

2408:19 Graduation Requirements for Secondary School

Secondary schools shall meet or exceed the following minimum requirements for graduation, incorporating additional state requirements where applicable. Schools should communicate with students and parents about the minimum requirements for graduation and the possible variances between these requirements and entrance requirements for post-secondary educational institutions.

A minimum of **240** semester credits¹ is required for graduation from an NAD-recognized and accredited four-year secondary school.

Semester Credits	Subject Area	Notes
40	Religion	5 credits for each semester of attendance in an Adventist school
40	English	
30	Mathematics	
30	Science	10 credits must be in a laboratory course
30	Social Studies	
20	Physical Education and Health ²	A minimum of 5 credits of Health as a separate course
10	Practical Arts	May include courses in business education, computer education, industrial technology, or family/consumer sciences
10	Fine Arts ³	
30	Electives ³	Total elective credits may be reduced when other school-based requirements are added.

¹ No single course credit may be used to meet more than one graduation requirement.

² A maximum of 55 credits of music, physical education, and health may be allowed toward meeting minimum graduation requirements, with a maximum of 35 credits allowed from either area.

³ Work experience credit which may be applied toward graduation is not to exceed 40 semester periods. Ten hours of work per week for one semester will provide five semester periods credit.

4400 Locally Funded Employees

4402:19 Definition of Locally Funded Employee

1. Employees in churches, schools, and/or other denominational entities within the local conference, for whom the local church, school, or entity fund the entirety of their remuneration and benefits are classified as Locally Funded Employees. Nevertheless, they are employed by the local conference which is designated by denominational policy as the lowest legal entity for employment of all employees in all classifications regardless of where within the conference they are assigned to work.
2. Locally Funded education employment positions whether exempt, non-exempt, full- or part-time, include, but may not be limited to, additional certificated instructional personnel, instructional assistants, and various non-instructional education personnel such as administrative assistants, treasurers, bus drivers, janitors, maintenance personnel, and before- and after-school student care personnel. The local conference as employer will designate the employment positions that are locally funded and the rate at which they will participate in any remuneration and benefits, if at all.

4404:19 Applicable Employment Policy

The local conference as employer will set employment policies for locally funded employees within applicable federal and state employment laws. If a locally funded employee works for more than one denominational entity within the conference the employing conference shall coordinate the assignments to meet its policies and government regulations.

If a locally funded employee works for more than one denominational employer each employing organization may independently determine part-time or full-time status based on the separate job descriptions. However, the employers are required to coordinate a shared expense for all applicable benefits when the combined time worked by a locally funded employee equals or exceeds 38 hours per week.

4406:19 Employee Benefits—Certificated Educators Funded Locally

Locally funded school personnel who are employed as salaried certificated professional educators shall be provided the benefits accorded all such employees at the full- or part-time status as stipulated by their contracted assignment.

4408:19 Employee Benefits—Hourly Classified Personnel

All school employees who are not certificated educators are support personnel generally classified as hourly wage earners. Such employees shall be provided wages and benefits as established by the local conference as employer. This shall include Health Care and Retirement benefits under certain conditions.

1. Health Care Benefits—All conference employees, including locally funded employees who are employed for 30 or more hours per week will be eligible for health care benefits in accordance with federal and state law.
2. Retirement Benefits—All conference employees, including locally funded employees will be offered access to retirement benefits if eligible according to hours worked and the options selected by the employing organization. When provided, the employer funded portion of the retirement benefit may be charged to the local entity where the employee works.

Locally funded employee classifications not eligible for retirement benefits regardless of the hours worked include the following.

- Temporary employee
- Student employee
- Employee on unpaid leave
- Employee paid above the NAD remuneration wage scale