlement shall be recorded on the terminated Employee’s service record. Such settlement, however, shall not increase service credit, nor shall it cancel any part of the Employee’s service credit.*

**Settlement (Y 36 30)**

- 1. *Payment—Any termination settlement paid under this policy shall be paid by the terminating employer to the eligible Employee in either a lump sum payment or in series of payments at the discretion of the terminating employer.*
- 2. *Calculation—The settlement shall be 25% of current monthly wages multiplied by total number of years of denominational service credit up to a maximum of twenty years. Current monthly wages shall include wages and cost of living adjustments, but shall not include area travel or any other allowances.*

### **3142, cont.**

3. *Independent Transfers*—In the case of the termination of an Employee who has been voted an independent transfer, the settlement shall be calculated only on years of service earned as a church employee within the territory of the North American Division or as a regularly appointed interdivision employee from the North American Division.

#### **Other Benefits (Y 36 40)**

*Any benefits payable at the time of termination under the employer's policies or as required by law, if any, shall have no effect on the calculation of this settlement. If an Employee has received a previous termination settlement under the terms of Y 36, any subsequent termination settlement shall be calculated based on years of service credit earned since the date of the previous termination settlement.*

#### **Health Care Benefits (Y 36 50)**

*Health care benefits in most situations cease with the effective date of termination (see Y22). However the terminating employer may provide continued medical benefits to the terminated Employee and dependents participating in the health care assistance plan at the time of separation. This assistance may continue (i) as required by applicable law, or (ii) for up to two months from the date of termination, or (iii) until the terminated Employee obtains health care assistance coverage, whichever occurs first. Terminated Employees shall promptly notify the terminating employer if they obtain health care assistance coverage while eligible for assistance under the policy.*

#### **Release (Y 36 60)**

*As a condition of receiving a termination settlement, terminated Employees are required to execute the separation agreement of their terminating employer, which shall include, without limitation, a waiver and release of any and all claims against their terminating employer, related organizations, and the officers, agents and employees of the terminating employer. The terminating employer will issue the separation agreement to the terminated Employee as soon as reasonably practicable following cessation of employment. Terminated employees will have 21 days from receipt of the separation agreement to sign and return it to the terminating employer, unless a longer time period for consideration and signature is required by applicable law. If the separation agreement is not signed and returned to the terminating employer within the applicable time period, the termination settlement may well be forfeited. (a model separation agreement and release for terminating employers is available from the North American Division.)*

#### **Variances (Y 36 70)**

*Properly constituted governing or administrative bodies of denominational employers may authorize a termination settlement at variance with the provisions of this policy in order to comply with national, state, provincial or local laws.*

### **3142, cont.**

A model release form is available from the Office of General Counsel of the General Conference.

### **3144 Remuneration of Certificated Personnel**

Salary rates for certificated employees are determined annually by employing organizations in accordance with the Southwestern Union Conference wage scale and in compliance with applicable federal and state laws. The salary scale is structured in a package form that includes the basic monthly rate and allowances for housing, travel, utilities, telephone and professional improvement.

In addition to the salary, the employing organization may provide assistance for items such as moving expenses, tuition assistance for dependent children, and medical expenses.

Part-time certificated employees are not eligible for assistance on items such as moving expenses, tuition assistance for dependent children, and medical expenses.

### **3146 Certification Policies in Relation to Salary**

1. When an experienced teacher is hired who has a state certificate or has had denominational certification, but is lacking courses for current Standard or Professional denominational certificate, the teacher shall be placed on the wage scale one increment below the denominationally certificated teachers with the same level of education and experience.

Such a teacher will be given a maximum of three years to complete the certification requirements. If the work is not completed in three years, then the wages will be adjusted downward one increment per year of teaching until certification is achieved.

2. A teacher with a BS/BA degree who has not qualified for Basic, Standard, or Professional certification will be on Step-I of the salary schedule.
3. A teacher who does not have at least a bachelor's degree will be on Step-II of the salary schedule.
4. Although a final decision is left to the employing organization, it is recommended that experience credit be given for all years of teaching, both public and private.
5. Teachers who allow denominational certification to lapse will have their salary reduced one step on the salary schedule each year they are employed without a valid denominational certificate.

### **3146, cont.**

6. A principal of an elementary school or junior academy may receive an additional 2% and a head teacher of a one-, two-, or three-teacher school, an additional 1%. The maximum for anyone is Step IX of the salary schedule.
7. The maximum for a senior academy principal with a denominational administrator's certificate is Step IX.
8. Employees who allow their certification to expire may be terminated; or in lieu of termination, a regular employee may be placed on probation.
9. To obtain a current salary scale, contact your local conference department of education or the union office of education.

### **3148 Payment Plans**

The following payment plans have been adopted for use in Southwestern Union Conference:

1. 12-month Assignment

Personnel assigned on a 12-month basis will receive regular salary payments based on established annual salary rates.

2. 10-month Assignment

All employees assigned on the 10-month basis will receive regular salary payments during each month of the calendar year based on a fixed percentage of the established annual salary rate. Generally, intern, transfer, and regular employees in elementary schools, junior academies, and senior academies shall be offered employment for a 10-month assignment. Exceptions to this general policy shall be voted by the conference K-12 board.

The 10-month assignment plan for intern, transfer, and regular elementary, junior academy, and senior academy employees entitles them to all employee benefits.

3. Probationary Employees

Probationary employees will be paid salary payments either on a 10- or a 12-month salary rate depending on the type of employment position which they hold. Probationary employees are entitled to all employee benefits, but only during the course of their employment.

**3148, cont.**

4. Special Denominational Projects/Summer Employment

Certificated employees paid pursuant to a 10-month assignment may be employed on special denominational projects during the time they are not under the direction of the principal or superintendent of schools.

5. Outside Employment

All full-time intern, transfer, probationary, regular, and administrative employees will not engage in any outside employment or educational matriculation that will interfere with the quality of individual performance of the education program for which the employee has been hired.

**3150 Delayed Hiring**

Intern, transfer, probationary, and regular employees on a 10-month assignment plan who are employed after the designated report-to-work date are paid proportionately to the number of days actually employed.

**3152 Social Security**

All denominational educational personnel (except licensed or ordained ministers) are covered by Social Security through their respective organizations. The employee and the organization contribute to the Social Security fund as required by law.

Educational personnel licensed or ordained as ministers may be responsible for the payment of Social Security as self-employed individuals. Ordained ministers may be eligible for the parsonage expense exclusion when reporting for income tax purposes.

**3156 Disability Retirement**

The employing organization shall be responsible for the six months' salary allowed certain employees after they become incapacitated and cease work before being admitted to the disability insurance program.

**3158 Conflict of Interest (E 85 05 – E 85 20)**

*1. Conflict of Interest and/or Commitment Defined*

*Conflict of interest shall mean any circumstance under which an employee or volunteer by virtue of financial or other personal interest, present or potential, directly or indirectly, may be influenced or appear to be influenced by any motive or desire for personal advantage, tangible or intangible, other than the success and well being of the denomination.*

*Because of the common objectives embraced by the various organizational units and institutions of the Seventh-day Adventist Church, membership held concurrently on more than one denominational committee or board does not of itself constitute a conflict of interest provided that all the other requirements of the policy are met. However, an officer, trustee, or director serving on an organization's board is expected to act in the best interest of the organization and its role in denominational structure.*

*A conflict of commitment shall mean any situation which interferes with an employee's ability to carry out his/her duties effectively. Elected, appointed, or salaried employees on full time assignment are compensated for full time employment; therefore, outside or dual employment or other activity, whether compensated or not, that in any way interferes with the performance of an employee's duties and responsibilities is a conflict of commitment. A conflict of commitment also exists in situations where an employee functions contrary to the values and ethical conduct outlined in the organization's statement of ethical foundations and conduct (see model Statement of Ethical Foundations recommended by the 1999 Annual Council as guidelines for divisions) or when an employee functions contrary to established codes of ethical conduct for employees in particular professions (e.g. legal, investments).*

*2. Individuals Included*

*All trustees, officers, executive committee/board members, employees, and volunteers of denominational organizations shall be subject to this policy.*

*3. Conditions Constituting Conflict*

*A trustee, officer, executive committee/board member, employee, or volunteer has a duty to be free from the influence of any conflicting interest or commitment when serving the organization or representing it in negotiations or dealings with third parties. Both while on and off the job an employee is expected to protect the best interests of the employing organization. The following list, though not exhaustive, describes circumstances and conditions that illustrate conflict of interest or commitment.*

- A. Engaging in outside business or employment that encroaches on the denominational organization's call for the full services of its employees even though there may be no other conflict.*

**3158, cont.**

- B. *Engaging in business or employment that is in any way competitive or in conflict with any transaction, activity, policy, or objective of the organization.*
- C. *Engaging in any business with or employment by an employer who is a supplier of goods or services to any denominational organization.*
- D. *Making use of the fact of employment by the denominational organization to further outside business or employment, associating the denominational organization or its prestige with an outside business or employment, or using one's connection to the denomination to further personal or partisan political interests.*
- E. *Owning or leaving any property with knowledge that the denominational organization has an active or potential interest therein.*
- F. *Lending money to or borrowing money from any third party, excluding financial institutions, who is a supplier of goods or services, or lending to/borrowing from a trustor or anyone who is in any fiduciary relationship to the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.*
- G. *Accepting or offering of any gratuity, favor, benefit, or gift or of any commission or payment monetary or non-monetary, of greater than nominal value, in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and/or the employer and the employee.*
- H. *Making use of or disseminating, including by electronic means, any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.*
- I. *Using denominational personnel, property, equipment, supplies, or goodwill for other than approved activities, programs, and purposes.*
- J. *Expending unreasonable time, during normal business hours, for personal affairs or for other organizations, to the detriment of work performance for the denomination.*
- K. *Using one's connections within the organization to secure favors for one's family or relatives.*

**4. Statement of Acceptance**

- A. *By employees—At the time of initial employment an employee shall sign a statement indicating acceptance of the conditions of employment as outlined in the organization's employee handbook. This acceptance shall constitute the employee's declaration of compliance and resolve to remain in compliance with the conflict of interest and/or commitment policy. On an annual basis the employer shall provide employees with a copy of the Statement of Ethical Foundations, plus a copy of the conflict of interest and/or commitment policy, and shall inform employees regarding the duty to disclose potential conflicts of interest and/or commitment.*
- B. *By administrators, department directors and trustees—The chief administrator, or designee, of the organization concerned shall receive annually a statement of acceptance and compliance with the policy on conflict of interest and/or commitment from each administrator, department director, member of the board/executive*

**3158, cont.**

*committee, and any other person authorized to handle resources of the organization. (The employing organization may determine that other individuals shall also be required to submit annually a statement of acceptance and compliance.) Submission of the statement by persons indentified above shall constitute a declaration of compliance with the policy and shall place the individual under obligation to disclose potential conflicts of interest and/or commitment that may arise during the ensuing year.*

- C. *All statements of acceptance and compliance shall be reviewed annually through a process and reporting mechanism as determined by the board/executive committee of the organization.*

**Chapter 3 – Classified Employees**

**3210 Definition of Classified Employees (FEA 35 35)**

Classified employees are school personnel for whom denominational certification is not deemed an essential part of the job description.

**3212 Categories of Classified Employees**

Classified employees shall be hired in one of the following categories:

1. Exempt Classified (Salaried)

An exempt classified employee is one who meets the exemption criteria of the Fair Labor Standards Act and is employed in a management or supervisory position not requiring denominational certification such as an industrial manager, service department head or director of food services

2. Non-exempt Classified (Hour-time)

A non-exempt classified employee is an employee who is not exempt under the Fair Labor Standards Act and who is not involved directly in school administration, or industrial and plant service management such as but not limited to the following:

- A. Paraprofessionals (teacher aides)
- B. Related instructional personnel
- C. Secretaries
- D. Non-management custodians or plant service personnel
- E. Non-management cafeteria personnel
- F. Security guards
- G. Bus drivers

## 3212, cont.

### H. Hour-time industrial/agricultural employees

Other employees who do not perform an administrative or instructional role such as accountants or cashiers and some registrars are also considered non-exempt classified employees.

## 3214 Criteria for Determining Whether Classified Employees are Exempt or Non-exempt

The Federal Fair Labor Standards Act of 1938, and as subsequently amended, clearly defines and delimits the “employee employed in a bona fide executive, administrative or professional capacity (including any employee employed in the capacity of academic administrative personnel or teacher in elementary or secondary schools),” as salaried classified employees.

**The earnings of all other employees are to be calculated on an hour-time basis.**

The following guidelines are provided to aid the employer in differentiating between hour-time and salaried classified personnel for remuneration purposes.

### 1. Administrative and Instructional Personnel

An individual employed in a bona fide administrative role is one:

- A. Who does not devote more than 20% of his time to non-administrative functions.
- B. Who receives no less than \$155 per week exclusive of board, lodging, etc.
- C. Whose primary duty consists of either—“The performance of office or non-manual work directly related to management policies of general business operations of his employer,” or “The performance of functions in the administration of a school system or educational institution or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on therein”; and “Who customarily and regularly exercises discretion and independent judgment, etc.”

### 2. Classified Personnel

Employees in key office, industrial and plant supervisory positions not qualifying as salaried employees under the Fair Labor Standards Acts must be paid on an hour-time basis with overtime pay as prescribed by law. The responsibilities carried by these individuals shall be reflected in the hourly wage rate.

### **3220 Employees Working in More Than One Employment Category**

If an employee is working in more than one employment category, the area in which he spends the largest amount of his time shall define his category as determined by the conference K-12 board.

### **3222 Qualifications of Classified Employees**

1. **Spiritual**—Classified personnel shall be members of the Seventh-day Adventist Church and exemplify high standards of Christian conduct. They shall maintain membership in constituent or academy churches and are expected to participate in church activities, programs and finances. Exemptions to this requirement may be granted by the conference board of education or academy board when an employee requests such exemption in writing, showing good reasons for maintaining church membership elsewhere.
2. **Personal**—Classified personnel must have personal, moral, and other qualifications to instruct or associate with children and young people in an educational institution. Support Adventist education including the enrollment of personal school-age children in the K-12 constituent school. Exceptions to this policy have to be considered according to local conference policy.

### **3224 Authority to Employ Classified Personnel**

The conference board of education derives its employment authority from the conference Executive Committee. To ensure the effective and orderly operation of the K-12 schools within the conference, the conference board of education delegates certain personnel functions to school boards.

Although the school receives delegated authority from the conference to operate in defined areas, the conference cannot divest itself of its inherent legal obligations. Inasmuch as the Conference Association (in which school ownership rights are invested) remains legally bound by actions of school boards, it is incumbent that there be close cooperation between the school board and the conference Office of Education in the operation of schools and in all actions taken regarding school personnel.

Thus, because of legal obligations to protect both students and school assets, the hiring of all instructional personnel in Seventh-day Adventist schools in the Southwestern Union Conference shall be supervised by the conference Office of Education. All classified personnel are subject to thorough background checks, including, but not limited to, criminal background checks. All classified personnel shall have their payroll services provided by the local conference treasury.

### **3224, cont.**

The following employment policies for hiring classified employees shall be followed:

1. In the employment of classified personnel the employee shall be considered a conference employee. For those employees that are locally funded the local schools will be billed for salary retirement contributions, if applicable, Social Security contributions, plus allowances and benefits as may be specified by the local conference Executive Committee for each specific class of employees or as required by law.
2. Since all schools are part of the Seventh-day Adventist school system, they will follow the employment guidelines for classified personnel as set forth in this document.
3. In schools with a principal, classified personnel will be recommended for employment, assignment, retirement, termination or dismissal to the school board by the principal. In schools without a designated administrator, classified personnel will be recommended for employment, assignment, retirement, termination or dismissal to the school board by the head teacher in counsel with the school board chair.

However, all instructional personnel shall be hired on the basis of the recommendation of the local conference office of education which shall supervise background checks, including, but not limited to, criminal background checks.

4. The employment, assignment, retirement, termination or dismissal of classified personnel K-12 shall be by recommendation of the local school board.

### **3226 Salaried Classified Employment Policies**

The general employment policies are applicable to salaried classified personnel employed by a conference or academy.

Individuals given an offer of employment in a classified position will be required to provide documentation of examination for any testing required by the state or employing organization (i.e., tuberculosis) within the preceding 60 days.

Classified employees may be required to submit to a job-related medical examination during their employment by a licensed physician where such a job-related medical examination is justified. The results of a job-related medical examination will be considered by the employing organization in compliance with applicable laws.

Employees shall immediately inform the superintendent/principal upon discovery of a contagious or communicable disease. All medical records will be maintained by the employing organization as confidential, separate from employee personnel or service records.

### **3226, cont.**

The employing organization reserves the right to test for alcohol, tobacco, and illegal substances.

### **3228 Employment Plan for Hour-Time Classified Employees**

An hour-time, classified employee is employed on one of the following plans.

1. Full-time employment

A full-time, hour-time classified employee is one who works and is remunerated for a minimum of 30 hours per week annually (12 months).

2. Part-time employment

A part-time, hour-time, classified is one who works and is remunerated for less than 30 hours per week annually.

### **3230 “At-Will” Employees**

All hour-time classified employees are considered “at-will” employees, employed for a term of employment of indefinite duration terminally at will by either the employer or employee without notice or requirement of cause. However, termination of all such employees shall be by vote of the employing board.

### **3232 Probationary Period**

Before being eligible for any benefits and allowances including vacation and sick leave pay, an employee must work satisfactorily for 90 days. Holidays will be granted during this probationary period. Vacation and sick leave time will accrue during the 90 days.

### **3234 Remuneration for Non-Exempt Classified Employees (GL 9)**

Remuneration for a non-exempt classified employee consists of the wage and allowances or benefits for which the employee qualifies.

Wages for a non-exempt, classified employee are established by the school board in consultation with the principal and the local conference superintendent or his designee and are determined annually after consideration of the following factors:

**3234, cont.**

1. The job description
2. Years of employment
3. Level of experience or expertise
4. The prevailing community rate for comparable position unless community rate exceeds the maximum of the wage scale
5. The number of working hours per week
6. The number of weeks employed

**OVERTIME**

Overtime (time and one half) begins after working 40 hours per week. It includes only hours actually worked.

**3236 Service Credit for Classified Employees (Y 47 05)**

Some conferences have local church and elementary school personnel on their payroll with costs funded by the church or school. These employees are eligible to earn denominational service credit.

**3238 Employee Service Records (E70 05)**

An up-to-date service record is to be maintained for all classified employees. Permanent records shall be maintained by the local conference secretary or senior academy administrator because of the implications for the church's retirement plan. Periodically a copy of the employee's service record shall be given to the employee to assure its accuracy.

For additional requirements see (Working Policy E70 – E70 40)

**3240 Employment Eligibility Verification, Form I-9**

A classified employee who is employed after November 6, 1986 must have an I-9 Form, "Employment Eligibility Verification," U.S. Department of Justice, Immigration and Naturalization Service, on file with the employing organization.

**3242 Termination of an Hour-Time Classified Employee**

When an educational organization in the Southwestern Union is considering termination of an employee, it is strongly recommended that the conference superintendent of schools contact legal counsel specializing in labor relations before taking any final termination action.

**3242, cont.**

1. At-will employee:

A non-exempt, classified employee is hired and employed at-will and is subject to termination by the employing organization at any time without notice or requirement of cause. Non-exempt classified employees are requested to provide two weeks notice to the employing organization of their resignation from employment.

2. Procedure

- A. The school administrator shall consult with the superintendent of schools and school board chairperson when considering termination of a classified employee.
- B. The school board's personnel committee acts on the recommendation for termination of the employee.
- C. The school board acts on the personnel committee's recommendation with the superintendent of schools or designee present in the case of instructional personnel.
- D. The K-12 board or their designee will act upon the recommendation of the school board.
- E. The principal or board chairman notifies the employee in writing within five days of the school board action.

**3244 Termination Settlements**

Full-time hour-time classified employees may be eligible for a termination settlement as outlined in 3142.

**3246 Conciliation Procedures**

To settle disputes, hour-time classified employees shall use the conciliation procedures as outlined in 3310.

**3248 Physical Examinations for Classified Employees**

Individuals given a conditional offer of employment will be required to provide documentation that he/she has been examined for tuberculosis within the preceding 60 days and that the results of that examination/test are satisfactory to the employing organization.

**3248, cont.**

Individuals who refuse to provide documentation regarding the tuberculosis examination to the employing organization will be ineligible for employment. The results of this examination/test will be considered by the employing organization in compliance with applicable laws.

Classified personnel may not be confirmed for employment until completion of the medical examination as required by the employing organization.

Current employees shall be required to provide documentation of a tuberculosis examination/test at least every four years.

Records regarding tuberculosis examination/test will be maintained by the employing organization as confidential medical records separate from employee personnel or service records.

This requirement may be waived in the sole discretion of the employing organization for an employee who is to be employed for a time period less than a full school year or whose job functions do not require frequent or prolonged contact with students.

Classified employees may be requested to submit to a job-related medical examination during their employment by a physician selected by the employing organization or selected by the employee where such a job-related medical examination is justified by business necessity or a direct threat of harm to self, co-workers, or students.

Custodial, maintenance, or other personnel who may work directly with asbestos shall be required to wear protective clothing, respirators and other safety devices in compliance with the Asbestos Hazard Emergency Response Act (AHERA) and the Occupational Safety and Health Act (OSHA) and applicable regulations. The employing organization may require job-related medical examinations at no expense to the employee for those employees who wear respirators.

**3249 Background Checks**

Individuals given a conditional offer of employment in an instructional classified position must follow the NAD background check policy. Results of that check must be satisfactory to the employing organization in order for the individual to be eligible for employment.

**3250 Resignation by an Hour-Time Classified Employee**

A non-exempt classified employee who plans to resign is requested to give at least a two week notice to the local school board in order to give the employing organization time to obtain a suitable replacement.

## 3252 Harassment Policy

The harassment policy outlined in 3420 is also in effect for classified personnel.

### Chapter 4 – Employee Conciliation Procedures

## 3310 Conciliation Procedures (BA 42 05 – BA 42 85)

### 1. Purpose (BA 42 05)

The purpose of this conciliation policy is to promote unity and harmony while reconciling differences that may arise. It outlines a process by which problems may be resolved and a sound employer/employee relationship strengthened.

Christians should make every effort to avoid tendencies that would divide them and bring dishonor to their cause. Reconciliation of differences should be possible without recourse to civil litigation, much of which is carried on in a spirit of contention that results from and reveals human selfishness.

The emphasis of this policy is placed on candid and open communication between those involved. The process emphasizes the solution of problems at the level closest to their origin and is based on the premise that each party is interested in fair and just solutions to grievances.

Inasmuch as these are collegial proceedings, the conciliation procedure shall be conducted by the employee, the school, or the conference without an appearance by or participation of legal counsel, unless the attorneys are present to provide expert counsel on specific legal matters. All parties must agree on the process in advance.

### 2. Definitions

- A. Grievance—A grievance shall be any claimed misinterpretation, inequitable application or violation of the policies or regulations of the school, conference, Southwestern Union Conference, North American Division, General Conference, or state and federal laws that apply to private schools.
- B. Grievant—“Grievant refers to any employee who has a grievance as defined in Section A above.
- C. Administrator—Administrator refers to the principal of the school/academy or the conference superintendent of schools for those schools that do not employ a principal

### 3310, cont.

because of the school size, or the conference superintendent of schools for a principal who is seeking conciliation.

#### 3. Procedures (BA 42 30)

##### A. Step One

An employee with a grievance shall first present it to his immediate administrator informal contact within fifteen (15) working days of the incident. In cases involving discontinuance of employment, the grievance should also be presented to the superintendent within 15 working days of receiving written notification of termination.

##### B. Step Two

If the informal contact does not resolve the issue, the employee may present the grievance in writing to the administrator within 15 working days following the informal contact referred to in "Step One." The administrator shall reply in writing to this formal complaint within 15 working days from receipt of written notice, indicating a decision regarding the grievance.

##### C. Step Three

If the decision contained in the written response from the administrator in Step Two does not resolve the issue, the employee may appeal the decision by requesting, in writing, within five (5) working days following receipt of the decision, that the matter be referred to the conference office of education. The superintendent, in consultation with the human resources director, will respond in writing within 15 working days.

##### D. Step Four

If the decision contained in the written response from the office of education in Step Three does not resolve the issue. The employee may appeal the decision by requesting, in writing, within five (5) working days following receipt of the decision, that the matter be referred to the K-12 board of education. A timely request of appeal is to be considered within 30 days following the receipt of the appeal. The decision of the board is to be communicated in writing to the employee within five (5) working days following the decision.

##### E. Step Five

If the decision contained in the written response from the conference K-12 board of education does not resolve the issue, the employee may appeal the decision in writing to the next higher committee/board within the conference within five (5) working days of receipt of the decision. A timely request for appeal is to be considered at the next regular or special meeting following receipt of the appeal. The decision of this committee/board is to be communicated in writing to the employee within five (5) working days following the committee/board meeting.

**3310, cont.**

The decision of this committee/board will be considered as final except in cases where denominational policies allow for further appeal.

4. General Provisions

- A. The employee shall be given the opportunity to be present at each of the meetings at which an appeal is being considered. The decision regarding the grievance may be made in executive session.
- B. Notifications specified in Steps 1 through 5 above will be either hand delivered to the employee with signed and dated receipt or sent by certified mail, return receipt requested.
- C. Extension of time limits may be made by mutual consent. Such agreements should be put in writing, signed by both parties, and a copy filed at the next higher level. However, if the administrator fails to respond within the prescribed time limits (where there has been no mutual extension) the grievance will be automatically processed to the next step. If the employee fails to appeal within the prescribed time limits, when there has been no mutual extension, the grievance will be concluded.
- D. By written agreement between the administrator and the employee, one or more steps may be added or omitted in processing a grievance.
- E. A grievance may be dropped by the employee at any time by so designating to the administrator in writing.
- F. No retaliation shall be taken against any participants in the conciliation procedure by reason of such participation.
- G. In the event that a grievance is initiated close to the end of the school year, every effort will be made to resolve the grievance prior to the end of said year.
- H. All parties shall have access to information reasonably necessary to the processing and determination of a pending grievance.
- I. All official records of the conciliation procedure shall be stored in the conference Office of Education. Access to these records by a person or persons other than the parties to the grievance shall be by direct authorization of the conference K-12 board of education.
- J. Agreement, consents, or understandings must be in writing, bearing the signature of the employee and appropriate employing administrator.

**3310, cont.**

- K. In the event there is a grievance which involves a number of employees, it may be submitted as a group grievance with the employees involved being named in all appropriate correspondence.
- L. Formal transcribing or electronic recording of the conciliation procedures shall occur only by written consent of all parties involved.

## Chapter 5 – General Provisions Relating to Employment

### **3410 Revision of Policies**

The Southwestern Union K-12 Board of Education retains the right to amend and revise any or all education policies (for certificated and classified personnel) at any time when, in its judgment, conditions warrant such a move. No existing employment agreements in force at the time such a change is made shall be affected until the expiration of said agreements.

### **3420 Sexual Misconduct in Church Relationships Involving Denominational Employees and Approved Volunteers**

The Southwestern Union Conference fully adheres to the *North American Division Working Policy* regarding sexual misconduct as found in section E87 as shown below.

Sexual Misconduct in Church Relationships Involving Denominational Employees and Approved Volunteers-Model Procedures

#### **Introduction (E 87 05)**

1. *Appearances of Wrongdoing—Denominational employees, volunteers, and endorsed chaplains shall exemplify a Christ like life and avoid all appearances of wrongdoing. They must not engage in behavior that is harmful to themselves or others. Denominational employees, volunteers, and endorsed chaplains should respect every individual. To do otherwise is not consistent with the Christian life.*
2. *Violations of Christian Principles—Sexual Misconduct is a violation of Christian principles. Sexual Misconduct is never condoned by the Seventh-day Adventist Church. Denominational employees, volunteers, and endorsed chaplains are entrusted with sacred responsibilities which include refraining from Sexual Misconduct. It is expected that persons functioning in these roles will not engage in such behavior.*
3. *Improper Actions Compromise the Church and Its Message—The Church and its message are compromised by improper actions of employees, volunteers, and endorsed chaplains. Church organizations seek to respond to situations where the fitness of a person for service to the Church is called into question due to accusations of Sexual Misconduct. Church organizations also seek to advance the healing and integrity of all persons influenced by its ministry.*

#### **Purpose (E 87 10)**

1. *Model Procedures—The purpose of this policy is to provide model procedures for use by church entities that respond effectively to allegations of Sexual Misconduct against*

## **3420, cont.**

*denominational employees and volunteers. The North American Division strongly recommends that all local conferences, union conferences, educational, and health care institutions, and all other North American Division church-related entities and boards establish procedures to address Sexual Misconduct.*

2. *Implementation—Organizations which adopt these procedures shall inform those responsible regarding the implementation of such procedures. These organizations shall also take reasonable steps to inform members, denominational employees, volunteers, endorsed chaplains, students, and others of these procedures. All church organizations must determine and comply with the abuse reporting requirements of their state or province. If government agencies or authorities become involved in allegations pertaining to Sexual Misconduct, all individuals are reminded of their duty to cooperate.*
3. *Policy Limitations—This policy is not intended to supersede any conflicting provisions in existing personnel policies, valid contracts, or any provisions of the Seventh-day Adventist Church Manual. In the event of any such conflict, the organization, or entity enacting procedures to address Sexual Misconduct should consult legal counsel to eliminate the conflict.*
4. *Unusual Situations—Further, this policy will not address every Sexual Misconduct situation that may arise in a given territory. It is expected that the officials of the North American Division entities using these procedures, will consult their attorneys, executive committees, and boards when an area of conflict arises that is not specifically addressed in these procedures.*

### **Definitions (E 87 15)**

1. *Accuser—Any person, regardless of church membership, alleging Sexual Misconduct by a denominational employee, volunteer or endorsed chaplain of a local entity or administration. An Accuser may also be a minor’s parent or guardian, or any other representative recognized by the Sexual Ethics Committee (SEC), or the legal representative of an incompetent adult.*
2. *Accused—A denominational employee, volunteer or endorsed chaplain who is alleged to have committed Sexual Misconduct while in the course and scope of his/her employment or volunteer status.*
3. *Administration—The Executive Officers of the Local Entity, also referred to as the Designated Officers.*
4. *Church—For this policy, “church” means the local conference, union conference, or the North American Division, of which the employing or appointing entity or organization is a part.*

**3420, cont.**

5. *Concerned Care Practitioner Pool (CCPP)*—A group of Concerned Care Practitioners in a local conference or union conference of the North American Division of the General Conference of Seventh-day Adventist.
6. *Concerned Care Practitioners (CCPs)*—Trained professionals in the areas of theology, counseling, psychology, or other related disciplines, who will assist in the process of hearing a complaint. A Concerned Care Practitioner shall serve as an intermediary between the Accuser and the Executive Officers/Administration for the purpose of fact gathering in situations where an Accuser cannot or will not approach the Executive Officers/Administration at the local level.
7. *Denominational Employee*—Any individual who is employed by a Local Entity.
8. *Designated Officers*—The Executive Officers at the local conference, union conference, institution or North American Division of which the employing or appointing organization or entity is a part, who is responsible for initiating the procedures set forth in this policy, generally the two or three Executive Officers, (i.e., President, Executive Secretary, and Treasurer/Chief Financial Officer, whichever is applicable, unless one or more of the Officers is the Accused, in which case it shall generally be the Executive Officers of the next larger administrative body, or in the case of an institution, the Chair, Vice-Chair and a board member selected by the Board of the institution. The Designated Officers shall have the authority to delegate tasks in the procedures of this policy.
9. *Discipline Committee*—The group responsible for the discipline of church employees or Volunteers. The Discipline Committee will normally be determined by the organization's Executive Officers.
10. *Endorsed Chaplain*—A person who is a duly-licensed/credentialed minister of the Church with ecclesiastical appointment to serve as a chaplain.
11. *Incompetent Person*—A person, who because of health, age, or mental capacity, is legally unable to consent.
12. *Local Entity*—The entity at which the alleged act(s) of Sexual Misconduct occurred.
13. *Member Entity*—An entity listed in the Seventh-day Adventist Yearbook as a member of the North American Division of the General Conference of Seventh-day Adventist.
14. *Perpetrator*—An Accused who is determined by the Sexual Ethics Committee (SEC) to have committed Sexual Misconduct.
15. *Response*—A written document(s) prepared by the Accused detailing his/her response to the allegation(s) of Sexual Misconduct.

**3420, cont.**

16. *Sexual Ethics Committee (SEC)*—The five-member committee that is appointed from the Sexual Ethics Pool (SEP) by the Designated Officers to consider complaints.
17. *Sexual Ethics Committee Chair (SEC Chair)*—A member of the Sexual Ethics Committee, appointed by the Designated Officers to assume administrative responsibilities for the Sexual Ethics Committee as necessary.
18. *Sexual Ethics Pool (SEP)*—A group comprised of qualified appointees, from which Sexual Ethics Committees are selected as needed. (See E 87 25 Selection of Sexual Ethics Pool.)
19. *Sexual Harassment*—Any unwelcomed sexual advance, request for sexual favors, and/or other verbal or physical conduct, which may include, but is not limited to sexually suggestive comments or jokes, crude language, and unwelcomed physical contact which is of a sexual nature:
  - a. Made either explicitly or implicitly a condition of employment or volunteer relationship;
  - b. Used as a basis for affecting those relationships, and/or
  - c. Creates an intimidating, hostile, and/or offensive environment
20. *Sexual Misconduct*—Improper sexual behavior including any of the following:
  - a. Actual or attempted sexual contact with a minor or with any person where there exists a relationship with inequality of power;
  - b. Actual or attempted rape or sexual contact by force, threat, or intimidation;
  - c. Criminal behavior of a sexual nature.
21. *Submission*—A written document(s) prepared by the Accuser detailing the allegations of Sexual Misconduct.
22. *Accuser*—An Accuser becomes a Victim when in consultation with the three Executive Officers or the Concerned Care Practitioner and the investigation has been concluded and the Designated Officers have determined that the Accused has committed Sexual Misconduct.
23. *Victim*—Any individual whose allegation(s) of Sexual Misconduct has been determined by the Executive Officers/Administration or the Sexual Ethics Committee (SEC) to more likely to be true than untrue.
24. *Volunteer*—Any individual whose labor or service is requested by and donated to the Church, and who is under the Church's direction or supervision. The existence of a monetary stipend for reimbursement of expenses does not negate Volunteer status.

**3420, cont.**

**Guiding Principles and Concepts Underlying the Development of This Policy (E 87 20)**

1. *Serious Treatment of Accusations—All accusations of Sexual Misconduct shall be taken seriously. No accusation shall be dismissed without a response, and all shall be processed in a timely manner. The Accused and the Accuser shall be treated with respect.*
2. *Paths for Review—The Accuser may bring his/her allegations of Sexual Misconduct to the attention of the Executive Officers of the Local Entity or to the attention of the organizational Concerned Care Practitioner.*
3. *Presumptions—The filing or failure to file a complaint or denial shall not be deemed to be conclusive evidence of any issue, but may be considered as part of the evidence received by the Concerned Care Practitioner or the Designated Officers.*
4. *Protection of All Involved—The confidentiality of those involved, including the Accused and the Accused’s family, the Accuser and the Accuser’s family, shall be respected.*
5. *Discipline—A denominational employee, volunteer, or endorsed chaplain who has engaged in Sexual Misconduct is subject to discipline as outlined in the North American Division Working Policy, Seventh-day Adventist Church Manual, applicable personnel policies, or employment contracts.*
6. *Expenses—The expenses incurred to implement this policy should usually be borne by agreement between church entities. The goal of this policy is the protection of the members, the employees, and the mission of the church; therefore, a primary beneficiary of these procedures is the overall church and its members.*
7. *Unbiased Considerations—To protect the integrity of the proceedings outlined in this policy, the Designated Officers and the members of the Sexual Ethics Committee (SEC) shall be free of actual or apparent bias, prejudice, predisposition or conflict of interest that may be material to the issues, proceedings, or individuals involved. Any of these individuals who are or appear to be biased, prejudiced, predisposed, or have a conflict of interest, shall be replaced or excluded from appointment. The Discipline Committee should also be free of actual or apparent bias, prejudice, predisposition, or conflict of interest that may be material to the issues, proceedings, or individuals involved.*
8. *Local Entity Issue—It shall be the recommendation of the North American Division that member entities address issues involving Sexual Misconduct. Such review and discussion should involve procedures in which an Accuser can state the nature and facts that constitute the accusation sufficiently to allow for an examination of the accusation and appropriate action, if factually supported. Such review and discussion may be formal or informal, but it should involve the Executive Officers.*

**3420, cont.**

9. *Role of the Concerned Care Practitioners (CCP)—In situations where the Accuser feels uncomfortable in expressing his/her concerns to the Executive Officers/Administration at the Local Entity or the Accuser will not communicate directly with the Executive Officers/Administration, due to conflict of interest or other unforeseen issues, it shall be the recommendation of the North American Division that a Concerned Care Practitioner (CCP) be made available to the Accuser. Such Concerned Care Practitioner (CCP) shall have a limited role. The function of the Concerned Care Practitioner (CCP) shall be to gather facts from the Accuser and present such facts to the Executive Officers/Administration. The Concerned Care Practitioner (CCP) may be asked to maintain a role throughout any follow up investigation by the Executive Officers/Administration, where applicable, to assist in formulating questions or on any follow up questions that the Executive Officers/Administration may have to assist in resolution.*

*The concerned Care Practitioner (CCP) shall not render advice on actions to be considered or conduct an investigation outside fact gathering from the Accuser. The Concerned Care Practitioner (CCP) shall agree to keep the issues revealed through the role of Concerned Care Practitioner (CCP) confidential to the extent permitted by law.*

*Usually the Concerned Care Practitioner (CCP) will personally meet with the Accuser and listen to the allegations. The Concerned Care Practitioner (CCP) may ask for a written account of the allegations beyond the Submission. Once the Concerned Care Practitioner (CCP) has completed the fact finding, he or she shall report to the Executive Officers/Administration. Such report may be in writing or it may be verbal at the Executive Officers/Administrations' sole discretions.*

*The Concerned Care Practitioner (CCP) shall advise the Accuser that while the Concerned Care Practitioner (CCP) shall endeavor to respect the Accuser's privacy, the facts revealed shall be reported to the Executive Officers/Administration. The Concerned Care Practitioner (CCP) shall advise the Accuser that copies of any documents prepared or submitted shall be shared with the Executive Officers/Administration.*

*The Concerned Care Practitioner (CCP) shall advise the Accuser that the Concerned Care Practitioner (CCP) is not an advocate and that there is no counselor/counselee relationship established by their relationship. The relationship is simply for the purpose of fact gathering by a neutral third party removed from the Executive Officers/Administration and that such facts gathered shall be reported to the Executive Officers/Administration.*

*Once the Concerned Care Practitioner (CCP) has completed the fact gathering task, the Concerned Care Practitioner (CCP) shall report to the Executive Officers/Administration in a timely fashion and consistent with this policy. The Concerned Care Practitioner (CCP) shall thereafter, have no involvement in subsequent actions by the Executive*

**3420, cont.**

*Officers/Administration unless asked to provide additional assistance solely by the Executive Officers/Administration.*

**Selection of Concerned Care Practitioners Pool (CCPP) (E 87 23)**

1. *The Concerned Care Practitioners Pool (CCPP) shall be selected by the local conference, union conference, or division executive committee and to the extent practicable, reflect the diversity of members. In small rural areas where a Concerned Care Practitioners Pool (CCPP) may not have sufficient members from which to select a pool, the next larger organization should be considered to provide assistance.*
2. *Members Qualifications—Members selected to serve on the Concerned Care Practitioners Pool (CCPP) shall:*
  - a. *Be members of a local congregation in regular standing.*
  - b. *Be free of predisposition, bias or conflict of interest that may be material to the proceedings or issues involved; and*
  - c. *Have knowledge of the subject of Sexual Misconduct.*
3. *Confidentiality Agreement—Confidentiality of the Concerned Care Practitioners Pool (CCPP) is of utmost importance. Each member of the Concerned Care Practitioners Pool (CCPP) shall sign a confidentiality agreement from the entity where he/she is serving to ensure that the member understands the duty, extent, and nature of confidentiality.*
4. *Indemnification Letter—Each member of the Concerned Care Practitioners Pool (CCPP) shall receive an indemnification letter from the entity where he/she is serving, holding him/her harmless from suits that may arise from that service.*

**Procedures for the Concerned Care Practitioners (E 87 24)**

1. *Once the Executive Officers/Administration at the local level becomes aware of an allegation of Sexual Misconduct, they shall notify the Accuser of his or her option to present the details of the accusation to the Executive Officers/Administration or to meet with a Concerned Care Practitioner (CCP) who shall, thereafter, present the facts discovered to the Executive Officers/Administration of the Local Entity.*
2. *The Accuser shall within ten (10) business days, elect either the Executive Officers/Administration or a Concerned Care Practitioner (CCP) for communication purposes. Election shall be in writing to the Executive Officers/Administration. If no election is made, the Executive Officers/Administration will assume that the Officers/Administration and the Concerned Care Practitioner (CCP) shall not be made available. A list of three members from the Concerned Care Practitioners Pool (CCPP) shall be provided to the Accuser from which to select. If a Concerned Care Practitioner (CCP) is elected, the Executive Officers/Administration shall assign the matter to a member of the Concerned Care Practitioners Pool (CCPP). Such assignment shall*

**3420, cont.**

*include a copy of the written submission. It may include a summary of the problem prepared by the Executive Officers/Administration as well.*

3. *Once the Accuser makes his or her election, the Accuser shall submit a Submission of the facts supporting the accusation. The Accuser shall be advised that the Submission is not confidential and may be shared with interested parties. The Accuser shall be advised that a Submission is required.*
4. *If a Concerned Care Practitioner (CCP) is elected, the Accuser shall meet with the Concerned Care Practitioner (CCP) to further explain the content of the Submission or answer any questions the Concerned Care Practitioner (CCP) may have. The Concerned Care Practitioner (CCP) will, thereafter report the facts to the Executive Officers/Administration may inquire into additional facts, but shall not contact the Accuser, except through the Concerned Care Practitioner (CCP). Moreover, the Concerned Care Practitioner (CCP) shall not conduct an investigation beyond contact with the Accuser.*
5. *If the Accuser elects to work with the Executive Officers/Administration, The Executive Officers/Administration shall read the Submission and meet with the Accuser. Thereafter, additional investigation may take place where appropriate including following up with the Accuser.*
6. *Once the investigation, if any, is complete, the Executive Officers/Administration will make a determination of finds based on the strength of the facts discovered and the nature of such facts. Any such action, such as employee discipline, shall conform to the relevant policies and processes of the Local Entity.*
7. *The Accuser shall agree to hold the Concerned Care Practitioner (CCP) harmless from any and all liability.*
8. *If the Executive Officers/Administration, after attempting to address the issue of Sexual Misconduct at the Local Entity, believes that the issue remains unresolved, then the Executive Officers/Administration, in its sole discretion may engage a Sexual Ethics Committee (SEC) as set forth in NAD Working Policy E87, beginning with the selection of the organizations Sexual Ethics Pool (SEP) if one has not already been selected.*

**Selection of Sexual Ethics Pool (SEP) (E 87 25)**

1. *If deemed necessary, by the Designated Officers, the Sexual Ethics Pool (SEP) shall be selected by the local conference, union conference, or division executive committee and to the extent practicable, reflect the diversity of members.*

**3420, cont.**

2. *Members Qualifications—Members selected to serve on the Sexual Ethics Pool (SEP) shall:*
  - a. *Be members of a Seventh-day Adventists congregation in regular standing;*
  - b. *Be free of predisposition, bias or conflict of interest that may be material to the proceedings or issues involved; and*
  - c. *Have knowledge of the subject of Sexual Misconduct.*
3. *Confidentiality Agreement—Confidentiality of the Sexual Ethics Pool (SEP) is of utmost importance. Each member of the Sexual Ethics Pool (SEP) shall sign a confidentiality agreement from the entity where he/she is serving to ensure that the member understands the duty, extent, and nature of confidentiality.*
4. *Indemnification Letter—Each member of the Sexual Ethics Committee (SEC) shall receive an indemnification letter from the entity where he/she is serving, holding him/her harmless from suits that may arise from that service.*

**Preliminary Process for Sexual Ethics Committee (SEC) (E 87 30)**

1. *Activate the Process—Upon receiving a report or learning of alleged Sexual Misconduct by an employee, volunteer or endorsed chaplain, the Accused's immediate supervisor or chief administrative officers of the institution or entity involved shall activate the appropriate process as outlined, if other attempts at resolution have not been successful:*
  - a. *For allegations, suspicions, or knowledge of current child Sexual Misconduct (abuse)*
    - 1) *Notify the Designated Officers of the report or knowledge; and*
    - 2) *Immediately report all allegations or knowledge of child Sexual Misconduct/abuse to local authorities as necessary to comply with applicable child abuse reporting statutes, and to Adventist Risk Management, Inc. and applicable liability insurance carriers;*
    - 3) *Inform the individual of the accusation, allegation, or suspicion of child sexual abuse; and an appropriate individual may be made available to the Accused early on in the process to serve as an interpreter of the process. This appropriate individual shall explain to the Accused the process to be followed in response to the complaint.*
    - 4) *Review E 87 50-4 Response in Situations Involving Minors, for more information regarding situations involving minors. (See E 87 10-2, Implementation, for information on cooperation with government agencies and authorities).*
  - b. *For child Sexual Misconduct alleged to have taken place in prior years when the Accuser was a minor.*

**3420, cont.**

- c. *For Sexual Misconduct alleged to have taken place when the Accuser and Accused are adults. In a, b, and c, complaints should be lodged with and addressed by the organization where the employee/volunteer currently serves.*
- 2. *Integrity of the Affected Entities—The Designated Officers shall take steps to maintain the integrity of the affected institution or entity and those involved in the dispute. This may include recommending to the disciplinary body that the Accused be placed on administrative leave with pay and without prejudice, or that a Volunteer be prohibited from carrying on his/her volunteer duties. Under such circumstances, the Accused shall not engage in any church-related duties until the investigation has been concluded and findings have been issued. Other prudent courses of action must also be considered.*
- 3. *Meet With the Accuser—When notified, the Designated Officers shall immediately convene in meeting with the Accuser to:*
  - a. *Hear the allegations.*
  - b. *Request the Accuser to file a written complaint which shall include the name of the Accused, details including the date(s), place(s), nature of the offense(s), and verification by the Accuser. The complaint shall be verified as follow:*

*I, \_\_\_\_\_, do verify and affirm that the within factual accusations of Sexual Misconduct are true and correct to the best of my knowledge. Dated this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.*

*At \_\_\_\_\_  
(City)*

*\_\_\_\_\_  
(State of Province)*

*\_\_\_\_\_  
(Signature of Accuser)*

*\_\_\_\_\_  
(Signature of Designated Officer/Administrator)*

- c. *Inform the Accuser that the facts gathered from the written complaint and/or verbal statements, and his/her name will be disclosed in discussion with the Accused.*
- d. *Request the Accuser to appear before the Sexual Ethics Committee (SEC), if applicable, and*
- e. *Explain to the Accuser the process to be followed in response to the complaint and provide a copy of this policy.*
- f. *Report the initiation of the proceedings:*
  - 1) *For an Accused employee: to the Accused's employing entity or organization and the local conference, union conference, or the North American Division of which it is a part; or*
  - 2) *For a Volunteer: to the Accused's appointing organization and the church board of the congregation of which the Volunteer is a member.*

**3420, cont.**

- 3) *For an Endorsed Chaplain: to the Accused's endorsing office, Adventist Chaplaincy Ministries.*
  - g. *Explain to the Accuser that if the Accuser at any time chooses not to participate, the process shall continue if there appears to be sufficient evidence to believe that an act of Sexual Misconduct may have occurred.*
4. *Meet with the Accused—As soon as practicable, the Designated Officers shall convene a meeting with the Accused to:*
- a. *Discuss the allegations made in the verified written complaint.*
  - b. *Explain to the Accused the process to be followed in response to the complaint and provide a copy of this policy; and*
  - c. *Request that the Accused submit a verified written Response to the complaint and discuss with the Designated Officers any additional verbal response the Accused may wish to have considered. The written Response shall be verified as follows:*

*I, \_\_\_\_\_, do verify and affirm that the within factual statements and denials set forth in this answer are true and correct to the best of my knowledge.*

*Dates this \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_,*

*At \_\_\_\_\_  
(City)*

\_\_\_\_\_  
*(State or Province)*

\_\_\_\_\_  
*(Signature of Accused)*

\_\_\_\_\_  
*(Signature of Designated Officer/Administrator)*

- d. *After meeting with the Accused, the Designated Officers shall review all of the facts and issue a decision (such as in a case where the facts are not disputed by the Accused), or if necessary, begin the process of selecting the five-member Sexual Ethics Committee (SEC).*
5. *Investigative Process Omitted—Should the Designated Officers alone, or in consultation with the organizations' administrative leadership or with the selected Sexual Ethics Committee (SEC) members and the concurrence of a majority of those members, determine that the allegations of the Accuser are of a nature that could be best resolved between the parties, and there is no factual dispute, then the investigative process may be omitted, provided the Accuser, Accused, and the applicable disciplinary body agree. The notification procedure contained in the decision process, and the disciplinary process, shall be followed as necessary. Should this process not be successful, the matter shall be referred back to the Designated Officers, who shall then initiate the investigative process.*

3420, cont.

**Investigative Process (E 87 35)**

*The Sexual Ethics Committee (SEC), meeting as a group only, may be enlisted to investigate the allegations through information and documentation from the Accuser, the Accused, and other appropriate sources. At its discretion, the Sexual Ethics Committee (SEC) may meet with parties and witnesses, receive and consider written documents, photographs, and other relevant materials; consider any court or administrative proceedings, including criminal convictions and pleas; and may determine the manner and form in which such evidence is received. Because these proceedings are administrative in nature, if the Sexual Ethics Committee (SEC) is involved, it shall have complete control over the hearing format including whether cross-examination of parties will be prohibited, and what evidence will be admitted.*

1. *Convene Meeting of All Parties—After reviewing the verified written complaint (Submission) of the Accuser and the Response of the Accused, the Sexual Ethics Committee (SEC) may convene a meeting of the parties to gather information to determine whether the factual allegations as set forth in the verified written complaint were more likely to be true than untrue.*
  - a. *The parties may bring other persons who have knowledge of the allegations and who may provide statements under oath. The Sexual Ethics Committee (SEC) may hear and consider the allegations and receive any such additional evidence necessary to support or defeat the verified written complaint. Written statements if requested from either party should have notarized signatures, as provided for in the written complaint and denial.*
  - b. *Members of the Sexual Ethics Committee (SEC) may ask questions as necessary. The Sexual Ethics Committee (SEC) may, upon a determination of good cause, prohibit cross-examination of parties or witnesses. If cross-examination is not allowed, the Sexual Ethics Committee (SEC) may accept written questions from the Accused or Accuser, and the Sexual Ethics Committee (SEC) may question the party(ies) or witness(es) protected from cross-examination.*
2. *Attendance at Meeting of Sexual Ethics Committee (SEC)—Once the Sexual Ethics Committee (SEC) is convened by the Executive Officers/Administration to take jurisdiction over a case, the Sexual Ethics Committee (SEC) members, the Accuser, the Accused, as well as the parents/guardians, or legal representatives of a minor or an incompetent adult, and with permission of the Sexual Ethics Committee (SEC), qualified therapists of the Accuser and/or the Accused, or legal counsel of the Accuser or the Accused, may attend the Sexual Ethics Committee (SEC) meetings. Any other individuals may attend only upon invitation of the Sexual Ethics Committee (SEC), consent of both parties, or while giving testimony or providing other evidence. The Sexual Ethics Committee (SEC) may seek counsel and advice from therapists, attorneys, or any other experts to assist the Sexual Ethics Committee (SEC) in its investigation of the charges or administration of the proceedings.*

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3. *Additional Meetings of Sexual Ethics Committee (SEC)—The Sexual Ethics Committee (SEC) may convene additional meetings as may be necessary to fulfill its duties and responsibilities. Reasonable efforts will be made to provide notice to both the Accuser and the Accused of these meetings.*
4. *Witness Invitation or Recall—The Sexual Ethics Committee (SEC) may invite or recall witnesses on its own initiative or at the request of the Accuser or the Accused as often as is necessary to determine the facts.*
5. *Recording of Sexual Ethics Committee (SEC) Meetings—The Sexual Ethics Committee (SEC) meetings shall not be recorded by videotaping, audiotape recording, or the preparation of a verbatim transcript by a court reporter or stenographer.*
6. *Reporting of Verdict—Upon any criminal disposition adverse to the Accused, whether by verdict or pleas of guilt or no contest, or charges based upon Sexual Misconduct, the Sexual Ethics Committee (SEC) shall presume the allegations involving the disposition substantiated and the Designated Officers shall report the finding to the disciplinary body for appropriate disciplinary action. A finding of not guilty in the criminal court will not of itself affect the process, findings, or disposition under this policy.*
7. *Uncooperative Accuser—If the Accuser at any time chooses not to cooperate, the process shall continue if there appears to be sufficient evidence to believe that an act of Sexual Misconduct may have occurred.*
8. *Resignation of Volunteer—If the Accused Volunteer chooses to resign his/her membership and volunteer position, the Sexual Ethics Committee (SEC) shall consult with and seek the advice of an attorney regarding legal issues concerning continued disciplinary action against the Volunteer.*

**Decision Process (E 87 40)**

*If it is determined that the Sexual Ethics Committee (SEC) needs to hear a case, it shall then determine whether the charges contained in the Accuser's complaint are supported by evidence showing that the charges are more likely than not to be true. Unless otherwise agreed to by the parties in writing, if applicable, the Sexual Ethics (SEC) shall issue a finding within thirty (30) business days from the date of the final hearing.*

*Sexual Ethics Committee (SEC) Actions—Based upon its conclusion, the Sexual Ethics Committee (SEC) shall take one of the following actions:*

1. *If the allegations of Sexual Misconduct are found to be more likely untrue than true, no further investigatory action shall take place, and reasonable efforts shall be made to exonerate the Accused and clear his/her name, including placing the Designated Officers'*

**3420, cont.**

*or the Sexual Ethics Committees' (SEC) findings in the Accused's personnel file, if applicable. These findings may also be placed in the Accuser's records as appropriate. The Sexual Ethics Committee (SEC) and the Designated Officers shall communicate and explain the Sexual Ethics Committee (SEC) findings with the Accuser and the Accused, separately. All entities or organizations which were notified of the initiation of these proceedings shall also be notified of the Sexual Ethics Committee (SEC) findings to the satisfaction of the Sexual Ethics Committee (SEC) in consultation with the Accused.*

2. *If the allegations of Sexual Misconduct are found to be more likely true than not, the Sexual Ethics Committee (SEC) shall report its findings to the Designated Officers, who shall relay the findings to the appropriate disciplinary body. Upon request, the Sexual Ethics Committee (SEC) may make its members available to meet with the Discipline Committee. All entities and organizations which were notified of the initiation of these proceedings shall also be notified of the Sexual Ethics Committee (SEC) findings.*

**Disciplinary Process (E 87 45)**

1. *Factors to Consider—The discipline committee shall consider the following factors in determining the appropriate discipline:*
  - a. *Severity of the offense(s)*
  - b. *Frequency of the offense(s)*
  - c. *Severity of the injury(ies)*
  - d. *Number, age(s), and gender of victim(s)*
  - e. *Attitude of the perpetrator (is he/she contrite?)*
  - f. *Duration of the injury(ies); and*
  - g. *Nature of the relationship between the parties.*
2. *Discipline May Include—Based upon these factors, discipline shall be imposed, and may include one or more of the following:*
  - a. *Educative warning*
  - b. *Written reprimand*
  - c. *Public censure*
  - d. *Mandatory counseling*
  - e. *Suspension and/or*
  - f. *Termination of employment or volunteer relationships*
  - g. *Revocation of endorsement and withdrawal of credentials*
  - h. *Require that the perpetrator reimburse the expenses incurred by the parties or the Sexual Ethics Committee (SEC) or*
  - i. *Any other discipline determined to be appropriate by the Discipline Committee*

**3420, cont.**

3. *Discipline Committee to Communicate with All Parties—The Discipline Committee or its designated representative(s) will communicate with the Victim(s) and the Perpetrator, separately, to explain the action(s) taken.*
4. *Personnel File Record—If the Perpetrator is an employee of a church entity, the Designated Officers shall ensure that notations have been placed in his/her personnel file that a complaint had been made, and that the findings of fact and the action taken by the Discipline Committee are placed in the personnel file.*
5. *Volunteer Perpetrators—If the Perpetrator is a Volunteer, the findings of fact and any action taken by the Discipline Committee, or the Sexual Ethics Committee (SEC) shall be reported by the Designated Officers to the church entity or organization which appointed him/her as a Volunteer and to the church board and local conference in which he/she holds membership.*
6. *Endorsed Chaplain—If the perpetrator is an endorsed Chaplain, the findings of fact and any action taken by the Discipline Committee or the Sexual Ethics Committee (SEC) shall be reported by the Designated Officers to the Secretary of the North American Division in his role as Chairperson of the Credentials Committee and to the Chairperson of the North American Division Adventist Chaplaincy Ministries Committee.*

**Responses (E 87 50)**

*Once the discipline committee has made its determination and decided upon the disciplinary action, the following steps shall be taken:*

1. *Response to the Accused—The following appropriate responses to the Accused may take place:*
  - a. *Implement Discipline Committee action.*
  - b. *Remove the Accused employee from service, if applicable.*
  - c. *Assuming continuation of employment is possible, require therapeutic counseling and/or treatment to be utilized in combination with any of the responses listed above. A therapist who is qualified to deal with Sexual Misconduct, and who is sensitive to issues of professional ethics, should be selected by the Accused and approved by the Designated Officers. Assistance shall be made available for the spouse and family where needed and approved. The therapy requirement shall be clearly communicated and monitored as appropriate.*
  - d. *For minor offenses where it is concluded that the Accused is sufficiently capable of effective service again, possible reinstatement of the Accused shall be dependent upon the recommendation(s) of the therapist, supervisor, and members of the Discipline Committee.*
  - e. *Limit the service of the Accused during the rehabilitation process and appoint a trained supervisor to monitor his/her duties. Any such rehabilitation plan needs to be approved by a qualified therapist to protect other potential Victims.*

## **3420, cont.**

2. *Response to the Accuser(s)—*
  - a. *Advise the Accuser of the Discipline Committee action.*
  - b. *A list of qualified therapists shall be provided to the Accuser(s) to be utilized at his/her/their choice. While this does not imply financial responsibility on the part of the organization, financial support for this purpose may be offered without implying guilt.*
  
3. *Response to the Congregation, Institution, or Church-related Entity—*
  - a. *The Designated Officers shall relate the results of the hearing process and the action of the Discipline Committee to the conference, church, institution, or church-related entity to communicate the results of the hearing process. At this meeting special attention shall be given to the disciplinary action taken and its implications.*
  - b. *A trained resource person shall be made available to assist the institution or congregation in whatever was necessary to address their concerns and to bring healing.*
  
4. *Response in Situations Involving Minors—*
  - a. *In the event that a complaint involves allegations of Sexual Misconduct with a minor, the person who receives the complaint is required by law to:*
    - 1) *Immediately report the suspicion of sexual abuse against a minor to the local law enforcement authority (i.e., district attorney, child protection services, etc.);*
    - 2) *Proceed with the investigation outlined in this policy.*
  - b. *If charges are filed involving criminal acts against a minor and the Accused is prosecuted, two members of the Sexual Ethics Committee (SEC) may be assigned to monitor the trial proceedings and report regularly to the Sexual Ethics Committee (SEC).*
  - c. *If the Accused is convicted in court of criminal charges against a minor, the Sexual Ethics Committee (SEC) or the Designated Officers shall recommend to the Discipline Committee removal from denominational employment or service.*
  - d. *If the complainant does not choose to pursue a formal written complaint with the conference, the Designated Officers shall continue the investigation if there appears to be sufficient evidence that Sexual Misconduct has occurred such as to cause concern for the well-being of other minors.*

## **Appeals (E 87 55)**

*Because sexual misconduct policies are developed to make the process as fair and impartial as possible, the findings of the Sexual Ethics Committee (SEC) are considered final, resulting in no further recourse through appeals through the church.*

**3420, cont.**

**Education and Prevention (E87 60)**

*The North American Division, in partnership with Adventist Risk Management, the General Conference Human Resources, and the General Conference Office of General Counsel, seeks to educate employees and volunteers that Sexual Misconduct is disapproved by the Church and violates the law of the land. To carry out this educational goal, the North American Division publishes this policy for its office and field, institutions, boards, and church-related entities and affiliates; develops appropriate instructions/standards for moral conduct and the prevention of Sexual Misconduct; and endeavors to inform all employees, volunteers, and members of the process of bringing a complaint of Sexual Misconduct.*

*The North American Division encourages the establishment of education and prevention programs in churches, schools, and other institutions. Lists containing names of employee and lay resource persons who have indicated that they can provide seminars, sermons, and educational programs may be obtained from the Office of Human Relations of the North American Division.*

**3422 Harassment in Church Relationships Involving Denominational Employees and Approved Volunteers (E 84)**

The Southwestern Union Conference fully adheres to the *North American Division Working Policy* regarding sexual harassment as found in Section E84 as shown below.

**Working Environment (E 84 05)**

*The North American Division values the dignity of all human beings as children of God and recognizes its responsibility to all employees to maintain a working environment free from harassment. It endeavors to achieve this through educating employees that harassment violates the law and will not be tolerated by the Division. The North American Division also endeavors to prevent harassment by publishing this policy, by developing appropriate sanctions for misconduct, and by informing all employees of their right to complain of harassment.*

1. *To maintain a work environment free of harassment and assist in preventing inappropriate workplace conduct, the North American Division expects each NAD organization to take the following actions:*
  - A. *Develop a harassment policy and complaint procedure;*
  - B. *Designate an officer to serve as the individual to whom complaints of harassment can be made in addition to an employee's department director;*
  - C. *Supply each employee with a copy of the harassment policy and complaint procedure; and*

## **3422, cont.**

- D. *Have each employee acknowledge in writing the receipt of the policy and complaint procedure, which will be maintained in the employee's personnel file.*

### **Personal Conduct (E 84 10)**

*Employees of North American Division organizations are to exemplify the Christ-like life and shall avoid all appearance of wrongdoing. They should not engage in behavior that is harmful to themselves or others or that casts a shadow on their dedication to the Christian way of life. Personal attire, posters, banners, bumper stickers, tags, flags, and other symbols whose message, historically or currently, is, or could reasonable be construed to be, one of prejudice, discrimination, or that is inflammatory, must not be displayed anywhere on the premises of the North American Division or its organizations, or while representing the North American Division in any capacity. Employees should respect and uplift one another. Employees should never be placed in a position of embarrassment, disrespected or harassed because of their gender, race, color, national origin, age or disability. To do so would be a violation of God's law and civil laws protecting human rights and governing work place conduct.*

### **Sexual Harassment (E 84 15)**

*Sexual harassment is a form of harassment that involves unwelcomed sexual advances, requests for sexual favors or other verbal, written or physical conduct of a sexual nature when:*

- 1. Submission to each conduct is made either explicitly or implicitly a term or condition of an individual's employment; or*
- 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual; or*
- 3. Such conduct has the purpose or effect or unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.*

### **Improper Conduct (E 84 20)**

*Improper conduct by the employer, co-workers and, in some instances, non-employees includes, but is not limited to:*

- 1. Any subtle or other pressure for sexual favors or activity, including any suggestion that an applicant's or employee's giving in to or rejecting sexual advances will have an effect on that person's employment or terms of employment.*
- 2. Unwelcome sexual flirtation or propositions.*

### **3422, cont.**

3. *Unnecessary or inappropriate touching of a sexual or abusive nature (e.g., patting pinching, hugging, repeated brushing against another person's body, etc.).*
4. *Displays of sexually suggestive pictures, drawings, cartoons, or objects.*
5. *Threats or demands for sexual favors.*
6. *Unwelcomed or derogatory statements related to gender, race, color, national origin, age or disability (for example, kidding, teasing, degrading jokes or offensive comments or tricks).*
7. *Demeaning or degrading comments about an individual's appearance.*
8. *Denying an employee the opportunity to participate in training or education on account of gender, race, color, national origin, age or disability.*
9. *Limiting opportunities for promotion, transfer or advancement on account of gender, race, color, national origin, age or disability.*
10. *Requiring a protected employee to perform more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment.*

### **Reporting Incidents (E 84 25)**

*Employees who believe that they have been harassed should immediately take the following steps:*

1. *Make it clear that such conduct is offensive and should be stopped immediately; and*
2. *Report the incident to the immediate department director or the designated officer of the organization to whom complaints can be made. The initial report should be followed by a written statement describing the incident and identifying potential witnesses.*

### **Third-Party Reports (E 84 30)**

*Employees who are aware of incidents of potential workplace harassment toward others are to report such incidents to their department director or the designated officer to whom complaints can be made.*

### **Investigation (E 84 35)**

*Complaints of harassment shall be promptly handled and maintained in confidence to the extent possible.*

**3422, cont.**

**Discipline (E 84 40)**

*A violation of this policy may result in discipline, up to and including dismissal from employment.*

**Retaliation (E 84 45)**

*The North American division prohibits retaliation against employees complaining of harassment.*

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## **3600-3999 Employment Handbook**

### **Chapter 1 – Certificated Personnel – General Provisions**

#### **3610 Professional Ethics**

The fitness of Christian educators to teach (including all “instructional personnel” listed in 3110) depends on a broad range of factors, particularly including their impact and effect on students. The Christian educator is intended to be, and inevitably becomes, an exemplar to the pupils, the school and the community. Thus, the educator shall therefore fulfill to the best of his/her ability the following responsibilities.

1. The Christian educator has the personal responsibility to:
  - A. Practice wholeheartedly and consistently the ideal of the Seventh-day Adventist church.
  - B. Have a high sense of loyalty to the aims and ideals of Christian education, particularly to the philosophy of education upon which the Seventh-day Adventist system of schools has been built.
  - C. Recognize the brotherhood of man and the right of opportunity for all, according to their ability, without discrimination on account of race, religion, gender, national origin, physical disability, or social antecedents.
  - D. Look upon Christian teaching as a holy vocation.
  - E. Strive for excellence in teaching methods and techniques, always for the purpose of giving more effective service to students.
  - F. Support Adventist education including the enrollment of personal school-age children in the K-12 constituent school. Exceptions to this policy have to be considered according to local conference policy.
2. The Christian educator has the responsibility to fellow employees to:
  - A. Give encouragement and moral support to associates on the school staff.
  - B. Give appropriate recognition to lines of authority and to duties and responsibilities assigned to other staff members and to functions of administrators.
  - C. Maintain professional and personal confidences.

### **3610, cont.**

3. The Christian educator has the responsibility to the students to:
  - A. Recognize an obligation to meet promptly and faithfully all appointments with classes, individual students, and student groups.
  - B. Cultivate friendly relationships with students and student groups.
  - C. Refrain from any actions or words which may be misinterpreted by students to suggest a relationship beyond Christian friendship.
  - D. Give all students the freedom to express their views and the assurance of careful and objective consideration of opinions expressed by them.
  - E. Hold in professional confidence the ideas, needs, weaknesses, and failures of students.
  - F. Refrain from discussing the educator's or other individuals' personal problems with students.
  
4. The Christian educator has the responsibility to the school to:
  - A. Demonstrate loyalty to the assigned school by observing its regulations and policies.
  - B. Participate in activities and programs sponsored by the school and accept and carry to the best of his/her ability responsibilities that may be assigned.
  - C. Refrain from discussing confidential or official information with unauthorized persons.
  - D. Carry out job assignments, and follow a supervisor's orders, directives, and recommendations, unless they are immoral, unethical, or illegal.

### **3612 Duties and Responsibilities**

General responsibilities of instructional personnel include areas such as, but not limited to, the following:

1. Provide a dynamic environment with emphasis on Christian living and effective learning.
2. Establish and maintain effective classroom organization.
3. Assume responsibility for professional self-improvement.

### **3612, cont.**

4. Participate in church and community activities.
5. Develop effective relationships with parents, patrons and colleagues.
6. Secure and maintain adequate records that are required by the school administration and the conference Office of Education.
7. Participate in Home and School Association activities.
8. Implement and support policies of the school administration and conference Office of Education.
9. Report for duty as stipulated by the school administration and conference Office of Education, including pre-school and post-school duties.
10. Fulfill responsibilities as outlined in the faculty handbook and/or by the principal of the respective school.
11. Maintain a working knowledge of the Southwestern Union *Education Code*.
12. Carry out job assignments, and follow the local conference Office of Education's recommendations.
13. To use curriculum standards, textbooks, and approved materials from the NAD, the SWUC and the local conference Office of Education unless permission to use an alternate is granted by the local or Union conference Office of Education.
14. Handle all financial matters in a responsible manner, submitting all school-related (including classroom) funds to the school treasurer for proper accounting.

### **3614 Supervision**

School personnel are responsible for the reasonable care and safety of students while at school and during all school functions, on or off campus. This includes the requirement for teachers to be present at school a minimum of 30 minutes before and after school hours and until every child has gone or been provided for by the supervision of other authorized individuals.

### **3616 Child Abuse Reporting**

Child abuse is a criminal offense and must be dealt with as such. The appropriate authorities must be contacted immediately when child abuse is suspected. By law teachers and school administrators are mandated reporters. Be aware of and follow state guidelines for reporting.

### **3616, cont.**

Each conference is responsible for identifying state reporting requirements and informing employees of these procedures.

### **3618 Corporal Punishment (FEA 45 20)**

Corporal punishment is not to be used as a disciplinary measure in the Southwestern Union Conference educational system. Corporal punishment includes but is not limited to spanking, pinching, pulling hair, striking, slapping, thumping, and squeezing. A hands-off policy for punishment is expected of all personnel.

### **3620 Teaching Load**

#### **1. Elementary and Junior Academies**

Instructional personnel will be assigned responsibilities based on professional preparation, experience, personal qualifications, and needs of the school.

- a. The maximum number of students for a teacher in a Kindergarten classroom should not exceed 20.
- b. The maximum number of students for a teacher in a single grade (excluding Kindergarten) should not exceed 30. It is understood that 30 students would be too many for a teacher in grades 1 & 2.
- c. The maximum number of students for a teacher with two grade levels should not exceed 25.
- d. The maximum number of students for a teacher with three or four grade levels should not exceed 20.
- e. The maximum number of students for a teacher with five or six grade levels should not exceed 15.
- f. In classrooms with multi-grades containing Kindergarten or first grade students and other grade levels, then the Kindergarten and first grade students will count for 1.5 each.
- g. There should be at least one teacher for each 15 children in a single Kindergarten classroom, and a teacher assistant will be required for 15-25 providing that adequate space and appropriate facilities, instructional materials, and equipment are available.

If the teacher's load exceeds the maximum as outlined above, assistance should be given either by a part-time certificated teacher or by a teacher assistant. Any deviation must be approved by the local conference office of education.

### **3620, cont.**

#### **2. Teacher Load – Secondary**

- A. The maximum teaching load for full-time staff members is six subject preparations per day and/or 750 students per week. One preparation period per day is recommended. Supervisory or co-curricular duties will be assigned by the school administrator as part of the teacher's professional responsibilities. Apply the following discount in determining total number of students instructed by a teacher.
1. Compute classes in physical education at one-half of their actual enrollment.
  2. Compute classes in music at one-half of their enrollment.
  3. Count each study hall period as 15 students, regardless of the number in the session
- B. In assessing teacher load, the following four factors shall be considered:
1. Number of classes taught daily.
  2. Number of students taught daily.
  3. Number of preparations required daily.
  4. Extra-activity assignments.
- C. Extra class activities should be carefully weighed in determining teacher load. Teacher load equivalency shall be calculated as follows:
- |   |           |
|---|-----------|
| 1. One solid plus lab                     | 1 ½ units |
| 2. Classes without additional preparation | ½ unit    |
| 3. Band and Choir                         | ½ unit    |
| 4. Ten private lessons                    | 1 unit    |
| 5. P.E.                                   | ½ unit    |
- D. In order to secure optimum benefits in secondary education, it is recommended that individual class size should not exceed 30 students except where the content and methods of instruction permit effective work with larger groups.

### **3621 Administrative Load**

#### **1. Academy Principal**

When the academy has less than 75 students enrolled, the principal should not teach more than three subjects. When there are 75-100 students, he/she should not teach more than two subjects. When there are 100-150 students, he/she should not teach more than one subject.

### **3621, cont.**

#### **2. Junior Academy Principal**

Principals of any junior academy should not be required to teach more than four secondary units or the elementary equivalent. Principals of junior academies where there are 75-100 students and/or four other teachers, should not be required to teach more than three secondary units or the elementary equivalent. Principals of junior academies where there are more than 100 students and/or six or more other teachers should not be required to teach more than two secondary units or the elementary equivalent.

#### **3. Elementary Principals**

Principals of elementary schools should not be required to carry more than a  $\frac{3}{4}$  teaching load if there are 75-100 students and/or four other teachers;  $\frac{1}{2}$  teaching load if there are 100-150 students and/or six other teachers;  $\frac{1}{4}$  teaching load if there are 150 students and/or eight other teachers.

### **3622 Employee's Records**

The secretary of the conference and the office of education shall be responsible for the maintenance and safekeeping of accurate and up-to-date service records of all educational personnel. Transcripts shall be kept on file in the Union Office of Education. When an employee transfers, his service record shall be forwarded to the new employing organization upon receipt of a written request from that organization.

In the case of personnel records, only the teacher, principal, those assigned the responsibility of keeping records, the chairman of the conference Board of Education, K-12, or academy board, and the conference superintendent of schools and his associates have the right of access to the teacher's personnel file. The personnel file should be maintained in a locked, fire-resistant vault. No student shall handle or have access to personnel files.

Information from the personnel record may be released by the principal to the appropriate persons in connection with emergencies, i.e. protecting the health and safety of that employee or other persons. The conference or academy reserves the right to release from the personnel record the following information: employee's name, address, telephone listing, participation in professional activities, dates of employment, degrees received, institutions attended, types and areas of certification, instructional areas, birth date, social security number, specific courses taken, teaching load, employment agreement, extracurricular assignments, and salary.

The only exception to this policy shall be if a local board, academy board, and/or conference K-12 board of education, is considering the termination of employment due to teaching performance. In such cases, the conference K-12 board of education may review teacher evaluations and other correspondence related to teacher performance.

### **3624 Supervision of Instruction**

Each teacher in the Southwestern Union shall have the benefit of a strong program of supervision that shall focus on improvement of instruction. The supervision program shall be a coordinated effort planned by the local school principal, the conference Office of Education and the Southwestern Union Conference Office of Education.

This program shall consist of professional growth, inservice activities, individual help, and evaluation of instruction.

## **Chapter 2 – Financial Information for Personnel**

### **3700 Social Security**

All regular education employees of the denomination are covered by Social Security through their respective organizations under FICA regulations.

### **3702 Payment Plans**

Teachers will be offered employment agreements on either the 100% or the 95% plan in harmony with the Southwestern Union employment policy and according to the needs of the school and the conference.

1. The contract year for teachers is July 1 through June 30.
2. When a teacher is employed for less than the full contract period, the percent of salary will equal the percent of time worked.

#### **A. 12-month Plan**

Educators on the 100% plan will be paid according to the Southwestern Union wage schedule for twelve months of service under the direction of the conference superintendent of schools and/or the academy principal.

#### **B. 10-Month Plan**

Educators on the percentage plan are employed under the following provisions:

- 1) The employee is to be on duty for a period of 44 weeks according to beginning and closing dates stipulated in the teacher's employment agreement.

### **3702, cont.**

- 2) The employee will receive 91-95 per cent depending on years of service and professional level of the yearly salary he/she would receive had he been on the 100% plan. This amount will be paid over a 12-month period.
- 3) During the eight weeks of the summer the employee will be free to engage in personal activities which are consistent with denominational and professional service.

### **3704 Wage Scale for Certificated Personnel**

The salary is based upon the denominational certification and the years of denominational teaching. The salary schedule for teachers adopted by the Southwestern Union Board of Education is to be followed except as exceptions are voted by the local conference Executive Committee.

1. When an experienced teacher is hired who has a state certificate or has had denominational certification, but is lacking courses for current Standard or Professional denominational certification, the teacher shall be placed on the wage scale one increment below the denominationally certified teachers with the same level of education and experience.

Such a teacher will be given a maximum of three years to complete the certification requirements. If the work is not completed in three years, then the wages will be adjusted downward one increment per year of teaching until certification is achieved.

2. A teacher with a BS/BA degree who has not qualified for Basic, Standard, or Professional certification will be on Step-I of the salary schedule.
3. A teacher who does not have at least a bachelor's degree will be on Step-II of the salary schedule.
4. Although a final decision is left to the employing organization, it is recommended that experience credit be given for all years of teaching, both public and private.
5. Teachers who allow denominational certification to lapse will have their salary reduced one step on the salary schedule each year they are employed without a valid denominational certificate.
6. A principal of an elementary school or junior academy may receive an additional 2% and a head teacher of a one-, two-, or three-teacher school, an additional 1%. The maximum for anyone is Step IX of the salary schedule.

**3704, cont.**

7. The maximum for a senior academy principal with a denominational administrator's certificate is Step IX.

**3706 Wage Scale for Classified Personnel**

The salary schedule for classified personnel adopted by the Southwestern Union Board of Education is to be followed except as exceptions are voted by the local conference Executive Committee.

**3710 Collection of Teacher Accounts**

The superintendent of schools and academy principals may cooperate in the collection of teacher college accounts so that transcripts can be released for certification purposes.

**3712 Retirement Plan Percentages Contributed by Schools**

The Retirement Plan is funded by contributions from the participating organizations and optional employee contributions. The rates may be changed by the NAD Retirement Board as necessary in order to meet the demands on the funds. Organizations that base their contributions on employee remuneration shall include employees, as required by current NAD Working Policy. Student labor is exempt from participation in the Retirement Plan.

Academies are to contribute into the Retirement Plan a percentage in harmony with North American Division policy. Remuneration of teachers paid through subsidies or through direct appropriations shall be included when computing the amount to be paid to the plan. Elementary schools and junior academies are excluded from the provisions of this regulation.

**3714 Education Workshops**

The financing of educational workshops approved by the Southwestern Union Conference and with participants appointed by the Southwestern Union Office of Education in counsel with the superintendents of schools shall be on the following basis:

1. Reportable expenses and remuneration for participating classroom teachers:
  - A. The regular mileage policy followed within the Southwestern Union Conference or one coach air fare (21-day advance purchase) to and from his destination, whichever is less.

**3714, cont.**

- B. A teacher per diem allowance of up to two days travel and actual days at meeting at the current rate in the Southwestern Union plus actual lodging cost while at the meeting.
  - C. The allowance applies to the teacher only and not to members of his/her family.
  - D. Twelve month employees engaged in summer workshops may be paid a stipend only if they are taking vacation time.
  - E. For summer workshops, teachers on the 10-month plan may be paid a weekly stipend in harmony with current NAD policy. (The total yearly salary including the stipend may not exceed the 12-month plan.)
2. Plan for sharing:
- A. NAD sponsored workshops:  
  
The North American Division will pay the per diem/meal expense, room expense, transportation, and weekly stipend for all personnel other than union conference personnel.
  - B. Workshops other than those sponsored by the Division:  
  
The Southwestern Union Conference and the local conferences shall share expenses as voted in the workshop plan.

**3716 Expenses of Evaluation Teams**

The expense of travel for members of the visiting teams that serve in the evaluation of secondary schools shall be paid by the Southwestern Union Conference. The school being evaluated furnishes room and board for the visiting team members.

**3718 Summer School Attendance**

Teachers or school administrators to be employed full time the following year in the Southwestern Union Conference may attend summer school at Southwestern Adventist University without the payment of tuition upon authorization by the superintendent of schools or the academy principal.

A teacher holding no denominational certificate or a conditional certificate shall be required to secure a minimum of six semester hours of course work during each year which must apply

**3718, cont.**

towards the requirements for the standard teaching certificate. This is a condition for certificate renewal for the following year

**3720 Tours**

Teachers who participate in college-sponsored tours for credit or for a waiver of required credit for renewal of certificates, do so at their own expense.

**3722 Educator Remuneration**

Most teachers are issued an employment agreement based on forty-four weeks of service with 91-95% of a full year's salary paid in installments July through June. Some teachers and administrative personnel may be issued a 52-week agreement (100% plan) at the discretion of the employing organization.

For information concerning the current salary package, see the Southwestern Union Salary Schedule and/or the local conference salary policy.

**3724 Salary Adjustment Cause by Certification Status Changed**

Certification renewal work (academic or non-academic) should be submitted to the Southwestern Union Conference as soon as possible after it is completed. Non-academic hours must be completed within one year of the date on which they are submitted to the Education Department in order for credit to be issued. Academic renewal credit will be issued if it has been completed within the five year period prior to issuing the certificate.

It is the responsibility of the teacher to request that official transcripts of credits earned toward certification be sent to the Southwestern Union Office of Education.

The Southwestern Union Office of Education will notify the conference office of education of any changes in certification status. Salaries will be adjusted according to the policies of each conference.

**3726 Provisions for Special Leaves**

Provision is made for certain leaves for certificated personnel. These include the following:

1. Bereavement (Compassionate Leave)

### **3726, cont.**

- A. The employee will receive three days leave upon the death of an immediate family member, including in-laws, grandparents, and grandchildren.
- B. The employee is eligible for five days (one work week) if he is responsible for settling the business affairs of the deceased.
- C. Substitutes for the compassionate leave will be paid on the same basis as substitutes for sick leave.
- D. Additional time may be granted by the employing organization in hardship cases.
- E. Travel costs incurred as a consequence of bereavement leaves are born by the employee.

#### **2. Jury Duty**

Employees selected to serve on jury duty must accept this responsibility as required by law. However, if selection as a member of a particular jury requires a prolonged absence from the school, the employee should request to be excused.

#### **3. Personal Leaves**

Employees may be granted up to three personal days per year according to local conference policy. These days may be counted as part of the 10 sick days allowance. Substitute teacher pay may be financed the same as sick days. Arrangements should be made with the principal and/or board chairman five days prior to the request.

#### **4. Illness (Sick Leave)**

Employees are allowed to be absent ten (10) school days during a contract year due to illness, without reduction in pay. However, after accrual of ten absences due to illness, the teacher may be charged the expenses incurred for hiring a substitute teacher. Compassionate and jury duty leave are not counted as part of the ten sick days allowed. Personal leave days may be counted as part of the ten sick leave days allowed. (See local conference policy).

When an employee must take leave because of illness, the following guidelines will be used:

- A. If an absence exceeds three (3) consecutive working days, the employee must be attended by a physician.
- B. Request for leave due to personal illness of the employee or members of the immediate family must be approved in consultation with the conference

**3726, cont.**

superintendent of schools or academy principal and documented by the conference office of education or academy principal.

- C. The maximum time that a teacher may receive full salary paid by the denomination, due to extended illness, is one month. Cases where illness lasts more than four weeks, (20 working days), are to be referred to the conference Executive Committee for study and recommendation.
- D. Elective surgery shall be performed during the employee's personal vacation time.
- E. Full-time employees may receive consideration for extended financial benefits from the employing organization. Such cases are considered on an individual basis according to approved policies and practices of the employing organization. If extended financial benefits are granted, they shall include all other employee benefits normally received by the employee.

5. Maternity Leave

See NAD Working Policy E 82 70 and E83.

**3728 Health Care Assistance**

Full-time education personnel may be eligible to receive assistance on medical and dental expenses. Details are provided by the conference office of education or the academy business manager.

**3730 Scholarship Grants to Dependent Workers**

All denominational employees in the Southwestern Union territory are expected to send their children to denominationally-owned, operated and approved Seventh-day Adventist schools. Under this policy those children may be eligible for scholarship grants. Details are provided by the conference office of education or academy business manager.

**3732 Moving Allowance (Y 23 05)**

When an employee is asked by the employing organization to move to a new location, the employer may pay for certain moving expenses. Details are provided by the conference office of education.

**3734 Relocation Mortgage Allowance (Y23 05)/(Y 16 06)**

Denominational organizations often find it necessary to ask employees to relocate so that the best interests of the denomination might be served. It is not always possible to limit such occasions to times when home mortgage interest rates are at favorable levels. This sometimes works undue hardship on the employee who responds to such a request. In such cases, assistance may be given. Details are provided by the conference office of education.

**3736 Housing (Y 16 05)**

Remuneration Rate—The remuneration rate granted to the denominational employee includes a provision for housing. No additional housing allowance may be granted, except as provided for in *North American Division Working Policy*.

**3738 Paying the Cost of Moving Teachers**

The cost of moving and transportation expenses of teachers to a school shall be paid by the conference or the conference and school on the following basis:

1. When the change or transfer of a teacher is recommended by the conference superintendent and approved by the conference education committee or the conference Board of Education, the conference will pay the moving and transportation expenses.
2. When the change or transfer is not recommended by the superintendent of schools and/or the conference Board of Education, the school shares with the conference as follows:
  - A. After three years of service by the teacher in a school, there is no charge to the church school for the original moving of the teacher to the school.
  - B. After only two years of service the school will pay one-third of the original moving and transportation of the teacher to the school.
  - C. After only one year of service, the school will pay two-thirds of the original moving and transportation of the teacher to the school.

**3740 Employer Survivor Benefit Plan**

Details are provided by the conference office of education.

### **3742 Adoption Expense**

Full-time employees may be granted assistance for expenses incurred in the adoption of children if the adoption is completed. Details are provided by the local conference office of education.

### **3744 Year-End Gifts**

A year-end allowance may be provided for each full-time employee and for each part-time employee.

### **3746 Marriage Counseling**

The preservation of strong marital and family relationships is important for church employees. The breakdown of these ties, in addition to causing personal anguish, diminishes the effectiveness of denominational employees. Professional counseling may be an appropriate measure in specific cases, and organizations may wish to assist in the cost of such counseling.

Assistance may be granted as follows:

1. The counselor shall be chosen by the employee from an approved list provided by the organization.
2. Assistance shall be according to local conference policy with appropriate maximums to be established by each organization.

Organizations are authorized to implement programs that will grant total confidentiality to participants.

### **3748 Auto Mileage Rate**

Mileage for authorized travel will be paid at current conference rates, unless a lower rate is stated in advance of the travel.

### **3750 Conventions, Local Conference Travel and Expense**

The following is the expense policy for local conference-sponsored conventions:

1. All transportation, meals, and room expense for teacher delegates attending teachers' conventions shall be paid by the employing academy or conference.
2. Travel and teacher per diem rates will apply only to teachers and authorized delegates unless otherwise specified by the conference.

### **3752 Professional Meetings**

Secondary and elementary personnel authorized to attend professional meetings may receive the following remuneration paid by the employing organization:

1. The registration fee.
2. The regular mileage policy followed within the Southwestern Union Conference or one 21-day advance purchase coach air fare to and from the destination, whichever is less.
3. A per diem allowance plus actual lodging cost while at the meeting.

### **3754 Occupying School-Owned Homes**

Employees of educational institutions may be required to occupy school-owned houses and apartments as a condition of their employment.

### **3756 Rent for School-Owned Homes**

When an educational worker is requested to live in a school-owned home or dormitory quarters at a boarding school as a condition of employment, the rate of rent charged shall be not more than 80% of the appraised rental value established by a qualified independent appraiser. Real estate agents shall specifically be excluded from this group.

### **3758 Personal Finances and Conflicts of Interest (E 85 05 – E 85 20)**

All education employees should give evidence that they are good stewards of their finances by:

1. Refraining from all business enterprises that will interfere with the work to which they are called.
2. Arranging their personal financial budget so as to live within their regular income. Where they do not succeed in so doing, they should be advised to resign and take up some remunerative line of business outside of denominational employment.
3. Being faithful tithe payers.
4. Not seeking personal gifts. When it is necessary to discuss their financial affairs, such discussion should be done with their employing bodies rather than with members of the church.
5. Paying their just obligations.

**3758, cont.**

6. Arranging for all financial obligations before transference to another conference.
7. Making proper arrangements with those in charge of their work before taking residence school work or any line of study that would make inroads upon time that should be given to their regular duties.

**3760 Retirement Plans (Y 46)**

The Retirement Plan for workers in the North American Division is outlined under Section Y 46 of the *North American Division Working Policy*.

**3762 Auto Insurance (Y 29 15)**

Employees claiming denominational automobile insurance assistance shall carry insurance coverage meeting the requirements of *North American Division Working Policy Y 29 15*.

**3764 Teacher Call Deadline**

See 3124.

**3766 Teachers' Transfer Date**

See 3125.

**3768 Transfer of Teacher During Summer**

If a teacher transfer occurs during the summer (as permitted by the employing organization), salary and summer school expenses, if any, are to be assumed by the calling organization. The former organization will carry the salary until a transfer date is agreed upon by the two organizations. Salary for the new school year which has been advanced shall be reimbursed to the former employing organization.

**3770 Vacations and Holidays – Certificated Personnel**

1. Vacations (E 75)
  - A. Those employees on a 10-month assignment have vacation time and holidays included in this time period.

**3770, cont.**

- B. Those employees on a 12-month assignment are granted vacation time on the following basis:
    - 1) Two weeks annual vacation after one full year of service.
    - 2) Three weeks annual vacation after four full years of service
    - 3) Four weeks annual vacation after completing nine full years of service
  - C. It is intended that vacations be taken each year. However, upon request of the employee and approval by the employer, two weeks of vacation may be carried over from one year to the next for an accumulated vacation not to exceed six weeks in any one year. **(E 75 06)**
2. Paid Holidays

The number of paid holidays granted in any one year shall be limited to those voted by the conference Board of Education, K-12, or conference Executive Committee.

**Chapter 3 – Certificated Personnel—Professional Improvement**

**3810 Certification Policy**

The North American Division Office of Education develops guidelines for the certification of educational personnel in North America. Certificates, however, are issued by the Southwestern Union Conference Office of Education according to policies approved by the Southwestern Union Conference Board of Education, K-12. For certification requirements and procedures for securing certificates, see “Certification Requirements, K-12,” published by the North American Division Office of Education.

**3812 Required Certification Credit**

All employees holding conditional certificates shall be required to secure six additional semester hours of approved college credit prior to the coming school year to be applied toward improving their certification status. Please contact the Southwestern Union Conference Certification Registrar for details.

**3814 Extension Classes and Courses Taken in Residence During the School Year**

Employees desiring to take academic course work in excess of three semester hours at one time during the employment year must receive authorization from their employing organization.

### **3818 Professional Growth Activities**

All teachers are strongly encouraged to continue their professional growth on a regular basis. Financial assistance may be available for certain activities. For details, contact the conference office of education.

### **3820 Professional Membership, Professional Books, Professional Journals**

Certified employees are granted a professional improvement allowance as a part of their salary package. This funding should be used for professional organization memberships and for professional books, journals, and equipment.

## **Chapter 4 - General Information**

### **3910 Professional Ethics**

The fitness of Christian educators (including all “instructional personnel” listed in 3110) to teach depends on a broad range of factors, particularly including his impact and effect on students. The Christian educator is intended to be, and inevitably becomes, an exemplar to the pupils, the school and the community. He shall therefore fulfill to the best of his ability the following responsibilities.

1. The educational employee has the personal responsibility to:
  - A. Practice and believe wholeheartedly and consistently the ideals, tenets, and doctrines of the Seventh-day Adventist Church.
  - B. Have a high sense of loyalty to the aims and ideals of Christian education, particularly to the philosophy of education upon which the Seventh-day Adventist system of schools has been built.
  - C. Recognize the brotherhood of man and the right of opportunity for all, according to their ability, without discrimination on account of race, religion, gender, social antecedents or physical disability.
  - D. Look upon Christian teaching as a holy vocation and ministry at the school.
  - E. Support Adventist education including having his own school-age children enrolled in the K-12 constituent school. Exceptions to this policy have to be approved according to local conference policy.
2. The educational employee has the responsibility to his fellow employees to:
  - A. Give encouragement and moral support to his associates on the school staff.

**3910, cont.**

- B. Give appropriate recognition to lines of authority and to duties and responsibilities assigned to other staff members and to functions of administrators.
- C. Maintain professional and personal confidences.
- 3. The employee has the responsibility to the students to:
  - A. Recognize his obligation to meet promptly and faithfully all appointments.
  - B. Cultivate friendly relationships with students and student groups.
  - C. Refrain from actions or words whose intent may be misinterpreted by students to suggest a relationship beyond Christian friendship.
  - D. Allow students the freedom to express their views with the assurance of careful and objective consideration of opinions expressed by them.
  - E. Hold in professional confidence the ideas, needs, weaknesses and failures of students.
  - F. Refrain from discussing personal problems with the students.
- 4. The educational employee has the responsibility to the school to:
  - A. Demonstrate loyalty to the school in which he is employed by observing its regulations and policies.
  - B. Accept and carry to the best of his/her ability responsibility that may be assigned to him.
  - C. Refrain from discussing confidential or official information with unauthorized persons.
  - D. Carry out reasonable job assignments, and follow a supervisor's reasonable orders, directives and recommendations, direct or implied.

**3912 Duties and Responsibilities**

General responsibilities of educational personnel include areas such as, but not limited to, the following:

- 1. Provide a dynamic environment for Christian living and effective learning.

**3912, cont.**

2. Participate in church and community activities.
3. Develop effective relationships with parents, patrons and colleagues.
4. Secure and maintain adequate records that are required by the school administration and the conference and Union Office of Education.
5. Participate in Home and School Association activities where applicable.
6. Implement policies of the school and administration and conference and Union Office of Education.
7. Report for duty as stipulated by the school administration and conference.
8. Fulfill responsibilities as outlined in the faculty handbook and/or by the principal of the respective school.
9. Maintain a working knowledge of the Southwestern Union *Education Code*.
10. Carry out reasonable job assignments and follow a supervisor's reasonable orders, directives and recommendations, direct or implied.

**3930 Vacation and Paid Holidays (E 75) (See Code 3770)**

1. Annual vacation with pay is provided for salaried as well as hour-time, educational employees and is accrued and calculated on the following basis:

<u>Years of Service</u>	<u>Vacation Time Per Year of Full-time Service</u>	<u>Vacation Time Accrued Per 39-hour Week</u>	<u>Vacation Time Accrued Per Each Hour</u>
During first 7-year Period	Two Weeks	1.4575 Hours	.038355 Hours
During next 8-year Period	Three Weeks	2.1863 Hours	.057534 Hours
After 15 years	Four Weeks	2.9151 Hours	.076713 Hours

2. Paid holidays are granted to personnel as follows:
  - A. Full-time employees

### **3930, cont.**

The following paid holidays are granted to full-time, hour-time classified staff: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), Christmas Day, and other holidays voted by the conference Executive Committee.

- B. Part-time employees working at least 1,000 hours per year.

Paid holidays are granted if the holiday falls on a regularly scheduled working day. The amount granted is to be the amount the employee would earn if on duty.

- C. Weekend leaves and extended vacations:

Weekend leaves and extended school vacations on boarding academy campuses are not considered paid holidays for hour-time classified employees. Such employees may be asked to work their normal hours during such times.

### **3934 Sick Leave Pay for Hour-Time Classified Employees**

A full-time hour-time classified employee shall be eligible for sick leave pay according to *North American Division Working Policy E 82*.

### **3940 Retirement Plan**

The benefits of the General Conference Retirement Plan for North America may be available for educational employees. Details, eligibility requirements, and application for assistance under this plan are available through the employing organization.

### **3942 Benefits and Allowances**

The local conference Executive Committee shall determine any additional benefits and allowances that may be paid to each class of full-time school employees within the conference, based on guidelines in federal and state law.

### **3944 Sexual Harassment**

The Sexual Harassment Policy outlined in 3420 is in effect for all educational personnel.

## IV. GLOSSARY

**Administrative appointment:** Assignment of an individual to administrative responsibilities by the employing organization for at least 2/3 time.

**Assignment:** The act of allotting to an employee certain tasks, duties, or responsibilities.

**Conciliation:** A grievance procedure to promote unity and harmony while reconciling differences that may arise between individuals.

**Classified Personnel:** Persons employed by the school system for positions not requiring certification.

**K-12 Board of Education:** A body of officers whose duty it is to give general oversight and direction to the education activities of a conference. The board of education is created by the conference to assume responsibility for the operation of the conference school system. Individual members have no authority unless it is delegated to them, power being vested in the board only when it acts as a body. Control is exercised through voting to establish rules, regulations and policies.

**Certificated Personnel:** Persons employed by the school system for positions requiring certificates.

**Dismissal:** Cessation of employment during the employment period initiated by the employer.

**Employing Organization:** The conference K-12 Board of Education.

**Employment Agreement:** An agreement, in writing, entered into by an employee and the employing organization, stating the salary to be paid and the length of the term of the agreement, and setting forth the general duties to be performed by the employee.

**NAD Working Policy:** The accumulated adopted policies of the North American Division.

**Internship Appointment:** The status given to a teacher who has been granted an initial period of employment to prove his ability.

**Probationary Appointment:** A trial period of employment during which a teacher establishes his professional skills and abilities under the guidance and assistance of an administrator or supervisor.

**Regular Appointment:** Employment status given to a teacher who has completed certification requirements and served satisfactorily during an internship period.

**Resignation:** The request by a teacher or other employee to cease employment.

**School Board:** A group of persons elected or appointed by constituent church(es) to perform the service of operating the local school.

***Southwestern Union Education Code:*** An organized compilation of policies and guidelines for the operation of a system of education, K-12, within the Southwestern Union Conference.

**Suspension:** Temporary severance of an employee from his/her position.

**Termination:** Cessation of employment.

**Transfer:** The relocation of a teacher from one school to another or from one position to another within the same school.

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## **4000-4999 Curriculum**

### **4000-4099 General Provisions of Curriculum K-12**

#### **4002 Definition of Curriculum**

For the Seventh-day Adventist system of education, curriculum is defined as all learning opportunities, both formal and informal, planned and guided cooperatively by the home, school, and church.

Curriculum at all levels reflects: the Seventh-day Adventist philosophy and objectives of Christian education; the awareness of the principles of human growth and development, the process of encouraging, guiding, and sustaining the learner as he seeks to understand himself, and the relationship of mankind to fellow human beings and the Creator.

It is the responsibility of everyone involved in the educational process to endeavor to make each aspect of the curriculum consistent with the goals of Christian education. If administrators and teachers are dedicated to the principle of respect for the uniqueness and worth of each individual, and to the presentation of the truth about God, then materials, methods and content will be flexibly designed in an effort to promote the divergent, specialized potential of every learner.

Broad areas of curriculum shall include religion, communication skills, physical and life sciences, mathematics, social studies, health, physical education, practical or applied arts, and fine arts within the context and relationships of character building—spiritual, intellectual, physical, social, and career development.

Curriculum materials prepared under the sponsorship of and adopted by the North American Division and Southwestern Union Conference Offices of Education are basic to the structure for learning experiences, K-12 and are to be used in all schools in the system unless specific written permission is granted by the conference or Union Office of Education.

#### **4010 General Admission Requirement (FEA 05 25)**

The Seventh-day Adventist church in all of its church schools, admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, creed, color, ethnic background, country of origin, or gender in administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

Seventh-day Adventist schools are designed for the young people of the Seventh-day Adventist Church who enroll for the purpose of doing earnest, faithful work, and who have a desire to develop a Christian character.

**4010, cont.**

It is understood that every student who presents himself for admission to the school thereby pledges:

1. To observe willingly all its regulations
2. To uphold the Christian principles upon which the school is operated
3. To perform to the best of his ability all school duties assigned

It is also understood that should he break his pledge, he forfeits his right to attend the school. If he is retained in the school, it is at the discretion of the faculty and of the school board.

Each conference and academy shall follow the state requirements for medical examination, and/or immunization.

Cumulative records shall be requested from the previous school for each transfer student. Students will be accepted on a probationary basis until such records are received. Cumulative records should include permanent record card(s), test scores, reading record card, and health records including immunization and other pertinent information.

A student who is applying for admission but who has an unpaid financial obligation at the school previously attended must make satisfactory arrangements for payment of that obligation before he/she may be enrolled. Any school enrolling such a student shall either ensure collection of the obligation or pay the obligation within 90 days of enrolling the student.

Seventh-day Adventist schools are operated primarily for children of Seventh-day Adventist parents or sponsors. It is possible under certain conditions to accept students who are not Seventh-day Adventists or whose parents or sponsors are not Seventh-day Adventist. Factors to consider in accepting these students include: (See 1710.)

1. Adequacy of school facilities and staff.
2. Character, mental achievement, attitude, and home background of the applicant and willingness of the parent to have their children introduced to Seventh-day Adventist philosophy.

The school administration is to keep informed of the state laws relating to compulsory school attendance and reporting requirements for students who have excessive absences or who disenroll from the school during the school year.

#### **4015 Exceptional Students**

Exceptional students should apply to those Adventist schools who are able to make special provision to meet their needs. Schools which are unable to make provision should exercise caution in accepting atypical students and recommend programs which can meet the needs of these students.

#### **4020 Week of Spiritual Emphasis**

A week of Spiritual Emphasis is to be conducted during each semester.

#### **4022 Gift of Prophecy Emphasis**

Each teacher is to utilize the materials which have been prepared by the Southwestern Union Office of Education in cooperation with the Ellen G. White Estate to acquaint the students with the work and role of the Gift of Prophecy in the Seventh-day Adventist Church.

#### **4024 Student Prayer Bands**

Time should be provided for regularly organized prayer bands as an integral part of the school program.

#### **4026 Chapel Services**

Chapel services are to be planned to create a positive spiritual atmosphere. All assembly programs are to be opened with a devotional period, regularly involving the local pastor(s).

#### **4028 Worship Periods**

Each school day is to begin with a devotional period, regularly involving the local pastor(s).

#### **4030 Baptismal Class**

A baptismal class should be organized each year in cooperation with the local pastor to give students the opportunity to review the beliefs of the Seventh-day Adventist Church.

#### **4032 Personal and Spiritual Guidance of Students**

As a part of the school's program, all members of the teaching staff are to take time for spiritual guidance of individual students.

#### **4034 Patriotic Activities**

Each school is to include patriotic activities as an integral part of the school program. This plan includes the flag salute, singing of the national anthem at appropriate times, and the commemoration of national holidays.

#### **4036 Cultural Diversity and the School Program**

Appreciation for various cultures with emphasis on the brotherhood of man is to be included in the school program.

#### **4038 Home Visitation**

Effective student counseling by teachers can be enhanced by an "every student" home visitation program which will provide opportunities to become better acquainted with both students and their families.

#### **4040 Student Organizations**

All student organizations and student conducted cultural, social, and recreational activities shall be under direct supervision of the school staff. Each student organization must have a faculty sponsor.

#### **4042 School Sponsored Public Functions**

Public functions such as student rallies, class night, graduation, and all other activities for which the school bears direct or indirect responsibility shall:

1. Be conducted in accordance with recognized principles of correct decorum.
2. Conform to the standards and principles of Seventh-day Adventist schools.
3. Be free from all coarse and objectionable features in subject and in presentation.
4. Avoid excessive use of regular school time.

## **4044 Interschool Sports**

### General Principles

1. Christians should function with the highest of motives in their quest for athletic excellence.
2. Occasional friendship games or matches involving institutions at joint social gatherings may be desirable as voted by the local school board.
3. All sports activities shall be carefully planned to:
  - A. Exhibit the highest principles of Christian sportsmanship.
  - B. Avoid interference with the spiritual, the academic, or the cultural aspects of the school program.
  - C. Properly represent the school, the Church, and the Master Teacher.
4. All school sports activities shall be planned in harmony with guidelines as voted by the local school board.
5. All people have talents—some more, some less. God expects faithfulness in service regardless of talents or pay (Matt. 20:1-6). Even though talents are distributed differently, God expects individuals to develop what they have to the best of their ability; and they will be given responsibility according to their faithfulness. The scriptures remind us, “Whatever you are doing, put your whole heart into it, as if you were doing it for the Lord and not for men, knowing that there is a Master who will give you your heritage as a reward for your service.” (Col. 3:23, NEB).

## **4046 Annual School Calendar**

The school calendar shall consist of a minimum of 180 school days which must include:

1. A minimum of 176 in-class teaching days (minimum of four hours instructional time or as stipulated by the state for minimum days).
2. Additional days as approved by the conference Board of Education for such activities as school or conference inservice and professional growth and parent-teacher conferences.

State school calendar requirements must be satisfied by all schools in the Southwestern Union.

Minimum days are to be scheduled with the conference office of education. Modifications in the conference adopted school calendar must be approved in writing by the conference superintendent of schools. See 4168.

#### **4047 Four-Day School Week**

**In unusual situations, a school may wish to consider a four-day school week. Application forms, which include required surveys, may be obtained from the local conference. Initial approval in writing from the local conference K-12 board must be granted before implementation. Before granting approval, special consideration shall be given to 1) state requirements, 2) the effects of the longer school day for students in primary grades, and 3) the overall effect on student scholastic achievement. The local conference office of Education may prepare modified job descriptions for teachers teaching in schools with four-day week instructional programs. Schools adopting the four-day school week shall be required to plan for 1,068 hours of actual school pupil contact time. Some allowance in the 1,068 hour requirement for professional growth activities may be granted by the local conference, but the allowance shall not exceed a total of 30 hours. The local conference board of education shall annually review schools operating a four-day school week in order to extend or deny approval for the next school year.**

#### **4048 Procedure for Establishing Innovative Programs, K-12**

A written request must be submitted by the school to the superintendent of schools for authorization to pursue innovative programs K-10, and to the Southwestern Union Director of Education for secondary schools.

The written request must include definitive plans outlining basic factors such as:

1. The rationale
2. Objectives
3. Materials
4. Budget
5. Time factor (length of trial period)
6. Description of course or activity
7. Evaluation plans

Written authorization from the superintendent of schools must be received before starting the program K-10, and to the Southwestern Union Director of Education for secondary schools.

#### **4050 Grade Reporting Periods**

The nine-week reporting period is to be followed.

#### **4056 Teacher Supervision Responsibilities**

1. Elementary school, junior academy, and day senior academy

**4056, cont.**

- A. The teacher shall arrive at school not less than 30 minutes prior to the opening of the school day and is to remain at least 30 minutes following the close of the school day.
- B. Students are to be under appropriate adult supervision at all times while at school or at school functions.
- C. Teachers are not to leave the school campus during the school day unless arrangements are made with the administrator. In one-teacher schools these arrangements are to be made with the school board chairperson.

2. Boarding academy

Policies regarding teacher supervision on a boarding academy campus are to be adopted and implemented so as to ensure reasonable supervision for the total school program.

**4062 Student Permanent Records (See 1732, 2410)**

A permanent record card is to be established for each student. The record is to include name, date of birth, sex, scholarship, and attendance. The permanent record card is to be kept indefinitely while other information that may have been placed in a cumulative file for the student may be destroyed after five years non-attendance. The individual permanent record is to be available only to authorized personnel, the parents, and the student.

The school records used in elementary schools and junior academies is are to be kept by the conference office of education, including those of academy associated elementary schools. The permanent records of senior academy students will be kept by the respective academy. Records of discontinued secondary schools are to be transferred to the Southwestern Union Conference Office of Education. Records of discontinued elementary schools and junior academies are to be transferred to the local conference office of education.

**4068 Parent's Right of Access to Student Permanent Records and Record Transfer (See 1732)**

Student records should contain only the factual information necessary for the process of education. Cumulative folders must be available for review by a student (and his parents if the student is under 18 years of age), but must not be accessible to unauthorized individuals. Copies of records may be available at a nominal charge.

Official records will be forwarded to another school system or prospective employer at the written request of the student or his parents (if the student is under 18 years of age).

Records pertaining to a student's mental health containing entries made under the direction of the student's physician should be kept separate from academic records. These records should be

## **4068, cont.**

released only at the student's (or the parents' if the student is under 18 years of age) written request.

## **4100-4199 Elementary School Curriculum**

### **4104 Subject Areas**

The adopted course of study for grades K-8 shall include the following areas:

1. Bible/Religion
2. Communication/Language Arts
3. Music
4. Keyboarding
5. Mathematics
6. Physical Education
7. Practical Arts/Computer Science
8. Science and Health
9. Social Studies
10. Art

The content and textbook to use for each area is outlined in the latest curriculum guide/standards and *Southwestern Union Textbook List* (available online at the SWUC website under education).

### **4106 Small School Correlation Guides**

A variety of small school correlation guides may be used in small schools.

### **4108 Kindergarten (one year before the First Grade)**

Seventh-day Adventists believe that the lessons learned by a child during the first seven years of his/her life have more to do with the formation of character than all it will learn thereafter. (*Child Guidance*, p. 193) During this period, "the field or garden is the best schoolroom, the mother the best teacher and nature the best lesson book." (*Education*, p. 208)

So great is this sacred responsibility of parents (*Education*, p. 276) that they are counseled to "be careful how you relinquish the government of your children to other," since "no one can properly relieve you of your God-given responsibility." (*Child Guidance*, p. 288)

Present-day home conditions and state compulsory school attendance laws frequently interfere with this ideal, with the result that some children are sent to school at an age earlier than is

#### **4108, cont.**

recommended. Consequently, the church has a special responsibility to support the work of the parents by taking “special care of the lambs of the flock, exerting every influence . . . to win the love of the children and bind them to the truth.” (*Adventist Home*, pp. 358-359)

For this purpose the kindergarten program with its unstructured emphasis on the development of physical skills and spiritual values, forms a desirable part of the education program of the Southwestern Union Conference. (See *Selected Messages*, Vol. 2, pp. 436-437)

When a conference-authorized program of kindergarten education is adopted, it shall become an integral part of the Office of Education of the conference, and shall be fostered, controlled, and financed in the same way as the regular elementary education program.

Seen as an extension of the Christian home, the kindergarten program shall provide opportunities for children to:

1. Strengthen habits such as reverence, respect, obedience, self-control, responsibility, etc.
2. Develop motor and perceptual skills.

Standards of certification for kindergarten teachers have been established by the North American Division Office of Education (for details see the current edition of the *Certification Requirements, K-12* manual).

For standards for kindergarten facilities, equipment and instruction see Supplement A.

#### **4110 School Entrance**

To be eligible for admission, children must be physically, mentally, emotionally, and socially mature to carry work at the prescribed level.

##### 1. School entrance age

Prior to accepting any applicant, the following age criteria must be met:

- A. Pre-kindergarten children must be at least four (4) years of age by September 1 of the current school year.
- B. Kindergarten children must be at least five (5) years of age by September 1 of the current school year.
- C. First grade children must be at least six (6) years of age by September 1 of the current school year.

#### **4110, cont.**

##### **2. Readiness**

Readiness is a basic factor in accepting a child for the first time into the formal school program. Readiness varies with the individual child and is to be determined by interview, observation, and, occasionally, standardized tests results.

Any case consideration for exception must receive prior approval by the local conference office of education or the local conference board of education.

#### **4114 Eighth Grade Completion Requirements**

A passing grade should be achieved in each subject area listed for the completion of the eighth grade: (For exception see 4130.)

1. Bible/Religion
2. Mathematics
3. Language Arts (English, Handwriting, Spelling)
4. Reading
5. Physical Education
6. Science-Health
7. Social Studies
8. Music, Art
9. Computer Education (Keyboarding, Computer Applications)

In addition to the subjects listed above, students must complete any additional courses specified by state law.

#### **4116 Graduation Honors**

The designations, valedictorian and salutatorian, of a graduating class are not recommended. Graduation honors are to be based on criteria developed by the faculty and approved by the school board.

#### **4118 Appropriate Academic Placement**

Appropriate academic placement of the learner is a fundamental principle of education. The following factors are to be considered in grade or level placement:

1. Chronological age
2. Emotional, physical, and social development

### **4118, cont.**

3. Scholastic achievement as determined by:
  - A. Standard achievement test scores
  - B. Teacher observation of the student's ability to reason and to express ideas logically
  - C. Teacher evaluation of academic progress
4. Prior school performance as evidenced by cumulative records, report cards, and conversations with personnel of the previous school attended.

### **4120 Enrichment and Acceleration of Students**

Seldom does a child benefit by advancing more than one grade per year. When acceleration occurs, the student may miss valuable steps in his development. He frequently does not have the maturity and experience to do the work and establish the necessary social relationships for the next grade and may display academic and social maladjustment. Therefore, it is recommended that a teacher provide enrichment rather than acceleration. This enrichment may be by hobbies, research on related subjects, crafts, art and music, and additional subjects taken by use of current technology.

When the following factors indicate need for advancement, the teacher and superintendent may work out a plan whereby a child, over a period of time, may make up a year's work by taking a subject or two of the next grade while continuing the work of the present grade:

1. Personal work habits and attitudes
2. Physical development and health
3. Social adjustment
4. Achievement in the basic skills as determined by achievement tests and observation of the teacher
5. Age
6. Attitude of parents

Because of alternation patterns in the curriculum, it is recommended that acceleration be completed by the end of the fourth grade school year.

In cases where the parent makes a written request, the following criteria are to be followed:

1. The student is expected to have a score which places him at the 90<sup>th</sup> percentile or above in each area of the union approved standardized achievement test.
2. The student must demonstrate satisfactory evidence of academic, emotional, and social readiness for advanced placement to the school staff and to the parents.

#### **4120, cont.**

3. Prior written requests for advancement of the student in elementary education (i.e. two years in one, or three years in two) must be submitted to the conference office of education. Written approval from the office of education must be on file at the school.
4. The student must maintain an average or above level of achievement on the accelerated program.
5. The content areas for every grade must be covered.

#### **4124 Retention of Students**

Consideration to retain the student at a given level involves counseling with the student and the parents early in the third quarter. A written report, signed by teacher and parent, must be mailed to the superintendent following each conference.

No student is to be retained for more than two years during the elementary school years. All efforts are to be made to assist the student. The final decision to retain a student is to be reached cooperatively, and the superintendent must be consulted. Final notification must reach the local conference office of education by April 1.

#### **4128 Eighth Grade Diploma**

Diplomas are to be issued to all students who satisfactorily complete the subjects outlined for grade 8. (See 4114.) The conference office of education issues the eighth grade diplomas upon request of the teacher or principal. The superintendent is to sign the diploma before sending it to the principal/head teacher.

#### **4130 Certificate of Completion**

A certificate of completion may be issued to students whose work does not warrant a regular eighth grade diploma.

### **Evaluation, Recording, and Reporting of Pupil Progress of Elementary School Students**

#### **4132 Pupil Progress Reports**

Elementary schools are to use the student progress reports approved by the conference office of education. Through these reports and other recommended approaches, information is to be

**4132, cont.**

provided regarding the student's subject-area progress, as well as attendance, citizenship, social relationships, and health.

The student progress reports are to be distributed at the close of each nine-week period.

**4134 Parent-Teacher Conference**

The school is to schedule a minimum of one parent-teacher conference for each student in grade K-8 each school year. Among the purposes of the parent-teacher conferences are the following:

1. To report the progress of the student in the various aspects of his school experience.
2. To gain insights from the parents which may assist the school in furthering the progress of the student.

**4136 Standardized Achievement Tests**

Each school is to use the adopted standardized achievement tests provided by the conference office of education. The tests are to be given on the dates specified on the annual calendar.

**4138 School Register**

Each teacher, K-10, is required to maintain an up-to-date *School Register* in an electronic format.

The *School's Register* is a legal document in which is recorded the names of students, birthdates, scholarship, attendance, and other information which identifies students and parents. It is the permanent record for elementary schools and junior academies. The *School's Register* information shall be sent to the conference office of education for permanent filing at the end of the school year.

**4140 Individual Reading Record**

An individual reading record supplied by the conference office of education is to be maintained for each student in grades one through eight.

#### **4142 Tutoring**

Arrangements for summer school tutoring are to be recorded in the students cumulative folder and are to be made with the school administrator.

A teacher is not to tutor a child who is in classroom for pay during the school year.

#### **4144 Student Attendance Records – Elementary**

An attendance record for each student must be maintained by the elementary school and recorded in the school register.

The individual student attendance record must indicate all half- and full-day absences from school for each day that school is in session.

The attendance record is to be maintained as a part of the student permanent record.

### **Elementary School Library and Instructional Media Materials**

#### **4150 Library and/or Instructional Media Center**

Each school will have a media center that provides a collection of appropriate instructional materials selected, organized, and furnished for a service to students and teachers. A smaller school may choose to decentralize the library having a place in each classroom for books and other materials that are grade appropriate for the classroom.

Library holdings shall include the following or availability to electronic resources:

1. Current reference material:
  - a. Bible concordance
  - b. Bible dictionary
  - c. Bible reference books, including *Spirit of Prophecy* volumes
  - d. Children's encyclopedia
  - e. World Atlas
  - f. Internet access, filtering equipment and *Internet Usage Policy*
2. Dictionaries
  - a. Grades 1-2: Picture dictionaries
  - b. Grades 3-4: Beginner's dictionaries
  - c. Grades 5-6: Junior dictionaries
  - d. Grades 7-8: Advanced dictionaries
  - e. General: An unabridged dictionary

## 4150, cont.

3. Library Books
  - a. Minimum number of library books in one or two-teacher schools is 500
  - b. Minimum number of library books in schools with three or more teachers is 1500
  - c. There shall be a minimum of 750 titles suitable for students in grades 7-9 in addition to reference books. There shall be a minimum of 1250 titles suitable for students in grades 7-10 in addition to reference books.
  - d. There should be a balanced distribution of library books as follows:
    - Biography
    - Character building stories
    - Child activity
    - Easy Books/Picture Books
    - Generalities (Computers, Library/Information Service, Publishing)
    - Geography and History
    - Inspirational and devotional
    - Health
    - Language
    - Natural Sciences and Mathematics
    - Literature and Rhetoric
    - Nature
    - Philosophy and Psychology
    - Poetry
    - Religion
    - Safety
    - Social Sciences
    - Social Studies
    - Technology (Applied Sciences, Handicrafts and Hobbies)
    - The Arts and Music
  - e. Magazines – current subscriptions to at least three appropriate denominational magazines such as *Listen* and *Vibrant Life*; three secular magazines including one news and one geographic magazine.

An appropriate library collection is to be maintained in each classroom or in a central location. See Supplement B.

## 4152 Library Record System

The library holdings are to be organized using centralized procedures and cataloging. The record system should include:

1. Central card catalog (may be computerized) with author, title, and subject cards interfiled and alphabetically arranged or color coded system.

**4152, cont.**

2. A shelf list including the accession number on each card or an inventory of books.
3. A system for circulation of materials.

**4154 Library/Media Budget**

The annual budget is to provide for a minimum expenditure of \$35.00 for each student for library and media resources.

**General Provisions for the Elementary School**

**4162 Evaluation of Elementary Schools**

A regular schedule of school evaluations is to be administered by the conference office of education. The current edition of the *Evaluative Criteria for Seventh-day Adventist Schools* is the instrument to be used for the self-study.

**4164 Daily Class Schedule**

Each teacher is to prepare and display a daily class schedule. A copy of the schedule is to be sent to the conference office of education with the opening report.

The daily schedule should be firm enough to provide a pattern for the day's activities and yet flexible enough to allow for unexpected instructional needs and opportunities.

**4166 Weekly Time Requirements**

The elementary school instructional schedule is to meet a minimum of 30 hours weekly (excluding lunch period) unless state regulations exceed these requirements in which case the state requirements will supersede.

**4166, cont.**

Traditional Time Allotments – The following time allotments suggest a range within which a daily or weekly schedule is to be developed.

Subject	Grades 1-4	Grades 5-8
Worship	15 minutes daily	15 minutes daily
Bible	30-45 minutes daily	45-50 minutes daily
Reading	75-90 minutes daily	45-60 minutes daily
English	30-45 minutes daily	30-45 minutes daily
Spelling	10-20 minutes daily	20-30 minutes daily
Handwriting	10-20 minutes daily	15-20 minutes daily
Mathematics	30-45 minutes daily	45-60 minutes daily
P.E.	20-30 minutes daily	20-30 minutes daily
Health-Science	60-120 minutes weekly	150-200 minutes weekly
Social Studies	60-120 minutes weekly	150-200 minutes weekly
Art	60 minutes weekly	60 minutes weekly
Music	60 minutes weekly	60 minutes weekly
Practical Arts		60 minutes weekly

The Friday schedule may be shortened to 5 hours, excluding lunch period and recess provided the weekly time requirements are met.

**4168 Minimum School Day**

In cases where early dismissal is necessary for reasons other than weather emergencies, approval must be obtained from the superintendent's office. A minimum school day must include four-clock hours of instruction exclusive of the lunch period. Such minimum days are limited to six per year.

**4169 Make-up School Days**

When school time is lost because of adverse weather conditions, the school should schedule make-up time to meet the minimum requirements of the state where the school is located.

**4170 Subject Alternation Schedule**

Designated subjects in the elementary school may be taught on an alternating basis. An outline of the alternation plan is provided in the current Southwestern Union Conference *Textbook List K-8*.

#### **4172 Opening and Closing Reports**

School/teachers opening reports are to be completed and sent to the conference office of education by the date scheduled by the conference.

School/teachers closing reports are due at the conference office of education within five days after the close of the school year.

In one-teacher schools the teacher is to send the report directly to the conference office of education. In all other schools the teacher is to submit the report to the principal, or head teacher, who will in turn send it to the conference office of education

At the close of the school year and before the teacher leaves the school, he must complete all duties outlined on the closing checklist as supplied by the local office of education as well as any duties required by the conference, principal, or school board chairperson.

#### **4174 Textbook Selection and Use**

The textbooks listed in the *Textbook List K-8* have been officially adopted by the Southwestern Union Conference Board of Education and are to be used in all elementary schools in the Southwestern Union Conference unless specific arrangements have been made for alternatives. (See *Textbook List K-8* for procedures to be used in choosing alternate textbooks.)

#### **4180 Pre-School Period**

The teacher shall report to the school on the day indicated on the conference calendar and employment agreement.

Pre-school duties include the following:

1. Visit the homes of the church members with school age children.
2. Arrange for the ordering of school supplies and for textbooks not previously ordered.
3. Prepare and post a daily schedule.
4. Make a general outline for the year for each subject to be taught.
5. Get acquainted with school equipment and textbooks.
6. Prepare for first week's activities.
7. Make the classroom/school pleasant and attractive.

**4180, cont.**

8. Send mailing address to conference office of education.
9. Get acquainted with the school board.

**4182 The Classroom**

See also Supplement B. The teacher will provide a classroom that is:

1. Clean, free from dirt and dust.
2. Orderly, having a place for everything and everything in its place, including the teacher's and student's possessions.
3. Attractive, well arranged with suitable decorations, pictures, and displays of children's work.
4. Quiet and orderly, as appropriate to the learning activity.
5. Colorful and decorated with seasonal materials.
6. Obviously a Christian classroom.
7. A positive physical environment. (eg. temperature, lighting, etc.)

**4200-4299 Junior Academy Curriculum**

**4204 Authorization for Curriculum**

1. Initial authorization

Initial authorization to offer secondary subjects in grades nine and ten is granted by the Southwestern Union Conference Office of Education.

For authorization procedure for establishing and operating a junior academy see section 1240.

2. Annual authorization for secondary subjects, grades nine and ten.

#### **4204, cont.**

Each junior academy must submit an annual report to the conference using the forms provided by the Union. Follow instructions and dates as provided in the information materials.

Final authorization will be subject to the approval of the Union Board of Education. The maximum number of units that may be earned in any one school year is listed on the junior academy application.

#### **4210 Basic Curriculum for Grades Nine and Ten**

The basic curriculum for grades nine and ten includes the following:

1. Grade 9

Religion I  
English I  
Mathematics (Algebra I recommended)  
Physical Education (½ unit)  
Physical Science (Texas Schools: Integrated Physics and Chemistry)  
Health (½ unit)  
Elective-Practical and/or Fine Arts, Computer Applications, World Geography, Speech

2. Grade 10

Religion II  
English II  
Science (Biology is recommended)  
Mathematics (Geometry recommended)  
Physical Education  
Social Studies (World History recommended)  
Elective-Practical and/or Fine Arts, Computer Applications, World Geography, Speech

3. Elective courses are determined after consideration of faculty qualifications, availability of equipment, and student interests and needs.

#### **4212 Subject Alternation Schedule Grades 9 and 10**

Certain subjects in grades 9 and 10 may be taught on a yearly alternation basis. These include English, religion, health and physical education, social studies, science, practical arts, first aid and safety. The pattern of alternation is indicated by the term “odd year” (i.e. 2012-2013) which designates a school year ending in an odd number and “even year” (i.e. 2013-2014)

**4212, cont.**

which designates a school year ending in an even number. Schools that are large enough to make it unnecessary to combine two grades do not need to alternate classes. (See also 1240.)

**Junior Academy Evaluation and Reporting of Student Progress**

**4220 Scholarship Reports**

Teachers in junior academies are to report at the end of each semester to the conference office of education final grades and amount of credit earned. These will then be forwarded to the Union Office of Education. Please note that the courses and credits must reflect exactly the approved listing from the Application to Teach Secondary Subjects as voted by the Southwestern Union Board of Education, K-12. Any changes during the school year must have written advance approval from the Union Director of Education.

**4222 Transcripts**

Transcripts for secondary credit courses taken at a junior academy are issued by the Southwestern Union Conference Office of Education, not by the junior academy.

**4224 Standardized Achievement Testing Program**

Each school is to administer the adopted standardized achievement tests provided by the conference office of education, using the dates scheduled on the conference education calendar.

**Junior Academy Library and Instructional Media Center**

**4230 Library Record System**

The library holdings are to be organized using centralized procedures and cataloging. The record system should include:

1. Central card catalog (may be computerized) with author, title, and subject cards interfiled and alphabetically arranged or color coded system.
2. A shelf list including the accession number on each card or an inventory of books.
3. A system for circulation of materials.

**4231 Library Offerings (See 4150)**

A school offering the ninth grade shall have a minimum of 500 books suitable for students in grades 7 to 9, in addition to reference books. An additional 750 carefully selected titles, for a total of 1,250 books for grades 9 and 10 are to be provided in schools authorized to offer the tenth grade. There is to be an appropriate distribution throughout the Dewey Decimal Classification System.

**4232 Library and Instructional Media Budget**

Annual budgetary allocations for books, periodicals and media software shall be based on \$35.00 per student. (See Section 2030 for library subsidy)

**Junior Academy General Provisions**

**4250 Evaluation of the Junior Academy**

A regular schedule of school evaluations is to be prepared and administered by the conference office of education. The *Evaluative Criteria for Seventh-day Adventist Schools K-10*, is the instrument to be used for the self-study and should be completed by the school constituency.

**4256 Unit of Credit**

The Carnegie unit system for reporting course work credit is to be used in grades 9 and 10.

A Carnegie unit is the credit granted for one class which meets 200-240 minutes a week for the entire year.

Credit will be granted for physical education, when taught in harmony with the course outline provided by the North American Division Office of Education and for band or chorus when the course conducted is in harmony with academic standards. The teacher should arrange these courses with the conference superintendent of schools to ascertain their acceptability.

**4258 Class Time Requirements**

In order to grant a full Carnegie unit, non-laboratory classes shall be scheduled for a minimum of 200 minutes per week; laboratory courses shall be scheduled for a minimum of 240 minutes per week.

#### **4260 Minimum School Day**

In cases where early dismissal is necessary for reasons other than weather emergencies, written approval must be obtained from the superintendent. A minimum school day is to include four clock hours of instruction exclusive of the lunch period. Minimum days are limited to six per school year.

#### **4262 Biology**

Biology is to be taught as a laboratory course. It is to be offered only when there is a qualified teacher with a biology/science endorsement and when adequate laboratory facilities and equipment are available.

#### **4264 Physical Science**

It is recommended that physical science and integrated physics and chemistry be taught as full-year laboratory courses.

#### **4268 Secondary Textbook Selection and Use**

Textbooks are to be selected from the current North American Division *Secondary Textbook List*. Requests for the use of alternative textbooks must be submitted for written approval to the Southwestern Union Office of Education. (See 4270)

#### **4270 Authorization for Use of Alternate Textbooks 9-12**

If a school desires to use textbooks other than those listed in the North American Division textbook lists, arrangements are to be made as follows:

1. The teacher(s) should submit the request for use of a proposed alternative with accompanying written evaluation and reasons for the alternate textbook to the school principal.
2. The principal shall submit his recommendation along with the written evaluation and the reasons for the use of an alternate textbook to the Union Office of Education.
3. Written authorization to purchase the alternate choice will be received from the Union Office of Education before purchasing the alternate text.
4. A form is available in the textbook list to assist in organizing and routing an alternate textbook request.

#### **4272 Teacher Load**

Six subject preparations per day and seven teaching periods will generally constitute a teaching load for a junior academy teacher. In a departmentalized program the major elementary subject areas and secondary subjects are to be considered equivalent when determining teacher load. Supervisory and co-curricular duties will be assigned by the school administrator as part of the teacher's professional responsibilities. (See 1240 for the minimum number of full-time teachers or equivalent based on the organizational plan of the junior academy.)

#### **4274 Student Attendance Records – Junior Academy**

An attendance record for each student must be kept by the junior academy and recorded in the school register.

The individual student attendance record must indicate all half- and full-day absences from school for each day that school is in session.

The attendance record is to be maintained as a part of the student permanent record.

### **4300-4399 Curriculum, Grades 9-12**

#### **4304 Subject Areas – Grades 9-12**

The adopted course of study for grades 9 through 12 shall include instruction in the following areas:

1. Bible/Religion
2. Business Education
3. Career Development
4. Communication/Language Arts
5. Fine Arts
6. Modern Languages
7. Health
8. Mathematics
9. Physical Education
10. Practical Arts
11. Science
12. Social Studies
13. Computer Education
14. Community Service
15. Other Studies (Instruction may be offered in other studies such as technology as authorized by the governing board in counsel with the conference board of education.)

## Admission of Students in Grades 9-12

### 4310 Evidence of Completion of Elementary School Requirements

The student entering the Seventh-day Adventist secondary school must give evidence of having completed elementary school through the eighth grade. This evidence may be in the form of an official transcript, diploma, or progress report.

## Graduation Requirements for Secondary Schools

### 4320 Graduation Requirements

A minimum of 24 Carnegie units is required for graduation from a secondary school in the Southwestern Union Conference. Students must have three units in either math or science. The following minimum requirements in the subject areas must be completed:

1.	Bible/Religion		4 (one for each year in attendance)
2.	Language Arts		4
3.	Health	.5	
4.	Mathematics		2-3*
5.	Physical Education	1	
6.	Computer Education		1
7.	Science	2-3*	
8.	Social Studies		3
9.	Electives	5.5	

The secondary school may impose additional graduation requirements and offer a variety of diplomas designated to meet student needs. However, students should be allowed to graduate upon meeting the published graduation requirements of the year in which they initially enrolled in that secondary school.

\*Student must complete a minimum of three credits in one of these two areas.

### 4324 Work Experience Credit

A school may establish course work based on the work experience available to students. These work experiences may be provided by the school industries or departments, or they may be provided by industries or businesses in the community.

Guidelines for establishing work experience credit should include the following:

1. Work experience credit may be applied toward graduation requirements according to the policy of the academy (may not exceed two units).

#### **4324, cont.**

2. Ten hours of work per week for one semester will provide ½ unit credit.
3. The work experience should not be restricted to one repetitious task throughout the course but should be involved in numerous types of activities.
4. The work supervisor, the school coordinator of the work experience program, and the student should participate in the evaluation of the student. The evaluation should be based on professionally developed criteria for work experiences.
5. Planned seminar sessions must be established by the school coordinator to provide for interaction among the students in the work experience program and to provide time for special instruction and evaluation. At least ten seminar sessions should be held for each unit earned.

### **Evaluation, Recording and Reporting Student Progress, Grades 9-12**

#### **4340 Evaluation and Reporting of Student Progress**

Evaluation in education is concerned primarily with student growth. Measurement of student growth may be concerned with three areas: the cognitive or intellectual; the affective, or the area of the values and attitudes; and the psychomotor, the area of physical development and coordination.

Letter grades are the accepted means of reporting student progress in the conventional school curriculum. Secondary schools normally use the five letter grades – A, B, C, D, and F with plus and minus signs used to offer further grade definition.

#### **4344 Grade-Point Average System**

To determine the grade point average, the four-point system – based on all classes taken for credit – shall be used as follows:

A = 4      B = 3      C = 2      D = 1      F = 0

The use of pluses and minuses is optional.

#### **4346 Music Instruction Credit**

Carnegie units are granted for music organizations on the same basis as that used for granting credit in other subject areas.

**4346, cont.**

One-half Carnegie unit is granted for a minimum of 30 half-hour lessons per year or one half-hour lesson per week for one school year. The credit may be prorated according to the number of lessons if there are more or less than the 30-35 lessons per year.

The maximum music credit allowed for graduation is the equivalent of two units of credit.

**4347 Physical Education and Health Credit**

The maximum physical education credit allowed for graduation is the equivalent of two units of credit or two and one half credits when health is included.

**4348 Graduation Honors**

The designations of valedictorian and salutatorian of a graduating class are not recommended. Graduation honors are to be based on criteria developed by the faculty and adopted by the school board.

**4350 Student Attendance Records – Grades 9-12**

The individual student attendance record must indicate record of absences for each period of the day.

An attendance record for each student must be kept by the academy.

The attendance record is to be maintained as a part of the student permanent records

**4354 Bible Course Titles**

The following titles shall be used for recording Bible credit on the transcript:

- Religion I
- Religion II
- Religion III
- Religion IV

**Correspondence, Extension  
and Other Special Curriculum Plans—Grades 9-12**

**4360 Correspondence Courses for Secondary Credit**

1. Limitations on credit accepted from correspondence or distance education courses, and the approval of such, is to be established by the school administration and board. Regulations may be governed by factors such as, but not limited to, the following:
  - A. The extent of the current course offerings in the school.
  - B. The individual needs, interests, and abilities of the learner.
  - C. Conflicts and problems in scheduling.

The total number of correspondence/distance education credits accepted in fulfillment of graduation requirements may be limited by state laws and/or local school regulations.

2. Credit for correspondence courses will be accepted only from denominationally or regionally accredited correspondence schools.
3. Appropriate deadlines should be set for the completion of correspondence courses.

**4362 Summer School Classes, Secondary**

With board approval, a secondary school may offer summer school work. Each course is to be taught by a teacher who has appropriate certification and is to be under the supervision of the school administrator. Each class giving one unit of credit is to meet for a total of 120 clock hours, and each class giving .5 unit of credit is to meet for a total of 60 clock hours.

**4364 Tutoring**

When a course by a private tutor who has appropriate certification is authorized, arrangements for the final test must be made with the principal. The final grade will be based on the daily score given by the tutor and the grade earned on the final test.

**4366 Credit by Examination**

In exceptional cases a student may earn secondary credit by examination or by demonstrating that he has reached the level of proficiency required. The academy board shall establish guidelines for any such granting of credit.

#### **4368 College Credit/Dual Credit Coursework**

In special cases, academy juniors or seniors may be approved to take college coursework and also be awarded secondary academic credit by the academy for successful completion of such coursework with a minimum of a “C” grade. This dual credit program shall be approved by the academy board in advance of student registration for any such coursework, and any such dual credit shall be granted only for coursework taught by a regionally-accredited Seventh-day Adventist institution of higher learning located in the United States of America. Tuition payments and other fees for both the academy and the college shall be the personal responsibility of the student. All applicable academy financial and academic policies shall apply to dual credit coursework, including the right to withhold transcripts for non-payment of required fees. Academy students may take non-dual-credit college coursework without permission from or involvement with the academy they are attending.

### **Academic Placement**

#### **4370 Appropriate Academic Placement**

Appropriate academic placement of a student is a fundamental principle of education. The following factors are to be considered in the grade placement of a student who has not been enrolled in a regular school program through grade eight but applies for admission as a secondary student in a junior or senior academy.

1. Chronological age
2. Emotional, physical, and social development
3. Scholastic achievement as determined by:
  - A. Standardized achievement test scores
  - B. Report cards or reports of academic progress, if available.
  - C. Teacher evaluation of academic readiness for the secondary curriculum.

#### **4372 Early Graduation**

Early graduation is an option available to a student who wishes to complete the secondary curriculum in less than four years and who meets the following procedures for early graduation.

1. Criteria for early graduation
  - A. The student has achieved a cumulative grade-point average of 3.5 and continues to maintain a 3.5 or above grade-point average following approval as a candidate for early graduation.

**4372, cont.**

- B. The student has achieved a composite score of at least the 90<sup>th</sup> percentile on the Southwestern Union Conference adopted standardized achievement test.
  - C. The student is to meet the graduation requirements listed in the Section 4320 and any additional requirements of the school which apply to all graduating senior including Religion III and IV.
2. Procedures
- A. The student is to submit a written request for early graduation to the academy principal. The request is to be submitted as early as possible but not later than the end of the first semester of the second year. The request is to be accompanied by the written consent of the parents.
  - B. The request and the projected courses must have the voted approval of the faculty and written approval from the conference superintendent of schools.
  - C. All correspondence and related materials shall be kept in the student's permanent file.

**Co-Curricular Activities**

**4380 Definition**

In this *Education Code* the term “co-curricular activities” is synonymous with the terms “extra-curricular” and “extra-class” activities.

**4382 Student Officers**

Student officers for all co-curricular activities must meet the following qualifications and standards:

- 1. Faculty approval

Officers must be selected with the approval of the faculty and must meet specified standards.

### **4382, cont.**

#### 2. Standards

Officers' lifestyles must be in harmony with the distinctive standards of Seventh-day Adventist church and schools.

#### 3. Leadership preparation

Officers must have leadership preparation under teacher direction for their responsibilities.

### **4384 School Publications**

School publications are to be in harmony with the philosophy and principles of the school; these publications are to be the product of student leadership under the direction and counsel of the staff and administration. Among factors to be considered are the following:

1. The qualifications of student body officers (4382) apply in the selection of the editorial staff of the student publications.
2. An experienced member of the teaching staff should be assigned to advise, to give direction, and to be responsible for each student publication.
3. It is recommended also that:
  - A. The staff advisor be responsible for the editing of the publication to ensure publication of representative materials including pictures and ideas.
  - B. The principal has the ultimate responsibility for the content and quality of the publications.

### **4386 Authorization for School Publications**

Authorization for any publication must be obtained through staff, administration, and board approval. The publication of a yearbook is authorized on the following basis:

1. The board must initially approve the publication of a yearbook.
2. The principal must approve the proposed budget.
3. The principal must approve and sign any yearbook contract.
4. The principal must approve all editorial plans before editorial work is undertaken.

#### **4388 Class Organization**

The purpose of class organizations is to provide for religious and social activities, to foster school spirit, and to afford training for leadership.

Each school is to adopt a policy for organization of classes which includes, but is not limited to details of organization, qualifications of officers, social functions, financial policies, and sponsors.

#### **4392 Class Will and Prophecy**

A class will and/or class prophecy shall not be a part of any class activity or be used in school publications.

#### **4394 Clubs and Special Groups**

Clubs and other special groups may be organized as student and staff interests, needs, and abilities may warrant. To obtain authorization for such an organization:

1. Administration approval must be acquired.
2. Purposes, objectives, or goals must be clearly stated in harmony with the philosophy and objectives of the school.
3. Officers must meet specified school standards.
4. Staff sponsorships shall be provided.

#### **4396 Student Association**

A student association may be organized in a manner best suited to the students and faculty of the school. The student association is expected to be in harmony with the philosophy and objectives of the school.

The following factors should be considered:

1. The organization membership should be open to all students and staff members.
2. Where possible, two staff advisors should be appointed by the administration.
3. A constitution should be developed and subsequently approved by the administration and staff of the school.

**4396, cont.**

4. Major activities of the organization are to be approved by the administration and staff of the school.

**4398 Intramural Activities and Sports**

The following factors should be considered in organizing intramural activities:

1. Membership on teams should be changed as the intramural program changes from one sports activity to another throughout the school year.
2. The physical education teacher(s) should be in charge of the intramural sports program.
3. Faculty members should be encouraged to participate and/or assist in the supervision of the activities.
4. Intramural activities should be open to all interested students.

**Library and Instructional Media Center, Grades 9-12**

**4402 Library and/or Media Center Facilities (See Supplement C)**

Each academy shall have a library and/or media center which provides a collection of appropriate instructional materials selected, organized, and furnished for service to students and teachers. Space allotted for the library should be large enough to accommodate an entire class for special assignments.

**4404 Librarian**

Academies should employ media specialists and other center personnel to meet the needs of the learners as follows:

<u>Full-time Equivalency Media Specialists and Other Center Personnel</u>	<u>School Enrollments</u>
One-half Time	0-200
Three Fourths	201-300
Full Time	300+

#### **4406 Library and Instructional Media Budget**

Each senior academy shall provide for an annual library/media expenditure of \$50.00 for each student enrolled. For library subsidy see Section 2034.

#### **4408 Library Collection**

The library collection is to be evaluated continuously to assure that it meets the current needs of the school program. This process will involve discarding and replacing out-of-date materials.

New books to be purchased and magazine subscription lists are to be by the librarian with the participation of the faculty.

The collection should include the following or availability to electronic resources:

1. General Works

A minimum of 5,000 titles, including paperbacks and exclusive of textbook duplicates with an appropriate distribution through the Dewey Classification, shall be provided to meet the scholastic, cultural, and spiritual needs of the school.

2. Reference books

Current (copyright within five years) reference materials should be provided, including but not limited to: dictionaries, encyclopedias, almanacs, and yearbooks. Reference materials are to be provided for research and enrichment opportunities in religion. Included among these materials should be books by Ellen G. White, *Seventh-day Adventist Bible Commentary*, Bible dictionaries, concordances, and other religious resource materials.

3. Periodicals

Periodicals shall be provided to meet devotional, instructional, and general information interests and needs of students.

4. Newspapers

The number and types of newspapers shall be determined by the needs of teachers and students for adequate coverage of local, state, national, and international events and issues.

5. Instructional materials and equipment

Audio-visual equipment and materials such as videos, CD's, DVD's, pictures, slides, and other materials should be centrally catalogued in the library and media center, and, if stored elsewhere, so indicated on the catalog cards. See also Supplement C.

**4410 Library Record System (See 4152)**

**General Provision, Grades 9-12**

**4420 Unit of Credit**

The Carnegie unit system for reporting course work credit is to be used in grades 9-12.

A Carnegie unit is the credit granted for one class which meets 200-240 minutes a week for the entire year.

**4422 Minimum School Day**

A minimum school day is to include four clock hours of instruction exclusive of the lunch period. Such minimum days are limited to six per school year.

**4424 Class Time Requirement**

Non-laboratory classes shall be scheduled for a minimum of 200 minutes per week. Laboratory courses shall be scheduled for a minimum of 240 minutes per week. Such classes include biology, chemistry, physics, shop, home economics, and earth/physical science (when taught as a laboratory class).

**4426 Teacher Load (See 3620)**

**4428 Student Readers**

The following policy regulates the employment of students as readers for academy teachers:

1. Student readers shall correct only objective type examinations or exercises for which keys are furnished by the teacher.
2. Subjective areas on examinations shall be corrected and graded by the teacher personally.
3. Teachers should instruct their readers that no grade is to be shared with students at any time.
4. Teachers should encourage excellence in work habits from all readers.

**4430 Chapel/Assembly Periods**

Chapel/Assembly period should be planned in the weekly schedule.

**4434 Accreditation of the Senior Academy**

Each senior academy is to participate in the accreditation process of the North American Division Commission on Accreditation of the Adventist Accrediting Association. An academy may also elect to seek accreditation with the Middle States Association of Colleges and Schools and with its local state or state non-public school organization.

The date for the on-site visit and the evaluation instrument to be used as the basis for the self-study are to be determined in counsel with the Union Office of Education.

The role and responsibilities of those involved in the accreditation process are detailed in the *Evaluative Criteria for Seventh-day Adventist Secondary Schools*.

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## **5000-5999 Student Organizations**

### **5000-5099 Class Identification**

#### **5002 Class Organization Plans**

The purpose of class organizations is to provide for religious and social activities, to foster better school spirit, and to afford training for leadership. Each school is to provide a standard plan for organization of each class. This plan should include details of organization, qualifications of officers, social functions, and financial policies. (See Section 4380-82.)

#### **5004 Freshman Class**

All first year secondary students are classified as freshman and are eligible to attend the freshman class meetings as voting members.

To be eligible for class office, the student must have successfully completed the eighth grade, be taking a full class load, and meet the requirements for student officers. (See Section 4382.)

#### **5006 Sophomore Class**

All secondary students who have completed a minimum of six secondary units are classified as sophomores and are eligible to attend the sophomore class meetings as voting members.

To be eligible for class office, the student must have successfully completed his freshman year, be taking a full class load, and meet the requirements for student officers. (See Section 4382.)

#### **5008 Junior Class**

All secondary students who have completed a minimum of twelve secondary units and are currently enrolled with a full class load are classified as juniors and are eligible to attend the junior class meetings as voting members. A student with a faculty-approved accelerated program to graduate in three years will not have junior standing regardless of the number of credits.

To be eligible for class office, the student must have successfully completed his first two years of secondary school, be taking a full class load, and meet the requirements for student officers. (See Section 4382.)

## **5010 Senior Class**

All secondary students who are currently registered for sufficient course work to graduate are classified as seniors.

To be eligible for class office, the student must be eligible for graduation and meet the requirements for student officers. (See Section 4382.)

## **5012 Graduating Class**

The graduating class is composed of seniors who have prior to graduation:

1. Earned the number of credits required by the school for graduation.
2. Placed all credits from other schools on file in the registrar's office.
3. Removed all incompletes.
4. Completed all correspondence and distance education work and submitted final grades to the school registrar.
5. Arranged for all student accounts.

## **5200-5299 Student Conduct**

### **5202 Disciplinary Authority**

The principal is responsible for establishing disciplinary procedures. All members of the school staff share in the responsibilities for supervision of student conduct. Minor irregularities are handled by the individual staff members. Repeated offenses or major infractions of school rules are to be handled by the principal and/or the school government committee.

### **5206 School Standards**

Seventh-day Adventist schools do not knowingly admit students who violate fundamental standards of the Church. A student is liable to serious discipline or to immediate dismissal from the school if he is doing any of the following:

1. Using or possessing tobacco in any form.
2. Using or possessing non-prescribed drugs and/or other substances harmful to health.

**5206, cont.**

3. Using or possessing alcoholic beverages.
4. Gambling.
5. Using obscene or profane language, or indulging in lewd or suggestive conduct, or possessing or displaying obscene literature or pictures.
6. Being dishonest.
7. Being willfully destructive.
8. Undermining the religious ideals of the school.
9. Being involved in sexual activity outside of the marriage relationship.
10. Attending questionable places of activity or entertainment.
11. Participating or conspiring in harassing, hazing, initiations, or committing any act that injures, degrades, or disgraces a fellow student.
12. Violating any standards established by the local school.

**5208 Dress Standards**

Student dress and appearance must be clean, modest, and in good taste.

**5210 Social Relations**

The academy will develop a social code for students which will recognize guidelines such as:

1. Association during academy life will emphasize groups.
2. All groups will be under proper chaperonage.
3. The school will provide regular programs, concerts, lectures, etc. as integral parts of the social program.

**5214 Permission to Leave Campus During School Day**

No student shall be permitted to leave the campus at any time during the regular school day except by permission of the principal or a staff member or in case of an emergency or upon written request from the parent.

**5220 Detention of Students**

If students enrolled in a day school are detained in school for disciplinary or other reasons for more than one-half hour after the close of the school day, parents are to be notified of this action prior to the detention.

**5222 Corporal Punishment**

Corporal punishment of any type shall not be used.

**5224 Suspension of Students**

A teacher may temporarily suspend a student from class but suspension from school is to be done only by the principal, the head teacher, or, in a one-teacher school, by the teacher in consultation with the board chairperson.

A student may be suspended for repeated offenses when other procedures have not been effective. Evidence of prior corrective measures and parental notification should be documented.

In the case of a serious overt act or violation of school regulations, the principal may suspend a student from school even though there has been no prior serious misbehavior. The suspension period is not to exceed two weeks.

**5226 Dismissal of Students**

The school board is the ultimate authority in the dismissal or expulsion of a student upon the recommendation of the principal, head teacher, or disciplinary committee. As a general rule, dismissal or expulsion is used only when other means of correction fail to effect a change in conduct or the parent will not voluntarily withdraw the student.

## **5900 The Alumni Association**

### **5902 Establishment of the Alumni Association**

An Alumni Association should be established everywhere there is a church school that has a history of former students who have completed their education at that school. Its purpose is:

1. To offer fellowship to former students and graduates of the school
2. To support Seventh-day education for future generations

### **5906 The Alumni Association shall not be a separate or independent organization if the school name is used in any form.**

### **5910 Alumni Funds**

Alumni Association funds are to be channeled through the school treasurer, kept as a separate account, and audited in harmony with denominational policy.

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## **6000-6100 Kindergarten Guidelines**

The young child should be immersed in a rich experiential environment, free from formal schooling and in the primary care of his mother.

Unfortunately, this ideal is no longer an option for many families. Increasing numbers of SDA mothers work away from home during their child's pre-school years. Societal changes have affected family size and structure. Broken homes, single parent and surrogate parent settings are occurring in growing numbers. The trend is toward urban rather than rural living. In addition, state and province requirements have necessitated the opening of SDA kindergartens. As a result kindergartens have been established throughout the North American Division.

In consideration of these factors the educators in the North American Division recognize the need to share in the responsibility of providing the best care and learning environment possible for young children.

Historically, Seventh-day Adventists have been opposed to kindergartens. E. G. White statements such as "free as lambs," "the mother should be the child's only teacher," and "no school until 8 to 10," have long influenced this position regarding kindergartens. Today the principles behind these statements are recognized, and, closer scrutiny shows these additional perspectives:

1. The ages 8 to 10 were given in a setting where there was no church school.
2. Where parents work out of the home, the church is counseled to provide for the training of the kindergarten aged child.
3. Circumstances dictate other applications of the principles.

The North American Division Office of Education has made provisions for the development of a program of kindergarten education for the children of the Seventh-day Adventist Church.

The local conference office of education in conjunction with the Southwestern Union Office of Education has established standards for kindergarten facilities, equipment, curriculum, and instruction. Kindergarten is a unit within the K-12 system operated by the conference office of education.

When the local conference office of education approves a kindergarten to be established in a Seventh-day Adventist school, the kindergarten then becomes an integral part of the office of education and shall be fostered, controlled, and financed as a part of the elementary education program.

## **PROCEDURES FOR OPERATING A KINDERGARTEN**

### **6002 Organization and Structure**

Authorization to operate a kindergarten is granted by the local conference board of education upon approval of a submitted application and based on the following criteria:

1. A demonstrated educational need.
2. An adequate physical plant, playground, and equipment for a kindergarten.
3. Proof of ability to provide adequate funding and budget control.
4. A denominationally-certificated elementary teacher with kindergarten endorsement.
5. Adequate and appropriate curricular materials.
6. A projected enrollment to meet the financial and curricular needs of an effective educational program.
7. Teacher load in accordance with the policy of the Union Conference Board of Education.
8. Specific policies regarding organizations, administration, finance, curriculum, and personnel must be in agreement with the local conference and Union Conference Offices of Education.
9. Application to operate a kindergarten program is to be submitted to the local conference office of education by March 1 for approval at the spring K-12 board of education.

### **6003 Registration and Admissions**

Students may be admitted to the kindergarten when they are one year younger than the minimum age required for entrance into the local church school. Children should not be admitted to kindergarten unless they are at least five years of age by September 1 of the current school year. There are two types of kindergarten programs. A half-day program and a full day program. A minimum of three (3) hours are required for a half-day.

(SEE THE SECTION ON SCHEDULE [6015/6016] FOR SUGGESTIONS)

### **6004 School Register**

The regular K-10 school register should be used in every kindergarten. Particular care should be given in keeping this book up-to-date and returning it to the local conference office of education at the close of the school year.

#### **6004, cont.**

1. Pupil progress shall be reported to parents on a regular and frequent basis.
2. The school register should remain in the classroom except in case of fire drills or fire. Pupil progress records should be recorded in the register **before** they are placed on the progress report.

#### **6005 Discipline**

Positive behavior management techniques should be incorporated into each program. These should be communicated by the teacher to the parent and be included in the school handbook.

Kindergarten students should not be:

1. Denied food
2. Forced to nap
3. Punished for toilet accidents
4. Subjected to derogatory remarks about themselves or their families, abusive or profane language, yelling, screaming, threats, or physical punishment
5. Subjected to corporal punishment in any form

#### **6006 Equipment and Materials Guidelines**

Selection of equipment and materials to be determined by:

1. Cost factor
2. Number of children item will accommodate
3. Durability
4. Care and upkeep
5. Creative utilization
6. Safety
7. Storage
8. Variety of uses

#### **6007 Student/Teacher Ratio**

To have a viable kindergarten program that meets Adventist philosophy, it is highly recommended that the kindergarten program be so designed that it is separate from all other grades.

### **6007, cont.**

There should be at least one teacher for each 15 children in a single kindergarten classroom, and a teacher assistant will be required for 15-25 providing that adequate space and appropriate facilities, instructional materials, and equipment are available.

To accommodate the Adventist community, it may be possible upon approved application, to operate a kindergarten and first grade, or a kindergarten, first and second grade multi-level class-room in a two or more teacher school. Enrollment requirements should be in compliance with 3620.

Before school opens each year, the local conference office of education must approve teacher qualifications, enrollment and multi-grade responsibilities of the kindergarten teacher.

### **6008 Kindergarten Teacher Certification**

Standards of certification for kindergarten teachers are established by the North American Division Office of Education. (See *Certification Requirements*)

## **FACILITIES**

### **6009 Indoor Facilities**

1. The building should be in good repair—inside and outside, painted (no lead-based paint), and attractive.
2. Thirty-five square feet of usable floor space per child is needed exclusive of halls, cloakrooms, toilets, and kitchen. (Check with NAEYC for correct size.)
3. The rooms should be on the first floor with at least two widely separated exits.
4. The activity rooms where the children “live” while at the school should be used exclusively for the children. They should not be used as storage rooms or part-time classrooms for older children.
5. Light colored, sunny rooms provide a more cheerful environment for little children.
6. The floors should be carpeted, except that one section should be tile or linoleum to provide easy clean up. (painting center, etc.)
7. Heating and air-conditioning should be adequate. The floor temperature should be 68 to 70 degrees. All stoves and radiators must be protected to meet local safety standards.

**6009, cont.**

8. The local fire and health departments should be asked to do a safety inspection and to identify hazardous areas.
9. Emergency telephone numbers and emergency procedures should be posted.
10. Accessible drinking fountains within the classroom should be provided.
11. High porches or stairways should be guarded with proper railings.
12. There should be at least one toilet and one lavatory readily available.
13. All rooms should be well lighted.
14. Adequate storage space for each student to place lunch, coat, and play shoes should be provided.
15. Adequate storage areas for the teacher's instructional materials, supplies, and equipment should be provided.
16. Provisions should be made to maintain the classrooms, halls, rest rooms, service rooms, and grounds in a clean, orderly, and attractive condition at all times.

**6010 Outdoor Facilities**

1. The yard should be large enough for a variety of play and learning activities.
2. The playground should contain a minimum of 75 square feet per pupil, free from hazards, well drained, fairly level, with sunny and shady spots. Vehicle traffic flow for children's safety when entering and exiting building should be established.
3. The play area must be enclosed with an attractive strong fence with gates that cannot be opened easily by small children.
4. Having part of the play area surfaced for riding toys is desirable.

**6011 Outdoor Equipment**

1. Protected sandbox (large enough for several children to get into.)
2. Sand toys (buckets, shovels, sieves, trucks, derricks, etc.).
3. Swings adequate for kindergarten age children.

**6011, cont.**

4. Climbing equipment (jungle gym, climbing ladder, large circular tiles, slides, boxes, steps, platform.)
5. Riding toys (wagons, tricycles, wheelbarrows, scooters, baby carriages, engines, cars, etc.)

**6012 Curriculum**

The kindergarten curriculum will be the current NAD adopted program.

**6013 Recommended Daily Program**

1. Free Play Centers:

- A. Blocks
- B. Housekeeping
- C. Manipulatives such as puzzles, sewing cards, etc.
- D. Books
- E. Art Activities
- F. Sand and water
- G. Toy center—trucks, cars, dolls, etc.
- H. Woodworking
- I. Listening center for stories, music, poetry
- J. Cut and paste area
- K. Dress-up
- L. Clay and play dough
- M. Large muscle development (balance beams, climbing and crawling apparatus, slides, etc.)
- N. Outside Play equipment (wheel toys, sand box, climbing apparatus)
- O. Balls and jump ropes

2. Activity-Oriented Learning Centers:

- A. Reading readiness
- B. Pre-math
- C. Bible
- D. Science and nature
- E. Social studies
- F. Arts and crafts
- G. Music and rhythm activity
- H. Listening
- I. Dramatic play
- J. Pre-writing

**6013, cont.**

- K. Research
  - L. Cooking
  - M. Gardening
3. Physical Care Routines
- A. Meals
  - B. Snacks
  - C. Toileting
  - D. Hand washing
  - E. Rest periods
4. Quiet-Time Activities
5. Appropriate Field Trips

**6014 Learning Experiences**

1. Skills
- A. Problem Solving
  - B. Thinking
  - C. Reasoning
  - D. Creating
  - E. Communicating
  - F. Classifying
  - G. Sequencing
2. Awareness and Acceptance
- A. Culturally
  - B. Physically
  - C. Educationally
3. Self-Development
- A. A positive self-concept and attitude
  - B. Natural curiosity
  - C. Creative potential
  - D. Psycho-motor coordination
  - E. Sensory awareness
  - F. Social graces
  - G. Value system

### **6015 Sample Full Day Kindergarten Classroom Schedule**

8:20 – 8:30	Books, Puzzles, etc.
8:30 – 9:00	Circle Time – Worship – songs, story Bible Story – Prayer – Science/Health/Social Studies
9:00 – 9:15	Calendar Activities, Pledge of Allegiance (drink & bathroom break)
9:15 – 10:00	Language Arts, Reading Readiness ( <i>In the Beginning</i> , table activities, centers, etc.)
10:00 – 10:30	Recess
10:30 – 10:45	Juice Break
10:45 – 11:15	Math and Computer skills
11:15 – 11:45	Large Motor Development – blocks, exercise, records, etc.
11:45 – 12:15	Lunch
12:15 – 12:45	Recess
12:45 – 1:30	Rest Time and Story
1:30 – 2:15	Art Activities
2:15 – 2:45	Creative Play – dress up, games, etc.
2:45 – 3:05	Recess
3:05 – 3:15	Clean-up and Dismissal

### **6016 Sample Half Day Kindergarten Classroom Schedule**

8:00	Worship, Bible
8:30	Handwriting, Language Arts Activity
9:00	Movement Education, Recess
9:30	Math Readiness
9:50	Reading Readiness
10:10	Science/Social Studies Activity
10:30	Activity Time (self-chosen activities)
11:00	Music/Art
11:30	Clean-up
11:45	Dismissal

## **6017 Instructional Materials and Supplies**

1. Construction material: planks, odds and ends of boards, boxes, nail kegs, building blocks, sawhorses
2. Child size garden tools
3. 10-, 12-, and 14-inch chairs; 18- and 20-inch tables
4. Scatter rugs to sit on during quiet time
5. Art equipment: easels, large brushes, jars, aprons, paper, chalkboards, crayons, clay
6. Music: piano, CDs, DVDs, cabinet for storage
7. Playhouse furniture: dolls, books, telephone, chairs, kitchen utensils, refrigerator, sinks, boxes with adult clothes, etc.
8. Construction equipment: workbenches with vises, saw horses, hammers, screwdrivers, rulers scissors, assorted papers
9. Cupboard, shelves, open bins for equipment and facilities
10. Instructional media such as: visual aids, books, pictures, puzzles, games, pictures, picture books
11. Large blocks, wooden blocks, cardboard blocks
12. Push and pull toys: trains, doll buggies, wagons
13. Sandbox
14. Sleeping pads or cots
15. Terrarium and aquarium
16. Magnifying glass
17. Magnets
18. Pet cages
19. Water-sand table

## **6018 Recommended Minimum List of Equipment**

1. Tables and chairs of varying sizes
2. Cots
3. Storage cabinets
4. Bulletin boards
5. Chalk boards
6. Furniture for play house area
7. CD player

**6018, cont.**

8. Rhythm instruments
9. Wheel toys
10. Playground equipment
11. Balls
12. First aid kit

**6019 Recommended Minimum List of Instructional Aids**

1. Books and periodicals
2. Manipulative games
3. Science equipment
4. Art materials
5. Housekeeping
6. Scissors
7. CDs
8. DVDs
9. Blocks of varying sizes
10. Pencils, crayons and markers
11. Paper of various textures and sizes

**6020 Parental Involvement; Parent Education Component**

The degree of parent involvement will be determined by the type of kindergarten program. The *Manual for Parents and Teachers of the Weekly Kindergarten* which was prepared by the General Conference Department of Education several years ago suggests the following information:

1. Parent Orientation and Communication
  - A. Develop a warm and meaningful relationship.
  - B. Accept parental differences.
  - C. Organize and conduct regular parent meetings, beginning with an orientation to kindergarten for parents near the first of the year, parent-teacher conference as needed, and parent education meetings.
  - D. Maintain on-going communication through newsletters, notes, visits, phone calls, etc.
2. Advantages of Parent Involvement
  - A. Supplies additional selected resources for teachers.
  - B. Provides release time for teachers to work with children.
  - C. Gives parents the satisfaction of making a contribution to their children's education.

**6020, cont.**

- D. Promotes better rapport between parents and teachers.
  - E. Provides a role model for parents for working with their children.
  - F. Increases a child's sense of family pride.
  - G. Provides opportunity for social interaction among parents in the daily program and the special inservice meetings.
  - H. Presents an opportunity for parent education.
  - I. Gives the school and teacher an opportunity to become a support system for the family.
  - J. Allows the school to refer parents to other community services organizations such as speech pathologist, guidance counselor, test coordinator, etc.
3. Opportunity for Parent Involvement
- A. Room mothers
  - B. Grounds – maintenance
  - C. Preparing materials at home or school
  - D. Field trips
  - E. Fund raising activities

## SUPPLEMENT A

### ELEMENTARY SCHOOL FACILITIES AND EQUIPMENT

#### 6123 Elementary School Plant

This section contains a brief résumé of minimum requirements for the school plant and equipment. For additional information refer to the following resources found at [nadeducation.org](http://nadeducation.org):

1. Evaluative Criteria for Small Schools (1-3 teacher schools)
2. Evaluative Criteria for K-8 and K-10 Schools
3. See also NAD *Elementary School Building Guidelines*

#### 6124 Appearance of School Plant

Every Seventh-day Adventist school plant should be attractive. Ill-constructed, run-down, unkempt, poorly planned, or poorly located school plants cannot properly fulfill this function for either Adventist or non-Adventist children of the community. The quality, efficiency, attractiveness, and practicality of our school plants should be on the highest standard within the capability of the church or churches operating the school. Insofar as possible the statement “Operated by Seventh-day Adventists” should appear on the signs advertising our schools

#### 6125 Size of Plot

The ideal plot for the church school will contain a minimum of five acres for enrollments up to 100 pupils, with additional acreage for enrollments above 100. A good rule to follow is one additional acre for each 100 pupils above 100. Plots of this size provide area for expansion, playgrounds, parking areas, adequate gymnasiums, and sufficient isolation from neighbors of the school to avoid annoyance. In crowded urban areas where land is extremely high-priced and almost unobtainable, some modification of the above standards may be necessary.

#### 6126 Maintenance

Provision should be made to maintain the classrooms, halls, rest rooms, service rooms, and grounds, in a clean, orderly, and attractive condition at all times.

### **6127 Classrooms Size and Number of Students**

Classrooms shall be sufficient in number to house adequately all the pupils enrolled for the courses offered. Each classroom shall have at least 33 square feet of floor space per pupil with a minimum of 1000 square feet.

### **6128 Lighting**

Natural and/or artificial lighting shall meet the following standards:

1. Minimum: 50 foot candles at the desk level without glare in all parts of the room
2. Even distribution
3. No crosslight
4. Absence of glare or excessive heating in any area; light controlled at all times by shades operated from center of window, or Venetian blinds, or other effective means.

### **6129 Ventilating and Heating**

The temperature of the schoolroom shall be maintained at the floor level in cold weather at 68-70 degrees F. Evenly distributed fresh air shall be admitted through deflectors, air vents, or air-conditioning equipment.

### **6130 Cloakrooms, Wardrobes, Lockers**

Adequate space should be provided on the inside of the classroom or other convenient place for the care of the personal effects of pupils and teachers (books, clothing, lunches, etc.). Wardrobes recessed into the rear or corridor sides of the classroom are preferred to lockers in the halls. Storage and supply cupboards should be built into the room unless provision is adequately and conveniently provided elsewhere.

### **6131 Rest Rooms**

There should be separate rest rooms for boys and girls, each plainly labeled, well ventilated, and deodorized. For children in grades 1-3 a single toilet may be acceptable if entrance is from the classroom. The floors and lower walls should be finished in ceramic tile. There should be doors on the toilet stalls, and the partitions should be sturdy and sanitary. Other standards to be met include:

**6131, cont.**

## 1. Number of fixtures:

Enrollment	Boy's	Stools	Boys	Lavatories	
	Urinals	Girls		Girls	Boys
1-50	1	2	1	1	1
51-100	2	4	2	2	2
101-150	3	6	3	3	3
151-200	4	8	4	4	4

2. One or more large mirrors in each rest room
3. Proper lighting, ventilation, and disinfection
4. Hot and cold running water
5. Paper towels, soap, and toilet tissue

**6132 Inspection of Rest Rooms**

Inspection of the elementary school sanitary facilities should be made daily, and all health precautions and sanitary procedures should be scrupulously observed.

**6133 Indoor Physical Education Area**

An indoor playroom or gymnasium should be provided for physical education so that in inclement weather the pupils and teachers may have a sheltered place for recreational activities.

**6134 Practical Arts or Crafts Facilities**

One or more rooms should be provided for the teaching of practical arts. A properly designed kitchen may be used for teaching cooking, as well as for the preparation of a hot meal or a dish for the noonday lunch.

**6136 Equipment and Supplies**

No elementary school shall be opened without first providing the items which are double starred on the following list. All other items shall be provided as soon as possible.

## A. School Furnishings

- \*\*1. Individual, movable, adjustable, or properly sized desks or tables for pupils (light-colored furniture is recommended)
- \*\*2. Teacher's desk of good quality and at least two representative chairs

## 6136, cont.

3. Reading table
- \*\*4. Chalkboards/white boards:  
Height for lower grades—24" to 28" from floor  
Height for upper grades—28" to 32" from floor  
Length—at least 16 linear feet per classroom
- \*\*5. Tack board sufficient to display pupils' work and classroom activities. A minimum of 4' x 12' is suggested. It should be easily accessible to the student.
- \*\*6. Supply shelves or closets. Provision shall be made to have at least one closet that can be locked.
7. Filing cabinet that can be locked
8. Piano or organ available for each room
- \*\*9. Clock, bell, or suitable signal, pencil sharpener, wastebasket
10. United States flag on pole in the school yard
- \*\*11. United States flag in room
12. State flag
13. A permanently mounted projection screen
14. Adequate darkening facilities for audio-visual purposes

### B. Teaching equipment

1. Desk copies, manuals, keys, and curriculum guides
2. Wall maps for Bible, history, and social studies
3. Charts for health and science
- \*\*4. Globe—at least 12" in diameter
- \*\*5. Reading flash cards, wall pocket chart
6. Practical arts equipment and supplies for vocational courses offered, i.e., cooking, sewing, gardening, home mechanics, crafts
7. One easel for each ten children, wide brushes
8. Paper cutter--12" minimum
9. Stapler
10. Computer
11. Copy Machine
12. Teaching supplies for primary grades: puzzles, tinker toys, blocks, dominoes, anagrams, beads to string, \*\*permanently soft modeling clay, powdered paints, wide brushes, primary pencils, \*\*primary ruled newsprint (20"x24"), roll of grocery paper on a roller, blunt-nosed scissors

## 6137 Health, Physical Education, and Recreation Supplies

- A. Weight scales
- B. Snellen E. chart for vision testing in lower grades
- C. Snellen Letter chart for vision testing in upper grades

**6137, cont.**

- D. Cot for use by sick child
- E. Recent copy of First Aid Manual
- F. Bloodborne pathogens kit
- G. Weather radio and flashlight
- H. First Aid Kit
  - 1. Snakebite kit
  - 2. Tincture of green soap
  - 3. Absorbent cotton, sterilized roll, box or package
  - 4. Dressings, large or small pads, sterilized in individual transparent envelopes
  - \*\*5. Band-aids, large and small
  - 6. Adhesive tape, roll—one inch
  - \*\*7. Scissors, bandage or blunt
  - 8. Toothpicks
  - \*\*9. Alcohol, 70% (water 30%) or rubbing alcohol
  - \*\*10. First aid cream, lotion or spray
  - 11. Mineral oil, bottle; or petroleum jelly, tube or jar, white or yellow, but not medicated
  - 12. Ice bag
  - 13. Two warm blankets
  - 14. Tourniquet (three feet of soft rubber tubing and a stick or pencil)
  - 15. Tweezers
  - 16. Thermometer with covered jar or electronic body temperature measuring device
  - 17. Syrup of Ipecac
- I. Physical Education Equipment (consult P.E. Manual):
  - 1. For younger pupils:
    - Swings with flexible seats
    - Slides
    - Bars
    - Jungle Gym
    - Kickball
    - Hollow Blocks
    - Steps and Platforms
  - 2. For older pupils:
    - Volleyball and Net
    - Softball and Bat
    - Basketball
    - Kickball

**6138 Media Center—Elementary**

1. Reference books, up-to-date:  
Bible Concordance  
Bible Dictionary  
Bible reference books, including *Spirit of Prophecy* volumes  
Children’s Encyclopedia not more than five years old  
World Atlas not more than five years old

**Electronic Access is acceptable**

2. Dictionaries:  
Minimum requirement is one elementary school dictionary.  
Grades 1-2: Picture dictionaries  
Grades 3-4: Beginner’s dictionaries  
Grades 5-6: Junior dictionaries  
Grades 7-8: Advanced dictionaries

**Electronic Access is acceptable**

3. Library books: See “Gateway to Reading” (back issues)

**Library Holdings should include the following or availability to electronic resources.**

- A. Minimum number of library books in one- or two-teacher schools is 500.
- B. Schools of three teachers or more shall have a minimum of 1,500 up-to-date and appropriate library books per classroom for grades 1-6.
- C. There shall be a minimum of 750 titles suitable for students in grades 7-9 in addition to reference books. There shall be a minimum of 1,250 titles suitable for students in grades 7-10 in addition to reference books.
- D. For grades 1-4 there shall be a balanced distribution of library books as follows:  
Stories—character-building  
Child activity  
Social Studies  
Safety  
Poetry  
Health  
Nature
- E. For grades 5-8 there shall be a balanced distribution of library books as follows:  
Inspirational and devotional  
Biography  
Culture  
Social Studies  
Health, science, nature

**6138, cont.**

Literature  
Fine Arts  
Manual arts and hobbies

4. Magazines—current subscriptions to at least three appropriate denominational magazines such as *Listen*, and *Vibrant Life*; three secular magazines including one news and one geographic magazine.
5. Minimum annual library expenditures of \$35.00 per student enrolled or \$100.00 per elementary classroom/full-time teacher, whichever is larger. Twelve dollars should be spent for instructional media (DVD's, CD's) and \$20.00 for books and periodicals.

**6140 Janitor Equipment and Supplies**

Brooms	Cleanser
Dust Mop	Furniture Polish
Dust Pan	Toilet Tissue
Dust Cloths	Soap
Vacuum	Sponge or Chamois Chalkboard Cleaners

**6141 Building Plans (See 6202)**

**6145 Safety Precautions (See 6203)**

## **SUPPLEMENT B**

### **SECONDARY SCHOOL FACILITIES AND EQUIPMENT**

#### **6201 School Plant, General Provisions**

The physical plant of the academy shall include all buildings, grounds, farm acreage, and equipment. The campus site shall be chosen to provide for health and safety, fresh air, good water in adequate supply, freedom from traffic noises and dangers, adequate drainage, and sewage disposal.

The site should be high enough above nearby streams to avoid flooding and should not lie at the foot of hills where surface water from severe rainstorms will wash across it. It should be above the surrounding water table. It is always better for the site to be several feet above the road or street rather than below it.

The site should be as near the center of the Adventist community as possible without violating other desirable characteristics listed here. It should be near the cross highways and traffic arteries and bus lines. Water, sewage, telephone, electricity, and gas facilities should be available.

The buildings and grounds shall be laid out to provide:

1. Adequate campus area suitably landscaped with lawns, walks, trees, shrubs, and flower beds.
2. Adequate parking area including appropriate handicapped areas.
3. Freedom from debris and unsightly refuse for safe and healthful conditions.
4. Shops and farm buildings at a reasonable distance from dormitories and school buildings to avoid noise and odor pollution.
5. Adequate classroom provision for the number of students enrolled and for number and kind of courses offered.
6. All school buildings must meet or exceed applicable minimum city and/or state regulations.
7. Room for expansion and development. A minimum of ten acres plus one additional acre for each 100 students is recommended for non-boarding academies.

## **6202 Building Plans**

The development of all building plans including preliminary plans should meet all local and state code requirements as well as conference, Union and North American Division requirements.

## **6203 Secondary—Safety Precautions**

Proper precautions shall be taken to protect students and employed personnel from injuries in laboratories, shops, gymnasiums, on stairways, and in all other parts of the plant where accidents are likely to occur. An adequate number of fire extinguishers which are frequently and regularly inspected shall be readily accessible throughout the building, and fire exits shall be clearly designated. There shall be regular comprehensive inspections for fire safety in cooperation with the official fire and police inspectors. Fire drills shall be held regularly at unannounced times in the various buildings of the school plant, including the dormitories. There should be full participation of students and staff in these drills. All power machinery shall be equipped with protective guards.

The following should be included:

1. Approved drinking water supply
2. Sanitary drinking facilities—one fountain for each 30 pupils
3. Fire protection: Exits (all doors shall open outward), fire escapes (doors to fire escapes equipped with panic hardware), extinguishers and/or hose or bucket and alarm bells. All local fire code requirements for school should be met.
4. Handrails on all stairways
5. Non-skidding floor or floor coverings at base of stair or other landings

## **6204 Basic Science Equipment**

The following is a list of equipment and consumable items which are required in all schools offering biology. If a school does not have all the materials listed, the board will be required to submit a plan whereby the materials and equipment will be purchased within a three year period. The list includes only the minimum and a good teacher will need and use many items in addition to those listed.

1. Microscopes—Secondary models with illuminator and high and low power objective lenses (one for each two students).
2. Dissecting scope—one for each 5 students.

**6204, cont.**

3. Instructor's scope—with oil immersion lenses and two eye pieces (optional)
4. Slides and glass or plastic slide covers (glass preferred), two per student; Concave slides, one per student
5. Basic set of prepared slides/or electronic slides
6. Dissection lab kits
7. Human Anatomy Charts
8. Dissection sheets or charts of animals—i.e. crayfish, frogs, worms, etc. or electronic
9. Additional dissecting pins
10. Fire extinguisher—ABC

**Consumable**

1. Basic stains
2. Dissecting specimens (frogs, worms, crayfish, fish, grasshoppers)
3. Petri dishes (disposable recommended for small classes)
4. Agar solutions
5. Culture dishes (3 ½ inch)
6. Cotton swabs
7. Grease pencils
8. Erlenmeyer flasks
9. Funnels
10. Test tubes and holders
11. Corks, stoppers
12. Glass tubing
13. Rubber tubing

## **6204, cont.**

### **In addition to the above, three other items are required:**

1. An annual budget for replacement of used and broken items and for purchase of additional equipment and audio visual (slides and videos).
2. A locked storage area in which equipment and supplies are kept locked at all times outside of class time.
3. Projectors (slide, overhead).
4. Supply catalogs See textbook list or Internet for phone numbers and addresses.

Note: Many of the items listed can be purchased from hardware and other stores much cheaper than from the scientific supply houses.

## **6205 Media Center—Secondary**

Each school will have a media center which provides a collection of appropriate instructional materials selected, organized and furnished for service to students and teachers. Space allotted should be large enough to accommodate an entire class for special assignments. A qualified staff member shall be designated as media center director.

School boards will provide an annual budget which is adequate for the regular up-dating of instructional media material as specified by the North American Division Office of Education.

Media center materials will be evaluated and weeded annually for the purpose of improving curriculum. Guidelines regarding quotas per capita as well as types of appropriate materials are established by the NAD Office of Education and include the following areas:

### **Electronic Resources May Suffice.**

1. General works—Exclusive of textbook duplicates, general works shall be provided to meet scholastic, cultural, and spiritual needs of the school, with an appropriate distribution through an accepted classification system.
2. Reference works—Current unabridged dictionaries, encyclopedias, yearbooks, and atlases shall be provided.
3. Periodical subscriptions—Periodicals shall be provided to meet devotional, instructional, and general information interests.

## 6205, cont.

4. Professional periodicals—The administration shall make available to its staff members such professional periodicals as will enhance their teaching program and enable them to keep abreast of developments in their respective fields.
5. Newspapers—The number and types of newspapers for the media center reading room shall be determined by needs of teachers and students for adequate coverage of local, state, national, and international events and issues.
6. Audio-visual materials and equipment—Audio-visual equipment and materials such as video tapes, CDs, DVDs, pictures, and other materials shall be catalogued and deposited in the media center.
7. Minimal Expenditures—The amount appropriated to the media center should be large enough to meet the curricular needs of the school. The minimal expenditure should be \$50.00 per student annually, of which \$12.00 should be spent for instructional media (DVD's, CD's, VCR recordings, etc.) and \$20.00 for periodicals.
8. Number of Books—**Electronic Access is Acceptable.** A minimum number of 6,000 usable volumes, exclusive of textbook duplicates, shall be provided to meet the scholastic, cultural, and spiritual needs of the students with a reasonably even distribution through the Dewey classification.
9. Reference Books—Adequate current dictionaries and encyclopedias, yearbooks, and atlases should be provided including the *SDA Bible Commentary*, Bible dictionaries, concordances, and almanacs.
10. Periodical Subscriptions—A minimum of 40 periodical subscriptions should be provided from denominational and secular magazines with provision for binding or otherwise preserving the back numbers for permanent use. Electronic storage is acceptable.
11. Newspapers—The number of newspapers is determined by the needs of the teachers and students for adequate coverage of local, state, national, and international levels.
12. Instructional Material and Equipment—Audio-visual equipment and materials, DVD's, CD's, and other materials should be catalogued and centered in the media center.

## 6206 Classification of Books

The books shall be classified using the Dewey Decimal System.



## SUPPLEMENT C

### Teacher Dedication Service

#### 6300 Purpose of Dedication and Consecration

1. To impress the teacher with the dignity of his/her calling.
2. To impress upon the teacher that he is more than a teacher, and that he/she is a co-worker with Christ in preparing the students for citizenship in the earth made new.
3. To impress upon parents and students alike the dignity of the teacher's calling and their responsibility to honor the teacher.
4. To impress the church membership, students, and parents that the teacher is a conference employee as much as is the ordained pastor.

Suggested dedication and consecration service to be held on the Sabbath just before the beginning of the school term:

- A. Organ prelude
- B. Ministers and teacher(s) file on to rostrum and are seated, then bow their heads for a few moments of silent prayer
- C. Opening hymn that will fit the theme of the service
- D. Scripture reading (Psalm 1 might be used)
- E. Prayer
- F. Special music (anthem or song by school children)
- G. Sermon that is no longer than 20 minutes and on a topic suitable for the occasion
- H. Dedication and Consecration
  1. Minister to Teacher: Inasmuch as you have accepted the invitation to teach and are soon to enter into the duties of this important work, I want to ask you in the presence of God and this congregation the following:

**6300, cont.**

Do you promise faithfully to discharge all of your duties as a Christian teacher according to your abilities and in harmony with instruction from God's Word and the *Spirit of Prophecy*?

Teacher to Minister: I promise to do my best.

2. Minister to Congregation: Dearly Beloved, I heartily admonish you through Jesus Christ, who has graciously sent this teacher to our school, that you look upon him and honor him as one sent by God and faithfully assist him in the performance of his duties. Send your children to school regularly; teach them to obey their teacher. Do this for the sake of God, that His name may be glorified in our school by our children. Can we count on your cooperation?

Congregation: We are determined to cooperate to make this school year successful.

3. Minister to Children:

May God give you students willing hearts to obey your teacher. Study to show thyself approved unto God and resist not the discipline imposed upon you by your teacher. Be an example always so that your teacher's work among you may become an everlasting blessing to everyone. Are you willing to accept this challenge?

Children: We accept the challenge you have given us.

4. Minister Gives Charge as Follows:

Go, then, and faithfully perform thy work among the lambs of Christ, the children of His church, committed to thy care. Assist the minister of the word and Shepherd of the whole flock in feeding them the Word and its sound doctrine.

Assist the parents in bringing up their children in the nurture and admonition of the Lord. Take heed that you doest so, not by constraint, but willing; not for filthy lucre, but of a ready mind; not as being desirous of vain glory, but in simplicity of heart, seeking only the glory of God and being an example both to the children and to the whole congregation. And when the Chief Shepherd shall appear thou shalt receive a crown of glory that fadeth not away.

The Lord bless thee from on high and make thee a blessing both to the school and to the church. That thou mayest bring forth much fruit and that the fruit may remain unto eternal life. AMEN.

5. Prayer of Consecration by the Minister
6. Special music or closing hymn in harmony with topic presented

**6300, cont.**

7. Benediction

8. Organ Postlude

## **SUPPLEMENT D**

### **6800 Records—Retention and Safekeeping**

In each conference organization and institution all correspondence, business papers, vouchers, cancelled checks, etc., which are considered to be of probably permanent legal or historical value, shall be currently segregated into a “permanent” file in the custody of the treasurer or business manager of the organization. Such “permanent” files shall be maintained in storage facilities adequately protected from fire and deterioration.

If and when local conditions seem to make it advisable, documents in the “permanent” file may be hard copied, properly labeled, and indexed, or stored electronically.

**CONSULT YOUR LOCAL CONFERENCE RECORD RETENTION POLICY.**

# **SUPPLEMENT E**

## **BLOODBORNE PATHOGENS SAMPLE EXPOSURE CONTROL PLAN**

(Name and Address of Institution  
Date of Preparation or Update)

This document is prepared in line with the Regulations of the Division of Occupational Safety and Health set forth in title 8, California Code of Regulations, Section 5193 (insert appropriate State Code if in another state).

### **1. Exposure Determination**

Our school has determined that all employees in the following job classifications have occupational exposure:

- A. School nurse (only list this if that position exists in your school)
- B. Staff member (in principal's office designated to render first aid)

Additionally, we have identified the following areas as having higher probability for the rendering of first aid with the presence of blood: (List any of the following which are present in your institution; be specific)

- A. Food preparation and service
- B. Physical Education facility (gymnasium, playing field, etc.)
- C. Chemistry, Physics, Biology laboratories
- D. Home Economics laboratory
- E. Woodworking laboratory
- F. Campus industries
- G. Campus maintenance

### **2. Methods of Compliance**

#### General

All employees, including student workers, will be taught universal precautions to prevent contact with blood or other potentially infectious materials. New employees will receive this instruction within ten (10) days of employment.

#### Engineering and Practice Controls

Hand washing facilities are provided in, or readily available to, each of the areas designated in Section One. All employees are instructed to wash their hands immediately or as soon as feasible after removal of gloves used when rendering first aid in the presence

## Sample of Bloodborne Pathogen Control Plan

of blood or other potentially infectious materials. Supervisors will ensure that all employees wash their hands and any other skin with soap and water or to flush mucous membranes with water immediately or as soon as feasible following contact of any body area(s) with blood or other potentially infectious materials.

In areas without ready access to hand washing facilities, the school provides antiseptic hand cleanser with clean paper towels or antiseptic towelettes.

(For schools with health service units, add the following) Contaminated needles and other contaminated sharps used in the Health Service shall not be bent, recapped, or removed. Sharing or breaking of contaminated needles is prohibited.

As soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be puncture resistant, labeled, and be leak proof on sides and bottom.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses is prohibited in the Health Service area. No food or drink shall be kept in the refrigerator, freezer, shelves, cabinet or on the counter tops or bench tops where blood or potentially infectious material is present.

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generational of droplets of these substances.

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited. Specimens of blood or other potentially infectious materials will be placed in an container which prevents leakage during collection, handling, processing, storage, transport or shipping.

Specimens of blood or other potentially infectious materials will be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping. The container will be labeled or color-coded in accordance with Section 5193 (g)(1)(A), and closed prior to being stored, transported or shipped.

If outside contamination of the primary container occurs, the primary container will be placed within a second container which prevents leakage during collection handling, processing, storage, transport, or shipping and will be labeled or color-coded according to the standard specified in the paragraph above.

### **3. Personal Protective Equipment**

For the areas specified in Section One above, the school will provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.

The school will ensure that the employees in these designated areas use appropriate personal protective equipment unless the employee temporarily and briefly declines to use personal protective equipment when, under rare and extraordinary circumstances, in the employee's professional judgment its use would have posed an increased hazard to the safety of the worker or co-worker. The school will investigate each such exception to determine whether changes should be instituted in this policy to prevent such occurrences in the future. The school encourages employees to report all such instances without fear of reprisal.

The school will ensure that appropriate personal protective equipment in appropriate sizes is readily accessible in the areas designated in Section One. Glove liners are available for those employees who are allergic to the gloves normally provided.

The school will clean, launder, and dispose of personal protective equipment required in this Section at no cost to the employee.

The school will repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.

The school instructs employees that if a garment(s) is penetrated by blood or other potentially infectious material, the garment(s) shall be removed immediately or as soon as feasible. All personal protective equipment is to be removed prior to leaving the work area. When personal protective equipment is removed, it will be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

Gloves will be worn when it can be reasonably anticipated that the employee may have had contact with blood, or other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedure and when handling or touching contaminated items or surfaces.

- A. Disposable (single use) gloves (such as surgical or examination gloves) will be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
- B. These disposable (single use) gloves will not be washed or decontaminated for re-use.

- C. Utility gloves will be provided for those employees responsible for cleaning spills, splatters, or contaminated laundry. Such gloves may be decontaminated for re-use if the integrity of the glove is not compromised.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin-length face shields, will be worn whenever splashes, spray, spatter, nose, or mouth contamination can be reasonably anticipated.

Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments will be worn by employees in occupational exposure situations as identified in Section One. The type worn will vary according to the task and degree of exposure anticipated.

#### **4. Housekeeping**

The school will ensure that the work site is maintained in a clean and sanitary condition. It will prepare and implement an appropriate written schedule for cleaning and method of decontamination according to the location within the facility, type of surface to be cleaned, type of soil present, and the tasks and procedures being performed in the area.

All equipment and environmental and working surfaces will be cleaned and decontaminated after contact with blood or other potentially infectious materials. Contaminated work surfaces will be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning.

The school will use tuberculocidal disinfectants as specified on the product label effective against tuberculosis bacteria and specific viruses including Hepatitis B virus and HIV.

Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, will be removed and replaced as soon as feasible if they become overtly contaminated.

All bins, pails, cans, and similar receptacles intended for reuse will be inspected and decontaminated on a regular basis, and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

Broken glassware will not be picked up directly with the hands. It will be cleaned up using mechanical means such as a brush and dustpan, tongs, or forceps.

Reusable sharps contaminated with blood or other potentially infectious materials will not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

## **5. Regulated Waste**

### Contaminated Sharps

Contaminated sharps will be discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on side and bottom, and labeled in accordance with Section 5193 (g)(1)(A). During use, containers for contaminated sharps will be easily accessible, maintained upright throughout use, and replaced routinely and not be allowed to overfill.

When the containers of contaminated sharps are moved from the areas of use, the containers will be closed immediately prior to removal, and placed in a secondary container if leakage is possible. The secondary container will be closable, constructed to contain all contents and prevent leakage during handling, storage, transport or shipping, and labeled as specified in the above paragraph. Reusable containers will not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous injury.

### Other Regulated Waste Containment

Regulated waste (liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood in a liquid or semi-liquid state if compressed; items that are caked with dried blood capable of releasing these materials during handling) will be placed in containers which are closable; constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping; closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport or shipping and labeled and color-coded according to Section 5193 (g)(1)(A). If outside contamination of the regulated waste container occurs, it will be placed in a second container which will be closable; constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping; closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport or shipping; and labeled and color-coded in accordance with Section 5193 (g)(1)(A).

Handling storage, treatment and disposal of all regulated waste shall be in accordance with the Health and Safety Code chapter 6.1 and any other regulations of the U.S., State of California, and the political subdivisions of the State.

### Laundry

Contaminated laundry will be handled as little as possible with a minimum of agitation. It will be bagged or containerized at the location where it was used and will not be sorted or rinsed in the location of use. It will be placed and transported in bags or containers labeled or color-coded in accordance with Section 5193 (g)(1)(A).

## Sample Bloodborne Pathogen Control Plan

Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage from the bag or container, the laundry will be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.

The school ensures that employees who have contact with contaminated laundry wear protective gloves and other appropriate personal protective equipment. (If the school ships contaminated laundry off-site to a second facility, the school must place such laundry in bags or containers labeled or color-coded in accordance with Section 5193 (g)(1)(A).

### **6. Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up**

The school will make available Hepatitis B vaccine and vaccination series to all employees in job classifications specified in Section 1:a and 1:b, and post-exposure evaluation and follow-up to all employees who have had an exposure incident.

Exposure incident is defined as a specific eye, mouth, or mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious material that results from the performance of an employee's duties.

The school will provide Hepatitis B vaccine to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious material and the provision of appropriate post-exposure prophylaxis and follow-up for those employees who experience an exposure incident.

#### Reporting

The school has instituted a reporting procedure that ensure that all first aid incidents involving the presence of blood or other potentially infectious material will be reported to the Office of the Principal before the end of the work shift during which the first aid incident occurred. Such a report will include the names of all first aid providers who rendered assistance, regardless of whether personal protective equipment was used and describes the first aid incident, including time and date. The description will include a determination of whether or not an exposure incident occurred. This determination is necessary so that the school can ensure proper post-exposure evaluation, prophylaxis and follow-up procedures and made available immediately. This record will be readily available to all employees and can be provided to the Chief upon request.

Training in bloodborne pathogens provided for designated first aid providers includes the specifics of the requirements of this section.

The school will make provision for the full Hepatitis B vaccination series as soon as possible, but in no event later than 24 hours, to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious material regardless of whether or not a specific exposure incident has occurred.

## Sample Bloodborne Pathogen Control Plan

The school ensures that all medical evaluations and procedures including Hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis will be made available at no cost to the employee; made available at a reasonable time and place; performed by or under the supervision of a licensed physician or by and under the supervision of other licensed healthcare professionals; provided according to the recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place. The school further ensures that all laboratory tests are conducted by an accredited laboratory at no cost to the employee.

Hepatitis B Vaccination will be made available to the employees designated in Sections 1:a and 1:b after the employees have received training and within 10 working days of the initial assignment, unless the employees have previously received the complete Hepatitis B vaccination series, antibody testing has revealed the employee to be immune, or the vaccine is contraindicated for medical reasons.

The school will not make participation in a prescreening program a prerequisite for receiving Hepatitis B vaccination. If the employee initially declines Hepatitis B vaccination but at a later date while still covered under this standard decides to accept the vaccination, the school will make available Hepatitis B vaccination at that time.

Employees who decline to accept Hepatitis B vaccination offered by the school should sign the statement found in Appendix A of this policy.

If the U.S. Public Health Service in the future recommends a routine booster dose(s) of Hepatitis B vaccine, such booster dose(s) will be made available to employees as specified in this section.

### Post-exposure, Evaluation and Follow-up

Following a report of an exposure incident, the school will make immediately available to the exposed employee a confidential medical evaluation and follow-up which includes the following:

- A. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
- B. Identification and documentation of the source individual, unless the school establishes that identification is not feasible or prohibited by state or local law.

The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV or HIV infectivity. If consent is not obtained, the school shall establish that legally required consent cannot be obtained. If the source individual's consent is not required by law, the source individual's blood, if available, will be tested and results documented.

## Sample Bloodborne Pathogen Control Plan

When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV state need not be repeated.

Results of the source individual's testing will be made available to the exposed employee, and the employee will be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status: The exposed employee's blood shall be collected as feasible and tested after consent is obtained. If the employee consents to baseline blood collection, but does not give consent at that time HIV serologic testing, the sample will be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing will be done as soon as feasible. Additional collection and testing will be made available as recommended by the U.S. Public Health Service.

Post-exposure prophylaxis when medically indicated is recommended by the U.S. Public Health Service; counseling; and evaluation of reported illnesses.

Information provided to the Healthcare Professional. The school will ensure that the healthcare professional responsible for the employee's Hepatitis B Vaccination is provided a copy of the OSHA Regulation Section 5193. The school will ensure that the healthcare professional evaluating an employee after an exposure incident is provided the following information:

- A. A copy of this regulation.
- B. A description of the exposed employee's duties as they relate to the exposure incident.
- C. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
- D. Results of the source individual's blood testing, if available.
- E. All medical records relevant to the appropriate treatment of the employee including vaccination status which are the employer's responsibility to maintain.

### Healthcare Professional's Written Opinion

The school will obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for Hepatitis B vaccination will be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.

The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:

- A. That the employee has been informed of the results of the evaluation.
- B. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

All other findings or diagnoses will remain confidential and will not be included in the written report.

Medical Records will be kept in accordance with OSHA specifications as outlined later in this policy.

## **7. Communication of Hazards to Employees**

### Labels

Warning labels will be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials. BIOHAZARD or BIOHAZARDOUS WASTE will be used. These labels will be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color. Labels shall either be an integral part of the container or will be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or intentional removal.

Red bags or red containers may be substituted for labels except for sharp containers or regulated waste red bags. Bags used to contain regulated waste will be color-coded red and will be labeled as described above.

### Information and Training

The school ensures that all employees specified in section 1:a and 1:b of this policy participate in a training program provided at no cost to the employee and during working hours. Such training will be provided upon initial assignment to that area where occupational exposure may take place, and at least annually thereafter. Employees who have received training on bloodborne pathogens in the preceding year, only new provisions will be included in the training.

## Sample Bloodborne Pathogen Control Plan

The school will provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training will be limited to addressing the new exposures created. The material used will be appropriate in content and vocabulary to educational level, literacy and language of employees.

The training program will contain at minimum the following elements:

- A. An accessible copy of the regulatory text of this standard and an explanation of its [contents.
- B. A general explanation of the epidemiology and symptoms of bloodborne diseases.
- C. An explanation of the modes of transmission of bloodborne pathogens.
- D. An explanation of this Exposure Control Plan and the means by which the employee can obtain a copy of the written plan.
- E. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- F. An explanation of the use and limitations of methods that will prevent or reduce exposure include appropriate engineering controls, work practices, and personal protective equipment.
- G. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- H. An explanation of the basis for selection of personal protective equipment.
- I. Information on Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.
- J. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- K. An explanation of the procedure to follow if an exposure incident occurred, including the method of reporting the incident and the medical follow-up that will be made available.
- L. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.

## Sample Bloodborne Pathogen Control Plan

- M. An explanation of the signs and labels and/or color coding.
- N. An opportunity for interactive questions and answers with the person conducting the training session.

The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the work place that the training will address.

### **8. Record Keeping**

#### Medical Records

The school establishes and maintains an accurate record for each employee with occupational exposure. The record will include:

- A. The name and social security number of the employee.
- B. A copy of the employee's Hepatitis B vaccination status including the dates of all the Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
- C. A copy of all results of examinations, medical testing, and follow-up procedures.
- D. The employer's copy of the healthcare professional's written opinion as required.
- E. A copy of the information provided to the healthcare professional

#### Confidentiality

The school will ensure that the employee medical records are kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the work place except as required by this section or as may be required by law.

The school will maintain the records required in this section for at least the duration of employment plus 30 years.

#### Training Records

Training records will include the following information:

- A. The dates of the training sessions
- B. The contents or a summary of the training sessions
- C. The names and qualifications of persons conducting the training
- D. The names and job titles of all persons attending the training sessions

## Sample Bloodborne Pathogen Control Plan

Training records will be maintained for three years from the date on which the training occurred. The school ensures that all required records will be made available upon request to the chief and NIOSH for examination and copying. Required employee training records will also be provided upon request for examination and copying to employees, to employee representatives, to the Chief, and to NIOSH. Employee medical records required by this policy will be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, to the Chief, and to NIOSH.

### Transfer of Records

The school will comply with the requirements involving transfer of records as set forth in Section 3204. If the school ceases to exist and there is no successor employer to receive and retain the records for the prescribed period, the school will notify NIOSH at least three months prior to their disposal and transmit them to the NIOSH, if required by the NIOSH to do so, with that three month period.

## APPENDIX A

### Hepatitis B Vaccine Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

---

Signature

## RECOMMENDED EDUCATION MATERIALS

### Bloodborne Pathogens Training Program

Video: *Bloodborne Pathogens: Protecting Your Education Department*

15 Minutes

\$125 each, includes 10 free booklets *Bloodborne Pathogens*

50% discount if ordered in amounts over 20, but order must be sent in at one time.

Available from:

Coastal Training Technologies

c/o Esther Bridge (TX, OK, AR); Sandra Greene (NM); Brian Clark (LA)

500 Studio Drive

Virginia Beach, VA 23452

800-767-7703 or FAX 757-498-3657

Training Manual:

*For Your Protection: The OSHA Regulations on Bloodborne Pathogens*

Available from:

American Medical Association

Division of Television, Radio & Film

515 North State Street

Chicago, IL 60610

Pamphlet:

*Bloodborne Pathogens*

Available from:

Coastal Healthcare

500 Studio Drive

Virginia Beach, VA 23452

800-729-4325 or FAX 757-498-3657

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