Southwestern Union Conference

Education Code

June 2026



Adventist Education

A JOURNEY TO EXCELLENCE

Southwestern Union Conference of Seventh-day Adventists
P.O. Box 4000 • Burleson, Texas 76097
777 S. Burleson Blvd. • Burleson, Texas 76028
(817) 295-0476

Welcome to the latest version of the Southwestern Union *Education Code*. It contains a number of electronic features to enhance your use of the Code as a reference.

Notations in red to many of the entries, e.g., FEA 05 30, refer to the *North American Division Working Policy*. Italicized sections represent exact quotes from the source. References not in italics represent a paraphrase of content.

Section headings of the *Education Code* are bookmarked. Select the bookmark icon at the top left of the document to turn on this feature in Adobe Acrobat.

The Southwestern Union Office of Education
June 2026

Table of Contents

001-999 Adventist Education Philosophy and Objectives

1000-1999 Organization and Administration

1000-1099 Union Office of Education
1100-1199 Conference Office of Education
1200-1299 Schools
1300-1399 School and Early Childhood Program Governance
1400-1499 EC-12 Education Personnel
1500-1899 Miscellaneous Administrative Policies
1600-1699 Tours and Off-Campus Activities
1900-1999 School Reports and Accreditation

2000-2999 Finances

2000-2099 Financial Controls and Budgets
2100-2199 Construction of Buildings, Financial Support
2400-2499 Student Finances

3000-3599 Employment Policies

3000-3099 Employment Philosophy
3100-3199 Certificated Instructional Personnel
3200-3299 Classified Employees
3300-3399 Employee Conciliation Procedures
3400-3499 General Provisions Relating to Employment

3600-3999 Employment Handbook

3600-3699 Certificated Personnel – General Provisions
3700-3799 Financial Information for Personnel
3800-3899 Certificate Personnel – Professional Improvement
3900-3999 General Information
Glossary of Employment Terms

4000-4999 General Provisions for EC-12 Schools

4100-4119 Library and Instructional Media Materials
4120-4199 Student Health and Safety

4200-4399 Early Childhood Program (ECP)

4400-4499 Pre-School, Pre-Kindergarten, and Kindergarten

4500-4599 Elementary Schools

4600-4699 Junior Academies, Grades 9-10

4700-5299 Secondary Schools, Grades 9-12

Index

001-999 Adventist Education Philosophy and Objectives

100 Introduction

The Seventh-day Adventist Church in North America 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 Savior, 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.

102 Mission Statement

Collaborating for learning excellence through faith and service.

104 Philosophy of Education (FEA 05 05)

The Seventh-day Adventist Church recognizes God as the ultimate source of existence, truth, and power. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Education in its broadest sense is a means of returning human beings to their original relationship with God. The distinctive characteristics of this Adventist worldview built around creation, the fall, redemption, and re-creation, are derived from the Bible and the inspired writings of Ellen G. White.

The aid of true education is to restore human beings into the image of God as revealed by the life of Jesus Christ. Only through the guidance of the Holy Spirit can this be accomplished. An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—spiritual, physical, intellectual, and social/emotional—a process that spans a lifetime. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for citizenship here in this world and for eternity.

302 Portrait of a Graduate for Southwestern Union Conference Educational Programs (FEA 05 15)

Portrait of a Graduate identifies competencies necessary for success in this life as well as for eternity. They provide a metric for measuring whether our mission is being accomplished. Our goals for the student of Adventist education are to develop their abilities in the areas of:

1. Connection to God and others
2. Citizenship
3. Collaboration
4. Critical thinking and problem solving
5. Creativity and innovation
6. Communication
7. Character

402 The School's Application of Philosophy and Portrait of a Graduate

Each Seventh-day Adventist school should adopt the NAD statement of philosophy and the Southwestern Union Conference Portrait of a Graduate, as well as develop a mission statement that aligns with them.

1. A copy of the philosophy, Portrait of a Graduate, 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 as a charge from the NAD constituency.

3. The parents and teachers should discuss the Portrait of a Graduate with the students.

4. Each school board should develop a plan for a continual study of the philosophy and Portrait of a Graduate.

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 Portrait of a Graduate.

502 Adventist Education is Integral to the Mission of the Seventh-day Adventist Church (FEA 05 20)

Adventist education is integral to the mission of the Church in the following ways:

1. The gospel commission given in Matthew 28:18-20 states that teaching is integral to sharing the good news of salvation in Jesus Christ.

2. Adventist schools have an intentional age-appropriate evangelistic work for the children/youth of the church and to students from faith seeking community families.

3. Adventist education is founded on an inspired philosophy that seeks to educate the whole student—body, mind, and soul—so that the divine purpose and full potential of God's creation might be realized.

4. Adventist schools make a lifelong impact on students by teaching the distinctive Adventist worldview in academic, spiritual, social, and practical lessons fostering Christian character development and teaching the beliefs and values of the church.

5. Adventist educators utilize an Adventist faith-infused curriculum and Christ-centered instruction to lead students on a learning journey to something better than what this world has to offer.

6. Adventist education emphasizes the principles of service to God and mankind, equipping students for service in the church, in the community, and in His eternal kingdom.

7. To ensure the fidelity of Adventist education to its mission, as an integral ministry of the church, the following shall be implemented:

   A. Members of governing boards and certificated educators are active church members supportive of the philosophy, mission, and goals of Adventist education.

   B. The Adventist educator employed by the church shall meet the qualifications for employment and applicable certification and be granted wages and benefits aligned with policies authorized for denominational employees.

   C. Adventist educators are to use approved curriculum, reviewed, adopted, and/or developed under the direction of the North American Division and union conference offices of education.

   D. The legal title of Adventist school property remains, at all times, in the legal corporation of the conference.

504 Identification of "Seventh-day Adventist" Institutions

Denominationally 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.

1000-1999 Organization and Administration

1000-1099 Union Office of Education

1002 Southwestern Union Office of Education (FEA 15 05)

The Southwestern Union Conference Office of Education is an administrative entity operating as authorized by the Southwestern Union Conference Executive Committee and aligned with North American Division Working Policy. Office of Education leaders promote Adventist education's purpose and best practices; lead in union policy development, educator certification, school and ECP accreditation, educator's professional development; and provide counsel to conference leaders.

1004 Office Personnel (FEA 15 10)

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

1. Vice-president for education
2. Director of education
2. Associate director of education
3. Assistant director of education
4. Academic and certification registrar
5. Administrative secretary

1006 Functions (FEA 15 15)

The administrative and supervisory functions of the Southwestern Union Office of Education include the following:

1. Develop and maintain a cohesive program of EC-12 education across the union, involving school and conference education personnel.

2. Develop and administer the union-approved budget for EC-12 education.

3. Provide leadership in acquainting the constituency with the imperatives of Seventh-day Adventist Christian education.

4. Establish and maintain regularly scheduled education councils.

5. Advise the union conference board of education on educational policies, standards, practices, and problems.

6. Cooperate with the North American Division Office of Education in developing and coordinating curriculum and resources for EC-12 schools.

7. Assist conference superintendents in the supervision of instruction as needed.

8. Participate with the conference offices of education and academies in providing in-service on professional learning programs.

9. Lead or participate in on-site school accreditation visits.

10. Apply North American Division standards in processing applications to teach secondary subjects in junior academies.

11. Act as the denominational certification agent for educational personnel.

12. Process applications for the establishment of new junior and senior academies.

13. Provide leadership in developing, supporting, and directing early childhood education programs and personnel to meet the unique needs of early learners.

14. Research, communicate, and assist in creating protocols and reports that meet requirements for early childhood education.

15. Develop job descriptions for each member of the office of education staff.

16. Provide leadership in the development and maintenance of an *Education Code*.

17. Prepare and submit statistical and financial reports as required by the North American Division Office of Education.

18. 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.

1020 Southwestern Union Board of Education—Identity (FEA 15 20)

The Southwestern Union Conference Board of Education is the policy formulating body for the education program. It derives its authority from the Southwestern Union Conference Executive Committee. Its policies and actions are to be aligned with the goals, guidelines, and policies of the North American Division for EC-12 programs.

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)

   The membership of the Southwestern Union Board of Education is authorized by the Southwestern Union Executive Committee and may include representation from the following personnel:

   A. Union president, chair
   B. Union vice-president for education, executive secretary

C. Union secretary
D. Union treasurer
E. Union directors and associate directors of education
F. NAD Office of Education personnel as available
G. Conference superintendents and associate superintendents of schools
H. Conference executive officers
I. President of Southwestern Adventist University
J. Chairman of Southwestern Adventist University Department of Education
K. Academic vice-president of Southwestern Adventist University
L. One elementary or junior academy principal
M. Senior academy principals
N. 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)**

The governance functions of the Board of Education for EC-12 education programs are to:

A. Establish policies for the Union *Education Code*
B. Review and approve union-wide plans for strategic improvement of the educational program
C. Review applications for establishing new senior academies
D. Authorize the establishment of nine- and ten-grade junior academies as recommended by the conference boards of education
E. Authorize accreditation status for junior academies
F. Authorize the teaching of secondary subjects in nine- and ten-grade junior academies
G. Establish guidelines for conference school calendars
H. Authorize recommended curriculum development
I. Review progress reports of the educational program
J. Approve educator wage scales in harmony with NAD and Union Conference Executive Committee actions
K. Approve a budget for the distribution of EC-12 education funds

1023 Southwestern Union Board of Education Executive Committee **(FEA 15 40)**

An executive committee may be appointed by the Board of Education and shall meet as necessary between the sessions of the board. It shall operate within the powers delegated to it by the Board. The Southwestern Union Board of Education Executive Committee is the body responsible for carrying out the work of the Southwestern Union Board of Education, between meetings.

1. Membership

A. Union president, chair

B. Union secretary
C. Union treasurer
D. Union undertreasurer
E. Union vice-president(s)
F. Union vice-president for education, secretary
G. Union directors and associate directors of education

2. Meetings

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

3. Minutes

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

1024 Southwestern Union Conference Education Advisory (FEA 15 45)

The Southwestern Union Conference Education Advisory serves as an advisory body on EC-12 educational planning and policies for the union conference Office of Education and Board of Education.

1. Membership (FEA 15 50)

A. Union vice-president for education, chairman
B. Union directors and associate directors of education
C. Conference superintendents and associate superintendents
D. NAD 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 and serving for a five-year term that runs simultaneously with the union quinquennium)

~~3~~ 2. Meetings (FEA 15 55)

The Education Advisory shall hold a minimum of two meetings each year.

~~4~~ 3. Functions (FEA 15 60)

A. To receive reports and recommendations on educational programs, practices, and policies

B. To study educational issues, trends, pilot programs, and innovative practices which affect the educational program.

C. To initiate, review, revise, and recommend proposed policy changes for the *Education Code*.

D. To submit recommendations on union-wide programs and practices to the Union Conference Office of Education and Board of Education.

1026 Southwestern Union Conference EC-12 Curriculum Committee (FEA 15 65)

The Southwestern Union curriculum committee is a standing committee which gives direction and guidance to the implementation of EC-12 faith-based curriculum within the Union conference.

1. Membership **(FEA 15 70)**

The members of the Southwestern Union Conference EC-12 Curriculum Committee shall be appointed by the vice president of education in consultation with conference superintendents and in harmony with the union *Education Code*. The members for E., F, and G. serve for a five-year term that runs simultaneously with the union quinquennium. The membership should include:

A. Union vice-president for education, or designee chair
B. Union directors and associate directors of education
C. Conference superintendents of schools
D. Conference associate superintendents
E. One secondary teacher from each senior academy representing different disciplines
F. Two junior academy or extension academy teachers
G. Six elementary teachers
H. Southwestern Adventist University Department of Education representatives

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

The Southwestern Union Conference EC-12 Curriculum Committee shall meet at least once each year and as designated by the Southwestern Union Conference Office of Education.

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

A. Assisting in the development and implementation of a distinctive Seventh-day Adventist EC-12 curriculum

B. Establishing ad hoc committees for special curriculum studies

C. Promoting curricular innovation

D. Reviewing curriculum proposals, projects, and practices

E. Identifying and researching curriculum needs

F. Adopting an effective program of pupil assessment

G. Submitting recommendations to the NAD Curriculum Committee
H. Reviewing and acting on recommendations from the early childhood, elementary, and secondary curriculum subcommittees

1030 Southwestern Union Conference Certification Committee

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.

1. Membership

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

A. Union vice-president for education, chair
B. Union directors and associate directors of education, vice chair
C. Union teacher certification registrar
D. Conference superintendent of education (appointed by the Office of Education)
E. Certification officer of Southwestern Adventist University Education Department
F. One elementary teacher (appointed by the Union Office of Education)
G. One secondary teacher (appointed by the Union Office of Education)

2. Meetings

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

3. 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 EC-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 and functions in accordance with the policies of the union conference *Education Code*.

1104 Personnel (FEA 20 10)

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

1. Superintendent of schools
2. Associate and/or assistant superintendent
3. Secretary/administrative assistant

1110 Functions (FEA 20 15)

The administrative and supervisory functions of the conference office of education are the responsibility of the superintendent. The administrative functions are:

1. To serve as executive secretary and agent of the conference board of education in administering and coordinating EC-12 education within the conference in accordance with union *Education Code* policies.

2. To serve as the agent of the conference board of education in the employment of all education personnel assuming responsibility for the coordination and implementation of recruitment, placement, transfer, termination, and/or dismissal of EC-12 education personnel in consultation with school administration, committees, and/or boards.

3. To prepare job descriptions and establish areas of responsibility for each member of the office of education staff.

4. To counsel school boards in the~~ir~~ selection of non-certificated personnel such as teacher assistants (aides), administrative assistants, and others, to recommend for employment to the conference board of education.

5. To ensure that all education personnel are properly certificated.

6. To encourage professional development for all education personnel and provide leadership in planning and implementing annual in-service education programs.

7. To provide for an annual orientation for new certificated education personnel.

8. To provide *The Journal of Adventist Education* to certificated education personnel.

9. To provide leadership in the development of short and long-range plans in areas such as budgeting, school accreditation, curriculum, facilities, personnel, establishment of new schools and early childhood programs, and consolidation or closure of existing schools or programs.

10. To maintain an effective working relationship with the conference administration and the constituency.

11. To acquaint the constituency with the imperatives of Seventh-day Adventist Christian education.

12. To develop long-range educational plans for the conference EC-12 school system.

13. Maintain an effective working relationship with the union Office of Education participating in union-wide councils, planning and program development.

14. To develop and maintain effective working relationships with the local and state offices of education, regional accrediting associations, and private school organizations.

15. To foster positive relationships between home and school and constituent church(es).

16. To a master calendar providing for the required number of school days, legal holiday observance, teacher in-service meetings, pre- and post- schoolteacher workdays, school evaluations, and other special conference-wide school activities.

17. To ensure implementation of procedures for the maintenance and safekeeping of student attendance and academic-records as required by law.

18. Supply each school with essential record-keeping materials and/or ensure access and training in the use of a digital student data program

19. To assume responsibility for the preservation of all records of discontinued schools.

20. To assume responsibility for the development and maintenance of school health and safety programs aligned with governmental requirements.

21. To provide teachers with the approved list of textbooks and other curriculum materials.

22. To ensure that teachers and administrators are informed of and provided in-service training in adopted technology to facilitate student learning and school administration.

23. To gather data and process reports required by the union and NAD Offices of Education and government agencies.

24. To facilitate requests to the union office of education for permission to teach secondary subjects in junior academies.

25. To consider applications for the establishment of new elementary schools in consultation with the conference board of education.

26. To process requests for the establishment of junior and senior academies in accordance with union and North American Division protocols.

27. To plan and lead elementary school accreditation visits and collaborate with the union office of education in junior academy accreditation.

28. To arrange periodic orientation and training meetings for local school board personnel.

29. Provide leadership in guiding, directing, and supporting early childhood education programs and personnel.

30. Establish policies and protocols for employment of personnel necessary for early childhood education programs in accordance with denominational policies.

The Financial Functions are:

1. *To counsel with local school boards in the preparation of annual school budgets to ensure adequate funding for school operations.*

2. *To 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 in-service programs, and contingencies.*

3. *To submit the annual conference education budget for approval and funding to the conference board of education and conference executive committee.*

4. *To work in cooperation with the conference treasurer/chief financial officer ensuring that schools are audited annually in accordance with General Conference and North American Division policies and that copies of the audited statements are filed in the conference office of education.*

5. *To 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.*

The Curricular Functions are:

1. To provide leadership in developing and implementing an Adventist curriculum aligned with NAD and union adopted programs involving the board of education, administrators, teachers, and constituent members.

2. To consider recommendations of the union curriculum committee and implement curriculum policies and practices authorized by the Southwestern Union Conference Board of Education.

3. To approve requests for experimental programs to meet specific needs and evaluate implementation.

4. To conduct or participate in pilot studies/programs in cooperation with the Southwestern Union Conference Office of Education.

5. To initiate and conduct research projects and surveys as needed.

6. To coordinate participation of conference personnel in curriculum study committees at the local conference, union conference, and NAD levels.

7. To provide leadership in the supervision and evaluation of educational personnel in harmony with employment policies.

8. To inform schools of current state or federal legislation pertaining to educational requirements.

1120 Conference Board of Education (FEA 20 20)

The conference board of education is the body authorized by the constituency, and/or the conference executive committee to provide oversight and governance for conference EC-12 schools and the conference office of education in accordance with the policies authorized by the union conference (see union Education Code).

1. Membership (FEA 20 25)

   Members of the conference board of education shall be elected by the constituency and/or the conference executive committee for specified terms of office as stipulated by the conference bylaws.

   A. Conference president or his designee, chairman
   B. Superintendent of schools, executive secretary
   C. Conference secretary
   D. Conference treasurer/chief financial officer
   E. Conference associate education superintendents
   F. Three additional members from the conference executive committee
   G. Union vice-president for education or designee
   H. Union directors or associates of education
   I. Senior academy principals
   J. A minimum of eight additional members selected from the following categories: pastors, laity, school board chairs, elementary/junior academy principals and EC-12 teachers

2. Meetings **(FEA 20 30)**

The conference board of education should meet at least twice each year.

3. Functions **(FEA 20 35)**

A. To assume general administrative authority for long-range planning of the conference EC-12 schools.

B. To approve the annual budget for the school system and recommend it to the conference executive committee for approval.

C. To consider and act on the recommendation of the superintendent of schools in the employment, transfer, and dismissal of EC-12 education personnel.

D. To review wages of education personnel to determine compliance with the approved wage schedules.

E. To receive data annually from the conference office of education regarding elementary school accreditation, reviewing reports and acting to grant a status and any qualifying recommendations.

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 conference support of school plant development.

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 Conference Board of Education Executive Committee (FEA 20 40)

The conference board of education may designate an education executive committee 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.

1124 Conference Curriculum Committee (FEA 20 45)

The local conference curriculum committee is a standing committee which gives guidance regarding curricula at the local conference and to the schools.

1. Membership (FEA 20 50)

   The members of the 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. EC-12 teachers
   D. EC-12 principals
   E. Curriculum committee chairs of senior academies
   F. Union Office of Education representatives, as available

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 student learning standards 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 in-service 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.

G. To cooperate with the Southwestern Union 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 NAD Office of Education and the Southwestern Union Conference Office of Education.

J. To initiate and conduct research projects and surveys.

1200-1299 Schools

1204 School or Early Childhood Program (ECP) (FEA 25 05)

In establishing a school and/or ECP it is the responsibility of the local church to determine its specific goals and objectives in meeting the educational needs and interests of its constituency. Church(es) of the proposed school constituency shall establish the Adventist school and/or early childhood program in cooperation with the conference superintendent of schools and in harmony with denominational education policy. Basic to all other requirements for the establishment of a school the church(es) shall provide written attestation to the conference board of education that includes the following:

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 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 from local churches and the community pursuing defined studies and learning standards at specific levels and receiving instruction from one or more Adventist teachers. Seventh-day Adventist schools may include early childhood programs and are structured as follows:

1. Early Childhood Program

   An ECP is a school- or church-operated program for very young learners established with age-appropriate services and learning activities for children from birth to formal entrance into school. Early childhood programs are to be authorized by the conference board of education, be administered by the conference superintendent of schools and meet

applicable governmental regulations. Such programs may be known as pre-kindergartens, preschools, childcare centers, or similar program names.

2. Elementary School

An elementary school is authorized by the conference board of education and administered by the superintendent. It offers an organized education program for students in pre-kindergarten through the completion of grade 8. It may be structured to meet church and community needs such as PK-8, K-8, 1-8, or other combination of grades.

3. Junior Academy

A junior academy is authorized by the Southwestern Union Board of Education and administered by the conference superintendent of schools. The junior academy offers a partial secondary program through grade 9 or 10. The junior academy is not authorized to issue secondary program completion diplomas. The organizational plan for a junior academy is to be approved by the superintendent in consultation with the union office of education.

The number of students, the needs of the students, and the ability of the constituency and the conference to support the program are factors to be considered in determining junior academy structure.

4. Senior Academy

A senior academy is authorized by the NAD Board of Education to offer an education program to meet the needs of students in grades 9 through 12. Whether the senior academy is grades 9-12 or includes lower grades, it is to be operated by a school board in accordance with the constituency-adopted constitution and bylaws and aligned with the policies of the union and conference boards of education.

1215 Guidelines for Establishing Early Childhood Programs (FEA 25 30)

To see very young children grow in their love for God and for others in purposeful integrated learning experiences in a caring Christian environment is the mission of an early childhood education program which may be initiated by the local church or school constituency. Establishment of an Early Childhood Program, whether church- or school-based, shall be authorized by the conference board of education and supervised by the conference office of education.

1. Criteria for establishing an ECP should include the following:

   A. Facilities and equipment that meet the needs of early learners and licensure requirements of governmental entities

   B. A prospective continuing enrollment adequate for supporting an effective ECP

C. Financial capacity and administrative protocols to operate the ECP in accordance with denominational standards and governmental regulations

D. Access to resources and a commitment to meet the *North American Division Developmental Standards* for early learners, birth to age five

E. Personnel that are appropriately trained, licensed, and/or certificated to meet denominational policy and governmental regulations for Early Childhood Programs

F. The ability to meet state and denominational reporting requirements

G. The commitment to meet governmental regulations to ensure protection of young children and program staff

1220 Guidelines for Establishing Elementary Schools (FEA 25 25)

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

1. Procedures for Authorization to Operate an Elementary School

   A. Application is made to the conference office of education by the constituent church(es), proposing the establishment of an elementary school using a conference approved application.

   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.

   C. The recommendation of the on-site evaluation committee shall be submitted to the conference board of education along with the application 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 facility, equipment, and technology appropriate for an elementary school program (See Appendix B)

   C. Proof of ability to provide adequate financial support

   D. Appropriate budget control

   E. Curricular offerings as approved by the Southwestern Union Conference Board of Education

F. A denominationally certificated faculty of sufficient size to provide effective instruction

G. Curricular materials and student learning resources appropriate 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 time allotments in agreement with policies of the Southwestern Union Conference Board of Education

L. Adoption of specific school policies as necessary for administration, finance, facilities management and student life, to meet denominational standards

1240 Guidelines for Establishing Junior Academies (FEA 25 20)

Authorization to operate a junior academy with grades 9 and/or 10 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.

1. Procedures for Authorization to Operate a Junior Academy

A. Application is made by the school constituency to the local conference board of education using an approved application. This application necessitates an on-site evaluation of school facilities and programs by a committee appointed by the union conference director of education.

B. Upon review of the application and on-site committee report the conference board of education takes action, and if approved, the application will be presented to the Southwestern 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) Adequate facilities, equipment, and technology resources for a secondary school program with grades 9 and 10

3) Demonstrated financial capacity to support secondary education which will not weaken the elementary school program

4) Appropriate budget control

5) Curricular offerings approved by the Union Conference Board of Education

6) A faculty of sufficient size and training to provide effective secondary instruction

7) Curricular materials and student learning resources appropriate for the proposed secondary course offerings

8) A prospective continuing enrollment adequate for the financial and curricular needs of a strong educational program

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 7-10.

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 seven in the core subject areas.

D. Student permanent records shall be kept in accordance with the policies of the Southwestern Union *Education Code* with the Union Office of Education serving as the registrar for all junior academies.

1250 Establishing Senior Academies (FEA 25 15)

Authorization to operate a senior academy is based on specific criteria and contingent upon approval of the conference, Southwestern Union Conference, and division boards of education, as well as the local conference executive committee. Criteria for approval and procedures is found in the *North American Division Application for Senior Academy Status*. Requests for establishing an accredited secondary education program shall use the application provided. The Southwestern Union Conference Office of Education will serve as counsel to the local

conference and constituency in this process. The procedures for establishing an accredited secondary program are as follows:

1. In collaboration with the conference office of education the local school board or delegated constituency body shall complete *The Criteria Checklist* and develop a Justification Statement to be reviewed and voted by the school board and accepted by the conference superintendent.

2. The conference board of education reviews the *Checklist* and Justification Statement and takes action to deny or grant initial approval which permits the next step, the completion of the full *NAD Application for Senior Academy Status*.

3. Upon completion of the application and review by the school board, the application is submitted for official action to the school constituency.

4. Upon approval by the school constituency, the conference office of education will request that the Southwestern Union Conference Office of Education request and facilitate an on-site Senior Academy Status Review Committee visit to campus. The NAD Office of Education in consultation with the Southwestern Union Conference Director of Education appoints the on-site Senior Academy Status Review Committee which includes the following members:

   A. A representative from the North American Division Office of Education, who shall serve as chair
   B. The union conference director of education or designee
   C. One out-of-union director of education
   D. One out-of-conference church financial administrator
   E. One member at large
   F. The local conference superintendent, as an invitee

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

5. The on-site evaluation committee shall report its findings, including recommendations it deems appropriate, to the conference board of education and the school board. The school board shall submit a response to the on-site committee report with documentation as needed to the conference board of education.

6. Upon review of the on-site committee report and the school's response, the conference board of education acts upon the committee's report. Action to support the establishment of a new senior academy is then submitted as a recommendation to the conference executive committee.

7. Upon approval of the recommendation by the conference executive committee it is submitted to the Southwestern Union Conference Board of Education.

8. Southwestern 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 secondary standards identified in the North American Division *Standards of Accreditation for Seventh-day Adventist Secondary Schools*.

9. If approved by the Southwestern Union Conference Board of Education, the application with supporting data is to be forwarded to the North American Division Board of Education for final consideration and action.

10. Initial approval by the North American Division to operate a senior academy (grades 9 through 12) shall be for a three-year candidacy period. By the end of the third year, an on-site accreditation visit will be conducted in accordance with the North American Division Commission on Accreditation protocols acting by delegated authority from ~~by~~ the Adventist Accrediting Association.

1252 Guidelines for Establishing Distance Education Programs (FEA 25 35)

Any school desiring to offer two or more courses, or entire curricular programs, at any level to distant students using technology shall follow authorization procedures approved by the North American Division Office of Education. Policy and guidelines for distance education have been created to meet student learning goals in a flexible technological context while maintaining the philosophy and purpose of Adventist education in the delivery of a Christ-centered curriculum.

1. Criteria and Procedures for Establishing Distance Education

   Authorization to offer a distance education program is granted by the North American Division Union Directors of Education Council in consultation with the Technology and Distance Education Committee and reported to the North American Commission on Accreditation. Criteria, procedures, and specific application are accessible on the NAD education website.

2. Guidelines for Schools to Use Distance Learning Programs

   Adventist schools desiring to use courses or entire curricula from a distance education provider shall seek authorization from the conference office of education for elementary programs and the Southwestern Union Conference Office of Education for secondary courses and programs. Only North American Division Office of Education approved program providers are to be authorized.

3. Griggs International Academy

   Griggs International Academy is a fully accredited K-12 Seventh-day Adventist distance education provider operated by Andrews University. The North American Division Office of Education has partnered with Griggs to provide, facilitate, and coordinate distance

education across the Division. Griggs offers a full academic program, but serves the need for supplemental online learning options for other NAD schools whether one course or a full year of courses.

Griggs International Academy recommends that a student enrolled in another NAD school get pre-approval from the academic advisor, registrar, or principal for enrolling in a distance education course. Whether in the summer or concurrently during the school year students should only enroll in credit courses that can be reasonably completed by the deadline stipulated by the secondary school they are attending.

1254 Joint Operation of Secondary Schools

The Southwestern Union Conference 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 NAD 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.

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.

1270 Home School (FEA 25 40)

A home school is defined as an organized educational program (curriculum) operated at home. Home schools are not part of the denominational school structure.

1285 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 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.

Permission to open an extension school is contingent upon approval of the conference and Union Conference Boards of Education and will require a visit from the Southwestern Union Office of Education.

1. Application by the proposed extension school is to be submitted to the conference office of education. Those involved in the application and approval process need to be aware of the meeting dates of boards/committees in order to obtain approval. It is suggested that the process be started a year in advance. All school and conference approvals should be to the Union Office of Education by May 1.

2. The conference board of education reviews the validity of the request. If the board recommends further consideration, the conference superintendent of schools shall request the Union Office of Education to appoint an on-site evaluation committee including the following members:

   A. The Union Vice-President of Education or designee, who should serve as chair
   B. The local conference superintendent(s) of schools or designee
   C. The sponsoring senior academy principal or designee

3. The on-site evaluation committee shall report its findings to the conference board of education.

4. The conference board of education acts upon the committee's report and submits a recommendation to the Union Board of Education.

5. If approved by the Union Board of Education, the supporting data is to be forwarded to the NAD Office of Education for final consideration and action.

6. The application will delineate if the intent of the extension is to be become a stand-alone academy or remain a satellite of a senior academy.

7. There will be a defined sponsoring senior academy and a defined extension school.

8. The following guidelines assist in preparing the application and outlining the proposed operation:

A. The principals of the senior academy and the extension school should have a eamless sharing of relevant information affecting their joint operations and may sit on the respective school boards as invitees and have access to board minutes.

B. The registrar for the senior academy will be the final recording officer for the extension school with authorized copies being stored at the senior academy. The senior academy certifies the grades and transcripts.

C. There will be a specified fee paid by the extension school to the senior academy for administrative costs.

D. Additional fees may be charged for goods or services rendered including mileage, per diem, lodging, etc.

E. All expenses will be paid by the extension school and guaranteed by the local conference office of education of the extension.

F. All core subjects must be taught by a currently certified and endorsed teacher.

G. The senior academy is responsible for assuring the delivery of excellent Adventist education. The conference and Union will assist in this responsibility.

H. All subjects for grades 9-12 will be transcripted by the host senior academy.

9. The approval for the extension school program will be reviewed on an annual basis.

1291 Records of Closed Schools or Early Childhood Programs (FEA 25 ~~5~~45)

When a school or ECP ceases operation the conference office of education shall ensure that appropriate and legal steps are taken to support students and to secure and preserve administrative records. Any actions for closing the school or ECP that may not be guided by the school's constitution or bylaws should be facilitated by the superintendent to ensure appropriate disposition of student records, financial responsibilities are met, and the best use of any remaining assets and resources for ministry.

1295 Subsidy Withdrawal

Any school which disregards the policies of the General Conference, the NAD, the South-western 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 School and Early Childhood Program Governance (FEA 30)

1301 Constitution and Bylaws (FEA 30 05)

The establishment and operations of a school or ECP should be governed by adoption of a constitution and bylaws consistent with denominational policy and practice.

1302 Constituency (FEA 30 10)

1. *The local constituency consists of the church or churches that support and operate the school and/or ECP.*

2. The boarding school constituency consists of the conference membership.

3. Meetings (FEA 30 15)

   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 EC-12 board to close a school should be by constituency vote.

4. Functions (FEA 30 20)

   A. To adopt and revise as necessary a constitution and bylaws defining the principles and practices by which the school and/or ECP operates in harmony with denominational policies.

   B. To receive reports of the educational program and operation.

   C. To provide adequate financing for the general operating costs.

   D. To approve financial plans for major capital improvements as may be recommended by the conference board of education or the school or ECP governing board.

   E. To encourage the organization and maintenance of a Home and School Association.

1304 School or ECP Governing Board (FEA 30 25)

In every school or ECP in the Southwestern Union Conference there shall be organized a representative governing board elected by the constituency as specified by the constitution. The board is responsible for the operation of the school or ECP within the guidelines and policies found in the Southwestern Union *Education Code* and those adopted by the conference board of education, the provision of constitution, and other voted provisions of the constituency and/or school board.

The employment, assignment, transfer, retirement, termination, or dismissal of school personnel is the function of the conference board of education.

1306 School or ECP Governing Board Membership (FEA 30 ~~25~~30)

The school or ECP governing board is composed of members of the Seventh-day Adventist Church who represent a cross section of the constituency.

Board members (other than *ex officio* members) are to be elected by the constituent church(es) in accordance with the constitution and bylaws. *Ex officio* members on boards are voting members of the board.

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

All board members are required to sign a conflict-of-interest statement and must adhere to the board code of ethics.

The officers of the board include a chairperson, vice-chairperson, and executive secretary (the principal or ECP Director). Board membership may include:

1. School Principal or ECP Director *(ex officio)*
2. Elected representative church members
3. Constituent church pastor(s) *(ex officio)*
4. Treasurer/chief financial officer of the school or ECP
5. Conference superintendent of schools *(ex officio)*
6. Conference executive officers *(ex officio)*
7. Union conference director of education *(ex officio)*

1308 School or ECP Governing Board Meetings (FEA 30 3~~0~~5)

The school board has authority to fulfill its responsibilities only when meeting in official session. 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 one week in advance to all members giving the time, place of meeting, an agenda, and minutes from the previous meeting

2. An agenda made by the principal in collaboration with the board chair will include:

   A. A brief devotional and prayer
   B. Approval or correction of the previous minutes
   C. A financial report
   D. School business that includes academics, CSI and accreditation review
   E. A closing prayer

1310 School or ECP Governing Board Functions (FEA 30 ~~25~~40)

The functions of the school board are:

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 and goals for student learning

3. To cooperate with the conference office of education in recommending the employment of certificated professional staff to the conference board of education

4. To consult with the conference office of education and human resources, employ support staff

5. To develop policies in areas of local concern such as:
   A. Use of school property
   B. Facilities and equipment maintenance and upgrades
   C. Bus schedules and routes
   D. Tuition/fees and/or other methods of support
   E. Purchasing procedures and other business protocols
   F. Admission requirements (in accordance with state and conference guidelines)
   G. Student conduct and dress
   H. Textbook and learning resource purchases (pupil or school-owned)
   I. Criteria for selection of media resources for learning
   J. Educational technology policy, plans, and use procedures
   K. Ongoing school improvement and master planning

6. To support the principal and/or ECP Director in the administration of the school or ECP

7. To ensure that official minutes of each meeting of the board or subcommittees are kept and one copy filed with the conference office of education (academy boards file copies with the union and conference office of education)

8. To consider appeals and respond to formal questions regarding the school and/or ECP policy, governance, and operations

9. To participate in the process of school or ECP accreditation as directed and scheduled by the union or conference offices of education

10. To adopt the recommended conference-wide school calendar seeking prior approval for any modification from the conference office of education

11. To authorize the preparation and publication of a school or ECP handbook

12. To cooperate with and support the conference office of education program for educators' professional development

13. To ensure that the constitution and bylaws are regularly reviewed and submitted to the constituency for revision as needed

14. To assume responsibility for planning and funding the annual operating budget

15. To assume responsibility for planning and funding a capital improvements budget.

16. To consult the conference guidelines for construction procedures

17. To cooperate with the union and conference offices of education in matters of curriculum development

18. To appoint board subcommittees (i.e. finance, personnel, marketing, etc.) as needed to effectively fulfill the board's governance responsibilities

1400-1499 EC-12 Education Personnel

1400 Professional Certificated Educators (FEB 05 05)

Certificated personnel are educational employees with responsibility for classroom instruction and educational administration that involves supervision of instruction. Employment policies for professional certificated educators shall be maintained in the Southwestern Union Conference *Education Code* and shall include the following qualifications:

1. *Member in regular standing in the Seventh-day Adventist Church*
2. *Exemplify high standards of personal and professional conduct*
3. *Obtain and maintain valid denominational certification applicable to the employment position held*
4. *Salaried (exempt) employment classification*
5. *Granted an employment agreement and employment status with defined rights, responsibilities, and benefits*

1405 Instructional Personnel (FEB 05 10)

Instructional personnel are those professional certificated educators employed by the conference as teachers in pre-kindergarten through grade 12 schools with direct responsibility for student learning and student supervision.

1410 School Administrative Personnel (FEB 05 15)

The organization for administrative services will depend on the size and type of school. Responsibilities of school administrative personnel are to be assigned by the school board in consultation with the conference office of education. Commonly structured school administrative assignments are outlined in the following two sections.

1412 School Principal (FEB 05 20)

The principal is the chief administrator of the school with duties and responsibilities as assigned by the conference office of education in consultation with the school board and in alignment with applicable policies. The principal should hold a valid Administrator Certificate with proper endorsement. The responsibilities and functions are:

1. To serve as executive secretary of the board and collaborate with the chair in the creation of the board meeting agenda

2. To serve as agent of the school board in administering the school in accordance with the Southwestern Union *Education Code*, and additional policies adopted by the conference board of education and the school board

3. To represent the school board in working with the conference office of education in the employment of school personnel

4. To provide spiritual leadership across campus in a full program-of religious activities

5. To lead in creating a positive campus climate for students and staff characterized by care, equity, inclusion, integrity, and loyalty

6. To provide instructional leadership by supervision of instruction, timely teacher performance evaluation, and professional development

7. To give visible leadership in maintaining community and church relationships, and for school marketing and student recruitment

8. To lead in planning and implementing continuous school improvement and in preparing for accreditation visits

9. To be responsible for the organization of the school educational program, managing school calendars, schedules, curricular offerings, graduation programs, publication of handbooks and policies, etc.

10. To provide direction for co-curricular programs and off-campus activities and tours

11. To establish and maintain student discipline in accordance with Christian principles

12. To serve as fiscal manager assuming responsibility for operating the school on a sound financial basis within approved budgets

13. To ensure the maintenance and security of all school, student, and board records

14. To implement student health programs and emergency safety preparedness activities in accordance with denominational policy and governmental regulations

15. To manage the inspection and maintenance of school facilities and equipment to ensure safety and operating efficiency

1416 Teaching Principal (FEB 05 25)

The Teaching Principal serves in a one, two or three-teacher school and is designated by the conference office of education. They fulfill the duties of principal in addition to teaching assignments. The conference office of education may modify the duties or teaching load.

1418 Early Childhood Program Director (FEB 05 30)

Early childhood programs employ an administrative director to lead the ECP. Duties and responsibilities will be assigned by the conference office of education as aligned with denominational policy and meet applicable government regulations. The functions generally qualify the director as a salaried (exempt) employee. ECP administrative directors shall be Seventh-day Adventist church members in regular standing who demonstrate the qualifications and interests necessary for leading in the education and care for young children.

1420 Teacher Assistant (FEB 05 35)

Personnel may be employed to assist a classroom teacher in providing optimal student learning experiences. Such non-certificated support personnel may assist teachers with instructional activities but may not assume responsibility for planning and implementing instruction independently.

1425 Non-instructional School Employees (FEB 05 40)

To support school operations various non-instructional personnel are employed on an hourly basis (non-exempt). Non-instructional support personnel are to be members in regular standing

in the Seventh-day Adventist Church, supportive of the philosophy and mission of Seventh-day Adventist schools and exemplify high standards of Christian conduct.

Non-instructional employees can include business manager, assistant business manager, treasurer-accountant, residence hall deans, director of health services, director of food services, industrial superintendent or manager and plant maintenance superintendent.

1435 Early Childhood Program Personnel (FEB 05 45)

To meet standards of care and fulfill the mission of early childhood education various personnel may be employed on an hourly basis (non-exempt) as needed and in accordance with denominational policy and governmental regulations. ECP personnel shall affirm their commitment while on the job or representing the ECP, to uphold the mission, beliefs, and values of the Seventh-day Adventist Church.

1500-1899 Miscellaneous Administrative Policies

1500 Legal Issues (FEB 25 05)

The governing board of each Seventh-day Adventist educational institution has the responsibility and the authority to set policies that protect students, faculty and staff, and the institution itself within the legal jurisdiction in which it operates. If the local jurisdiction sets a standard different from that recommended in the North American Division Working Policy, the institution should, after consultation with denominational legal counsel, conference and Union educational leaders meet the local requirement.

The governing board has the day-to-day responsibility, legal and administrative, of operating its educational institution in cooperation with the conference, notwithstanding that it adopts and follows general educational policies established by the Union conference or division. The Union conference or division do not have legal responsibility for any acts or omissions in the administration of an institution unless they are involved in day-to-day administration of the institution, in which case they may be responsible only to the extent of such direct involvement.

1540 Environmental Concerns (FEB 25 20)

Each conference board of education will develop a procedure for monitoring compliance with laws and regulations in their respective jurisdictions applicable to schools related to protecting the environment and the health of students and staff. In states with environmental policies that are different from federal laws, the state regulations must also be followed.

1550 Student Accident Insurance (FEB 25 25)

Each conference on behalf of all conference EC-12 schools/programs shall make provision for adequate student accident insurance coverage.

1560 Child Abuse Policies (FEB 25 30)

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

1570 Substance Abuse Policies (FEB 25 15)

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

1580 Employment Laws (FEB 25 40)

1. *Administrative officers of schools shall familiarize themselves, seeking legal counsel as needed, with national/federal and state legal requirements in the school's jurisdiction concerning the employment of minors in any student work program. The purpose is to bring the school into full compliance with child labor laws, age requirements/certification, wages, hours, working conditions, labor records, and regulations for health, sanitation, and safety.*

2. *Administrators of schools having industries engaged in interstate commerce shall familiarize themselves with all applicable national/federal and state regulations.*

3. *In the United States, Questions concerning the broad application, the general interpretation, establishment of programs, standards, and policies of the above laws as pertaining to denominational schools, shall be taken up with the national office of the Department of Labor through the Office of Education of the NAD in collaboration with the Office of General Counsel. 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 after consultation with conference or Union officers and legal counsel.*

4. School administrators shall keep themselves informed with respect to new labor legislation and its application as it is enacted.

1590 Building Plans

The development of new builds and remodels, including preliminary plans, should meet all local and state code requirements as well as conference, Union, and NAD requirements.

1600-1699 Tours and Off-Campus Activities

1600 Co-curricular Student Activities (FEB 20 40)

School-sponsored student activities outside of classroom instruction assist in achieving whole-student learning goals. Age-appropriate co-curricular activities, both on and off campus, should be accessible to all students, aligned with the goals for student learning, and in harmony with the beliefs and values of the Seventh-day Adventist Church.

1602 Off-campus Tours and Activities, EC-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 (1604).

2. Intra-conference overnight tours and activities (1606).

3. Out-of-conference overnight tours within the Southwestern Union Conference (1608).

4. Out-of-union tours and activities (1610).

5. Grades EC-8 class trips or educational tours shall be limited to within the Southwestern 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

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 arrangements (1618)
C. Insurance coverage of vehicles and students (1620, 1622, 2094)
D. Safety requirements
E. Parental approval
F. Supervision arrangements
G. Volunteer background checks

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 accommodation 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 (1616)
D. Transportation arrangements (1618)
E. Insurance coverage for vehicles and students (1620, 1622, 2094)

F. Safety requirements (1622, 1624)
G. Supervision arrangements
H. Housing plans
I. Parental approval
J. Volunteer background checks

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 Conference, but outside the conference boundaries in which the school is located and may or may not involve overnight accommodation.

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 (1616)
D. Transportation arrangements (1618)
E. Insurance coverage of vehicles and students (1620, 1622, 2094)
F. Safety requirements (1622 and 1624)
G. Supervision arrangements
H. Housing plans if the tour or activity requires overnight accommodation
I. Parental approval
J. Volunteer background checks

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 accommodation. Grade EC-8 tours are limited to locations within the union or a state adjoining the individual conference. Exceptions to this policy may be voted by the local conference executive committee, or EC-12 Board of Education.

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 (1616)
   D. Transportation arrangements (1618)
   E. Insurance coverage of vehicles and students (1620, 1622, 2094)
   F. Safety requirements (1622 and 1624)
   G. Supervision arrangements
   H. Housing plans if the tour or activity required overnight accommodation
   I. Parental approval
   J. Volunteer background checks

1614 Tours Outside the North American Division (FEB 05 ~~40~~ 50)

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 trip request forms shall occur in close cooperation with the North American Division Office of Education.

Tours and trips to be coordinated include those organized and sponsored by school organizations at the secondary level whether school initiated or upon receiving an official invitation from an out-of-division denominational, cultural, or government organization.

1. *Authorization—All tours and trips that leave the North American Division must have prior approval, as required by the local conference and union.*

2. *Processing—Out-of-Division Trip Forms shall be received by the North American Division Office of the Secretariat no later than sixty days prior to the date of the trip using the forms found at https://hesaidgo.org/en/.*

3. *Personal Conduct—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.*

4. *Financial Responsibility—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.*

5. *Insurance—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 or fraudulent actions of the travel agent or agency.

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 NAD (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 EC-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 three 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 three 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.

   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 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 EC-12 board of education. (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 EC-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.

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 25. (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 10 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, and 15-passenger vans 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 25.

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.

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 Admission of Students (FEB 20 05)

Seventh-day Adventist education is available to students who desire an opportunity to encounter Jesus Christ, accept Him as their personal Savior, allow the Holy Spirit to transform their lives, and equip them for service in the community, the church, and the world. Seventh-day Adventist schools were founded for the youth of the church are also open to the admission of students from community families who desire a Christian education founded on a biblical worldview as expressed in the beliefs and values of the Seventh-day Adventist Church.

1710 Non-Seventh-day Adventist Student Admissions (FEB 20 10)

When a school and its constituency recognize its potential for ministry to the community and enroll students from non-Seventh-day Adventist families the following considerations will enhance ministry to the students/families:

1. Orientation of constituent church members, teachers, parents, and students to their role as Christian witnesses

2. Orientation of parents of prospective non-Adventist students to the philosophy, mission, and goals of Seventh-day Adventist education.

3. Intentional plan for engaging with families including pastor/teacher visits

4. Seventh-day Adventist curriculum and school standards maintained

5. Character and scholastic ability considered before student granted admission

1715 Nondiscrimination Policy-Admission of Students (FEB 20 15)

Seventh-day Adventist schools admit students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and do not discriminate on the basis of race, color, ethnic background, country of origin or gender in the administration of education policies, application for admission, scholarship or loan programs, and extracurricular programs.

1717 Admission/Entrance Requirements (FEB 20 20)

Readiness is a basic factor in accepting a child into the formal school program. Readiness includes social, emotional, physical, and intellectual attributes of the child. Since readiness varies with children it needs to be given careful and individual consideration at the time of admission to school. Students admitted to school for the first time, whether in first grade, kindergarten, or pre-kindergarten, shall have attained an age in accordance with state requirements. Grade placement is to be based upon criteria stated in the Southwestern Union Conference *Education Code*.

Prior to accepting any applicant, the following proper documentation of age must be on file. Entrance age requirements must be followed. Any deviation from them must be approved by the local conference office of education. An original copy of the birth certificate must be presented before a child can be admitted to the program.

1. Preschool children must be at least three (3) years of age by September 1 of the year they are enrolled in preschool.
2. Pre-kindergarten children must be at least four (4) years of age by September 1 of the year they are enrolled in pre-kindergarten.
3. Kindergarten children must be at least five (5) years of age by September 1 of the year they are enrolled in kindergarten.
4. First grade children must be at least six (6) years of age by September 1 of the current school year.
5. When a state's regulation conflicts with the September 1 deadline, the earliest date supersedes.

1720 Student Records (FEB 20 25)

In accordance with governmental regulations a permanent record is to be established for each student enrolled. Official student records should contain only information necessary for reporting student learning progress, for educational guidance purposes, and to meet governmental health and immunization information requirements. The student's permanent record is to be cumulative and updated at least annually.

The school shall ensure that student records are kept safe and secure in accordance with governmental regulations and best practices to ensure permanence and privacy rights.

1732 Right to Privacy for Student Records (FEB 20 30)

Access to student records shall be only by authorized educational personnel, the student's parents, and students aged 18 or older. Student records will be forwarded to another educational institution upon the written request of the parents/guardians, or student aged 18 or older.

1733 Student Discipline (FEB 20 35)

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

The principal, as the school's disciplinary authority, is responsible for establishing disciplinary procedures in collaboration with the staff and school board. The principal is to ensure that such procedures are communicated with students and parents.

All members of the school staff share the responsibility for supervision of student conduct. Minor disciplinary issues are to be handled by individual supervising staff members. Repeated offenses or major infractions of school rules are to be handled by either the principal, the school administrative committee, or the school board.

1734 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.

1735 Recreation Periods

The teacher(s) should plan and supervise the recreation period, participating 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

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/her 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

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; 2) to unite the home, the school, and the church in their endeavors to 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 by Ellen G. White.

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.

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. Education Committee

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

3. Equipment Committee

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

1768 Records—Retention and Safekeeping

In each conference organization and institution all correspondence, business papers, vouchers, cancelled checks, etc., which are considered to be of probable 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.

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.

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 Handbook

The school handbook describes the organization of the school, the services it offers, and student regulations. The following are suggested content:

1. Non-discrimination statement (required)
2. Mission statement and learning goals
3. Calendar of events for the school year
4. Statements of accreditation
5. Names of board members and officers

6. Names of faculty and staff
7. Names of faculty committees
8. Philosophy and objectives
9. Description of the curriculum
10. Course descriptions
11. Requirements for entrance and graduation
12. Definition of the unit of scholastic credit
13. Description of the system of grading
14. School regulations
15. Financial information (2410)
16. Description of the school plant, including the facilities for housing students
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
29. Campus club/activities
30. Items not appropriate to bring to school
31. Sexual misconduct policy
32. Hands-off policy
33. Directions/map
34. Asbestos notification
35. Lead contamination
36. Website address
37. Graduation requirements
38. Parent grievance policy
39. Release of official transcript

1900-1999 School Reports and Accreditation

1905 Annual Reports (FEB 30 05)

Annual opening and closing reports of specified school data using authorized protocols will be submitted by EC-12 schools to the North American Division Office of Education.

1910 School Accreditation (FEB 30 10)

EC-12 schools will obtain and maintain Adventist accreditation. Senior academies will also seek regional accreditation.

1915 Purpose of Accreditation (FEB 30 15)

The accreditation process for EC-12 schools provides a robust structure for reflecting upon programs and practices, raising quality, achieving excellence, and delivering better outcomes for our learners and their families. The Standards for Accreditation of Seventh-day Adventist Schools are a dynamic, researched-based tool designed to assist schools in the process of self-assessment. The accreditation process is designed to address the following areas:

1. Is the school aligned with Adventist education foundations?
2. Is the school meeting standards for student learning?
3. Does the school use best practices in areas that support student learning?
4. Does the school plan for continuous school improvement on its journey to excellence?

1920 Accreditation Authority (FEB 30 20)

The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA) is the denominational accrediting authority for schools owned by the Seventh-day Adventist Church. AAA reviews, endorses, and issues certificates for secondary schools as recommended by the North American Division Commission on Accreditation. Accredited secondary schools are listed in the yearly published World Report of Seventh-day Adventist Education.

The North American Division Commission on Accreditation sets accreditation standards, provides self-study documents and establishes accreditation procedures for EC-12 schools. The Commission issues accreditation certificates for non-secondary schools as approved by union and conference boards of education.

1925 Accreditation Documents and Reporting (FEB 30 25)

The NAD Standards for Accreditation of Seventh-day Adventist Schools are the complete instrument for guiding EC-12 schools in self-study and development of continuous school improvement plans for accreditation status. It is expected that EC-12 schools will utilize the digital reporting platform, NAD Accreditrac.

1930 Accreditation Visits and Team Selection (FEB 30 30)

The North American Division Commission on Accreditation has approved the following process for accreditation team selection.

1. Senior Academy—The NAD Office of Education schedules the accreditation visit and appoints a chairperson from outside the Southwestern Union. Union education directors

and secondary associate directors receive accreditation visit training and serve as chairpersons. The Union office of education appoints additional members of the accreditation team.

2. Junior Academy—The Union and local conference offices of education appoint a chairperson and review additional team members. The Union conference office of education will provide training to educators who serve on junior academy accreditation teams

3. Elementary Schools—The local conference office of education appoints the chairperson and members of the accreditation team.

4. Early Childhood Programs—The Union and local conference offices of education may appoint an accreditation team.

1940 Reimbursement of Expenses for Accreditation Team Members (FEB 30 45)

Senior Academy Accreditation Teams—Members appointed to an accreditation team are reimbursed for travel expenses by the Union office of education. The chairperson from outside of the union territory or Division representative is reimbursed for travel expenses by their employing organization.

Junior Academy, Elementary School or ECP—Travel expenses for the accreditation members are reimbursed by the employing organization, which may include lodging for a visit of more than one school day.

Special Accreditation Visiting Teams—Members serving on special purpose accreditation teams (i.e. senior academy status change, substantive change in program, or distance education authorization) who are conference, Union, or division employees are reimbursed for travel expenses by their employing organization. Other members are reimbursed for travel expenses by the school subject to the visit.

2000-2999 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

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.

1. Elementary Schools and Junior Academies

   It is the superintendent's responsibility to assist, review and approve the local school budget

2. Senior Academies

   The board chairman or 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 NAD recommendations, all teachers should 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.

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 to 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	Technology
Student Insurance	Textbooks	Lab Fees

2030 Junior Academy Media Subsidy

Funds are available each year to authorized junior academies which have spent a minimum of $800 on print and digital media, 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 media 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 $1,000 on science equipment and supplies. The funds come from the following sources:

1. The junior academy and supporting church(es) appropriate $500.

2. The local conference appropriates $250.

3. The union appropriates $250 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 $1,000 has been spent.

2. By March 1, the conference office of education will submit to the Union office supporting documents of conference participation.

2034 Senior Academy Media Subsidy

Funds are available each year to senior academies which have spent a minimum of $2,400.00 on print or digital media 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 media 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 $1,800.00 on new equipment:

1. The funds come from the following sources:

   A. The senior academy and supporting church(es) appropriate $600.

   B. The local conference appropriates $600.

   C. The Union appropriates $600 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 $1,800.00 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 $500 after the above funds have been provided.

2. The request for these funds must be received by the Southwestern 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 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 the 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.

   D. The Church recognizes that individual members may receive assistance from government programs 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 this 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

B. The review and approval process by the North American Division NADPARL 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 NADPARL Committee.

2090 School Insurance Policy

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

1. 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.

2. Schools shall provide adequate student accident insurance for all students enrolled and provide proof of such to the conference office of education.

3. Worker's compensation insurance shall be carried for all employees.

4. General liability insurance shall be carried in amounts recommended by Adventist Risk Management. Catastrophic loss should be considered.

5. Employer's liability insurance shall be carried on all employees, including teachers and students.

6. 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. (1620)

2100-2199 Construction of Buildings, Financial Support

2110 Approval of Building Projects (S 14 15)

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

2114 Building in Stages (S 14 15)

For explanation see *NAD Working Policy.*

2116 Borrowing (S 14 15)

For explanation see *NAD Working Policy*

2118 Building Estimates

Only reliable estimates from licensed 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 04 40)

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 handbook.**

3000-3599 Employment Policies

3000-3099 Employment Philosophy

3005 Employment Policies (FEB 10 05)

Employment policy for EC-12 educational personnel is established by the Southwestern Union Conference Board of Education and is published in the Union *Education Code*. Employment policies align with *NAD Working Policy*, federal, and state regulations. The local conference implements employment policies for EC-12 educational personnel and through its board of education works with the superintendent to ensure orderly processes.

3010 Authority to Employ (FEB 10 10)

The local conference is the employer of EC-12 educational personnel. While selected personnel processes may be shared with the local school board under the guidance of the conference superintendent of schools, the conference cannot divest itself of its obligations as the employing authority.

3015 Nondiscrimination in Employment Exception (FEB 10 15)

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.

3020 Nondiscrimination in Employment Statement (FEB 10 20)

To fulfill the mission of Seventh-day Adventist education employing entities shall exercise the right to employ only those who have freely chosen to be members in regular standing of the Seventh-day Adventist Church. Except for this employment exemption provided by law, denominational employers shall practice and provide equal employment opportunities to all on the basis of qualifications without regard to race, color, national origin, ancestry, sex, physical handicap, age, height, weight, marital status, or prior military service.

3025 Employment for Early Childhood Programs (FEB 10 25)

The local conference is the employing authority of Early Childhood Programs (ECP). ECP employees will demonstrate their commitment on the job or representing the program to upholding the mission, beliefs, and values of the Seventh-day Adventist Church. ECP employees will abide by denominational policies, demonstrate personal qualities that ensure the safety and well-being of very young children. ECP positions will have job descriptions that are established and applied by the local conference.

3030 Locally Funded Education Employees (FEB 10 30)

Locally funded employees are those for whom the entire employee cost is funded by the EC-12 school. No financial support is provided from the conference. These employees may be full- or part-time, hourly or salaried and they are employed by the conference. The conference board of education approves these employment positions, and the local conference sets the employment policies for locally funded employees. The employment policies will meet federal and state regulations.

3032 Bloodborne Pathogens

All teachers must have bloodborne pathogen certification annually. Training must be OSHA approved. All schools must have a bloodborne pathogens plan. (See local conference for guidelines and templates.)

3100-3199 Certificated Instructional Personnel

3114 Employment of Instructional Personnel

All instructional personnel are subject to thorough background checks, including, but not limited to, criminal background checks. All instructional EC-12 personnel should have their payroll services provided by the local conference treasury department.

Individuals given a conditional offer of employment in an instructional classified position must 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 board of education in consultation with the local school board.

2. Employment Agreements

   A. Employment agreements will be offered by the employing organization, to all 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, including termination pay.

3. Conditions of Employment

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. **(E 80 20)**

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. 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. All required documents will be completed prior to working in the classroom.

6. 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.

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.

7. 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 or human resource director 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.

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. 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.

   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.

2. 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 EC-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 sub-section, during the process, and before reaching any final disposition.**

3116 Employment Status

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 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)

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 employment 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 3610 and 3612

5) Recommendation of the superintendent

6) It is the employee's responsibility to take necessary steps to secure and maintain appropriate certification and other qualifications

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 3610 and 3612

5) Recommendation of the superintendent

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 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 shall notify the employee in writing of regular appointment.

4) The superintendent of schools 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 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.

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/her 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/she must be evaluated by the superintendent of schools and/or the 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 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 and principal in consultation with the local school 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 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 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 EC-12 administrative body to effect a transfer.

1. Voluntary Transfer

   A. Certificated employees with regular or administrative status may, at any time 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 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, 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:

      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 must advise the employee through personal interview and in writing that an administrative transfer is to be recommended to the conference board of education for stated reasons.

   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 board of education

Such administrative transfer of an employee with a regular appointment may be made after his/her current employment term has ended and has not been renewed or after he/she 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/her current position as indicated by professional evaluation
2) A determination by the employing organization that the employee cannot fulfill their 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 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.

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. (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 and Transfers of Certificated Education Employees **(FEB 10 35)**

An employing organization placing a call (an employment offer) for a certificated educator to serve in a salaried educational position should communicate first with the current employing organization to obtain professional and personal references, to seek consent to the potential employment transfer, and to reach agreement on unamortized expenses accounted to the employee as provided by NAD Working Policy. Calls and requests for employment transfer should be made as early as possible to ensure the timely issuance of employment agreements for the next school year. After May 1 the current employing organization may choose to not consent to the call or to communicate with the employee regarding the potential change in denominational employment.

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 by local conference deadline.

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 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 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 board of education.

Resignation, without reasons acceptable to the conference 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/her duties in the scope of their employment in such a manner as is consistent with the ideals of a member of the 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. (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

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 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 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.

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 15 days after receipt of notification of termination.

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 board of education. (3132)

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 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/she 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 wrongdoing 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. Administrative leave should be no longer than 30 days.

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/her suspension and of his/her 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 30 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

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.

   B. The superintendent of schools shall submit the recommendation for suspension or revocation of certificate to the conference board of education.

   C. On conference board of education approval, a formal request with supporting documentation shall be sent to the Southwestern Union Conference Office of Education.

   D. The Union Vice-President for 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, regardless of age. 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*

    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 employees*

    B. *Involuntary Termination—An Employee terminated for violation of organizational policies and/or practices regarding misconduct, or for criminal behavior*

    C. *Resignation—An Employee who voluntarily resigns from employment*

    D. *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 20 years. Current monthly wages shall include wages and cost of living adjustments, but shall not include area travel or any other allowances.*
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 international service 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 ***(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. Involuntarily terminated teachers under continuous appointment may be eligible for a termination settlement as described in FEC 05 25-5 rather than under the terms of this policy.

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 *(FEB 10 40)*

Educators are granted certification based on meeting academic, professional, and personal qualifications. The North American Division Office of Education establishes certification requirements for instructional and administrative education personnel. It delegates authority to the Union conference office of education to issue certificates on its behalf to education personnel who meet the requirements. Information is available in the North American Division Educators Certification Manual. Educators are responsible for obtaining the appropriate teaching certificate and maintaining current certification through continuing professional learning.

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.

6. A principal of an elementary school or junior academy may receive an additional 2% and a teaching principal 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 the local conference department of education or the Union office of education.

3148 Compensation Guidelines

The following payment plans have been adopted for use in the 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 shall be offered employment for a 10-month assignment. Exceptions to this general policy shall be voted by the conference EC-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.

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*
   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 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 identified 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.

3200-3299 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
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 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. Exempt Employees – Administrative and Instructional Personnel

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

   A. Who does not devote more than 20% of their 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. Non-exempt Employees – 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/she spends the largest amount of his/her time shall define their category as determined by the conference board of education.

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.

2. Personal—Classified personnel must have personal, moral, and other qualifications to instruct or associate with children and young people in an educational institution. Classified personnel should support Adventist education including the enrollment of personal school-age children in the EC-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 EC-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.

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 EC-12 personnel shall be by recommendation of the local school board to the local conference board of education.

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.

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 an average of 30 hours per week annually (12 months) or per local conference policy.
2. Part-time employment

   A part-time, hour-time, classified employee is one who works and is remunerated for less than an average of 30 hours per week annually or per local conference policy.

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 conference board of education.

3232 Probationary Period

Refer to local conference policies regarding benefits and allowances during a possible probationary period.

3234 Remuneration for Non-Exempt Classified Employees

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/her designee and are determined annually after consideration of the following factors:

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 *NAD Working Policy* 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.

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 EC-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

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

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.

3300-3399 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, NAD, 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 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/her immediate Administrator informal contact within 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 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 working days following receipt of the decision, that the matter be referred to the EC-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 working days following the decision.

E. Step Five

If the decision contained in the written response from the conference EC-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 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 working days following the committee/board meeting.

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 board of education.

J. Agreement, consents, or understandings must be in writing, bearing the signature of the employee and appropriate employing administrator.

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 transcripting or electronic recording of the conciliation procedures shall occur only by written consent of all parties involved.

3400-3499 General Provisions Relating to Employment

3410 Revision of Policies

The Southwestern Union 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 found in section E87 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 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*

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 Adventists*

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 CCP 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 are 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 Adventists*

14. *Perpetrator—An Accused who is determined by the 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*

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 SEC, 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*
    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*
    d. *Possession, manufacture, distribution or access with intent to view child pornography*

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 CCP 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 SEC to more likely 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.*

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 CCP.*

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 CCP 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.*

9. *Role of the 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 CCP be made available to the Accuser. Such CCP shall have a limited role. The function of the CCP shall be to gather facts from the Accuser and present such facts to the Executive Officers/Administration. The 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 CCP shall not render advice on actions to be considered or conduct an investigation outside fact gathering from the Accuser. The CCP shall agree to keep the issues revealed through the role of CCP confidential to the extent permitted by law.

Usually the CCP will personally meet with the Accuser and listen to the allegations. The CCP may ask for a written account of the allegations beyond the Submission. Once the 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 CCP shall advise the Accuser that while the CCP shall endeavor to respect the Accuser's privacy, the facts revealed shall be reported to the Executive Officers/ Administration. The CCP shall advise the Accuser that copies of any documents prepared or submitted shall be shared with the Executive Officers/Administration.

The CCP shall advise the Accuser that the 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 CCP has completed the fact-gathering task, the CCP shall report to the Executive Officers/Administration in a timely fashion and consistent with this policy. The CCP shall thereafter, have no involvement in subsequent actions by the Executive 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 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 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 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 CCPP is of utmost importance. Each member of the 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 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 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 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 CCP shall not be made available. A list of three members from the CCPP shall be provided to the Accuser from which to select. If a CCP is elected, the Executive Officers/Administration shall assign the matter to a member of the CCPP. Such assignment shall 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 CCP is elected, the Accuser shall meet with the CCP to further explain the content of the Submission or answer any questions the CCP may have. The 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 CCP. Moreover, the 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 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, believe that the issue remains unresolved, then the Executive Officers/Administration, in its sole discretion, may engage a SEC as set forth in NAD Working Policy E87, beginning with the selection of the organizations 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 SEP shall be selected by the local conference, union conference, or division executive committee and to the extent practicable, reflect the diversity of members.*

2. *Members' Qualifications—Members selected to serve on the SEP shall:*
   a. *Be members of a Seventh-day Adventist 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 SEP is of utmost importance. Each member of the 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 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; 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.*

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 by 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 follows:*

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 SEC, if applicable.*
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.

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 SEC.

5. Investigative Process Omitted—Should the Designated Officers alone, or in consultation with the organizations' administrative leadership or with the selected 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.

Investigative Process **(E 87 35)**

The 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 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 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 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 are 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 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 SEC may ask questions as necessary. The SEC may, upon a determination of good cause, prohibit cross-examination of parties or witnesses. If cross-examination is not allowed, the SEC may accept written questions from the Accused or Accuser, and the SEC may question the party(ies) or witness(es) protected from cross-examination.*

2. *Attendance at Meeting of SEC—Once the SEC is convened by the Executive Officers/ Administration to take jurisdiction over a case, the 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 SEC, qualified therapists of the Accuser and/or the Accused, or legal counsel of the Accuser or the Accused, may attend the SEC meetings. Any other individuals may attend only upon invitation of the SEC, consent of both parties, or while giving testimony or providing other evidence. The SEC may seek counsel and advice from therapists, attorneys, or any other experts to assist the SEC in its investigation of the charges or administration of the proceedings.*

3. *Additional Meetings of SEC—The 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 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 SEC Meetings—The 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 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 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 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 SEC shall issue a finding within thirty (30) business days from the date of the final hearing.

SEC Actions—Based upon its conclusion, the 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' or the SEC findings in the Accused's personnel file, if applicable. These findings may also be placed in the Accuser's records as appropriate. The SEC and the Designated Officers shall communicate and explain the 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 SEC findings to the satisfaction of the SEC in consultation with the Accused.*

2. *If the allegations of are found to be more likely true than not, the SEC shall report its findings to the Designated Officers, who shall relay the findings to the appropriate*

disciplinary body. Upon request, the 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 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)*
    g. *Nature of the relationship between the parties.*

2. *Discipline May Include—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*
    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 SEC; or*
    i. *Any other discipline determined to be appropriate by the Discipline Committee*

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 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 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.*

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 SEC may be assigned to monitor the trial proceedings and report regularly to the SEC.
c. If the Accused is convicted in court of criminal charges against a minor, the 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 SEC are considered final, resulting in no further recourse through appeals through the church.

Education and Prevention **(E87 60)**

The North American Division, in partnership with Adventist Risk Management, 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 NAD 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 NAD. The NAD 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 NAD 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

   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 NAD 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 reasonably be construed to be, one of prejudice, discrimination, or that is inflammatory, must not be displayed anywhere on the premises of the NAD or its organizations, or while representing the NAD 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.

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.

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 NAD prohibits retaliation against employees complaining of harassment.

3600-3999 Employment Handbook

3600-3699 Certificated Personnel – General Provisions

3610 Professional Ethics

The fitness of Christian educators to teach (including all "instructional personnel" listed in 1400) 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 ideals 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 EC-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

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

   G. Refrain from discussing personal political views and personal beliefs that are contrary to the Seventh-day Adventist Church

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

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 North American Division, the Southwestern Union Conference, 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.

Each conference is responsible for identifying state reporting requirements and informing employees of these procedures.

3618 Corporal Punishment (FEB 20 35)

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 in a Kindergarten classroom should not exceed 25.

   B. Sixteen (16) Kindergarten students in a classroom require a part-time teacher's aide. Twenty (20) Kindergarten students in a classroom require a full-time teacher's aide.

   C. 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 and 2.

   D. The maximum number of students for a teacher with two grade levels should not exceed 25.

   E. The maximum number of students for a teacher with three or four grade levels should not exceed 20.

   F. The maximum number of students for a teacher with five or six grade levels should not exceed 15.

   G. In classrooms with multi-grades containing Kindergarten or first grade students and other grade levels, the Kindergarten and first grade students will count for 1.5 each.

   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.

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, the principal should not teach more than two subjects. When there are 100-150 students, the principal should not teach more than one subject.

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 ¾ teaching load if there are 75-100 students and/or four other teachers; ½ teaching load if there are 100-150 students and/or six other teachers; ¼ teaching load if there are 150 students and/or eight other teachers.

3622 Employee 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 or her 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, EC-12, or academy board, and the conference superintendent of schools and his or her 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 board of education, is considering the termination of employment due to teaching performance. In such cases, the conference 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.

3700-3799 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 agreement year for teachers is July 1 through June 30.

2. When a teacher is employed for less than the full agreement 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.

   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.
      2) The employee will receive 91-95 percent depending on years of service and professional level of the yearly salary he/she would receive 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. 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.

4. 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.

5. A principal of an elementary school or junior academy may receive an additional 2% and a teaching principal of a one-, two-, or three-teacher school, an additional 1%. The maximum for anyone is Step IX of the salary schedule.

6. 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 local conference is to be followed.

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 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 the destination, whichever is less.

    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 NAD 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 Senior Academy Accreditation Teams

Members appointed to a senior academy accreditation team are reimbursed for travel expenses by the Southwestern Union Conference. The chairperson from outside of the union territory or Division representative is reimbursed for travel expenses by their employing organization. The school being accredited furnishes room and meals (or per diem) for the team members.

3718 University Attendance

Full-time teachers and school administrators in the Southwestern Union Conference may take certification courses at Southwestern Adventist University or any other regionally accredited or AAA university. Certification renewal credit submitted must be completed during the five-year period prior to renewal of a teaching certificate.

A teacher holding no denominational certificate or a Conditional Certificate will complete two needed courses each year, until the requirements for the Basic or Standard Certificate are met.

3720 Educational Travel

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. Prior approval is needed for certification renewal credit.

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)

    A. The employee will receive three days of 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/she 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 borne 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

Refer to local conference policy for sick and maternity leave information.

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.

3730 Tuition Assistance

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 tuition assistance. Details are provided by the conference office of education.

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 Teacher Moving Expense

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 local conference office.

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.

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 local 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

6. Arranging for all financial obligations before transferring to another conference

7. Making proper arrangements with those in charge of their work before taking resident 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 NAD 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.

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.

   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, or conference executive committee.

3800-3899 Certificated Personnel—Professional Improvement

3810 Certification Policy

The NAD Office of Education develops guidelines for the certification of educational personnel in North America. Certificates are issued by the Southwestern Union Conference Office of Education according to policies approved by the Southwestern Union Conference Board of Education. For certification requirements and procedures for securing certificates, see *PK-12 Educators' Certification Manual*, published by the NAD Office of Education.

3812 Required Certification Credit

Renewal of a Conditional Certificate requires completion of two needed courses each year, until the requirements for the Basic or Standard Certificate are met. 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.

3819 Credentials and Licenses (FEB 10 45)

In addition to being professionally certificated, educators also receive credentials and licenses designating general denominational employment status.

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.

3821 The Journal of Adventist Education (FEB 15 40)

The Journal of Adventist Education is the official publication of the General Conference Department of Education and the Association of Seventh-day Adventist Educators. All EC-12 educators shall be provided this denominational professional journal by the employing organization.

3824 Professional Learning and Advanced Degrees (FEB 15 05)

The quality of education for students is enhanced by educators who are life-long learners desiring to improve their professional capacity. Continuous school improvement also necessitates continuing education for educators. Therefore, EC-12 educators are expected to participate in a variety of professional development activities including school, conference, Union, and division facilitated conferences and conventions. Financial assistance is provided to support educators' participation in these professional learning activities.

Enrollment in academic courses assists educators in meeting certification renewal requirements and/or attaining advanced degrees. Financial assistance with the tuition and fees for such professional learning may also be provided.

3828 Master's Degrees (FEB 15 15)

The Southwestern Union Conference Office of Education provides financial assistance for teachers seeking a graduate education degree at Southwestern Adventist University. Secondary education teachers can receive financial assistance for a master's degree in their teaching area that leads to teaching dual credit courses. Please contact the Southwestern Union Conference Certification Registrar for details.

3830 Amortization for Master's Degree in a Secondary Teaching Field (FEB 15 20)

Secondary education teachers receiving financial assistance for a master's degree in their teaching area that leads to teaching dual credit courses will teach for 3 years for the conference after completion of the graduate degree. If a teacher transfers out of the conference or the Southwestern Union, or does not complete three years of teaching, the teacher will reimburse the conference and Union for the full amount of financial assistance. See also 3124, 3836.

3836 Unamortized Graduate Study Expense (FEB 15 35)

1. *Secondary Educators Called or Transferred*—When a secondary education employee with unamortized graduate study expense is hired by another denominational organization, it shall be mutually agreed upon in writing by the two employing organizations, before the employment offer is made to the education employee, as to whether this amount is to be paid in one sum or over a period of time by the hiring organization. (3830)

2. *Discontinuance of Denominational Employment*—When a secondary education employee voluntarily leaves denominational employment the unamortized graduate study expense balance is the responsibility of the employee. (3830)

3900-3999 General Information

3930 Vacation and Paid Holidays (E 75) (See 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:

Years of Service	Vacation Time Per Year of Full-time Service	Vacation Time Accrued Per 38-hour Week	Vacation Time Accrued Per Each Hour
During first four-year period	Two Weeks	1.4575 Hours	.038355 Hours
During next five-year period	Three Weeks	2.1863 Hours	.057534 Hours
After nine years	Four Weeks	2.9151 Hours	.076713 Hours

2. Paid holidays are granted to personnel as follows:

   A. Full-time employees

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.

GLOSSARY

Administrative appointment: Assignment of an individual to administrative responsibilities by the employing organization for at least two-thirds 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.

Classified Personnel: Persons employed by the school system for positions not requiring certification.

EC-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 EC-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.

North American Division 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/her 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 Conference Education Code*:** An organized compilation of policies and guidelines for the operation of a system of education, EC-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.

4000-4999 General Provisions for EC-12 Schools

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.

EC-12 Curriculum materials prepared under the sponsorship of and adopted by the NAD and Southwestern Union Conference Offices of Education are basic to the structure for learning experiences 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.

4005 Teacher Supervision Responsibilities

1. Elementary school, junior academy, and day senior academy

    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.

4015 Exceptional Students

Exceptional students should only be admitted to EC-12 school which are able to make special provisions to meet their needs. Any school planning to admit an exceptional student should consult with the local conference office of education.

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 NAD 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 Groups

Time should be provided for regularly organized prayer groups 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 (FEA 20 45)

Seventh-day Adventist schools that participate in an interscholastic athletic program shall have a written sports plan that will be reviewed and approved annually by the faculty and school board. The plan will ensure that:

1. The opportunity for developing student's character and physical capacity through athletics is aligned with the school's mission.

2. The goals of the athletic program are integral to achieving student learning standards.

3. *The allocation of time and resources for athletics does not reduce or minimize the focus on spiritual, academic, or social programs.*

4. *Students, parents, and coaches are educated and empowered to positively impact the community.*

5. *Required training is completed by all coaches, paid or volunteer, at all levels (elementary and secondary) to ensure the academic, physical, and spiritual safety of students before they begin coaching of any sport.*

4046 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.

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.

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 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 the number of hours of actual school pupil contact time stipulated by their state. Some allowance in the 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

A written request must be submitted by the school to the superintendent of schools for office authorization to pursue innovative programs, and to the Southwestern Union Office 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, and from the Southwestern Union Office of Education for secondary schools.

4050 Grade Reporting Periods

The nine-week reporting period is to be followed.

4052 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.

For kindergarten through grade 2 the grades of I, P, NT, E, S and N are used with plus and minus signs used to offer further grade definition.

For grades 3-12 letter grades are the accepted means of reporting student progress in the conventional school curriculum. Schools may use the five letter grades – A, B, C, D, and F with plus and minus signs used to offer further grade definition.

4062 Student Permanent Records (See 1732, 2410)

A permanent record is to be established for each student. The record is to include name, date of birth, sex, scholarship, and attendance. The permanent record 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 or following local conference policy. 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 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.

4064 Student Attendance Records

An attendance record for each student must be maintained by the school. 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.

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 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 parents' if the student is under 18 years of age) written request.

4100-4119 Library and Instructional Media Materials

4100 Library and/or Instructional Media Center

Resources in the library/media center holdings include print, non-print, and electronic/digital materials. These should cover a range of topics, support the curriculum of the grade/age and reading abilities of students enrolled in the school. The library collection is to be evaluated continuously to meet the academic, cultural, and spiritual interests and needs of students. Out-of-date material will be discarded and replaced.

4105 Library/Media Record System

The library/media holdings are to be organized using centralized procedures and cataloging.

4110 Library/Media Budget

The annual budget is to include a line-item for library and media resources. Junior Academy Library/Media Subsidy information can be found at 2030. Senior Academy Library/Media Subsidy information can be found at 2034.

4115 The Library/Media Collection

A wide variety of books, both hard-copy or eBooks, should include:

1. Current reference material:

    A. Bible concordance
    B. Bible dictionary
    C. Bible and Seventh-day Adventist reference books, including *Spirit of Prophecy* volumes
    D. Encyclopedias
    E. World Atlas
    F. Almanacs
    G. 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

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 in the areas of:
        Biography
        Character building stories
        Child activity
        Culture
        Easy Books/Picture Books
        Fine Arts
        Generalities (Computers, Library/Information Service, Publishing)

Geography and History
Inspirational and devotional
Health
Hobbies and Manual Arts
Language
Mathematics
Literature and Rhetoric
Nature
Philosophy and Psychology
Poetry
Religion
Safety
Science
Social Sciences
Social Studies
Technology (Applied Sciences, Handicrafts and Hobbies)
The Arts and Music

E. Magazines—current subscriptions to appropriate denominational magazines such as *Guide* and at least three secular magazines including one news and one geographic magazine. Electronic is acceptable.

5. Periodical and newspaper subscriptions (hard-copy or digital) in sufficient number to meet student devotional, instructional and general informational interests and research needs.

6. Reference materials such as almanacs, atlases, dictionaries, encyclopedias and other references that are published within the last five years.

4120-4199 Student Health and Safety

4120 Student Health Program (FEA 40 10)

A school health record is to be maintained 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 without a medical release or until the school authorities are satisfied.

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 medication prescribed by a physician during the school day, may be assisted by the school nurse or other designated school personnel if the school receives:

A. Written consent from parent or guardian

B. Medication in original container, labeled with student's name, medication, name, dosage, and instructions

C. A physician order for prescription or over-the-counter medication needed for more than ten days

D. No expired medication

E. Medications should be stored in the school clinic and not carried by student, except for emergency medication such as epinephrine or an asthma inhaler

7. Bloodborne Pathogens

Every teacher and administrator shall be aware of and follow the procedures as outlined in the local conference policy regarding bloodborne 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.

4122 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 are likely to occur. All power machinery shall be equipped with protective guards and used only under appropriate supervision.

4124 Emergency Drills (FEB 25 25)

In each school the board and administration are required to conduct regular emergency drills, such as fire, tornado, earthquake, active shooter, etc., in accordance with local or state laws.

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 *NAD Working Policy* S 60 50 or your local conference office of education.

4. In dormitory situations, an adequate local fire department approved fire alarm system shall be installed and maintained.

4126 Lockdown drills

Lockdown drills shall be held in each school during the first two weeks of school and periodically thereafter. It is recommended that schools partner with local law enforcement on lockdown protocols.

4200-4399 Early Childhood Program (ECP)

4200 Education in Early Childhood

The Seventh-day Adventist Church encourages parents to teach their children at home before enrollment in a formal ECP. EC programs are offered by schools and churches to provide early childhood education in a spiritual environment.

4202 Early Childhood Program

An ECP is a school- or church-operated program for very young learners established with age-appropriate services and learning activities for children from birth to formal entrance into school. Early childhood programs are to be authorized by the conference board of education, be administered by the conference superintendent of schools and meet applicable governmental regulations. Such programs may be known as pre-kindergartens, preschools, childcare centers, or similar program names. Pre-kindergarten children must be four years of age.

4214 Union ECP Associate Director Functions

The responsibilities of the union ECP Associate Director include, but are not limited to the following:

1. Providing leadership in developing and maintaining union-wide Christ-centered, developmentally appropriate early childhood education and care programs in schools and churches.

2. Advocating for the needs and interests of ECP personnel and programs to constituents, conferences and union groups.

3. Providing leadership in the development of long-range plans for ECP programs in the union.

4. Developing and administering with the union Vice President for Education, a budget for EC programs and activities.

5. Collaborating with the NAD ECP Advisory, Adventist Risk Management, and Human Resources to develop and recommend policies and guidelines for the establishment and operation of EC programs.

6. Creating necessary documents and forms to maintain appropriate administrative oversight, communication, and data collection for EC programs.

7. Providing counsel and guidance to local churches and schools in the establishment of new EC programs.

8. Researching and communicating current governmental regulations that impact EC programs.

9. Collaborating with local conference personnel to ensure compliance with governmental regulations for the healthy and safe EC programs.

10. Developing and implementing in partnership with the NAD accreditation documents and procedures for EC programs.

11. Compiling and reporting data as may be required by the NAD and/or useful to the planning and reporting of union-wide EC programs.

12. Collaborating with the NAD in the development of a curriculum for young children.

13. Partnering with the local conference in implementing a developmentally appropriate EC curriculum.

14. Facilitating the planning and implementation of in-service and professional growth opportunities for EC personnel.

15. Assisting the local conference in implementing effective personnel evaluation process.

16. Collaborating with the NAD in developing and implementing a teacher/caregiver certification program.

17. Chairing a union-wide EC programs within the union.

18. Serving on additional committees and councils and respond to assignments and special request as directed by the Vice President for Education.

4216 Local Conference ECP Liaison/Associate

Each local conference with EC programs operating in schools and churches is to designate a person in the local conference office of education to serve as the Liaison or Associate Superintendent for EC programs. This leader will work in collaboration with the union EC Associate Director to implement and maintain and effective ECP within the conferences.

4218 Local Conference Board of Education and EC Programs

The conference board of education, through the conference office of education, is to provide oversight of EC programs at schools and churches within the conference. Some governance and administrative functions may be delegated to a program board and/or director and will require regular communication and close cooperation between the ECP and conference office of education.

4222 Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities, Inc.

EC programs must be accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA). An evaluative instrument has been designed to provide guidelines by which constituencies and EC programs may systematically explore their beliefs about their mission and purpose, their curriculum, instructional and assessment practices, professional growth, communication and collaboration, and leadership, teacher and child standards. The use of these instruments should ultimately identify the degree of success with which the program meets its objectives.

4224 ECP Constituency

The program constituency consists of those parties that assume responsibility for the overall operation of the EC program in cooperation with the local conference office of education. The constituency should be defined by one of the following: (a) a program constitution; or (b) the local church board sponsoring a church-based program; or (c) in a school-based program, as it may be identified by the school constitution. Meetings of the program constituency shall be as specified by the respective constitutions, but must be at least once a year.

4226 ECP Year of Operation

Programs may operate on a year-round (12 months) or school-year (10 months) basis regardless of the length of annual operation or whether an ECP is a church-based or school-based entity. It is recommended that all utilize a year of operation and fiscal year that begins on July 1, and ends on June 30.

4228 ECP Board

Each ECP shall be governed by a board. Only with prior conference and/or union approval, may a subset of an existing church or school board function as the ECP board. The board is responsible for the operation of the EC program within conference- and union-adopted procedures and practices. The board should fulfill its responsibilities in harmony with the following guidelines:

1. Meetings should be conducted regularly.

2. Members shall be of the Seventh-day Adventist Church.

3. Non-SDA, non-voting invitees as specified in the ECP constitution and/or bylaws.

4. Members shall be elected in accordance with the ECP constitution, or the school constitution in school-based programs, or church manual guidelines for boards and committees for church-based programs.

5. Board officers should be identified/elected in accordance with the constitution.

6. Ex-officio board member may include pastoral representation, the principal in a school-based program, and the local conference and union ECP leader.

7. Actions of the board are implemented through the program director.

4230 Closing an ECP

Closing a program shall be by official action of the program constituency after consultation with the local conference office of education and union EC Associate Director. The local conference office of education shall ensure safekeeping of all records for the length of time specified by governmental regulations.

4232 Admission to Programs

The enrollment of children in a Seventh-day Adventist program is voluntary, and every parent should have an understanding of the values and objectives of Adventist education. Each child has unique individual needs that should be considered when admitting children to EC programs. Admission policies must align with applicable governmental regulations.

It is the policy of the Seventh-day Adventist Church, in all of its early childhood programs, to admit children with all the rights, privileges, programs and activities generally accorded or made available to children in the program. The policy makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education and care policies, applications for admission, and extracurricular programs.

4234 Non-Seventh-day Adventist Attendance

Programs often serve both Adventist and non-Adventist community families. The program shall provide a program that is Christ-centered and consistent with the beliefs and values of the Seventh-day Adventist Church. Programs should provide orientation for non-Adventist and non-Christian families regarding the holistic philosophy of Adventist education and the importance of such daily activities as prayer, biblical lessons, and stories.

4238 Parental Involvement

Each program shall adopt policies and practices that create an effective partnership between the ECP and parents of program enrollees. Policies shall include, but not be limited to, regular and emergency communication procedures, visitation protocols including custody, parent meetings and conferences, monitoring child development, conflict resolution, children's health guidelines and procedures, etc. A program should include all policy and guideline information for parents in a parent handbook that is distributed upon admission and updated, at a minimum, annually.

4240 Children's Records

Programs shall create a cumulative file for each child admitted to an ECP. This record shall include, but not be limited to, such information as: verification of date/place of birth; contact

information of parent/guardians; legal information regarding guardianship or custody; written reports of communication between the program and parents; the child's attendance; and the child's health record including an immunizations record, allergies and/or dietary needs, safety incidents involving the child, disciplinary actions for the child, and assessments or observations about the child's learning and development. All records shall be maintained in compliance with governmental regulations.

4242 Right of Privacy

Children's records should contain only the information necessary for the process of early childhood education and care. Records must be available for review by parents but secured so as to not be accessible to unauthorized individuals.

4244 Supervision

Programs shall develop and implement a program of supervision to ensure child safety and well-being that meets or exceeds standards of care and governmental regulations expressed as teacher-child ratios. Each program shall employ personnel in numbers necessary to meet the needs of the children enrolled and fulfill their education and care goals. At least one employee must be within sight and sound of the children at all times according to state guidelines.

4246 Discipline

Young children in EC programs should be disciplined in a manner that is redemptive, remedial, and corrective, rather than punitive. *Punitive control of young children through means such as threats, physical correction, yelling, put-downs, etc., is not appropriate.* Corporal punishment is not permissible in Seventh-day Adventist EC programs. Teachers should promote a positive approach to managing the behavior of all children by attempting to help them process feelings, make good choices, recognize consequences, explore alternative solutions and outcomes, and develop self-control. Rules and limits in a preschool setting are likely to differ from those in a child's home because of the need to protect the rights and safety of other children.

Programs shall establish disciplinary procedures, in consultation with the local conference office of education, that include the rationale for all disciplinary measures up to and including suspension and dismissal.

4248 Program Visitors

Programs should welcome only visitors that are current parents, prospective clients, and other educators and governmental officials. Repair and maintenance personnel, as far as possible, should not be present during normal program hours of operation. For the safety and security of the children and employees, all visitors shall report to the ECP office to sign in and obtain a visitor's badge. Visitor badges must be worn at all times while in the school and should be returned before leaving the building. Parents are welcome to volunteer or observe in classrooms prospective clientele should be escorted throughout visits to the program.

4250 Children's Health

Each program is to maintain a health record for each child admitted to the program in compliance with governmental regulations.

Admission should be only upon submission of a physician's current physical examination report and the child's up-to-date record of immunizations. Policies and procedures that meet or exceed the governmental requirements for immunization are to be adopted, including dispensing of medications, exclusion for certain illnesses, food handling, program hygiene and cleanliness (i.e., hand washing and disinfecting), etc. A record or "log" should be used in each program classroom to document any illnesses of children or program staff. It is the responsibility of each classroom teacher/care giver to maintain the log accurately. A program should develop a process and/or policy for recording and reporting the children's illnesses with parents and physicians.

4252 Children's Safety

Program staff shall assume responsibility for the health and safety of the children at all times in the program. Children are never to be left alone. They must be within the sight and hearing of the supervising staff member at all times to allow for any necessary protective intervention measures for the health and safety of the children. Safety rules should be explained to the children beginning with their first day of attendance at the program. Age-appropriate activities must be utilized to protect students.

The center shall have and maintain first aid equipment and supplies as required by government regulations, and all personnel should hold current first aid and CPR certification. A CPR-certified individual must accompany children on off-site field trips.

4254 Accident Insurance

The local conference office of education shall ensure that each program arranges for adequate student accident insurance coverage.

4256 Emergency Preparedness

Each program is to develop, implement and document age-appropriate emergency procedures that meet or exceed government regulations for fire, flood, tornado, intruder/lockdown, and other emergency situations. The program board shall implement regular safety inspections of facilities, equipment, and vehicles in compliance with governmental regulations.

4258 Environmental Safety

A clean, sanitary environment minimizes the risk of children contracting illnesses and disease. All personnel are responsible to ensure that maintenance, cleaning, and repair supplies and equipment are stored in locked areas out of the reach of children and preferably outside the

classroom. Monitoring, recording and communication of environmental concerns shall be conducted as required by governmental regulations.

4260 Health and Safety Recording

It is the ECP director's responsibility to notify the following (as applicable) fire department, health department, insurance agency, state or provincial licensing authority, as well as the conference and union office of education in all cases, within 24 hours by telephone, followed by a written report when any of the following situations occur: (a) injury that requires treatment by a physician, (b) any incident that requires emergency medical service, (c) a fire during the hours of program operation, and (d) animal bites.

4262 Communicable Diseases

Parents are expected to notify the program within 24 hours if their child has been exposed to any communicable disease. The program will notify all parents in writing when the children in the center have been exposed to a communicable disease. Further, the ECP director will notify the local health department when any illness or condition specified by governmental regulations is present within 24 hours of the program's awareness of such circumstances.

4264 Child Abuse and Neglect

Each conference will ensure the development of a process which complies with governmental regulations for reporting child abuse and neglect. ECP personnel are legally required to report suspected cases of child abuse and neglect.

4266 Early Childhood Curriculum

Curriculum is defined broadly to include all learning opportunities, both formal and informal, that guide and support children's development. Early childhood education includes dynamic learning experiences that foster young children's spiritual, physical, mental and social needs in a caring environment. Early childhood education curricula include a broad range of developmentally appropriate practices based on NAD ECP developmental standards.

4268 Curriculum Materials

Each program should adopt and implement a developmentally appropriate curriculum that reflects the beliefs and values of the Seventh-day Adventist Church as approved by the NAD Office of Education in consultation with the NAD ECP Advisory.

4270 Instructional Supervision

Each conference will ensure the development of an ECP supervisory process that aligns and/or complies with (1) the increasing knowledge of child development from research, (2) best practices, and (3) governmental regulations that recognize an increasing need for specialized knowledge in the education and care of young children. Each center director, in consultation

with the conference office of education and union EC Associate Director, shall adopt and implement a plan for regular personnel performance reviews to ensure high standards for early childhood education are met and maintained. Supervision and evaluation of instructional personnel should include plans for continued professional improvement.

4272 Assessment of Child Development and Progress Reports

Program personnel should only administer formal assessments of children's development for which they have received training. Informal observations and evaluations are crucial to reporting children's progress in learning and development.

The conference office of education, in consultation with the union EC Associate Director, shall develop and adopt report forms for early childhood education and care for use in EC programs.

4274 Offsite Activities

Young children enrolled in early childhood education will benefit from authentic learning experiences outside of the program.

Offsite learning activities (field trips) should only be: (a) for Pre-Kindergarten and Kindergarten students, (b) provided within the normal hours for program operation, and (c) planned as age-appropriate activities integral to the curriculum. All planned offsite activities should meet denominational standards and must meet government regulations for supervision and safety of children including transportation requirements for young children.

4276 Authority to Employ

The local conference board of education has delegated authority from the conference executive committee for governance and oversight through the conference office of education for school- and church-based EC programs within the conference. The local conference is the employer of all church and/or school ECP employees most often delegating the hiring of educational personnel to the board of education. The conference board of education may delegate the recruitment, assignment, evaluation, and supervision of ECP employees to the center administrative director and/or board. Center board action to employ and discontinue employment shall be reported and recorded by the conference board of education.

4278 Criteria for Employment

Any person employed in any capacity in a Seventh-day Adventist ECP should have personal qualities and interests that will ensure the safety and well-being of children at all times. Such person(s) shall be members in good standing of the Seventh-day Adventist Church and the ECP policies governing the program.

No person shall be employed in any capacity in a Seventh-day Adventist EC program who: (a) is not a legal resident, (b) has been convicted of a felony, or (c) who has exhibited unethical or immoral conduct that would put children at risk. To ensure children's safety each prospective

employee shall have a current childcare licensing as required by the government regulations and shall have completed a comprehensive criminal background check utilizing fingerprint identification prior to reporting to work.

4280 Employment Status

Upon employment, each ECP employee will be classified as a full-time or part-time employee based on the hours assigned and fulfilled on duty each week. Full-time employment is defined as 38 hours of on-duty work per week, and part-time employment is any assignment and hours worked that is less than 38 hours per week. Also, when employment begins, each ECP employee will be classified as follows:

1. Non-Exempt/Hourly – except where assigned responsibilities that qualify the individual as administrative personnel as outlined in the criteria below, ECP employees shall be categorized as non-exempt personnel, paid on an hourly basis and considered "at will" employees under the law; such that employment may be discontinued without cause and in accordance with applicable governmental regulations.

2. Exempt/Salary – if a person is employed in one of the following administrative job categories with the full responsibilities as outlined in the job description, they will meet the requirements of the federal Fair Labor Standards Act for an exempt classification and should be placed on salary.

3. Supervisor – has overall supervision of multiple EC programs and does not qualify to be counted in the student/child census of any program. A supervisor may be considered as an assistant or associate superintendent for early childhood education and care.

4. Administrative Director – has direct responsibility of the overall operation of an ECP with an enrollment of no less than 45 FTE children, and where more than 50% of work hours are spent on non-clerical administrative tasks and non-teaching/ caregiving.

4282 ECP Employment Positions

The conference shall, in consultation with the Union Associate Director, create job descriptions that are aligned with standards of quality and governmental regulations. Such job descriptions shall be consistently applied to all ECP positions in a conference. The following are typical job assignments with a brief summary of responsibilities.

School, Church, or Assistant ECP Directors

1. Administrative Director – an employee who has direct responsibility of the overall operation of an EC program with an enrollment of no less than 45 FTE children, and where more than 50% of the work hours are spent on administrative tasks that must be neither clerical nor teaching/caregiving. An administrative director meets the federal government's criteria for an exempt employee qualifying them for salary compensation and benefits as outlined by the conference employer.

2. Site Director – an employee who has direct responsibility for the overall operation of an EC program with an enrollment of less than 45 FTE children and more than 50% of the assigned work hours are in teaching/caregiving and/or clerical functions (non-administrative tasks). The Site Director shall be classified as a non-exempt hourly employee.

3. Assistant Director – a program employee who supports the administrative director and assists with responsibilities for the overall operation of an EC center and becomes directly responsible in the director's absence.

ECP Teachers

4. Head Teacher/Lead Teacher – a program employee who has direct responsibility for the care, supervision, management, and curricular planning for a group of young children in a center.

5. Assistant Teacher – a program employee who assists the head/assistant teacher in the care, supervision, management, and instruction of young children. Assistant teachers must meet established requirements to be left alone with a group of young children.

ECP Staff

6. Teacher Aide – a program employee who assists the head/assistant teacher in the care, supervision, and management of young children. The teacher aide must be under the teacher's direct supervision and never be left alone with sole responsibility for a group of young children.

7. Before- and-After-School-Care Teacher – an employee who has the same assignment, Responsibilities, and requirements as the assistant teacher during specific times in a school-based program.

8. Support Service Positions – Program employees who fulfill various job assignments that assist with specific center functions that do not include direct childcare or instruction. These include, but are not limited to, such positions as administrative assistant, receptionist, accountant, cook, custodian, maintenance, etc.

4284 ECP Employee Orientation and Training

In consultation with the conference office of education and the Union EC Associate Director, centers shall adopt and implement a program of employee orientation that will include, but not be limited to, such items as safety, children's nutrition, cleanliness and sanitation, illness care, medication protocols, emergency procedures, appropriate disciplinary practices, abuse and neglect awareness, etc.

4286 Employment Records

An up-to-date employment record is to be maintained for each employee on the approved form and in a manner consistent with denominational policy and government regulations. Records should include, but not be limited to, employee contact information, employment forms, evidence of background checks, physical exams, and test results, etc.

4288 Discontinuance of Employment

The cessation of employment by employee resignation, employer suspension or dismissal shall be provided in writing and comply with applicable government regulations. Wherever possible, consideration should be given to the timing of changes in employment of personnel to ensure adequate continued supervision and instruction of children.

4290 Resolution of Employee Issues

A congenial, collaborative working environment is vital for the success of all early childhood education and care programs.

All personnel should seek ways to encourage and support each other. It is inappropriate for center personnel and clientele to engage in verbal disputes in the presence of children. Each center shall adopt, in consultation with the conference office of education, a process for conflict resolution between and among ECP personnel and clientele.

4292 Financial Responsibility

The opening of an ECP requires sustained funding and a sound plan for financial support. The church or school is the financially responsible entity for the operation of an ECP.

4294 ECP Funding

The funding sources for ECP operational expenses and capital improvements shall be from tuition and fees, local church and/or school appropriations, and gifts/donations. As a locally funded entity, there shall be no expectation of conference subsidy support for operations or personnel payroll costs unless otherwise voted by action of the conference board of education.

4296 Financial Operation

Generally accepted accounting practices shall be established and maintained in accordance with denominational policies and guidelines applicable for the sponsoring church or school. In consultation with the conference, a program board may choose to either: (a) establish separate financial operations, records and reporting, or (b) create the ECP financial operations as a department/agency of the sponsoring church or school. In any case, the financial reports must clearly show the financial standing of the program through accurate monthly reporting on an income and expense report and other schedules as may be appropriate.

4298 Financial Management

EC programs shall have adequately trained staff with sufficient time allocated to managing the financial operations of the program. Approved business software should be utilized to maintain effective business functions and financial records.

4300 Audits

As school- or church-based entities, each ECP shall be audited on a regular basis by conference auditors in conjunction with audits performed for the sponsoring school or church.

4302 Insurance Requirement

Each school or church with an ECP shall consult with the local conference to assure that insurance policies are consistent with denominational guidelines and appropriately protect the program, its young children, employees and sponsoring entity. Insurance coverage should include such items as property insurance for the building and contents, general liability coverage, worker's compensation, and student accident insurance for the children enrolled. Transportation of children on program field trips shall be in vehicles owned by the school/ church or parent-owned vehicles only if they comply with all denominational policies for operation and insurance coverage.

4304 Ownership

An ECP is owned and operated as an integral part of an established Seventh-day Adventist school or church. In partnership with the local conference the constituency of the school or membership of the church fulfills the role of ECP owner and designates the oversight for operations to the program board or respective school or church board. In accordance with denominational policy, legal title to all property remains with the local conference.

4306 Facilities and Requirements

An ECP shall operate in a building space that meets governmental regulations for facilities that can support a quality education and care program; ensuring the health, safety, and security of young children. This includes, but is not limited to provisions for food storage and preparation, handling of cleaning chemicals and equipment, use of approved appliances in accordance with regulations, maintaining clearly marked exits free of obstruction, modified bathroom facilities, furnishings that are age-appropriate and scaled to the size of children enrolled in the program, playground areas that are fenced with protective soft wells, and well-maintained outdoor play equipment, etc. All EC programs are smoke-free environments.

4308 Facilities and Equipment Safety

It is essential that EC programs adopt policies and procedures to ensure that the facilities and equipment of the program are maintained in a manner that ensures the health, safety and security of children and employees. Each program shall have a safety committee to conduct

regular inspections (at least quarterly), provide orientation on safety procedures, and review all safety concerns, accidents, and/or claims, and report findings to the board.

4310 Facilities Renovations and Repairs

The ECP facility should be maintained in good repair and always kept clean. All renovations and additions to the facility must comply with government regulations. The local conference, facility insurer, and licensing authority must be notified of any proposed renovation. The program director must maintain a safe environment for all personnel and children if renovations and/or major repairs occur during the hours of program operation.

4400-4499 Pre-School, Pre-Kindergarten, and Kindergarten

4400 Program Definitions

The primary purpose of preschool, pre-kindergarten and kindergarten programs is to provide opportunities for children to learn about Jesus Christ as their Savior in a safe, loving, caring and intellectually stimulating environment. Play is an integral part of learning experiences. The young child should be immersed in a rich experiential environment which promotes the physical, social, emotional, spiritual and cognitive development. This growth varies with children; therefore, each child will be assessed to determine if the child will benefit from entering a formal learning environment.

1. Pre-School Program

   A pre-school program provides a natural extension of trustworthy care to enable children to grow spiritually, physically, intellectually, emotionally, and socially. Pre-school children must be three years of age by September 1 of the year they are enrolled.

2. Pre-Kindergarten Program

   The pre-kindergarten program is an educational environment designed to stimulate the growth and development of four-year-old children until they enter kindergarten. The program is designed to enhance the learning experiences of children with emphasis on spiritual, physical, social, and emotional growth prior to the kindergarten year. Pre-kindergarten children must be four (4) years of age by September 1 of the year they are enrolled.

3. Kindergarten Program

   The kindergarten program is a readiness program conducted in a formal school setting and designed to prepare children for first grade. Length of a child's stay in the program depends upon his maturation level. Kindergarten children must be five years of age by September 1 of the year they are enrolled.

4. Combination Pre-Kindergarten/Kindergarten Program

   The combination pre-kindergarten/kindergarten program includes eligible four-year-old and five-year-old students in the same class. If policies or guidelines differ between the two grades, schools must comply with the strictest regulation. No additional grades from first through eighth are permitted in a classroom with pre-kindergarten. Children will meet the age requirements for pre-kindergarten and kindergarten students outlined in 4401.

5. Combination K-1/K-2 Program

   A K-1/K-2 program is a primary grade classroom consisting of kindergarten and first grade, or kindergarten, first, and second grades in an elementary school.

4401 Admission/Entrance Requirements

Prior to accepting any applicant, the following proper documentation of age must be on file. Entrance age requirements must be followed. Any deviation from them must be approved by the local conference office of education. An original copy of the birth certificate must be presented before a child can be admitted to the program.

1. Preschool children must be at least three (3) years of age by September 1 of the year they are enrolled in preschool.

2. Pre-kindergarten children must be at least four (4) years of age by September 1 of the year they are enrolled in pre-kindergarten.

3. Kindergarten children must be at least five (5) years of age by September 1 of the year they are enrolled in kindergarten.

4. When a state's regulation conflicts with the September 1 deadline, the earliest date supersedes.

4402 Pre-Kindergarten/Kindergarten Operating Standards

The local conference office of education will establish standards for school-based Pre-K/K facilities, equipment, instruction and building/playground safety. The following conditions must be met:

1. Local conference offices of education will determine salary and funding of school-based Pre-K, Pre-K/K, K, K-1 and/or K-2 classrooms based on local policy, state requirements and experience/training of the teacher.

2. The NAD pre-kindergarten and kindergarten curriculums, which fosters a developmental educational approach, is to be implemented.

3. The NAD Developmental Checklists are to be implemented.

4. Any deviations from the above recommended guidelines must be processed for approval by the local conference office of education.

4404 Teacher Loads for Pre-kindergarten and Kindergarten Classrooms

1. 16 students require a part-time teacher's aide
2. 20 students require a full-time teacher's aide
3. 25 students are the maximum number for this classroom

ECP, Pre-Kindergarten, and Kindergarten Curriculum

4406 Education of Young Children

Historically, Seventh-day Adventists have been opposed to kindergartens and preschools. 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 early childhood education.

In later years, after church schools were well established, she clarified the circumstances and principles behind these statements: there were no church schools with Christian teachers available at the time; circumstances alter conditions; where parents are unable to provide training for the young child, due to health, temperament or working outside the home, the child should be placed in the care of a Christian teacher. Shifts in lifestyles, culture and state regulations are finding young children being placed in school settings at younger ages than in the past.

Pre-Kindergarten Program

4408 Developmentally Appropriate Practices

Pre-K classrooms need to focus on developmentally appropriate practices which take into account the age and maturity of each child. Children mature at different rates, be it cutting teeth, learning to walk, or learning to read and write. In a developmentally appropriate classroom, children are allowed to progress at their own pace when learning new skills and concepts. They should not be forced into a prescribed pace which may be too fast for some children and too slow for others. Instead, concepts are introduced and re-introduced as needed, allowing each child to mature and learn at their own rate.

Early childhood research indicates that young children require a rich environment of emotional, social, and physical activities centered on exploring their surroundings, including home, school, community and church. Readiness skills and concepts are introduced and re-introduced, but never forced. Four-year-olds should not be confined to desks doing paper-and-pencil seat work. Studies show that many children burn out in the middle grades when too much emphasis is placed on academics in the early years. These findings only affirm what we have known for many years from counsel given by E. G. White.

4410 Importance of Play

The curriculum for four-year-old children must be centered on their natural curiosity to touch, taste, smell, hear and see. Play is children's work and should be an integral part of their learning experience. Play should be fun and always a positive experience and is the primary way to develop motor skills. Play lays the foundation for success in academic skills. Play can be directed in order to learn specific skills and concepts. Free play should be a part of every Pre-K schedule. Children's social skills are strengthened when they are allowed to play together.

4412 Indoor Play Learning Centers

Learning centers provide a variety of opportunities to acquire specific developmental growth patterns. For example, the dress-up center or dramatic play center helps children express feelings, resolve social problems, experiment with adult roles, cultivate creativity and understand and deal with the world.

An art center allows children to work creatively, express ideas, experiences and feelings, think originally, improve fine muscle coordination, work independently, identify primary and secondary colors, learn about artists and artworks, recognize that God gives artistic talents, develop appreciation for nature and beauty, and use a variety of art media.

Other choices for centers include:

- Bible story center (felts, books, tapes)
- Block center (large blocks)
- Computer center
- Housekeeping center
- Play store
- Manipulative center (puzzles, Etch-A-Sketch, Legos)
- Math center (counters, buttons, sorting, shapes)
- Listening center (songs, stories)
- Literature center
- Sand/Rice table
- Science center
- Social Studies center
- Thematic center (seasonal or theme related)
- Water table

A variety of centers should be planned for the Pre-K classroom and should be rotated throughout the year to keep children interested and engaged. Center rules are simple and should be clear to the students. Limits to the number of children per center and activities can be posted at the center by simple means such as clothes pins or colored strips. Children should choose another center if one center is full. The teacher can manage the time spent in each center by ringing a bell or playing music.

4414 Outdoor Play

Children need to be able to run and play outdoors to expend their physical energy freely. Fresh air, sunlight and physical exercise form the basis for total physical development and well-being. Playing outdoors will help strengthen and control large muscles in the growing child. An adequate and safe playground must be provided for the children. Supervision of the children at all times is essential for this age group. Never should children be left unattended without adult supervision, indoors or out.

4416 Curriculum Guidelines

The following checklist is designed as a guide for the teacher in planning and implementing the Pre-K curriculum. This is not to be used as an assessment tool for individual children as all children have unique growth and maturity patterns. While most four-year-olds will accomplish much more than is listed below, teachers should not expect that all children will master all skills and concepts. The intent is for the teacher to incorporate these skills throughout the school year. Pre-K students should not be issued formal report cards. Progress in development is best communicated to parents through anecdotal notes and conferences.

The teacher is expected to create a learning environment that will introduce the children to the following skills and concepts by the end of the school year.

Spiritual Development

Spiritual Awareness

- Become aware that Jesus loves them and is their Savior
- Acknowledge God as Creator
- Be appropriately quiet during worship and prayer
- Pray
- Participate in singing worship songs

Bible Knowledge

- Understand that the Bible is God's book
- Know common Bible stories: Creation, David and Goliath, Baby Jesus
- Learn simple Bible memory verses

Character Development

- Demonstrate positive character development such as helpfulness, kindness, honesty and forgiveness

Social, Emotional and Physical Development

Social Development

- Relate positively to adults (seek help when needed)

- Interact and play cooperatively (groups 2, 3 or more)
- Participate as a contributing member of group learning experiences
- Respect personal property
- Respect school and classmates' materials and equipment
- Practice safety (holding scissors, pushing in chair)
- Follow rules and procedures
- Focus attention on speakers
- Follow simple oral directions
- Recognize difference between right and wrong
- Complete assigned tasks
- Clean up after themselves
- Use courtesy words such as please, thank you and excuse me
- Share and take turns
- Adapt to new tasks
- Understand individual and group dynamics

Emotional Development

- Show positive self-concept
- Feel secure (can separate from parent)
- Identify self with first and last names
- Accept self-limitations
- Accept praise and criticism
- Show pride in accomplishments
- Express positive emotions
- Express negative emotions in acceptable ways

Physical Development

- Demonstrate large muscle control (running, climbing, jumping)
- Demonstrate small muscle control (holding and using scissors correctly, coloring and drawing, putting simple puzzles together, pasting, stringing beads)
- Demonstrate coordination and balance (hopping, balancing on one foot, walking in a straight line, throwing a ball, kicking a large ball)
- Demonstrate independent skills (managing bathroom needs, putting on and taking off outerwear, feeding self, using basic hygiene such as washing hands and blowing nose)
- Demonstrate oral communication (speaking clearly, answering and responding to questions)

Intellectual Development

Safety

- Recognize full name
- Know parents' names
- Know address and phone number

Relationships

- Point to 18 body parts
- Understand the following directional skills: up/down, in/out, on/under, top/bottom, over/under, next to/beside, in back of/in front of, before/after
- Identify objects as hard and soft
- Understand the following concepts: more/less, heavy/light, slow/fast, empty/full, hot/cold, same/different, black/white
- Tell which objects go together: sock and shoe, nail and hammer (pair association)
- Sort pictures or objects by classifications (animals, toys, vehicles)

Math

- Count from one to 10 or higher
- Show an understanding of the passing of time
- Demonstrate an understanding that different activities occur at different times of day
- Match sequence or patterns of blocks or beads (three to six)
- Count four to 10 objects by size (one-to-one correspondence)
- Match and sort objects
- Compare objects by size (big/little, tall/short)
- Understand the concept of one more and one less
- Identify basic shapes (circle, square, triangle, rectangle)
- Name the basic shapes

Language

- Answer comprehension questions such as, “What should you do when you are hungry?” or “What should you do when you are sleepy?”
- Describe what will happen next in a sequence of events
- Pay attention to a short story when it is read and answer simple questions about it
- Answer how questions (How old are you?)
- Ask what, why, and where questions
- Use four-to-five word sentences
- Tell or retell stories

Fine Arts

- Participate in art and music activities
- Identify the following basic colors: red, yellow, orange, blue, green, purple, brown, black and white
- Name the basic colors
- Add parts to incomplete drawings: house, person, shapes

4417 Sample Daily Schedule

Full-day pre-kindergarten classrooms should include time for P.E., as well as recess. Recess is a time for children to play freely, preferably outdoors when weather permits. Large muscle activities such as running and jumping are an important part of a four-year-old's development. Organized games are used during P.E. to teach group skills and for developing coordination and exercising specific muscle groups.

Other areas to include in the daily schedule are times for circles, centers, nap/rest, stories and themes.

8:15-8:30	Arrival, quiet activities (books, puzzles)
8:30-9:00	Circle Time
	Worship – songs, prayer, short worship thoughts, stories
	Pledge of Allegiance
	Calendar Time
	Plans for the day
9:00-9:15	Drinks and restroom break*
9:15-9:45	Bible story and activities
9:45-10:15	P.E.
10:15-10:30	Juice break+
10:30-10:50	Theme/units/skills presentations
	Language arts
	Math
	Pre-reading
	Social studies, science, health
	Art
10:50-11:45	Centers, child's choice, free play~
11:45-12:00	Clean up and lunch preparation
12:00-12:30	Lunch
12:30-1:00	Recess, free play outdoors if weather permits
1:00-1:15	Story time
1:15-2:00	Rest time
2:00-2:20	Recess
2:20-2:50	Creative play (games, dress up)
2:50-3:00	Clean up and dismissal

***** If restrooms are not in the classroom, the entire class may need to go as a group in order to have proper supervision at all times.

+ If required by local regulations.
~ Time for teacher's informal interaction and observation with children. Monitor children's rotation through all centers. Centers should be changed periodically. Center activities should reinforce presentations.

4418 Pre-K Curriculum Resources

The curriculum for four-year-olds should be very hands-on and experientially based. Paper and pencil activities should be minimal. Student textbooks are not used in Pre-K. The following resources are for the teacher in planning developmental activities for the students.

CREATION Kids is a comprehensive, self-contained digital curriculum that promotes the development of the whole child – head, hand and heart – and provides teachers guidance, support, and needed resources to meet the diverse needs of three- and four-year-old children. $279.00 For more information: ECcreationhealth@creationhealth.com. This curriculum can be ordered from http://ecec.nadeducation.org/creation-kids-curriculum/.

Be Like Jesus Companion is a free resource for early childhood educators that provides engaging activities and lessons, Bible stories, stories about Seventh-day Adventist pioneers, and ways to connect with families. It is designed to introduce young children to Christ, teach them about our faith, and instill character traits that will help them be more like Jesus. This resource is available at http://ecec.nadeducation.org/be-like-jesus-companion/.

National Resources

American Academy of Pediatrics
National Association for the Education of Young Children
National Association for Child Care Professionals
National Institute for Early Education Research
US Department of Health and Human Services: Administration for Children and Families
Zero to Three

Resources for Parents

Adventist Family Ministry
Adventist Parenting Magazine
Totally Tots

Instructional Resources

Cobblestone Publishers
Creation Health
Early Childhood News
Education World
Journal of Adventist Education
General Conference of SDA Children's Ministry
Teacher Bulletin
ECEC Resources

EC Supplies and Materials

Discount School Supply
Kaplan Early Learning Company
S&S Worldwide

4420 Classroom Books

Reading to children is an essential activity in helping to prepare them for learning to read. A rich supply of story and picture books are needed in the Pre-K classroom. These can be acquired with minimal expense from yard sales, thrift centers, donations, and the public library.

4422 Print and Non-print Materials Selection Criteria

Print and non-print materials selected should exemplify quality literature and encourage discernment in individual selection. Guidelines for selecting appropriate print and non-print materials are:

- Support Seventh-day Adventist beliefs
- Support the local school's curriculum
- Match the maturity level of the students
- Relate to various cultures
- Address current issues
- Free of gender or ethnic bias
- Present information with accuracy
- Demonstrate good literary style

Avoid print and non-print materials that:

- Emphasize evolution
- Picture evil as desirable and goodness as trivial
- Highlight vulgarity, eroticism, sentimentalism and escapism

4424 Application to Operate Pre-K, Pre-K/K Combination, Kindergarten, K-1/K-2 Combination Classrooms

This application is due at your local conference office by February 1.

Date:_____ Name of School:_____

School Board Voted Action:_____

_____

Date of Voted Action:_____

Type of Program Requested

_____ Stand-alone Pre-K _____Pre-K/K Combination _____Stand-alone
_____Kindergarten _____K-1 _____K-2

Teacher Information

Name of Principal Teacher:_____

Qualification/Certification of Teacher:_____

Name of Teacher Assistant:_____

Qualification/Certification of Assistant Teacher: _____

Certificated Supervising Teacher, if applicable:_____

Enrollment Projection

Please indicated expected enrollment for the requested program

Pre-K_____ K_____ 1st Grade_____ 2nd Grade_____

Financial Information

$_____Start-up budget for equipment and supplies
$_____Monthly budget for consumable supplies

_____
Principal Signature

_____ Approved _____ Denied Date _____

_____
Conference Superintendent Signature

4426 Teacher Guidelines for Reporting to Parents

In keeping with the developmentally appropriate approach to educating young children, the Pre-K teacher will want to maintain informal assessments of the four-year-old child. Development and maturation rates vary greatly at this age. There should not be any comparisons between and among the four-year-olds. A skill that one child may be able to master, another child of the same age may not be developmentally ready to acquire.

Written checklists and progress reports should not be a part of the pre-k program. There is no checklist of skills that should be completed before entering kindergarten other than the normal maturing process. Conferencing with parents as to the developing skills and concepts of the individual child is much more effective.

The following narrative-based progress report focuses on the positive aspects of the child's development. A brief general statement as to growth in the four major areas is a starting point for the conversation. The teacher curriculum checklist found in Section 4416 can be used as a guide for writing positive statements on the report but is not to be used as a checklist to judge a child's development.

Areas that need to be brought to the attention of the parents for improvement are to be discussed with the parents, not put in writing. These involve broad areas such as unacceptable behavior, frequent illness or absence, and toilet habits.

Four-year-old children need to be allowed to grow and develop at their own pace with guidance in the four major areas without pressure to measure up.

Pre-K Report to Parents

School:_____

Teacher:_____ **Date:**_____

_____ is growing and learning in our Pre-K classroom this year. Here are some of the skills and concepts that show growth.

☐ 1st Quarter ☐ 2nd Quarter ☐ 3rd Quarter ☐ 4th Quarter

Social/Emotional:
Physical:
Intellectual:

4500-4599 Elementary Schools

4500 Subject Areas

The adopted course of study for grades K-8 shall include the following areas:

1. Art
2. Bible
3. Electives
4. Language Arts
5. Mathematics
6. Modern Language
7. Music
8. Physical Education
9. Science
10. Social Development/Work Ethic
11. Social Studies
12. Technology

The content and textbook to use for each area is outlined in the latest curriculum guide/standards and NAD Elementary Textbook List at adventisteducation.org.

4502 Small School Correlation Guides

A variety of small school correlation guides may be used in small schools.

4504 Admission/Entrance Requirements

Prior to accepting any applicant, the following proper documentation of age must be on file. Entrance age requirements must be followed. Any deviation from them must be approved by the local conference office of education. An original copy of the birth certificate must be presented before a child can be admitted to the program.

1. Preschool children must be at least three (3) years of age by September 1 of the year they are enrolled in preschool.

2. Pre-kindergarten children must be at least four (4) years of age by September 1 of the year they are enrolled in pre-kindergarten.

3. Kindergarten children must be at least five (5) years of age by September 1 of the year they are enrolled in kindergarten.

4. First grade children must be at least six (6) years of age by September 1 of the current school year.

5. When a state's regulation conflicts with the September 1 deadline, the earliest date supersedes.

4506 Eighth Grade Completion Requirements

A passing grade should be achieved in each subject area listed for the completion of the eighth grade:

1. Bible/Religion
2. Mathematics
3. Language Arts
4. Reading
5. Physical Education
6. Science-Health
7. Social Studies
8. Music, Art
9. Technology (Keyboarding, Computer Applications)

In addition to the subjects listed above, students must complete any additional courses specified by state law.

4508 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.

4510 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

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.

4512 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 development. The student 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 provides enrichment rather than acceleration. This enrichment may be through hobbies, research on related subjects, crafts, art and music, and additional subjects taken by use of current technology.

The teacher and local conference office may work with a student to accelerate to the next grade level. The student will meet proficiencies of the present grade. The following factors may be considered for grade advancement:

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 at the 90^{th} 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.

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.

4514 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 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.

4516 Eighth Grade Diploma

Diplomas are to be issued to all students who satisfactorily complete the subjects outlined for grade eight. 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.

4518 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

4520 Pupil Progress Reports

Elementary schools are to use the student progress reports found on the SIS platform approved by the conference office of education. Through these reports and other recommended approaches information is to be 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.

4522 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/her school experience.
2. To gain insights from the parents which may assist the school in furthering the progress of the student.

4524 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 in the annual calendar.

4526 Tutoring

Arrangements for summer school tutoring are to be recorded in the student's cumulative file and are to be made with the school administrator.

Teachers shall not accept payment for tutoring students during their contracted work hours. Any tutoring for which payment is accepted must take place outside of regular school duties and work hours and must not interfere with assigned responsibilities.

4538 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.

4540 Daily and 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.

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
Word Study	40 minutes daily	30 minutes daily
Reading Workshop	80 minutes daily	90 minutes daily
Writing Workshop	40 minutes daily	40 minutes daily
Mathematics	60 minutes daily	60-90 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

The Friday schedule may be shortened to five hours, excluding lunch period and recess provided the weekly time requirements are met.

4544 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.

4546 Subject Alternation Schedule

Designated subjects in elementary school may be taught on an alternating basis. An outline of the alternation plan is provided in the NAD Elementary Textbook List.

4550 Textbook Selection and Use

The textbooks listed in the NAD Elementary Textbook List 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 NAD Elementary Textbook List for procedures to be used in choosing alternate textbooks.)

4552 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. Contact the families of 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.
8. Send mailing address to conference office of education.
9. Get acquainted with the school board.

4554 The Classroom

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. Reflective of Christian values.

7. A positive physical environment. (e.g., temperature, lighting, etc.)

Elementary School Facilities and Equipment

4560 Elementary School Plant

New school facilities should follow local policies for school facilities.

4562 Appearance of School Facilities

Every Seventh-day Adventist school facility should be attractive. Ill-constructed, run-down, unkempt, poorly planned, or poorly located school facilities cannot properly fulfill this function for either Adventist or non-Adventist children of the community. The quality, efficiency, attractiveness, and practicality of our school facilities should be of 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.

4564 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.

4566 Maintenance

Provision should be made to maintain the classrooms, halls, restrooms, service rooms, and grounds, in a clean, orderly, and attractive condition at all times.

4568 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.

4570 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.

4572 Ventilating and Heating

It is recommended that temperature of the schoolroom shall be maintained at the floor level in cold weather at 68-70° Fahrenheit. Evenly distributed fresh air shall be admitted through deflectors, air vents, or air-conditioning equipment.

4574 Cloakrooms, Wardrobes, Lockers

It is recommended that 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 elementary 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.

4576 Restrooms

There should be separate restrooms 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. Health precautions and sanitary procedures should be scrupulously observed. Other standards to be met include:

1. A number of urinals, stools and sinks that meet or exceed local building codes for schools.
2. One or more large mirrors in each rest room
3. Proper lighting, ventilation, and disinfection
4. Hot and cold running water

5. Hand dryers, paper towels, soap, and toilet tissue
6. Daily inspection of restrooms

4578 Indoor Physical Education Area

It is recommended that an indoor playroom or gymnasium be provided for physical education so that in inclement weather the pupils and teachers may have a sheltered place for recreational activities.

4580 Practical Arts or Crafts Facilities

It is recommended that one or more rooms 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.

4582 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 are recommended.

1. School Furnishings

   A.** Individual, movable, adjustable, or properly sized desks or tables for pupils (light-colored furniture is recommended)
   B.** Teacher's desk of good quality and at least two representative chairs
   C. **Chalkboard/whiteboard/digital whiteboard:
      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
   D. **Bulletin 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.
   E. **Supply shelves or closets. Provision shall be made to have at least one closet that can be locked.
   F. **Clock, bell, or suitable signal, pencil sharpener, wastebasket
   G. **United States flag in room
   H. **Filing cabinet that can be locked
   I. Reading table
   J. United States flag on pole in the school yard
   K. State flag

2. Teaching equipment

   A. Teaching manuals
   B. Wall maps for Bible, history, and social studies
   C. Charts for health and science
   D. Reading flash cards, wall pocket chart

E. One easel for each 10 children, wide brushes
F. Paper cutter—12" minimum
G. Stapler
H. Computer
I. Copy Machine
J. 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 paper on a roller, blunt-nosed scissors

4584 Health, Physical Education, and Recreation Supplies

No elementary school shall be opened without first providing the items which are double starred on the following list. All other items are recommended.

1. **Bloodborne pathogens kit
2. **First aid kit
3. Weight scales
4. Snellen E. chart for vision testing in lower grades
5. Snellen Letter chart for vision testing in upper grades
6. Cot for use by sick child
7. Recent copy of First Aid Manual
8. Weather radio and flashlight
9. Physical Education Equipment

A. For younger pupils:
Swings with flexible seats
Slides
Bars
Jungle gym
Kickball
Hollow blocks
Steps and platforms

B. For older pupils:
Volleyball and net
Softball and bat
Basketball
Kickball

4600-4699 Junior Academies, Grades 9-10

4602 Authorization for Curriculum

Jr. academy curriculum is approved by the conference and Union offices of education using the Application to Teach Secondary Subjects. (See also 1240.)

4604 Basic Curriculum for Grades Nine and Ten

The basic curriculum for grades 9 and 10 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.

4606 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., 2026-2027) which designates a school year ending in an odd number and "even year" (i.e., 2027-2028) 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.

4610 Transcripts

Junior academies not connected with a senior academy are to save final grades to the transcript at the end of each semester with the approved data collection program. Courses and credits must reflect the approved listing from the Application to Teach Secondary Subjects. Any changes to the course listing during the school year must have written advance approval from the Union Office of Education. Elementary schools offering secondary credit will submit their grades to the Union Office of Education.

Transcripts for secondary credit courses taken at a junior academy not connected with a senior academy are issued by the Southwestern Union Conference Office of Education, not by the junior academy.

4612 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.

4622 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 NAD 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.

4624 Class Time Requirements

In order to grant a full Carnegie unit, non-laboratory classes will be scheduled for a minimum of 200 minutes per week; laboratory courses shall be scheduled for a minimum of 240 minutes per week.

4628 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.

4630 Physical Science

It is recommended that physical science and integrated physics and chemistry be taught as full-year laboratory courses.

4632 Secondary Textbook Selection and Use

Textbooks are to be selected from the current NAD Secondary Textbook List. Requests for the use of alternative textbooks must be submitted for written approval to the Southwestern Union Office of Education. (See 4634.)

4634 Authorization for Use of Alternate Textbooks 9-12

If a school desires to use textbooks other than those listed in the NAD 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.

A form is available on the Southwestern Union Conference education website to assist in organizing and routing an alternate textbook request.

4636 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. A minimum of two full-time teacher equivalents with valid denominational certification shall be employed for the combination junior academy, grades 7-10.

4700-5299 Secondary Schools, Grades 9-12

4702 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. Technology
14. Community Service
15. Other Studies

4704 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.

4706 Secondary Graduation Requirements

A minimum of 24 Carnegie units is required for graduation from a secondary school in the Southwestern Union Conference. 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	4
5.	Physical Education	1
6.	Technology	1
7.	Science	3
8.	Social Studies	3
9.	Electives	Enough to meet state requirements

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.

4708 Work Experience Credit

A school may establish course work based on the work experience available to students. Work experience may be provided by the school industries or departments, or 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).

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 experience.
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 10 seminar sessions should be held for each unit earned.

4712 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.

4714 Music Instruction Credit

Carnegie units are granted for music organizations on the same basis as those used for granting credit in other subject areas.

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.

4716 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.

4718 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.

4722 Bible Course Titles

The following titles shall be used for recording Bible credit on the transcript:

Religion I
Religion II
Religion III
Religion IV

4730 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.

4732 Secondary Summer School Program

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.

4734 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.

4736 Credit by Examination

In exceptional cases students may earn secondary credit by examination or by demonstrating that they have reached the level of proficiency required. The academy board shall establish guidelines for any such granting of credit.

4738 Dual Credit/College Credit

Academy students may take college courses and be awarded secondary academic credit by their academy. A dual credit program will be approved by the academy board in advance of student registration. The dual credit is extended from a AAA or regionally accredited Seventh-day Adventist institution of higher learning located in the United States of America. A grade of C and higher is needed to grant academy credit. Tuition and fees for the academy and the college are the personal responsibility of the student. Applicable academy financial and academic policies shall apply to students taking dual credit courses, 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.

4740 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

4742 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.

B. The student has achieved a composite score of at least the 90th percentile on the Southwestern Union Conference adopted standardized achievement test.

C. The student is to meet the graduation requirements listed in Section 4320 and any additional requirements of the school which apply to all graduating seniors, 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.

4744 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.

4746 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).

4748 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.

4750 Co-curricular Activities

In this *Education Code* the term "co-curricular activities" is synonymous with the terms "extra-curricular" and "extra-class" activities.

4752 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.

2. Standards

   Officers' lifestyles must be in harmony with the distinctive standards of the Seventh-day Adventist Church and schools.

3. Leadership preparation

   Officers must have leadership preparation under teacher direction for their responsibilities.

4754 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 (4752) 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 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.

4756 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.

4758 Class Organization

The purpose of class organizations is to provide 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.

4762 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.

4764 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.

4. Major activities of the organization are to be approved by the administration and staff of the school.

4766 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.

4770 Library/Media Center Facilities

Each secondary school 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.

4772 Librarian/Media Center Director

A qualified staff member shall be designated as a librarian/media center director. All schools will have a technology plan.

4776 Secondary Library/Media Collection

New books and magazine subscription lists are to be purchased by the librarian/media center director with the participation of the faculty.

1. General Works

   A minimum of 5,000 titles, including electronic access and paperback books (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. 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.

3. Instructional materials and equipment

   Audio-visual equipment and materials such as videos, CDs, DVDs, pictures, slides, and other materials Instructional materials and equipment should be centrally catalogued in the library and media center, and, if stored elsewhere, so indicated on the catalog cards.

Student Organizations

5002 Class Organization Plans

The purpose of class organizations is to provide 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. (4750, 4752)

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. (4752)

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 their freshman year, be taking a full class load, and meet the requirements for student officers. (4752)

5008 Junior Class

All secondary students who have completed a minimum of 12 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 the first two years of secondary school, be taking a full class load, and meet the requirements for student officers. (4752)

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. (4752)

5012 Graduating Class

The graduating class is composed of seniors who, prior to graduation have:

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.

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/she 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.

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. Using or possessing weapons on campus.

13. 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 properly chaperoned.

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.

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.

The Alumni Association

5250 Establishment of the Alumni Association

An Alumni Association may be established anywhere there is a church school that has a history of former students who have completed their education at that school. Its purpose is to:

1. Offer fellowship to former students and graduates of the school
2. Support Seventh-day Adventist education for future generations

5252 School Relationship

The Alumni Association shall not be a separate or independent organization if the school's name is used in any form.

5254 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.

Index

A

Acceleration, Student....4512
Accreditation....1900
Accounting
- Accounts Receivable....2074
- Bank Account....2080
- Closing Books....2070
- Manual, Academy....2064

Achievement Testing....4524, 4612
Administrative Leave....3137
Administrative Load....3621
Admission
- Entrance Age....1717, 4401, 4504
- Non-Adventists....1710, 4232
- Secondary Requirements....4740

Adoption Expense....3742
Alternate Textbook....4550, 4634
Alternation Schedule
- Elementary....4546
- Junior Academy....4606

Alumni....5250-5254
Annual Reports....1905
Attendance Records....4064
- Make-up Days....4544
- Minimum Day....4046

B

Baptismal Class....4030
Bible Course Titles....4722
Bloodborne Pathogen Control Plan....3032, 4120
Board of Education
- Conference....1120
- Conference Executive Committee....1122
- Union....1020

Budget, School....2010
- Finance Control....2022
- Monthly Financial Statements....2060
- Payroll Assessment....2026

Bus Safety and Operation....1625

C

Calendar, School....4046
Call Deadline for Teachers....3124

Certification Policy 3146, 3810
Certificated Personnel 3100-3199
Courses During School Year 3814
Duties, Responsibilities 3612
Policies for Salary 3146
Remuneration 3144, 3704
Chapel, Academy 4026
Child Abuse Reporting 1560, 3616
Classified Employees 3200-3299
Employment Policies 3226
Hiring 3224
Qualifications 3222
Non-exempt 3214
Probationary Period 3232
Remuneration 3234, 3706
Retirement Plan 3940
Service Credit 3236
Class Organization 4758, 5002
Classroom 4554
Class Schedule
Pre-Kindergarten 4417
Elementary 4538
Class Time Requirements, Secondary 4624
Weekly Requirements, Elementary 4540
Closed School Records 1291
Co-Curricular Activities 4750-4766
College Credit, Academy 4738
Competencies, Student 302
Communicable Diseases 4262
Conciliation Procedures 3246, 3310
Conflict of Interest 3158
Constituency 1302
Corporal Punishment 3618
Correspondence, Secondary Credit 4730
Counseling, Marriage 3746
Credit by Examination 4736
Cultural Diversity 4036
Curriculum, EC-12 4002
Early Childhood 4266, 4268
Pre-Kindergarten 4416
Elementary 4500
Junior Academy 4602, 4604
Secondary 4702
Textbook Selection 4550, 4632

Curriculum Committee
Conference 1124
Union....1026

D

Depreciation....2120
Disability Retirement....3156
Discipline....1733, 4246, 5202
Corporal Punishment 3618
Detention....5220
Dismissal....5226
Suspension of Students 5224
Dress 1720, 1734, 5208
Dual Credit Coursework 4738

E

Early Childhood Program 4200
Education Advisory 1024
Education Secretary, Church 1740
Eighth Grade Requirements....4506
Diploma....4516, 4518
Elementary School....4500
Emergency Drills 4124
Employment....3400, 3600
Non-renewal....3126
Pre-School Period 4552
Release from 3128
Status....3116
Termination....3132
Type of....3220
Environmental Concerns....1540
Ethics
Certificated Personnel....3610
Exceptional Students....4015

F

Field Trips, Tours....1600
Days Allowed....1616
Insurance Coverage....1620, 1622
One Day 1604
Overnight 1606
Out of Conference....1608
Out of Union 1610
Out of Division 1614
Student Safety 1624
Transportation....1618

Finances, Personal....3758
Fundraising, Student Activities....2408

G

Government Funds....2084
Grade Reporting Periods....4050
Graduation
Early....4742
Eighth Grade....4506
Honors....4508, 4718
Secondary Requirements....4706

H

Handbook, School....1820
Harassment....3422
Health Care Assistance....3728
Health
Children's....4250
Employee Screening....3115, 3248
Health Program....4120
Holidays and Vacations, Certificated Employees....3770
Home and School Association....1750-66
Home School....1270
Housing, School-Owned....3736
Rent....3756

I

Innovative Programs....4048
Instructional Personnel....3100-3199
Insurance
School Property....2090
Student Accident....4254
Vehicle....2094, 3762
Intramural Sports and Activities....4766

J

Joint Operation, Secondary Schools....1254
Junior Academy....1210
Curriculum....4604-12
General Provisions....4620-38
Library....4614-32
Establishing New....1240

K

Kindergarten 4500

L

Labor Laws 1580
Leave of Absence.....3726
Leave School Campus.....5214
Library..... 4100-4199
    Senior Academy..... 4770-4776
Library/Media Subsidy
    Junior Academy 2030
    Senior Academy.....2034
Loans
    Building Projects.....2116
Lockdown Drills 4126

M

Matching Fund for New School.....2040
Medical Guidelines 3115, 3248, 4120
Mileage
    Employee Travel.....3748
Minimum Days 4046
Mission Trips 1615
Moving Allowance..... 3732-38
Music Credit.....4714

N

New School
    Distance Education Program.....1252
    Early Childhood Program 1215
    Elementary 1220
    Junior Academy 1240
    Matching Fund 2040
    Senior Academy.....1250
Non-Adventist Admittance 1710, 4232
Nondiscrimination Policy 1715, 3015, 3020
Non-renewal of Employment.....3126, 3134

O

Office of Education
    Conference 1100
    Union.....1000

P

Parent-Teacher Conference....4522
Personnel, School.... 1400-1499, 4282
Philosophy
- Adventist Education....104
- Curriculum....4002
- Employment....3000

Physical Education and Health Credit....4716
Placement, Academic....4510, 4740
Pre-Kindergarten....4202, 4400
Principal....1412
- Teaching Principal....1416

Privacy, Right of....1732, 4242
Professional Growth
- Conventions, Conferences.... 3750-52
- Education Workshops....3714
- Membership Fees....3820

Progress Reports
- Early Childhood Program....4272
- Pre-Kindergarten....4426
- Elementary....4520
- Junior Academy Reporting....4608
- Senior Academy Reporting....4712

Public Functions, School Sponsored....4042

R

Readers, Student....4748
Reassignment Within School....3120
Records
- Employee....3238, 3622, 4286
- Financial....1768
- Student....1720, 4062, 4068, 4240

Recreation....1735
Recruitment....1810
Registration Fees....2028
Remuneration
- Certificated Personnel....3144
- Classified Personnel....3234
- Partial Year....3150
- Payment Plans....3148, 3702
- Prepaid Salary....3130
- Salary Adjustments....3724
- Wage Scale, Certificated Personnel....3704

Resignation
- Employee Notice of Non-Renewal....3126
- Hour-Time Classified Employee....3250

Retention, Student....4514
Retirement Plan....3760
Classified Personnel....3940
Disability....3156
School Contribution....3712
Revocation of Certificate....3140

S

Safety....4122
Salary, See Remuneration
School Calendar....4046
School Operating Board....1304
Functions....1310
Officers....1306
Meetings....1308
Membership....1306
School Publications....4754, 4756
Science Subsidy
Senior Academy....2036
Junior Academy....2031
Secondary School Guidelines....4700-5299
Senior Academy
Admission....4704
Curriculum....4702
Establishing New....1250
Graduation Requirements....4706
Library....4770-4776
Records of Closed School....1291
Textbook Selection....4632
Service Credit, Classified Employees....3236
Service Record, Classified Employee....3238
Sexual Misconduct....3420
Social Relations....5210
Social Security....3152, 3700
Sports, Interschool....4044
Standards....5206
Structure of School....1210
Student Activities and Organizations....4040
Student Association....4764
Summer School....4526, 4732
Superintendent of Schools....1110
Supervision
Instruction....3624
Student....3614
Teacher Responsibility for Students....1400

Suspension
Regular Personnel 3138
Student 5224

T

Teaching Assignment....3118
Teaching Load
Elementary Teacher 3620
Junior Academy Teacher 3620, 4636
Senior Academy Teacher....3620
Teaching Principal 1416
Termination....3132
Hour-Time Employees....3242
Regular or Internship Employee 3138
Settlement 3142
Textbook Selection 4550, 4632
Tithe
Employee 3758
Student 2402
Transcripts....2410
Junior Academy 4610
Transfer
Deadline 3124
Employee 3122
Employment Period 3768
Tuition Assistance....3730
Tutoring....4526, 4734

V

Vacations and Holidays
Classified Personnel....3930
Regular Personnel 3770
Visitation, Home....4038

W

Wages
Student Rate....2404
Wage Scale, Certificated Personnel....3704
Weeks of Spiritual Emphasis....4020
Spirit of Prophecy Emphasis....4022
Work Experience Credit 4708
Worship....4028