

North Pacific Union Conference

EDUCATION CODE



July 1, 2022

The Education Code

The North Pacific Union Conference of Seventh-day Adventists purposes to provide guidance and support of a faith-infused program of Christian education for its youth. Each school will offer an educational program designed to promote the development of the whole person—spiritual, intellectual, physical, and social/emotional. This core mission is integrated into all aspects of a standards-based student learning program in Adventist schools.

The *Education Code* is a compilation of policies relating to the establishment, maintenance, administration, and operation of PreK-12 schools across all conferences of the North Pacific Union Conference.

Revisions, additions, or deletions to the *Education Code* become effective only as voted by the North Pacific Union Conference Board of Education and usually on July 1 of the year voted except as otherwise noted.

No provision in the North Pacific Union Conference *Education Code* shall be construed as creating an employer-employee relationship between the North Pacific Union Conference of Seventh-day Adventists and educational personnel employed by a local conference and working at any school.

Code Numbering System

All code items are designated with a two-part number. The first four digits are the code number, and the last two digits refer to the year of adoption. The *Education Code* underwent major updating and adoption in 1988. A comprehensive review and revision of the entire *Code* has been conducted to ensure that it is an accurate representation of the current context and language of education and organizational best practices within Adventist education. While there are some sections yet to undergo such a review, most items have a 2019 or more recent year of adoption/revision. Subsequent revisions and additions will indicate the year of such change to the *Code*.

Example:

3 0 4 5	:	<u>2 1</u>
Code		Year
Number		Adopted
		or Revised

Table of Contents

INTRODUCTION TO SEVENTH-DAY ADVENTIST EDUCATION

ADMINISTRATION

1000	Union Conference Education Structure
1100	Conference Education Structure
1200	School Organization and Structure
1300	School Administrative Personnel
1400	School Instructional Personnel
1500	School Non-Instructional Classified Personnel
1600	Off-Campus Activities
1700	General Administrative Policies
1800	School Accreditation

CURRICULUM

2000	Objectives and Organization
2100	Instructional Resources
2200	Elementary—General Provisions
2300	Elementary—Admissions, Records and Reports
2400	Junior Academy Curriculum
2500	Secondary—General Provisions
2600	Secondary—Admissions, Credits, Records and Reports

STUDENTS

3000	General Policies and Provisions
3100	Student Health and Safety
3200	Student Life Activities

EMPLOYMENT

4000	Employment of Certificated Personnel
4100	Discontinuance of Employment for Certificated Personnel
4200	Remuneration and Benefits for Certificated/Professional Personnel
4300	General Provisions for Education Personnel
4400	Locally Funded Employees
4700	Definition of Terms

FINANCES

5000	Support of Education K-12
5200	Salary and Wages
5300	Allowances and Benefits
5400	Professional Education
5500	Accounting and Operating Policies
5600	General Finance Policies

INDEX

Introduction to Seventh-day Adventist Education

Philosophy of Education—The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Education in its broadest sense is a means of returning human beings to their original relationship with God. The distinctive characteristics of this redemptive aim of true education are founded in an Adventist worldview built around creation, the fall, redemption, and re-creation. These are understood through the guidance of the Holy Spirit as revealed in nature, the Bible, and the inspired writings of Ellen G. White.

Adventist education seeks to develop faith in God and care for all human beings as modeled in the life and ministry of Jesus. It fosters development of a gracious character, nurtures clear thinking, promotes service to others over selfish ambition, embraces full development of each individual student's potential; and embraces the true, good, and beautiful.

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.

Mission Statement—The Seventh-day Adventist Church in North America operates a system of elementary and secondary education that began in 1872. All children and youth have been entrusted by the Church to the education system for spiritual nurture and educational excellence.

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.

Adventist education program is 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 for a life of service, to be sensitive to the needs of the people in the home and community, and to become active members in the Church.

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

The Seventh-day Adventist elementary school will assist each child to develop: (1) a love and appreciation for the privileges, rights, and responsibilities guaranteed each individual and social group, and (2) a wholesome respect and attitude for each unit of

society—home, church, school, and government. The elementary school will offer an organized program to ensure adequate development leading toward total spiritual, physical, mental, and emotional health and a basic core of skills and knowledge for everyday living.

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

The Seventh-day Adventist School is an Integral Part of the Seventh-day Adventist Church—Seventh-day Adventist schools are an integral part of the Seventh-day Adventist Church in the following ways:

1. The gospel commission given in Matthew 28:18-20 states that one of the tasks of the Church is education. Seventh-day Adventist schools are a vital part of the Church's efforts to fulfill this Christian mandate.
2. The Seventh-day Adventist school system has as its basic evangelistic task the education and redemption of the children and youth of the Church. Thus, students generally come from Seventh-day Adventist homes or are baptized members of the Seventh-day Adventist Church.
3. The Seventh-day Adventist school also serves as a gospel outreach to the community. In the exercise of this outreach, schools may enroll non-Seventh-day Adventist students. (See *Code* 3002 for specific information about the admission of students to schools.)
4. The Seventh-day Adventist school is concerned about the whole person and seeks to ensure that youth receive a balanced physical, mental, moral, social, and practical education. "To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized--this was to be the work of redemption. This is the object of education, the great object of life." (*Education* pp. 15, 16)
5. A primary goal of the Seventh-day Adventist school system is to promote the development of character and to direct the youth to a "knowledge of God, the Creator, and of Christ, the Redeemer, as they are revealed in the sacred word." (*Education* p. 17) In pursuing this task the school system has a greater continuing influence than any other aspect of the Church program.
6. The Seventh-day Adventist school system emphasizes the principle of service to God and man. It prepares youth for a life of service whether as employees of the Church or as active, contributing lay members.

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

1000—Organization and Administration

1000 Union Conference

- 1005 Office of Education Identity
- 1010 Office of Education Personnel
- 1015 Administrative Functions
- 1020 Financial Functions
- 1025 Curriculum Functions
- 1030 Board of Education Identity
- 1035 Board of Education Members
- 1040 Board of Education Meetings
- 1045 Board of Education Functions
- 1050 Education Council Identity
- 1055 Education Council Members
- 1060 Education Council Meetings
- 1065 Education Council Functions
- 1070 School Commission Identity
- 1075 School Commission Members
- 1080 School Commission Meetings
- 1085 School Commission Functions

1100 Local Conference

- 1105 Office of Education Identity
- 1110 Office of Education Personnel
- 1115 Administrative Functions
- 1120 Financial Functions
- 1125 Curriculum Functions
- 1130 Board of Education Identity
- 1135 Board of Education Members
- 1140 Board of Education Functions
- 1145 Board Executive Committee

1200 School Organization

- 1205 Types of Schools Defined
- 1210 Establishing Senior Academies
- 1215 Establishing Junior Academies
- 1220 Establishing Elementary Schools
- 1225 School Constituency
- 1230 School Board Defined
- 1235 School Board Identity
- 1240 School Board Functions
- 1245 School Board Chair Functions

1300 School Administrative Personnel

- 1305 Administrative Personnel Identity
- 1310 Principal
- 1315 Vice-Principal
- 1320 Teaching Principal
- 1325 Head Teacher
- 1330 Vice-Principal for Finance
- 1335 Treasurer/Accountant
- 1340 Residence Hall Dean
- 1345 Health Services Director
- 1350 Director of Food Service
- 1355 Industrial and Plant Services

1400 School Instructional Personnel

- 1405 Certificated Personnel Identity
- 1410 Certificated Personnel Qualifications
- 1415 Certificated Personnel Duties
- 1420 Professional Ethics
- 1425 Assignments and Responsibilities
- 1430 Kindergarten Teacher Assignment
- 1435 Elementary Teacher Assignment
- 1440 Junior Academy Teacher Assignment
- 1445 Senior Academy Teacher Assignment
- 1450 Library/Media Center Personnel
- 1455 Director of Guidance and Counseling
- 1460 Registrar
- 1465 Teacher Assistant

1500 Non-Instructional Personnel

- 1505 Non-Instructional Personnel Identity
- 1510 Non-Instructional Personnel Qualifications

1600 Off-Campus Activities

- 1605 Types of Off-Campus Activities
- 1610 One-Day Activities
- 1615 In-Union Overnight Activities
- 1620 Out-of-Union Overnight Activities
- 1625 Activities Outside of North America
- 1630 Number of School Days Allowed
- 1635 Transportation for School Activities

1640 Insurance Coverage for Vehicles
1645 Insurance Coverage for Students
1650 Off-Campus Student Safety

1700 General Administrative Policies

1705 Records of Discontinued Schools
1710 Promotional Activities
1715 Political Activity
1720 Interschool Sports
1725 Safety Drills
1730 Cumulative Records
1735 Professional Growth
1740 Summer School Attendance
1745 Transfer of School Personnel

1750 Certification Policy
1755 Inter-Conference Activities
1760 Student Labor Laws and Permits
1765 School Bus Operations and Safety
1770 Facility Use by Other Organizations
1775 Earthquake Insurance
1780 International Student Programs

1800 School Accreditation

1805 Rationale for Accreditation
1810 Denominational Accreditation
1815 Regional Accreditation
1820 Senior Academy Accreditation Fund

1000 Union Conference Education Structure

1005:88 NPUC Office of Education - Identity

The North Pacific Union Conference Office of Education is an administrative entity operating within a structure authorized by the North Pacific Union Conference Executive Committee using North American Division guidelines in the operation of all K-12 schools.

1010:15 NPUC Office of Education - Personnel

The personnel of this office shall include the following:

1. Vice-President for Education
2. Directors for Elementary and Secondary Education
3. Certification Registrar
4. Office Administrative Assistants

1015:13 NPUC Office of Education - Administrative Functions

The administrative and supervisory functions of this office are:

1. To develop and maintain a cohesive program of education involving school and conference education personnel.
2. To foster a climate of inquiry and research in which surveys, reports, plans, etc., are vital components of the educational administrative process.
3. To establish and maintain regularly scheduled education councils and to prepare agendas to be communicated to members prior to council meetings.
4. To write job descriptions for Union Conference education personnel within the structure authorized by the Union Conference Executive Committee.
5. To act as the denominational certifying agency for education personnel.
6. To advise the Union Conference Board of Education on educational policies, standards, practices, and problems.

1015:13 *Continued*

7. To advise the Union Conference Board of Education on educational policies, standards, practices, and problems.
8. To participate in the program of on-site school evaluations.
9. To prepare and submit statistical and financial reports as required by the North American Division Office of Education.
10. To participate with the conference offices of education in professional growth activities.
11. To implement a plan by which conferences are to keep accurate records of all students and education personnel.
12. To apply North American Division standards as guidelines in processing applications to teach secondary subjects in nine and ten-grade schools.
13. To maintain effective working relationships with Walla Walla University in the preparation of elementary and secondary school personnel.
14. To provide leadership in acquainting the constituency with the imperatives of Adventist Christian education.
15. To develop and maintain effective working relationships with local and state offices of education and with regional accrediting associations.
16. To serve as member(s) and/or consultant(s) to Union Conference subcommittees in matters pertaining to education.
17. To serve as ex officio members of school boards.
18. To process applications for the establishment of new junior and senior academies.
19. To provide assistance in the supervision of instruction.
20. To provide leadership in the development and regular maintenance of the *Education Code*.

1020:88 NPUC Office of Education - Financial Functions

The financial functions of this office are:

1. To provide leadership in the development and maintenance of an up-to-date finance section of the *Education Code* in harmony with North American Division and North Pacific Union Conference actions.
2. To prepare a wage scale for education personnel to be submitted for Board of Education approval.

1025:13 NPUC Office of Education - Curricular Functions

The curricular functions of this office are:

1. To develop a specific statement of the philosophy of Christian education and an outline of goals and objectives for each area of curriculum development.
2. To explore and identify ways of organizing resources for the purpose of improving learning opportunities.
3. To evaluate and authorize proposals for experimental or pilot programs which may be initiated by individual schools.
4. To structure an effective program of student evaluation and reporting.
5. To develop ways of achieving articulation (K-16) in designated subject areas.
6. To support the concept of independent study for enrichment purposes through the medium of extension and/or correspondence/distance education courses and to develop details regarding procedures for applications and acceptance of credit for such courses.
7. To strengthen the concept of the school as an agency of the Church preparing youth for active participation in the total Church program.
8. To assume responsibility for the development and annual publication of lists of approved textbooks and other curriculum materials.
9. To provide orientation leadership for materials developed by the North American Division Office of Education and the North Pacific Union Conference Office of Education as outlined in the implementation plan adopted by the NAD Office of Education.

1030:22 NPUC Board of Education - Identity

The North Pacific Union Conference Board of Education provides general oversight and formulates policy for the education program. It derives its authority for governance from the North Pacific Union Conference Executive Committee.

1035:22 NPUC Board of Education - Membership

Members of the North Pacific Union Conference Board of Education are appointed by the North Pacific Union Conference Executive Committee based on nominations submitted by the Office of Education in consultation with the local conference. The membership of the Board of Education shall include:

Ex-Officio Members:

1. Union Conference President, Chair
2. Union Conference Vice-President for Education, Executive Secretary
3. Union Conference Vice-Presidents for Administration and Finance
4. Union Conference Office of Education Directors, Associate and Assistant Directors
5. Walla Walla University President and Dean of the School of Education

Appointed Members for Three-Year Terms (on a rotational basis):

6. Two conference presidents
7. One conference vice-president of finance
8. Two conference superintendents of schools
9. Three school principals (on a one-year rotational basis)
10. Two teacher representatives
11. Six laypersons, one from each conference

1040:22 NPUC Board of Education - Meetings

The Board of Education shall meet at least once a year.

1045:22 NPUC Board of Education - Functions

The functions of the Board of Education are:

1. Consider policy changes for the *Education Code* as recommended by the Education Council.
2. Authorize the establishment of nine- and ten-grade junior academies as recommended by the conference boards of education.

1045:22 *Continued*

3. Approve the accreditation status for nine- and ten-grade junior academies.
4. Authorize the teaching of secondary subjects in nine- and ten-grade junior academies as reviewed and recommended by the North Pacific Union Conference School Commission.
5. Review and recommend the applications for the establishment of new senior academies in accordance with NAD protocol.
6. Establish guidelines for conference school calendars.
7. Authorize curriculum development as recommended by the Education Council.
8. Review progress reports of the educational program.
9. Recommend admission policies in terms of denominational philosophy.
10. Approve salary and wage scales aligned with North American Division and North Pacific Union Conference Executive Committee actions.
11. Approve a budget for the distribution of K-12 funds.

1050:22 NPUC Education Council - Identity

The North Pacific Union Conference Education Council is an advisory leadership body to the Office of Education and Board of Education for educational planning, including the recommendation of policies governing the Early Childhood to Grade 12 education program.

1055:22 NPUC Education Council - Membership

The membership of the North Pacific Union Conference Education Council shall include:

Ex-Officio Members:

1. Union Conference Vice-President for Education, Chair
2. Union Conference Office of Education Directors, Associate and Assistant Directors
3. Union Conference Vice-President for Finance

1055:22 *Continued*

4. Conference superintendents of schools, associates, and assistants
5. Academy principals
6. Walla Walla University Vice-President for Academic Administration and Dean of the School of Education
7. North American Division Office of Education personnel, as available

Annually Appointed Members:

8. Three teachers (appointed by the NPUC Vice-President for Education)
9. Junior academy and elementary principals appointed by the conference superintendents of schools according to the following formula:

Alaska Conference	1
Idaho Conference	2
Montana Conference	1
Oregon Conference	6
Upper Columbia Conference	5
Washington Conference	3

1060:22 NPUC Education Council - Meetings

The Education Council shall be held annually.

1065:22 NPUC Education Council - Functions

The functions of the North Pacific Union Conference Education Council are:

1. To receive reports and recommendations from union and conference leaders.
2. To study educational issues, trends, pilot programs, and innovative practices which affect the educational program.
3. To initiate, review and revise policies and proposals and to submit recommendations to the North Pacific Union Conference Office of Education and Board of Education.

1070:07 NPUC School Commission - Identity

The North Pacific Union Conference School Commission is established by the North Pacific Union Conference Board of Education to review and evaluate secondary programs and administer the third-party regional accreditation agreement with the Northwest Accreditation Commission.

The commission may establish local conference subcommittees to assist with the necessary functions to fulfill the responsibilities of regional accreditation for elementary schools and junior academies. Subcommittees composed of conference and school representatives are under the direction of the North Pacific Conference School Commission and must have the commission Chair or Executive Secretary in attendance at official meetings.

1075:15 NPUC School Commission - Membership

The membership of the North Pacific Union Conference School Commission shall include:

1. Permanent members:
 - a. Union Conference Vice-President for Education, Chair
 - b. Union Conference Directors of Elementary and Secondary Education
 - c. Conference superintendents of schools from Oregon, Upper Columbia, and Washington conferences
2. Annual members by rotation:

One conference superintendent of schools from Alaska, Idaho, and Montana conferences
3. Regular invitees:
 - a. Conference associate superintendents
 - b. One Walla Walla University School of Education representative
 - c. One conference officer from each conference

1080:88 NPUC School Commission - Meetings

The School Commission shall meet annually.

1085:15 NPUC School Commission - Functions

To fulfill its responsibilities to review and evaluate the secondary programs and serve as the authorized agency in the third-party regional accreditation agreement with the Northwest Accreditation Commission, the functions of the North Pacific Union Conference School Commission are:

1. To review educational criteria that are utilized to evaluate secondary programs and school accreditation standards in all schools, K-12, seeking and maintaining third-party regional accreditation.
2. To review and evaluate the information contained in the annual reports from each school offering secondary grades and from each elementary school seeking and maintaining third-party regional accreditation.
3. To review reports of school evaluations.
4. To review and approve applications of any K-12 school seeking third-party regional accreditation from the Northwest Accreditation Commission (NWAC).
5. To develop policies and procedures to fulfill its responsibilities as the authorized agency in the third-party regional accreditation agreement (*Code 1815*).
6. To submit annually to the Union Conference Board of Education and the Northwest Accreditation Commission a report on the status of each school offering secondary grades and each elementary school seeking and maintaining regional accreditation.

1100 Conference Education Structure

1105:88 Conference Office of Education - Identity

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

1110:15 Conference Office of Education - Personnel

The personnel of this office may include the following:

1. Superintendent of Schools
(The title of Vice-President for Education may be conferred in some conferences. All superintendent references within this Education Code apply.)
2. Associate Superintendents
3. Assistant Superintendents
4. Office Administrative Assistants

1115:00 Conference Office of Education - Administrative and Supervisory Functions of the Superintendent

The administrative and supervisory functions of the superintendent are:

1. To serve as executive secretary and agent of the conference board of education in administering and supervising the conference system of education in accordance with the educational policies of the Union Board of Education.
2. To serve as the agent of the conference board of education in the coordination and implementation of recruitment, placement, transfer, termination and/or dismissal of education personnel in consultation with school administration, committees, or boards. This includes the full responsibility regarding all employment calls for education personnel.
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 their selection of teacher assistants (aides) as necessary. (See North Pacific Union Conference teacher assistant guidelines.)

1115:00 *Continued*

5. To provide leadership in the development of long-range plans for education in areas such as budgeting, school evaluation, curriculum, facilities, personnel, relationship with home schools, establishment of new schools, or consolidation of existing schools.
6. To provide leadership for in-service education programs.
7. To provide for annual in-service education for principals, head teachers, and new personnel.
8. To foster positive relationships between home and school and actively promote the Home and School Association.
9. To implement the Union Conference education wage scale.
10. To ensure that all education personnel are properly certificated.
11. To develop and maintain effective working relationships with the local and state offices of education and regional accrediting associations.
12. To maintain an effective working relationship with the conference administration and the constituency.
13. To prepare a master calendar providing for activities such as school visitation, teacher counseling, in-service meetings, board meetings, and school evaluations.
14. To acquaint the constituency with the imperatives of Adventist Christian education.
15. To assume responsibility for the maintenance and safe keeping of attendance and scholarship records.
16. To be responsible for the preservation of all records of discontinued schools.
17. To place the Union and North American Division Offices of Education and Walla Walla University School of Education on the mailing list for bulletins and other professional materials.
18. To assume responsibility for the development and maintenance of an adequate school health and safety program.
19. To assume responsibility for the maintenance and safekeeping of up-to-date service records and transcripts for education personnel.
20. To supply each school with essential record-keeping materials.
21. To provide teachers with the approved list of textbooks and other curriculum materials.

1115:00 *Continued*

22. To encourage employing organizations to provide *The Journal of Adventist Education* to certificated education personnel.
23. To assume leadership in encouraging professional growth for education personnel.
24. To gather and process reports required by the Union and North American Division Offices of Education.
25. To review the annual secondary curriculum review data for the School Commission.
26. To consider applications for the establishment of new elementary schools in consultation with the conference board of education.
27. To process requests for the establishment of junior and senior academies and to make recommendations to the Union Conference Board of Education.
28. To arrange periodic in-service meetings for school board personnel.
29. To compile and maintain a youth census on a continuing basis.

1120:88 Conference Office of Education - Financial Functions of the Superintendent

The financial functions of the superintendent are:

1. To counsel with the school boards in the preparation of their annual budgets and to prepare an annual conference education budget which is to include items such as salaries and wage-related expenses, school subsidies, allowances for in-service education, workshops, curriculum development, and contingencies.
2. To submit to the conference board of education for its approval the annual budget for the conference system of education.
3. To request the conference executive committee to fund the budget.
4. To assure that schools are audited annually in accordance with General Conference policies and that copies of the audited statements are filed in the conference office of education.
5. To assure that monthly financial statements and annual audited statements of academies are sent to the Union Conference Office of Education.

1125:88 Conference Office of Education - Curriculum Functions of the Superintendent

The curricular functions of the superintendent are:

1. To provide leadership for and maintenance of a program of curriculum development, involving the board of education, administrators, teachers, and constituent members.
2. To consider recommendations of the Union Conference Curriculum Committee and to implement curriculum policies adopted by the Union Conference Board of Education.
3. To initiate, encourage, and evaluate experimental programs in terms of specific needs.
4. To conduct or participate in pilot studies in cooperation with the Union Conference Office of Education.
5. To initiate and conduct research projects and surveys as needed.
6. To participate in curriculum study committees at the local conference, Union, and North American Division levels.
7. To participate in the evaluation of teachers in harmony with employment policies.
8. To keep informed as to current state curriculum legislation and to inform schools of requirements and changes in requirements.

1130:88 Conference Board of Education - Identity

The conference board of education is the body authorized by the constituency and/or the conference executive committee to administer the conference K-12 school system in accordance with the policies adopted by the Union Conference Board of Education.

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

1135:15 Conference Board of Education - Membership

It is recommended that the membership of the conference board of education should include:

1. The conference president or designee, chair
2. The superintendent of schools, executive secretary
3. The conference secretary
4. The conference treasurer
5. Conference education associates and assistants
6. A maximum of three additional members from the conference committee
7. Union conference vice-president for education or designee
8. Senior academy principals
9. A minimum of eight additional members selected from the following categories: Pastors, laity, school board chairpersons, principals, and teachers representing K-12.

1140:88 Conference Board of Education - Functions

1. To assume general administrative authority for long-range planning of the conference school system.
2. To approve the annual budget for the school system and recommend same to the conference executive committee for its consideration and approval.
3. To consider and act on the recommendations of the superintendent of schools in the employment, transfer, and dismissal of education personnel.
4. To review wages and salaries of education personnel to determine compliance with the Union Conference wage and salary schedules.
5. To receive data annually from the conference office of education regarding elementary school evaluations, to evaluate the data, and to determine approved and non-approved schools, including term and conditions.
6. To adopt a school calendar which meets Union Conference and state requirements.
7. To arbitrate school-related appeals and grievances.

1140:88 *Continued*

- 8 To evaluate facility needs and to project an over-all long-range plan for school plant development.
- 9 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 North Pacific Union Conference School Commission.
- 10 To consider applications for the establishment of new schools, the expansion of existing schools to higher grade status, and the consolidation of schools.
- 11 To appoint subcommittees as needed to expedite the work of the conference board of education.
- 12 To review and make provision for implementation of curriculum policies approved by the North Pacific Union Board of Education.

1145:88 **Education Executive Boards**

The conference board of education may designate an education executive board or committee in order to expedite the transaction of official business between plenary sessions.

1200 School Organization and Structure

1205:18 The School - Definitions

A school is a group of students pursuing defined studies at specific levels and receiving instruction from one or more teachers.

In the North Pacific Union Conference, the Seventh-day Adventist schools are structured as follows:

1. Kindergarten

Kindergarten is an extension of the Christian home, providing opportunities for children to strengthen habits such as reverence, respect, obedience, self-control, responsibility, and skills in motor and perceptual development.

A conference-authorized program of kindergarten education is an integral part of the conference system of education and should be sponsored, controlled, and financed as a part of the elementary education program. Kindergarten programs may be structured as K, K-1 or K-2 (*Code* 1430). The North American Division kindergarten curriculum is to be implemented which fosters a “developmental” education process as opposed to an academically oriented kindergarten.

Students admitted to kindergarten must attain the age in accordance with state regulations and denominational philosophy and guidelines.

The K-1 and K-2 teacher must have a valid denominational certificate, preferably with a kindergarten endorsement, and obtain state certification if required. Single grade kindergarten teachers will be encouraged to receive a valid denominational certificate, preferably with a kindergarten endorsement, and obtain state certification if required.

2. Elementary School

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

3. Junior Academy

A junior academy is a unit authorized by the Union Board of Education and administered by the conference office of education. It offers an organized education program (K-9 or K-10) that generally includes a combination of the last two years of the elementary level and the first one or two years of the secondary level.

1205:18 *Continued*

4. Senior Academy

A senior academy is a school authorized by the North American Division Board of Education to offer an education program to meet the needs of students for grades 9-12. It is operated by a school board in accordance with the policies of the Union and conference boards of education.

1210:13 Guidelines for Establishing Senior Academies

Permission to open a senior academy is contingent upon approval of the conference and Union Conference boards of education and the North American Division Board of Education.

1. Application by the proposed constituency is to be submitted to the conference office of education using the North American Division *Manual for Application and Authorization for Senior Academy Status and Application for Denominational Status Approval* for consideration by the conference board of education. Those involved in the application and approval process need to be aware of the meeting dates of boards/committees in order to obtain approval by the desired time.
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 director of education to ask the North American Division Office of Education to appoint an on-site evaluation committee including 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 (1) out-of-union director of education to be appointed by the chair.
 - d. One (1) out-of-conference church financial administrator
 - e. One (1) member at large to be appointed by the chair
 - f. The local conference superintendent of schools, invitee.

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

1210:13 *Continued*

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 conference executive committee.
5. The conference executive committee submits a recommendation to the Union Conference Board of Education.
6. Union Conference Board of Education approval shall be granted only upon assurance by the conference board of education that the proposed school will, within two years, meet the standards for accreditation approval identified in the *Evaluative Criteria for Seventh-day Adventist Secondary Schools*.
7. If approved by the Union Conference Board of Education, the application with supporting data is to be forwarded to the North American Division Board of Education for final consideration and action.
8. Initial approval by the North American Division to operate a senior academy (grades 9 through 12) shall be for a three-year probationary period. By the end of the third year, an evaluation by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities will be conducted.

1215:00 Guidelines for Establishing Junior Academies

Authorization to operate a junior academy is granted by the Union Conference Board of Education.

After initial authorization has been granted, annual curriculum reviews are to be submitted to the School Commission. Contingent upon satisfactory annual curriculum reviews, authorization will be continuous.

1. Procedures for Authorization to Operate a Junior Academy
 - a. Application is made by the school constituency to the local conference board of education. This application necessitates an on-site evaluation of school facilities and programs by a committee appointed by the Union Conference director of education.
 - b. If approved by the conference board of education, the application will be presented to the Union Conference Office of Education for consideration by the Union Conference Board of Education.

1215:00 *Continued*

- c. Schools making application for junior academy status are to meet the following general standards.
 - (1) A demonstrated educational need not currently met by presently established schools.
 - (2) An adequate physical plant and equipment for a secondary school program.
 - (3) Demonstrated financial support for secondary education which will not weaken the elementary school program.
 - (4) Adequate budget control.
 - (5) Curricular offerings approved by the Union Conference Board of Education.
 - (6) A faculty of sufficient size and training to provide effective instruction.
 - (7) Adequate curricular materials for the proposed offerings.
 - (8) A prospective continuing enrollment adequate for the financial and curricular needs of a strong educational program.
- 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 (7-9 or 7-10).
 - b. The curriculum shall be structured in accordance with the policies of the Union Conference Board of Education (*Code* 2400).
 - c. Departmentalization of the junior academy program should not be considered below grade seven in the core subject areas except where the teacher(s) are appropriately certificated.
 - d. Departmentalization in the primary grades (1-4) should not be practiced in the core curriculum subjects.
 - e. Student permanent records shall be kept in accordance with the policies of the Union Conference Board of Education.

1220:88 Guidelines for Establishing Elementary Schools, K-8

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

Standards for the elementary school are available from the conference office 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.
 - 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 go to the conference board of education for approval.
2. Criteria for the Establishment and Operation of an Elementary School
 - a. A demonstrated educational need not currently met by presently established schools.
 - b. A minimum land area of five acres.
 - c. An adequate physical plant and equipment for an elementary school.
 - d. Proof of ability to provide adequate financial support.
 - e. Adequate budget control.
 - f. Curricular offerings approved by the Union Conference Board of Education.
 - g. A denominationally certificated faculty of sufficient size to provide effective instruction.
 - h. Adequate curricular materials for the proposed offerings.
 - i. A prospective continuing enrollment adequate for the financial and curricular needs of an effective educational program.
 - j. A principal whose teaching assignment is in proportion to his administrative duties.

1220:88 *Continued*

- k. Teacher load in accordance with the policy of the Union Conference Board of Education.
- l. Subject offerings and class period time allotments in agreement with policies of the Union Conference Board of Education.
- m. Specific policies, in agreement with the conference office of education, regarding administration, finance, curriculum, and personnel.

1225:88 **School Constituencies**

- 1. Definition and Membership
 - a. The local school constituency consists of the church or churches who operate the school.
 - b. The boarding school constituency consists of the conference membership.
- 2. Meetings
 - a. The local constituency shall meet annually or as specified in the school constitution.
 - b. Between conference constituency meetings the boarding school constituency is the conference executive committee.
- 3. Functions

The functions of the school constituency are:

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

1230:15 School Board - Definition

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

Because of legal responsibilities vested in the conference organization as the employing agency, and because of the need to recruit and retain quality education personnel within policies and practices which respect their professional status, the employment, assignment, transfer, retirement, termination, or dismissal of school personnel is the function of the conference board of education (*Code 4010 and 4140*).

1235:07 School Board - Identity

1. Membership

The board shall be composed of members of the Seventh-day Adventist Church who represent a cross section of the school constituency. This membership shall include the chair, vice-chair (as needed), executive secretary (the principal), and treasurer (as needed). In addition to the above members, the board of a day school should include the Home and School leader and the pastor(s) of the constituent church(es).

In K-8, K-9, and K-10 schools, conference officers, the conference superintendent of education or his designee, and the school principal/head teacher are ex officio voting members of the board.

In K-12 or 9-12 schools, the Union Vice-President for Education or designee, conference officers, the conference superintendent of schools or designee, and school principal are ex officio voting members of the board.

The school board members (other than ex officio members) are to be elected by the constituent church or churches in accordance with school constitutions or working policies. School constitutions should specify that: (a) school employees and family members should not be voting school board members, and (b) multiple members of a constituent family should not be elected to board membership. If this is unavoidable in very small school constituencies, then board members shall recuse themselves when issues occur that may involve conflict of interest.

1235:07 *Continued*

2. Meetings

The school board should meet at least six times at a regular time and place and as often as needed during the summer months.

1240:14 School Board - Functions

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--through counsel with its various publics--a clear, practical set of objectives in harmony with the Seventh-day Adventist philosophy of education.
3. To develop policies in areas of local concern such as:
 - a. Use of school property
 - b. Bus schedules and routes
 - c. Purchasing procedures
 - d. Tuition and/or other methods of support
 - e. Admission requirements (in accordance with state and conference guidelines)
 - f. Equipment and maintenance of school plant
 - g. Textbook purchases (student or school-owned)
4. To support the principal (or head teacher) in the administration of the school program including:
 - a. Implementation of committee policies
 - b. Teacher load
 - c. Daily schedule
 - d. Development and enforcement of a code for student conduct
5. To ratify or modify the recommendations of the school administration in situations involving serious disciplinary cases and to serve as the ultimate authority in the dismissal of students. Committee consideration of dismissal recommendations must be in closed or executive sessions.

1240:14 *Continued*

6. To support the Home and School Association.
7. To ensure that official minutes of each meeting of the school board or subcommittees be kept and to file one copy with the conference office of education. Academy boards are to file copies of minutes with the Union and conference offices of education.
8. To consider appeals and answer questions regarding the operation of the school.
9. To participate in the process of school evaluation as scheduled by the Union or conference office of education.
10. To cooperate with the conference office of education in in-service education.
11. To consider, in counsel with the superintendent of schools, a proposed plan of school organization including a constitution and bylaws, an administrative organization, and a basic curriculum plan for the school.
12. To adopt the recommended conference-wide school calendar. Any modification or contemplated change must receive prior approval from the conference office of education.
13. To authorize the preparation of a school bulletin which shall include such items as:
 - a. Financial information
 - b. School regulations
 - c. School calendar
 - d. Course offerings
 - e. Statement on non-discrimination
14. To assume responsibility for the planning and funding of an annual operating budget including:
 - a. Administrative expenses
 - b. Curriculum materials
 - c. Playground and physical education supplies
 - d. Media center materials
 - e. School supplies
 - f. Insurance

1240:14 *Continued*

- g. Indebtedness
- h. Other operating expenses
- 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 subcommittees as needed such as personnel, finance, etc.

1245:00 Functions of the School Board Chair

The functions of the school board chair are:

- 1. To call and preside over board meetings.
- 2. To serve as a consultant to the executive secretary in preparing an agenda for committee meetings.
- 3. To become acquainted with parliamentary procedures.
- 4. To encourage discussion which is relevant to agenda items.
- 5. To become acquainted with the school program and confer with the principal on items pertaining to the operation of the school.
- 6. To support the principal in the administration of the school.
- 7. To act as liaison with individual churches to ensure communication and the presentation of school items pertinent to each church constituency.

1300 School Administrative Personnel

1305:88 School Administrative Personnel - Identity

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

1310:07 Principal

The principal is the chief administrator of the school with responsibilities and functions listed below and other functions as may be assigned by conference and school board policies. In smaller schools, the principal/head teacher should consult with the local conference superintendent to determine who is responsible for each of the functions. The principal should hold a valid Administrator's Certificate with proper endorsement(s).

The responsibilities and functions include the following:

1. To serve as executive secretary of the board.
2. To serve as agent of the school board in administering the school in accordance with the North Pacific Union Conference *Education Code*, and any additional policies adopted by the conference board of education and the school board.
3. To provide leadership to the religious program and activities, and in the development and maintenance of a positive spiritual climate.
4. To be responsible for the organization of the school program including:
 - a. Implementation of the annual school calendar adopted by the conference board of education.
 - b. Planning regularly scheduled staff meetings.
 - c. Assignment of teaching responsibilities and other duties to the members of the school staff.
5. To serve as fiscal manager and to operate the school on a sound financial basis within the approved budget, including leadership in control of accounts and preparation of the monthly financial statement.

1310:07 *Continued*

6. To serve as, or designate, the chair for each of the following:
 - a. Staff and faculty meetings
 - b. Administrative council
 - c. Admissions committee
 - d. Government committee
 - e. Curriculum committee
 - f. Others as needed
7. To develop and maintain a record-keeping system to ensure the security of all school and board records including:
 - a. Student scholastic, health, immunization, and attendance records.
 - b. Minutes of faculty meetings and faculty committees.
 - c. Minutes of the school board and board committee meetings.
8. To prepare and forward copies of board minutes, monthly financial statements, and scholastic and statistical reports as requested to the Union for K-12 and 9-12 schools, and conference office of education for all schools.
9. To maintain attendance records in accordance with state regulations and to report to the local attendance officer of the public school system, when required, the names of students who discontinue attendance.
10. To maintain attendance records in accordance with state regulations and to report to the local attendance officer of the public school system, when required, the names of students who discontinue attendance.
11. To administer safety education programs.
12. To provide staff training in emergency procedures.
13. To provide leadership to the school evaluation process in cooperation with the conference and Union offices of education.
14. To assume responsibility for the recruitment of students.
15. To provide leadership of the educational program through:
 - a. Regular classroom visitations
 - b. Formal teacher evaluations

1310:07 *Continued*

- c. Conferences with teachers
 - d. Curriculum planning with individual teachers, departments and the faculty
 - e. Assistance in classroom management
 - f. In-service and professional growth activities for the staff
16. To provide leadership in co-curricular programs and off-campus activities and tours.
 17. To serve as agent of the school board in working with the conference office of education in the employment of school personnel.
 18. To cooperate with the conference office of education in conducting an annual pre-service orientation for all teachers new to the Seventh-day Adventist school system.
 19. To maintain student conduct consistent with guidelines set by the conference board of education and specific regulations adopted by the school board.
 20. To maintain discipline in accordance with Christian principles.
 21. To develop and maintain positive community relations. To represent the school as its official spokesman to the patrons of the school, to the school board, and to the public in general. To articulate and communicate to the board and to the constituency the education plans and programs of the school.
 22. To arrange orientation programs for prospective students.
 23. To acquaint parents and other patrons with policies and procedures relative to the operation of the school.
 24. To ensure the periodic inspection and maintenance of buildings, grounds, and equipment for operating efficiency and to provide for safety of operation throughout the school plant.
 25. To regularly conduct fire and disaster drills.

1315:93 **Vice-Principal**

The school board may designate, upon recommendation of the principal, an individual as vice-principal to assist the principal in the performance of duties as specifically assigned by the principal and/or school board. This position may be designated as Vice-Principal for Finance, Academics, or Student Services.

1320:05 Teaching Principal

In the operation of some elementary schools or junior academies, it is the practice to appoint a teaching principal who is charged with the responsibility of performing the duties of a principal, including evaluation of instruction, in addition to the teaching assignments as established by the school board. The teaching load of this individual will be reduced proportionately to the administrative responsibilities assigned. This reduction may be achieved in many ways including the following: a part-time certificated teacher, a qualified teacher assistant, and/or re-ordering other teacher assignments to allow for release time.

1325:95 Head Teacher

In small schools of one to three teachers, the teacher who has administrative responsibilities is usually designated as teaching principal; however, in some circumstances he/she may be designated as head teacher. Responsibilities will be detailed and defined by the superintendent of school in consultation with the school board and will not include supervision of instruction.

1330:13 Vice-Principal for Finance

The vice-principal for finance is responsible for the business affairs of the school which includes, but may not necessarily be limited to, purchasing, financial planning, budgeting, and credit control. The vice-principal for finance is responsible to the principal.

1335:88 Treasurer/Accountant

The treasurer/accountant generally does not have managerial or discretionary responsibilities. As a treasurer he/she receipts, disperses, prepares reports and statements, and deposits for safekeeping all funds of the organization as directed by management.

1340:88 Residence Hall Dean

The residence hall dean has responsibility for maintaining the dormitory as a respectable home for students and providing services for their spiritual and social development.

1345:88 Director of Health Services

The director of health services is responsible for the organization of a student health care program in accordance with state regulations and school board requirements. Complete health records, including records of medical examinations and immunizations, must be maintained. The director of health services should possess the appropriate professional qualifications.

1350:88 Director of Food Service

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

1355:88 Industrial and Plant Services

Schools operating industries to provide vocational education and/or student labor are to employ management skills as needed for the efficient operation of such industries. Industrial supervisors and assistants are to be selected on the basis of job training, experience, and their ability to manage personnel and business.

Custodial, grounds, and maintenance services shall be supervised by qualified individuals.

1400 School Instructional Personnel

1405:88 Certificated Instructional Personnel - Identity

Certificated instructional personnel include those persons employed as elementary school, junior academy, or academy classroom teachers and those who perform related services which require certificates.

1410:13 Certificated Instructional Personnel - Qualifications

1. Church Membership

Instructional personnel are to be members of the Seventh-day Adventist Church and exemplify high standards of Christian conduct. They are expected to maintain membership in a church within the employing conference and constituency of the school unless an exception is made by the conference board of education and to participate in church activities, programs, and finances, including the practice of tithing (*Code 4020*).

2. Civic

Instructional personnel are to accept the responsibilities and privileges of citizenship and to recognize the basic rights of other individuals.

3. Professional

Instructional personnel are to maintain a valid denominational certificate applicable to the position held. (Refer to the current edition of the NAD *Educators' Certification Manual*.)

1415:98 Certificated Instructional Personnel - 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.**

1415:98 *Continued*

4. Assume responsibility for professional self-improvement.
5. Participate in church and community activities.
6. Develop effective relationships with parents, patrons, and colleagues.
7. Secure and maintain adequate records as required by the school administration and the conference office of education.
8. Participate in Home and School Association activities.
9. Implement policies of the school administration and conference office of education.
10. Cooperate with the administration in caring for school property.
11. Report for duty on dates and time as stipulated by the school administration and conference office of education.
12. Be present at the school at least thirty minutes before school begins and remain at the school for at least thirty minutes following the close of the school day.

Detailed responsibilities for a respective school are provided in the faculty handbook and/or by the principal.

1420:13 Professional Ethics

The measure of success in and contribution to the teaching profession will be in direct proportion to the standard of behavior and ethics of instructional personnel.

The Adventist Christian educator has the responsibility to the Church to:

1. Adopt and promote a lifestyle that incorporates principles and practices consistent with those associated with active membership in the Seventh-day Adventist Church.
2. 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.
3. Recognize the right of equality of opportunity of all according to their ability, without discrimination on account of race, sex, religion, or social antecedents.
4. Look upon Christian teaching as a sacred calling.

1420:13 *Continued*

5. Strive for excellence in teaching methods and techniques, always for the purpose of rendering more effective service to students.

The Adventist Christian educator has the responsibility to fellow teachers to:

6. Give encouragement and moral support to associates on the school staff.
7. Give due recognition to lines of authority, to duties and responsibilities assigned to other staff members, and to functions of administrators.

The Adventist Christian educator has the responsibility to the students to:

8. Recognize the obligation to meet promptly and faithfully all appointments with classes, with individual students, and with student groups.
9. Cultivate friendly relationships with students, avoiding undue familiarity.
10. Allow students the freedom to express their views and give careful and objective consideration of their opinions.
11. Hold in professional confidence the ideas, needs, weaknesses, and failures of students.
12. Refrain from discussing the teacher's personal problems with the students.

The Adventist Christian educator has the responsibility to the school to:

13. Demonstrate loyalty to the school by observance of its regulations and policies.
14. Participate in the activities and programs sponsored by the school and accept and fulfill such responsibilities as may be assigned.
15. Refrain from discussing confidential or official information with unauthorized persons.

1425:88 **Assigned Teaching and Co-curricular Responsibilities**

Instructional personnel are to be assigned responsibilities based on professional preparation, experience, and personal qualifications.

1430:00 Kindergarten Teacher Assignment

1. Kindergarten - Single Grade Classroom

Two daily sessions of kindergarten shall be considered a full-time load for a kindergarten teacher in a single grade classroom. Where a school has only one daily session, additional duties equivalent to those of other certificated instructors may be assigned by the administrator for a teacher to be a full-time employee. The maximum number of students in a single grade kindergarten classroom shall not exceed 16 without a teacher assistant; 17-25 with a teacher assistant.

2. Kindergarten - Multi-grade Classroom

It may be possible, upon conference approval, to combine kindergarten with first and/or second grades (K-1; K-2). Enrollment in such combinations shall be limited to 12 students without a teaching assistant and 16 students with a teaching assistant

1435:88 Elementary School Teacher Assignment

Six grades are to be the maximum load for the elementary school teacher. This maximum shall be assigned only under extreme circumstances. Where the maximum becomes a necessity, consideration is to be given to providing a teacher assistant (aide).

Assistance is to be provided in a multi-grade room with three or more grades and more than 20 students. Time should be provided for needed teacher breaks.

1440:88 Junior Academy Teacher Assignment

Five subject preparations per day and six to 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.

1445:88 Academy Teacher Assignment

A secondary teacher's load generally consists of five class preparations and six teaching periods per day with extra-curricular activities as assigned by the principal and school board.

1445:13 *Continued*

When a school has been granted permission to implement an innovative program, the teacher load shall be defined in the proposal and approved by the school board.

1450:13 Library/Media Center Personnel

Schools should provide library/media center personnel to meet the needs of learners. It is recommended that schools with less than 125 students seek to provide a one-fourth time individual to organize/maintain the library/media center. Larger schools should provide at least one-half time personnel. A teacher may be designated as the librarian, and the teaching load assigned to that teacher shall be adjusted accordingly.

1455:88 Director of Guidance and Counseling Services

The director of guidance and counseling should have a valid denominational certificate with endorsement for Guidance and Counseling. This person is to have the same status as other instructional personnel.

1460:88 Registrar

The registrar is responsible for maintaining the student academic and attendance records and for assisting with other academic responsibilities as assigned by the principal.

1465:13 Teacher Assistant (Aide) - Non-Certificated

The duties and responsibilities of the teacher assistant may include, but are not restricted to, the following:

1. Assisting students in instructional services as delegated by the teacher.
2. Assisting a certificated teacher in the instructional program with such duties as:
 - a. Distributing and collecting materials.
 - b. Maintaining learning materials resource files.
 - c. Issuing materials, equipment, and supplies.
 - d. Performing clerical duties in the office or library.
 - e. Monitoring hallways, lunchrooms, playgrounds, bus loading, assemblies, field trips, etc.

1500 School Non-Instructional Classified Personnel

1505:14 Non-Instructional Classified Personnel - Identity

Non-instructional classified personnel are employees not required to hold teaching certificates and not involved directly in school administration, classroom instruction, or industrial and plant service management.

1510:88 Non-Instructional Classified Personnel - Qualifications

1. Classified personnel are to be participating and supporting members of the Seventh-day Adventist Church and exemplify high standards of Christian conduct.
2. They will give evidence of physical and mental health which qualifies them to associate with children and youth.

1600 Off-Campus Activities

1605:04 Off-Campus Activities

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

1. One-day off-campus activities (*Code 1610*)
2. Overnight activities within the North Pacific Union Conference (*Code 1615*)
3. Out-of-union overnight activities, including Canada (*Code 1620*)
4. Activities outside the North American Division (*Code 1625*)

1610:04 One-Day Off-Campus Activities

1. Definition

A one-day off-campus activity is one that is limited to one day or portion of a day.

2. Preliminary Planning

Proposed plans for a one-day off-campus activity are to be discussed with the school administrator. In a small school the head teacher should consult the school board chair.

3. Authorization

Proposed plans for a one-day off-campus activity are to be approved by the school administrator or school board chair, if there is no principal.

Plans submitted for approval are to include the following:

- a. Purpose of the activity
- b. Transportation arrangements (*Code 1635.*)
- c. Insurance coverage of vehicles (*Code 1640*)
- d. Insurance coverage for students (*Code 1645.*)
- e. Safety provisions for potential hazards (*Code 1650*)

1610:04 *Continued*

- f. Arrangements for adequate supervision by approved personnel
- g. Written parental approval
- h. Proposed budget and funding

1615:04 In-Union Overnight Off-Campus Activities

1. Definition

An overnight activity is one which involves more than one day and involves arrangements for overnight accommodations.

2. Preliminary Planning

Proposed plans for an overnight activity are to be discussed with the school administrator prior to discussing the plans with students. In a small school, the head teacher should consult the school board chair.

3. Authorization

a. Proposed plans for an overnight activity are to be approved by:

- (1) The school administrator
- (2) The school board
- (3) The conference superintendent

b. Plans submitted for approval are to include the following:

- (1) Purpose of the activity
- (2) Itinerary
- (3) The number of school days (*Code 1630*)
- (4) Transportation arrangements (*Code 1635*)
- (5) Insurance coverage of vehicles (*Code 1640*)
- (6) Insurance coverage for students (*Code 1622*)
- (7) Safety provisions for potential hazards (*Code 1624*)
- (8) Arrangements for adequate supervision by approved personnel
- (9) Overnight housing arrangements

1615:04 *Continued*

- (10) Written parental approval for the activity
- (11) Proposed budget and funding

1620:04 Out-of-Union Overnight Off-Campus Activities

1. Definition

An out-of-union overnight activity is one that has as its purpose a mission project, educational enrichment, or recreation and involves travel outside the boundaries of the North Pacific Union Conference.

2. Preliminary Planning

Proposed plans for an out-of-union overnight activity are to be discussed with the school administrator prior to discussing plans with students. In a small school, the head teacher should consult the school board chair.

3. Authorization

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

- (1) The school administrator
- (2) The school board
- (3) The conference board of education

b. Plans submitted for approval are to include the following:

- (1) Purpose of the activity
- (2) Itinerary
- (3) The number of school days (*Code 1630*)
- (4) Transportation arrangements (*Code 1635*)
- (5) Insurance coverage of vehicles (*Code 1640*)
- (6) Insurance coverage for students (*Code 1645*)
- (7) Safety provisions for potential hazards (*Code 1650*)
- (8) Arrangements for adequate supervision by approved personnel

1620:04 *Continued*

- (9) Overnight housing arrangements
- (10) Written parental approval for the activity
- (11) Proposed budget and funding

NOTE: A mission project is to be completely self-funded.

1625:06 **Activities Outside the North American Division**

Out of division trips sponsored by Seventh-day Adventist educational institutions or organizations shall be coordinated through the North American Division Office of the Secretariat. All processing of out of division trips request forms shall occur in close cooperation with the North American Division Office of Education. For complete information regarding requirements see *NAD Working Policy* FEB 05 40.

No travel shall be approved to countries on the U.S. Department of State travel warnings list. (<http://travel.state.gov/>)

Any travel planned to a country on the *Public Announcement* list found at the same web site must have specific additional approval from the local conference board of education recognizing the status.

All school-related groups that travel to a foreign country outside of North America shall register their presence with the local U.S. embassy or consulate upon entering the country.

1630:04 **Number of School Days for Off-Campus Activities**

Student learning is impacted by how schools utilize time. While standard school calendars and class schedules do not ensure quality education, a reduction in instructional time will diminish opportunities for students to succeed in meeting learning objectives. The following policy has been adopted to protect students' engagement in the academic program and to strive for balance with co-curricular school activities. School personnel and boards should carefully consider the impact off-campus activities have on student learning.

The number of days (school days, weekends, regularly scheduled vacation days) authorized for off-campus activities is identified according to the following types of activities. Each activity is to be approved by the school administrator and the appropriate board(s) as specified for the type of activity.

1630:04 *Continued*

1. Elementary

- a Activities involving more than one day off campus, necessitating overnight arrangements, should apply only to students in grades five and above.
- b Extracurricular activities, such as graduating class trips, are limited to a maximum of two school days per year.
- c Curriculum-related activities are limited to five school days. Exceptions may be approved by the conference K-12 board for outdoor education, mission projects, and ski programs.
- d An activity may be extended by including the weekend or regularly scheduled vacation day(s).

2. Secondary

- a Extracurricular activities, such as graduating class trips and student association activities, are limited to a maximum of three school days per year per organization.
- b Promotional groups such as athletic teams and music organizations are limited to a maximum of five school days per year per organization.
- c Curriculum-related activities such as outdoor education, senior survival, and mission projects are limited to a maximum of five school days per year per organization.
- d An activity may be extended by including the weekend or regularly scheduled vacation day(s).

1635:15 **Transportation of Students for Off-Campus Activities**

1. Ground Transportation

Where possible, transportation of students for an off-campus activity is to be in a state-certified bus. When a certified 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. Prior to driving, the motor vehicle record of each driver shall be obtained from state records and reviewed. An acceptable driving record for each driver shall have no more than two traffic citations during the previous three years and no accident that results in a conviction of a misdemeanor or criminal charge. A driver that does not meet the above driving standard shall not be assigned to drive.

1635:15 *Continued*

1. Air or Water Transportation

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

1640:04 Insurance Coverage for Vehicles

1. Institution-Owned Vehicles

All vehicles should be registered in the name of the conference association and have appropriate insurance.

2. Employee-Owned Vehicles

Employee-owned vehicles used for off-campus activities must carry automobile insurance coverage in harmony with denominational policy. (*Code 5640*)

3. Privately Owned Vehicles - Non-employee

Privately owned vehicles of non-employees used for off-campus activities must carry automobile insurance coverage in harmony with state law.

4. Travel in Mexico

Vehicles used for transportation of students in Mexico are to have Mexican insurance coverage for:

- a. Bodily injury and property damage liability.
- b. Medical payments.

1645:04 Insurance Coverage for Students

Each student participating in an off-campus activity is to be covered with student accident insurance. Special coverage for activities not included in the student accident insurance is to be obtained. Air travel insurance coverage is optional for an activity which includes airline travel

1650:04 Safety of Students

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

1. Supervision

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

2. Parental Consent

Permission to Participate forms are to be signed by parents or guardians for students participating in each off-campus activity. Consent to Treatment forms should also accompany off-campus activities.

3. Operation of Vehicles

All bus drivers are to have valid school bus driver's licenses and to observe all state regulations pertaining to the safe operation of vehicles. All vehicles used for the transportation of students must meet state regulations for maintenance and operation (*Code 1635*).

4. First Aid Kit

A first aid kit must be immediately available at all times during the activity.

1700 General Administrative Policies

1705:88 Records of Discontinued Schools

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

1710:88 Promotional Activities

Activities which involve teachers and/or students and which are promoted in the schools by conference departments and/or denominational institutions, are to be approved by the conference office of education. Plans for major denominational activities involving school participation are to be approved by the North Pacific Union Conference Office of Education.

1715:16 Political Activity

The Adventist Church has a long-standing position of not supporting or opposing any candidate for elected office. This is based on the Church's historical perspective on the separation of Church and State and aligns with applicable federal law relating to church tax exemption. As an integral ministry of the Church, schools must remain neutral on all candidates for elected office. School employees must exercise care to avoid using their position as a teacher and a denominational employee to advocate for or against any particular candidate for elective public office.

If students are required or allowed to participate in campaigns for elected office as part of an educational activity of the school, students must not be assigned to particular candidates or political parties and the assignment may not otherwise favor any particular candidate or political party.

1720:18 Interschool Sports

Schools that participate in interscholastic sports will develop a written Interschool Sports Plan (ISP) that is annually reviewed and approved by the faculty and school board. The ISP will ensure that:

1. The goals of the athletic sports program are aligned with and contribute to the school's mission and vision.

1720:18 *Continued*

2. Opportunity for character development and physical giftedness of students through athletic sports is integral to achieving overall student learning goals.
3. Allocation of time and resources for athletics is appropriately balanced to protect spiritual, academic, and social programs available to all students.
4. Students, parents, and coaches are educated and empowered to positively impact the community and the good name of the school.
5. Appropriate training is completed by athletic directors and coaches, paid or volunteer, at all levels (elementary and secondary) before they become involved in any sports program.

1725:00 **Safety Drills**

Schools will comply with local governmental regulations for fire and other emergency drills. Fire drills shall be conducted once a month. Emergency drills for other types of disasters should be conducted periodically to ensure that students know what they are to do in the event of any type of disaster. Student exit routes and alternative procedures for the various types of emergencies must be posted in every classroom. In the event of a disaster, students are to remain under school supervision until released to parents or guardians.

1730:88 **Cumulative Records**

A cumulative folder for each student is to be kept which includes the information indicated on the NPUC folder. These records must be kept in a fireproof safe or vault. The cumulative folder should be forwarded to the next school when a student transfers.

1735:88 **Professional Growth**

School personnel are expected to study the basic principles of Christian education and to engage in professional growth activities intended to broaden knowledge and to improve teaching techniques.

1740:00 Professional Growth - Summer School Attendance

Any full-time teacher or school administrator who holds a four-year degree and is employed in the North Pacific Union Conference may attend summer school at Walla Walla University without the payment of tuition upon authorization by the conference superintendent of schools or academy principal. For financial details pertaining to advanced study (*Code 5430*).

1. Required School Attendance

All teachers holding Conditional Certificates shall be required to secure a minimum of nine quarter hours of course work during each year which must apply towards the requirements for the Basic or Standard Certificate (*Code 5425*).

2. Summer School for Transferring Teachers

A teacher from another union conference newly employed in the North Pacific Union Conference who is currently enrolled in a study program elsewhere may, upon board approval, be permitted to complete his/her work where enrolled if a transfer would entail hardship or a loss of credit. In such a situation the teacher is to receive tuition assistance and other benefits from the employing organization equal to those granted to teachers enrolled at Walla Walla University.

1745:01 Transfer of School Personnel

1. Teacher Calls

For procedures to be followed in calling teachers employed in another conference or school, see *NAD Working Policy* FEB 05 20.

2. Teachers' Transfer Date

The period of employment of teachers transferring to another conference, shall end June 30, unless otherwise agreed upon by the negotiating organizations.

3. 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.

4. Accountant's Transfer Date

A school accountant may not transfer to a new assignment until all school funds and accounts have been checked by an auditor. It is preferable that such a transfer take place after the close of the fiscal year.

1750:88 Certification Policy

The North American Division Office of Education establishes certification requirements for elementary and secondary education personnel. It delegates to the North Pacific Union Conference Office of Education authority to issue certificates in its behalf to education personnel who meet the requirements.

1755:88 Inter-Conference Activities

Any activities involving school time in which more than one conference participates shall be authorized by the North Pacific Union Conference Office of Education.

1760:88 Labor Laws and Work Permits

Compliance with federal and state labor laws governing working conditions and work permits for minors is required.

1765:15 School Bus Safety and Operations

1. Definition

The definition of church, camp, and school buses includes all vehicles designed for carrying more than ten persons including the driver.

2. Bus Use

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

Buses manufactured prior to 1977 shall not be owned or operated.

4. Maintenance

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.

1765:15 *Continued*

5. Driver Qualifications

Each driver shall be properly licensed to drive the vehicle and shall have fulfilled prescribed hours of training as required by local law. The recommended minimum age for drivers shall be 21 years old. A minimum allowable age of 19 may be granted with the approval of conference officers.

6. Driver Record

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 with not more than two traffic citations during the previous three years and no accident that results in a conviction of a misdemeanor or criminal charge while driving any vehicle. When a driver does not meet the above driving standard, he or she shall not be assigned to or retained for a driving position.

7. Daily Inspection

Before operating the bus, the driver shall ensure that the bus is equipped as required by law, and that all equipment is operating safely and properly. If immediate repairs cannot be accomplished, substitute transportation shall be arranged.

8. Load Capacity

Buses shall not carry more than the officially rated load capacity.

1770:15 Use of Denominational Facilities by Other Organizations

If denominational facilities are leased, rented, or loaned to nondenominational organizations, they shall be required to provide a certificate evidencing general liability insurance with an additional insured endorsement naming the corporate entity holding title to the facility as additionally named insured. A \$3,000,000 limit of general liability insurance is recommended with no less than \$1,000,000 is recommended with no less than \$1,000,000 limit required. In addition, the nondenominational organization shall sign an agreement holding the denominational owner harmless from any liability resulting from use of the facility. Insurance shall be from an insurer rated A Class or better from *A M Best*. Coverage shall remain in force for the duration of the usage (*NAD Working Policy S 60 51*).

1775:90 Earthquake Insurance

Earthquake insurance shall be considered on all denominational property. Quotations shall be requested from financially sound insurance companies which shall be presented to local conference association boards for their decision on the advisability of purchasing such coverage after considering the costs, the risks associated with earthquakes in their respective areas, and all other alternatives including closing the institution in the event of a major earthquake.

1780:18 International Student Programs

Each conference is to ensure that schools enrolling international students have a voted policy that guides school decision in serving these students. This board-approved international student program policy should include the following:

1. Type of international student program being offered
2. Admission standards for international students
3. Percentage of international students on campus
4. Living arrangements for international students
5. Financial implications for school operations
6. Effective strategy for achieving spiritual and social learning goals for international students.

1800 School Accreditation

1805:21 Accreditation - Rationale

School accreditation provides recognition that a school meets established standards of educational quality, extending credibility for its educational program. Accreditation protocols create a collaborative culture that serves as a catalyst for continuous school improvement. Accreditation helps each school focus on attaining established standards of excellence in all aspects of the school to improve student learning.

1810:21 Denominational Accreditation

All schools in the North Pacific Union Conference shall seek and maintain accreditation from the Adventist Accrediting Association (AAA). Schools will use the approved denominational accreditation documents and cooperate with the NAD Commission on Accreditation, the NPUC School Commission, and the local conference office of education as each fulfills its responsibility in overseeing denominational accreditation for Adventist schools in the NPUC.

Under the agreement between the NAD Office of Education and the National Council for Private School Accreditation (NCPSA) each denominationally accredited Adventist school is also eligible for a certificate of accreditation from NCPSA. The NPUC Office of Education funds and coordinates access to NCPSA accreditation.

1815:21 Regional Accreditation

In addition to denominational accreditation a school may seek regional accreditation. Any school pursuing regional accreditation will do so through the NPUC School Commission which is the recognized representative of/for Adventist schools under the accreditation agreement with Middle States Association, Commission on Elementary and Secondary Schools (MSA-CESS).

Implementation of the regional accreditation agreement between Middle States Association, Commission on Elementary and Secondary Schools (MSA-CESS), the NPUC School Commission and Adventist schools requires that the following responsibilities be met on an on-going basis.

1. NPUC School Commission Responsibilities:
 - a. Develop policies and procedures to meet the requirements of the regional accreditation agreement with MSA.

1815:21 *Continued*

- b. Inform schools desiring regional accreditation of their responsibilities under the agreement and facilitate the application process for NPUC schools seeking MSA accreditation.
 - c. Provide information, as requested by MSA, on schools seeking or maintaining regional accreditation.
 - d. Ensure that appropriate accreditation documents and protocols are utilized in the accreditation process to fulfill agreement requirements.
2. Local School Responsibilities:
- a. Complete and submit an application for regional accreditation with the required fee as directed by the NPUC School Commission.
 - b. Use the appropriate Adventist documents and protocols that are based on school-wide accreditation standards and continuous school improvement.
 - c. Submit to the NPUC School Commission a copy of the self-study report and the accreditation visiting committee report at the time of the on-campus accreditation.
 - d. Complete and submit each year the NPUC School Commission *Annual Report* for regionally accredited schools.
 - e. Submit the annual fee for regional accreditation directly to MSA.

1820:21 **Academy Accreditation Travel Expense Fund**

All senior academies participate in funding the travel expenses for on-site visiting committee members. The Academy Accreditation Travel Expense Fund is pooled funds maintained and administered by the NPUC Office of Education. The fund will reimburse the authorized travel expenses and substitute teacher costs related to an employed educator who serves as a member of an accreditation visiting committee to another school upon invitation of the NPUC Director of Secondary Education. The amount of the annual fee contributed by senior academies will be approved by the NPUC Education Council.

2000—Curriculum

2000 Objectives and Organization

- 2005 Curriculum in Adventist Schools
- 2010 Curriculum Development
- 2015 NAD Curriculum Committee
- 2020 Curriculum Development Members
- 2025 NPUC Curriculum Committee
- 2030 Conference Curriculum Committee
- 2035 School Curriculum Committee
- 2040 Curriculum Authorization
- 2045 Approval of New Curriculum
- 2050 Supervision of Instruction
- 2055 Length of School Year
- 2060 Student Assessment
- 2065 Alternative Reporting Systems
- 2070 Co-Curricular Activities
- 2075 Spiritual Activities
- 2080 Patriotic Activities
- 2085 School-Sponsored Public Functions

2100 Instructional Resources

- 2105 Selection of Resource Materials
- 2110 Matching Funds for Materials
- 2115 Technology Resources
- 2120 School Technology Plan
- 2125 Technology Support
- 2130 Technology Expenditures
- 2135 Acceptable Use Policy
- 2140 Remote Learning
- 2145 Distance Education
- 2150 Library/Media Center
- 2155 Library/Media Resource Materials
- 2160 Library/Media Expenditures

2200 Elementary Curriculum— General Provisions

- 2205 Subject Areas
- 2210 Subject Alternation—Multi-grade
- 2215 Subjects for Transfer Students

- 2220 Elementary Textbooks
- 2225 Alternate Textbook Authorization
- 2230 Grade 8 Diploma Requirements
- 2235 Grade 8 Completion Requirements
- 2240 Secondary Credits for Elementary
- 2245 Secondary Courses Supervision
- 2250 Daily School Schedule
- 2255 Length of School Week
- 2260 Minimum School Day
- 2265 Four-Day School Week
- 2270 In-Service Teacher Education

2300 Elementary Admissions, Placement, Records, and Reports

- 2305 Elem. School Entrance Requirements
- 2310 Admission of Older Students
- 2315 Admission of Transfer Students
- 2320 Academic Placement
- 2325 Academic Acceleration
- 2330 Student Retention
- 2335 Attendance Records
- 2340 Evaluation of Student Learning
- 2345 Student Progress Reports
- 2350 Parent-Teacher Conferences
- 2355 Student Records

2400 Junior Academy Curriculum

- 2405 Provisions for Junior Academies
- 2410 Authorization and Supervision
- 2415 Subject Areas Recommended
- 2420 Subject Alternation Schedule
- 2425 Unauthorized Courses
- 2430 Secondary Textbooks and Resources
- 2435 Secondary Credits for Courses
- 2440 Credits for Performance-based Programs
- 2445 Secondary Course Load
- 2450 Length of Secondary Class Period

2455 Length of School Week
2460 Minimum School Day
2465 Admission of Secondary Students
2470 Assessment of Secondary Students
2475 Progress Reports and Records
2480 Library Resources—Junior Academy
2485 Student Organization—Junior Academy

**2500 Secondary Curriculum—
General Provisions**

2505 Subject Areas 9-12
2510 English for International Students
2515 Secondary Textbooks and Resources
2520 Alternate Textbook Authorization
2525 Library/Media Center
2530 Assessment of Secondary Students
2535 Eligibility for Graduation
2540 Graduation Credit Requirements
2545 Differentiated Diplomas and Certificates
2550 Advanced Placement, Honors Courses
2555 Graduation from Alternate Programs
2560 Early Graduation
2565 Student Honors and Recognition

2570 Length of Secondary School Week
2575 Length of Secondary School Day
2580 Length of Secondary Class Period

**2600 Secondary—Admissions,
Credits, Records, and Reports**

2605 Admissions of Secondary Students
2610 Registration for Earned Credits
2615 Academic Placement
2620 Evaluation of Student Progress
2625 Grade Point Average
2630 Progress Reports and Records
2635 Grade Reporting Adjustments
2640 Alternate Grade Reporting Systems
2645 Earning Semester Credits
2650 Specific Subject Credits Variances
2655 Summer School Credit
2660 Work Experience Credit
2665 Credit Earned by Exam
2670 Credit from Independent Study
2675 Credit from Off-Campus Programs
2680 Credit from International Schools
2685 Transfer of Secondary Credits

2000—Curriculum

2005:21 Curriculum in Adventist Schools

A broad definition of curriculum covers all student learning opportunities, both formal and informal. This definition encompasses all instructional plans and practices that lead to student learning—to spiritual, intellectual, physical, social, and emotional growth and development.

The curriculum in Adventist schools honors each student's potential to reflect the image of God in thinking and doing. The curriculum is biblically based and designed to lead students to encounter the Creator God and accept Jesus as Savior; to understand and embrace the Adventist worldview; and to be equipped for service to others. The curriculum integrates Adventist Christian beliefs and values with rigorous academic standards for student learning in all subjects and at all grade levels.

An effective curriculum is dependent on well-qualified educators who select, implement, evaluate, and revise pedagogical activities and resources to improve student learning. This is the responsibility of every Adventist educator. This begins with educators ensuring that curriculum in their classroom and school are aligned with the North American Division established goals of the curriculum and the standards for student learning. Further, each Adventist educator will respect the individual student learner by creating dynamic and differentiated instructional plans using varying resources, and pedagogical practices to meet the student learning needs.

The goals for curriculum in Seventh-day Adventist schools, as published in the NAD *Working Policy* FEA 05 10, are as follows.

1. Acceptance of God - Each student will surrender their whole life to God; develop a relationship with Jesus Christ; and allow the Holy Spirit to work in their life.
2. Commitment to the Church - Each student will seek to know, live, and share the message and mission of the Seventh-day Adventist Church.
3. Interpersonal Relationship - Each student will develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership, and the ability to respond with sensitivity to the needs of others.
4. Responsible Citizenship - Each student will develop an understanding of cultural and historical heritages, affirm a belief in the dignity and worth of others, and accept responsibility for local, national, and global environments.

2005:21 *Continued*

5. Healthy Balanced Living - Each student will accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
6. Intellectual Development - Each student will adopt a systematic, logical, and biblically based approach to decision-making and problem-solving when applied to a developing body of knowledge.
7. Communication Skills - Each student will recognize the importance of effective communication and develop the requisite skills.
8. Personal Management - Each student will function responsibly in the everyday world, using Christian principles of stewardship, economy, and personal management.
9. Aesthetic Appreciation - Each student will develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.
10. Career and Service - Each student will develop a Christian work ethic with an appreciation for the dignity of service.

2010:21 Curriculum Development in the North American Division

To achieve the redemptive purpose of Adventist education it is vital that faith-based curriculum resources for student learning be prepared and utilized in Adventist schools. With this clear purpose the curriculum development process uses the collaborative leadership of the following entities in different aspects of the process. The development tasks necessitate effective communication and consistent contribution from each entity.

1. North America Division

Guided by the philosophy of education as articulated by the General Conference, the NAD Office of Education establishes curriculum goals and student learning standards, coordinates curriculum development, and oversees the production of textbooks and a variety of instructional resources. The development tasks are conducted in collaboration with union and conference office of education leaders and include many current teachers as contributing curriculum writers.

2. North Pacific Union Conference

The NPUC Office of Education leads northwest educators in reviewing curriculum recommended by schools/conferences, evaluating emerging curriculum trends, and assessing the impact of state educational policy

2010:21 *Continued*

and regulations for student learning. Policies may be adopted to meet these regional needs and to support continuous school improvement priorities. Recommendations for textbook adoptions and curriculum resources may be forwarded to the NAD and/or local conferences.

The NPUC Office of Education will assume a major role in planning and implementing the orientation and training programs for new curriculum initiatives and resources at local conferences and schools.

3. Local Conference and School

Superintendents will lead in developing conference-wide curriculum focus or initiatives that will improve student learning. The conference office of education also leads and funds ongoing professional learning opportunities for teachers aligned with the evident needs for growth and in support of the implementation of new and/or ongoing curriculum improvement initiatives.

Teachers will develop yearly instructional plans aligned with goals for Adventist curriculum which are designed to lead students to achieve learning standards. The development of these plans, whether in course outlines, syllabi, or other approved formats, should be accomplished in consultation with school principals, local conference superintendents, and the school curriculum committee. The plans should include the learning standards for the course, the scope and nature of the topics included, expected learning strategies, and the means of assessing student learning progress.

2015:21 North American Division Curriculum Committee

1. Definition

The North American Division Curriculum Committee is a standing committee which studies and plans for curriculum needs from early childhood through twelfth grade. Its purpose is to develop and update curriculum to ensure that in each discipline the Seventh-day Adventist worldview with its distinct beliefs and values is taught.

2. Functions

The functions of the NAD Curriculum Committee shall include, but not be limited to, the following:

- a. Develop, articulate, and revise Early Childhood to Grade 12 (ECE-12) curriculum throughout the North American Division.

2015:21 *Continued*

- b. Review recommendations, proposals, projects, and curriculum materials received from union curriculum committees and union conference offices of education.
- c. Provide for North American Division Office of Education initiated curriculum development through summer workshops.
- d. Conduct periodic needs assessment to determine curriculum development priorities.
- e. Consider for approval and/or recommendation substantive curriculum materials that are to be developed or revised.
- f. Outline the broad goals for curriculum and the standards for student learning in the subject areas.
- g. Outline the tasks and proposed timetable for curriculum materials development and/or revision, including Adventist published textbooks.
- h. Coordinate NAD-wide selection and adoption of textbooks not published by the Adventist church.
- i. Assign special tasks to union conference curriculum committees.
- j. Encourage and coordinate the exchange and sharing of curriculum materials developed by the various union conferences.
- k. Effect the implementation of curriculum materials under the following classification:
 - (1) Level One – REQUIRED: Adopted as basic and required to be used in NAD Seventh-day Adventist schools.
 - (2) Level Two – RECOMMENDED: Approved for basic adoption or for supplementary/enrichment use.
 - (3) Level Three – ACCEPTABLE: Reviewed and considered acceptable for informational purposes, for adaptation prior to use.
 - (4) Level Four – EXPERIMENTAL: Requires field testing and/or use in pilot or experimental programs for further review. Materials must be reassessed and reclassified prior to broader use.
 - (5) Level Five – REFERRED: Recommended in concept but referred for additional study, revision, and reclassification prior to use.
 - (6) Level Six – NOT APPROVED: Reviewed, but not approved.

2015:21 *Continued*

3. Members

The NAD Curriculum Committee shall be composed of members as specified by NAD *Working Policy* FEA 10 90 and includes union conference education leaders—Vice President, Directors, and/or Associate Directors of Education.

2020:21 NAD Curriculum Development Committee Members

The North American Division Curriculum Committee does its detailed work through annual summer workshops staffed with educators called to specialized curriculum development tasks. The NPUC Office of Education in consultation with conference superintendents will recruit members as requested. NAD policy ensures remuneration and expense reimbursement for participating educators by the NAD Office of Education.

2025:21 NPUC Curriculum Committee

1. Identity

The North Pacific Union Conference Curriculum Committee is a standing committee which gives direction and guidance regarding curriculum for schools and conferences within the NPUC.

2. Membership

The members of the North Pacific Union Conference Curriculum Committee serve as ex-officio members or as appointed by the NPUC Vice-President for Education in consultation with the conference superintendents. Members identified by letters a-e below, serve on an ex-officio basis. All other members (letters f-j) shall be appointed for terms as specified.

- a. Vice-President for Education, Chairperson
- b. Director for Elementary Curriculum, Vice-Chairperson
- c. Director for Secondary Curriculum, Vice-Chairperson
- d. Associate Director for Early Childhood Education
- e. Associate Superintendents (conference curriculum leaders)
- f. Walla Walla University School of Education representative(s)
- g. Nine elementary teachers with three-year terms on a rotating basis

2025:21 *Continued*

- h. Three elementary or junior academy principals with two-year terms on a rotating basis
 - i. One junior academy representative (either a secondary teacher or administrator) with a two-year term
 - j. One representative from each senior academy as appointed by the principal with one-year term
 - k. Two conference superintendents with one-year terms on a rotating basis
- 3. Meetings

Meetings of the NPUC Curriculum Committee shall be held annually. (See *Code* 5655 for funding details.)
- 4. Functions

The NPUC Curriculum Committee is the organization within the Union Conference Office of Education designed to:

 - a. Assist in the development, articulation, and implementation of a distinctive Seventh-day Adventist curriculum with appropriate standards for student learning.
 - b. Study and evaluate national and global curricular trends and their application to Adventist education.
 - c. Promote curricular innovation and best pedagogical practices.
 - d. Review curriculum proposals, projects, and resources recommended by school or conference curriculum committees.
 - e. Identify curriculum needs; research and recommend strategies to meet felt needs.
 - f. Establish elementary and secondary subcommittees and utilize ad hoc committees for special curriculum studies or development tasks.
 - g. Review and forward recommendations for elementary and secondary textbook list updates.
 - h. Structure an effective program of student assessment and reporting.
 - i. Review and recommend for adoption graduation requirements for elementary and secondary students.

2025:21 *Continued*

- j. Review actions and recommendations of the NAD Curriculum Committee and other NAD Education leadership groups and forward recommendations to the NAD Curriculum Committee.
- k. Respond to requests for recommendations of members needed for NAD summer curriculum development workshops.
- l. Develop plans for the orientation and implementation of new curriculum programs and/or resource materials.
- m. Review and act on recommendations from the Elementary and Secondary Curriculum Subcommittees established to fulfill these functions in the different grade specific areas assigned.

2030:21 Local Conference Curriculum Committee

Each conference should establish a standing curriculum committee that gives direction and guidance to educators regarding curriculum. The superintendent (or designee) shall chair the committee which is composed of teachers and administrators representative of conference schools and grade levels.

The functions of local conference curriculum committee are to:

- 1. Explore and identify ways of organizing resources for the purpose of improving student learning opportunities.
- 2. Evaluate and authorize proposals for innovative programs which may be initiated by individual schools.
- 3. Provide leadership in conducting curriculum in-service education.
- 4. Explore ways of achieving an articulated curriculum in subject areas and across grades.
- 5. Make recommendations to the NPUC Curriculum Committee.
- 6. Collaborate with the NPUC Curriculum Committee in providing leadership for maintaining a coherent ongoing program of curriculum development.
- 7. Initiate and conduct research studies or projects to meet curriculum needs of schools.
- 8. Implement curriculum policies voted by the NPUC Board of Education.
- 9. Conduct studies and/or pilot programs in coordination with the NAD and NPUC Offices of Education.

2035:21 School Curriculum Committee

A school principal or school board may establish a curriculum committee that assists the administration in curriculum leadership. The principal (or designee) shall chair the committee and appoint members representative of the grades and/or the range of subject areas taught.

The function of the school curriculum committee is to:

1. Assist in the evaluation, development, and implementation of a distinctive Christ-centered curriculum based on the Seventh-day Adventist worldview with rigorous standards for student learning.
2. Advise and assist in the implementation of curriculum policies found in the NPUC *Education Code*.
3. Review the actions and recommendations of the NPUC Curriculum Committee to inform school curriculum programs and practices.
4. Study and suggest a variety of teaching strategies that meet the diverse learning styles and achievement levels of students.
5. Review school-wide standardized test results to assess student learning needs and implement appropriate differentiated instructional strategies.
6. Advise and assist in the implementation of standards-referenced student learning strategies.
7. Initiate and encourage innovative programs and assist in their evaluation.
8. Recommend to the conference curriculum committee and Office of Education changes in the curriculum, innovative programs for learning, and ideas for professional development.
9. Assist in the identification and evaluation of supplementary instructional resource materials, and instructional media/technology.
10. Review and assist in developing and implementing an effective program of student evaluation.
11. Advise and assist in developing school and class schedules.
12. Assist in preparing and reporting on the school's curriculum to the school board and in accreditation documents.

2040:21 Curriculum Authorization and Accountability

1. Authorization and Oversight

The authorization of the school program including approval of the curriculum is by action of the conference and/or union boards of education. Academic courses offered and implementation of the curriculum through instruction are to be aligned with the NPUC *Education Code* and meet applicable governmental regulations for student learning.

a. Elementary

Elementary curriculum (PreK-Grade 8) is granted authorization by the local conference board of education and general oversight provided by the conference superintendent.

b. Secondary

Authorization to offer a secondary curriculum of academic courses for credit (Grades 9-12), whether at a junior or senior academy, is granted by the NPUC School Commission upon delegated authority from the NPUC Board of Education (*Code* 1028 and 1036). Oversight is provided through an annual curriculum review reporting process and generally by the NPUC Director of Secondary Education in collaboration with the local conference superintendent.

2. Accountability

a. Accreditation

All schools are to be accredited by the Adventist Accrediting Association (AAA). This gives access to accreditation from the National Council for Private School Accreditation (NCPSA). Schools authorized to offer a secondary curriculum for credit are to also acquire and maintain regional accreditation from Middle States Association (MSA). The NPUC School Commission in its annual reporting process provides accountability on behalf of these organizations. (For protocols and practices see *Code* 1800.)

b. Policies

Curriculum policies contained herein hold schools accountable for providing a consistent and coherent Adventist curriculum. Current measures of accountability are based on factors such as quality learning standards, curriculum resources, instructional personnel, and time for learning.

2045:21 Procedure for Approval of New Curriculum

Proposed new curriculum, whether innovative programs or alternative learning activities, are to be approved prior to implementation. New curriculum varies in magnitude and impact on the existing school program. The type of proposed curriculum implementation determines the approval process.

1. School Principal Approval

Minor curriculum changes or innovations only need the approval of the principal/head teacher. Examples of minor changes include, but are not limited to the following:

- a. Selection of supplementary teaching materials.
- b. Use of innovative instructional strategies.
- c. Class schedule changes that maintain basic time requirements.
- d. Selection of school provided professional development.

2. Conference Superintendent Approval

Major curriculum changes or innovations should be processed through the appropriate curriculum committee. Approval prior to implementation for the following types of curriculum proposals shall be granted by the conference office of education in consultation with the union office of education. Examples of major changes include, but are not limited to the following:

- a. Adoption of class schedules that alter basic time requirements.
- b. Significant restructuring of a required curriculum.
- c. Adoption of alternative student progress reports.
- d. Extended or multi-day off-campus learning programs.
- e. Implementing a curriculum plan that impacts the entire school or a significant segment of the school program.
- f. Adoption of a new curriculum plan that requires extraordinary expenditures.

3. Criteria for Approval of Major Changes or Innovative Programs

A written request for implementation of a major curriculum change or innovative program of the type listed in #2 above should include the following criteria:

2045:21 *Continued*

- a. Objective
- b. Rationale
- c. Implementation steps with timeline
- d. Budget impact
- e. Complete list of instructional materials
- f. Evaluation plan

2050:21 **Supervision of Instruction**

The conference office of education superintendent will assume responsibility for supervision of the instructional program.

2055:21 **Length of School Year**

The school calendar shall contain a minimum of 180 days and comply with state law. Flexibility in using the 180 days may be allowed for professional growth. For length of the school day and week see *Code* 2255, 2455, and 2570. For information on minimum school days see *Code* 2260, 2460, and 2575.

2060:21 **Student Assessment**

1. Rationale

A unified comprehensive assessment program is necessary to design and evaluate curriculum and instruction as well as assess individual student learning. Periodic, reliable measurement of student academic growth provides feedback for the student, a tool for the teacher for improving instruction, a guide for school administrators and curriculum developers, and an accounting to parents.

No single method of measuring student educational achievement allows educators to obtain a complete profile of all aspects of student achievement. Therefore, every school will implement a student assessment program as described below.

2060:21 *Continued*

2. **Assessment Program:**

Student assessment procedures in NPUC schools include the following:

a. **Teacher-Designed Assessment**

Teachers and administrators will regularly use their professional expertise and experience to observe and evaluate student achievement. Student attitudes, values, acquisition of knowledge, and development of performance skills will be assessed in the classroom through student self-evaluation, portfolios, quizzes, tests, projects, demonstrations, service activities, interviews, and conferences.

b. **MAP Growth Assessment**

All NPUC schools will provide students enrolled in grades 3-10 a personalized assessment using the computer-adaptive MAP Growth[®] tests. This measure of student achievement and performance reveals what students know and what they are ready to learn next. It is a norm-referenced formative assessment for learning that provides reports to help teachers teach, students learn, and administrators lead in the program of curriculum and instruction.

c. **Other Published Assessments**

Administering other published and/or standardized assessments for specific purposes may be useful to support student learning. Upon approval of the conference superintendent in consultation with the NPUC Office of Education schools may wish to use cognitive abilities tests, criterion-related (summative) tests, various subject- or skill-specific diagnostic assessments, career and personal planning inventories, standardized college/university admissions exams, scholarship qualifying tests, etc.

2065:21 **Alternative Reporting Systems**

1. If a school elects to employ another system of reporting student progress, it should submit its proposal as outlined under "Procedure for Approval of New Curriculum" (*Code 2045*).
2. The request should be submitted and written approval received from the conference superintendent no less than three months prior to implementation.

2065:21 *Continued*

3. Prior to submitting a request for adoption of an alternative student progress report form, consideration should be given to factors such as the following:
 - a. The report form should be correlated with the authorized curriculum of the school, student learning standards, and current instructional strategies.
 - b. The report form should be easily accessed and recorded. It should be readily translatable in the event that a student transfers to a school that uses another recording system.

2070:21 Co-Curricular Activities

Co-curricular activities are school-sponsored student activities which supplement classroom learning experiences. Such planned activities assist the school in providing whole-student learning (spiritual, physical, social, and intellectual) and require administrative provision and organization. The administration and staff are to develop guidelines and procedures for the implementation and supervision of co-curricular programs and activities. (See *Code 3000.*)

2075:21 Spiritual Activities

School-sponsored and classroom spiritual activities are essential to achieve whole-student learning goals and are therefore an integral part of Adventist education. Such programs and activities should be organized to encourage maximum student participation, facilitate staff-to-student spiritual mentoring, provide opportunities for students to accept Jesus as a personal Savior, and make a decision for baptism. Spiritual activities may include, but are not limited to the following:

1. Daily Worships
2. Chapel and Vesper Programs
3. Weeks of Spiritual Emphasis
4. Student Bible Study and Prayer Groups
5. Baptismal Classes
6. Spiritual Retreats
7. Adventist Adventurer and Youth Programs

2075:21 *Continued*

8. Seventh-day Adventist Heritage Emphasis
9. Community Service Activities
10. Mission Trips

2080:21 **Patriotic Activities**

Each school should include patriotic activities as an integral part of the school program. This includes the proper display of national and state flags, the flag salute, singing of the national anthem at appropriate times, and commemoration of national holidays.

2085:21 **School-Sponsored Public Functions**

School-sponsored public functions such as school programs, graduation functions, and all other activities for which the school bears direct or indirect responsibility shall be conducted in accordance with the mission and purpose of the school and aligned with the principles and values of Adventist education.

2100—Instructional Resources, Technology, and Library

2105:21 Selection of Instructional Resource Materials

To achieve the purpose of Adventist education and support quality student learning, educators will use a variety of instructional resources that align with Seventh-day Adventist beliefs and values. From denominational standards and approved textbooks to supplementary curriculum materials, it is the responsibility of every Adventist educator and each curriculum committee to evaluate and select rigorous faith-aligned resources for implementation.

2110:21 Matching Funds for Instructional Resource Materials

The NPUC maintains an instructional resource materials fund to assist educators in curriculum development and instructional improvement. Funds are allocated annually by the NPUC Office of Education to conferences for disbursement to schools/teachers on a matching basis. The amount available which may vary each year is disbursed on a matching basis as follows:

1. Elementary funds, including all junior academies, are provided on a per teacher basis and distributed through the conference office of education.
2. Secondary funds are provided directly to each senior academy on a matching basis. The academy curriculum committee in collaboration with the principal shall coordinate the distribution of the funds.

2115:21 Instructional Technology Resources

Instructional technology is the use of digital resources to support and enhance student learning opportunities. Technology resources are tools that should be integrated into the instructional program to innovatively maximize student learning appropriate to the age/grade level of the student. Instructional technology is not a subject to be taught. Rather, it is developing competency and skills to integrate technology into teaching and learning.

Instructional technology includes, but is not limited to, the following.

1. Computers, digital tablets, and smart phones
2. Digital cameras, projectors and/or smart boards
3. Instructional and application software
4. Internet-accessible reference publications and eBooks

2115:21 *Continued*

5. Internet-based videos, audio files, tutorials, and web presentations
6. Video conferencing and virtual field trips
7. Peripheral equipment such as printers and scanners

2120:21 **Instructional Technology Plan**

Each school should develop and annually review (revising as necessary) a technology plan that maintains focus on effective student learning using instructional technology. The technology plan will guide the school's integration of educational technology and prioritize funding for emerging technologies, acquisition of hardware/software, network support, and staff development.

1. Hardware should be kept current and at no time be more than one generation behind current market standards. Annual hardware purchases over a three to five-year cycle would assist the school in staying current. The student/hardware ratio should be as low as economically feasible.
2. Software operating systems should be no more than one generation behind current market standards. Application software should be compatible with the operating system and include a suite of office programs (i.e. word processing, spread sheets, presentations, digital publishing, etc.). The use of application software should promote creative and critical thinking skills more than just drill and practice exercises.
3. Network services can expand access to educational resources, streamline routine tasks, and reduce costs. The school should contract with an internet provider selecting the fastest affordable service connection and ensure that appropriate filtering technology is installed.
4. Staff development is essential for effective implementation of instructional technology. Each school and conference should provide funding and time for educators to participate in various educational technology training opportunities.

2125:21 Instructional Technology Support

Effective use of instructional technology will rely on support services appropriate to the school's grade range and learning needs of the students. Oversight of instructional technology at each school will vary with school size and the scope of technology available. The responsibility for technology support may be filled by a school or conference technology committee and/or an instructional technology coordinator. The coordinator may be a current staff member, a volunteer, a contracted service, or an employed individual.

Technology support services may include:

1. Leading in purchasing decisions and managing the inventory of instructional technology resources.
2. Knowing current hardware/software specifications and configurations for installing and monitoring of technology.
3. Understanding of current infrastructure requirements for network management, internet connectivity, and safe usage protocols.
4. Assisting in coordinating staff development and training for launching new instructional technologies.
5. Sharing information with administration and staff on trends, research, and best practices for integrating technology in student learning.
6. Evaluating technology usage and providing guidance in updating the school's technology plan.

2130:21 Instructional Technology Resource Expenditures

Schools should annually budget funds that provide for maintaining licenses, subscriptions, and internet connectivity, as well as regular updates of software and hardware. The annual budgetary allocation made by each school should meet or exceed the current minimum per student expenditure for instructional technology resources as adopted by the NPUC Board of Education (*Code 5615*).

2135:21 Acceptable Use Policy

Each school shall provide an acceptable use policy that shall be signed by students and parents annually upon enrollment.

2140:21 Remote Learning Using Instructional Technology

The use of instructional technology to provide student learning off campus is generally an emergency measure upon the closure of the school facility. Moving to remote learning for any length of time should be in consultation with the conference superintendent or as provided for by local conference adopted policy and in alignment with any applicable governmental regulations.

Utilizing digital technology to provide student learning in new and innovative ways that would significantly and permanently modify school calendars and class schedules shall follow the procedures for authorizing new curriculum (*Code 2045*).

2145:21 Distance Education

The offering of an educational program of complete grade and/or subject area courses using digital instructional technology necessitates extended and specific technology skills for the teacher. Any school that desires to become a distance education provider shall follow the protocols and procedures for approval developed by the NAD Office of Education and published online (<https://tdec.adventisteducation.org/dl/>).

2150:21 Library/Media Center

Each school should provide a collection of appropriate instructional resources selected and organized to serve student learning needs. The materials should be available in an accessible library/media center either in a central location or in individual classrooms and organized utilizing a standardized classification system and technology-based library management program.

2155:21 Library/Media Center Resource Materials

The 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. Library/media center materials should meet the academic, cultural, and spiritual interests and needs of students. In addition to a wide variety of books, both hard-copy or eBooks, the holdings should also include:

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

2155:21 *Continued*

2. Reference materials published within the last five years, and available in either hard-copy or digital format, such as almanacs, atlases, dictionaries, encyclopedias, etc. Seventh-day Adventist references should include Bible dictionaries and concordances, a denominationally published Bible commentary, and a large selection of books authored by Ellen G. White.

2160:21 Library/Media Center Resource Expenditures

Each school should annually provide a budgetary allocation to meet or exceed the current minimum per student expenditure for instructional resources as adopted by the NPUC Board of Education (*Code 5610*).

2200—Elementary Curriculum General Provisions

2205:21 Subject Areas

The courses of study in elementary grades shall include:

1. Fine Arts

The instruction and participation of students in art and music are aimed at the development of aesthetic appreciation and skills of creative expression, within the context of Adventist principles.

2. Language Arts

Instruction includes foundations of reading, reading literature and informational text, writing, listening and speaking, and language. Opportunities to evaluate various media and to study literature in its various forms within the context of the Adventist philosophy and worldview should lead students to develop discrimination in literature selection, preference for the beautiful and true, and accepting personal responsibility for the individual choices.

3. Mathematics

Instruction will focus on numbers and operations, algebraic thinking, measurements, geometry, data analysis, and statistics and probability. Instruction will equip students with essential concepts and skills for analytical thinking and problem-solving.

4. Physical Education

A program of regular instruction and participation in large-muscle activities is designed to promote desirable physical development, motor skills, attitudes, and habits of sportsmanlike conduct.

5. Practical Arts

Instruction in skills applicable to the day-to-day life of a student and promote self-reliance and independence in self-care. These skills are often integrated into other subject areas and may include activities such as classroom responsibilities, community service, computers, cooking, sewing, woodworking, etc.

2205:21 *Continued*

6. Religion

The focus of religious instruction is to lead students to encounter God and accept the saving relationship provided through Jesus Christ. Instruction will provide opportunity for students to acquire Biblical literacy, including knowledge of Bible stories, events, and memorable Bible verses. Instruction shall be from denominationally adopted curriculum sources.

7. Science and Health

Science and health curriculum is based on concepts of God as Creator and Sustainer of life. Instruction goes beyond the factual and conceptual understanding of science and health principles to include practical applications and problem-solving. Instruction shall utilize denominationally adopted curriculum sources.

8. Social Studies

Instruction in geography; local, state, and national history; and government, will lead students to develop community and cultural values that find expression in the duties and responsibilities of citizenship. Instruction will lead students to understand the forces of good and evil in the story of nations, learn of one's Christian heritage, understand and appreciate the diversity of populations, learn and promote Christian principles while developing social, ethical, and cultural values aligned with Adventist beliefs.

NOTE: Technology experiences are integrated across subject areas that provide opportunity for students to develop age-appropriate competency in the use of digital devices, software applications that support learning, and the responsibilities of ethical digital citizenship.

2210:21 Subject Alternation in Multi-grade Classrooms

To reduce the number of classes taught in multi-grade classrooms and to guide instruction in the same topic to different levels at the same time, designated subjects in the elementary school may be taught on an alternating or cyclical basis. The alternation plan is a rotation between two grades and the cyclical plan moves through the content of four grades. The pattern of alternation is indicated by the term "odd year", which designates a school year ending in an odd number (i.e. 2020-21), and "even year", which designates a school year ending with an even number (i.e. 2021-22). Guides for curriculum correlation are available on the NAD website.

2215:21 Denominational Subjects for Transfer Students

Students who have transferred from public schools will be required to take only the denominational subjects offered during the years of attendance in the Adventist school.

2220:21 Elementary Textbooks

Textbooks are to be selected from the approved textbook list. Textbooks are published or selected and approved by the NAD Curriculum Committee.

2225:21 Authorization for Alternate Elementary Textbooks

A teacher or school, through its administration, may request to use a textbook not listed on the NAD-approved textbook list as follows:

1. Complete and submit to the local conference superintendent the completed *Alternate Textbook Approval Request* form.
2. Receive written authorization from the conference superintendent before purchasing the alternate textbook.

2230:21 Eighth Grade Diploma Requirements

All students receiving an eighth-grade diploma from NPUC schools shall have successfully completed prescribed studies in:

1. Bible/Religion
2. English/Language Arts
3. Fine Arts
4. Mathematics
5. Physical Education
6. Science and Health
7. Social Studies
8. Keyboarding

Additional experiences in digital technology, Practical Arts, Life Skills, and Community Service are recommended.

2235:21 Eighth Grade Completion Requirements

Conference boards of education may establish criteria for the granting of Certificates of Completion for eighth grade students that do not meet the requirements for a diploma.

2240:21 Secondary Credit for the Elementary Student

The elementary school may permit the student at the eighth grade level to take certain high school subjects for secondary credit. Release time should be scheduled for students to attend class on-campus (or at a nearby academy) with secondary students, or for class time from an approved distance education provider.

Criteria for granting permission for each student and opportunity will be:

1. The student demonstrating attainment of the learning standards in the subject at the eighth-grade level course.
2. Course learning standards meeting secondary credit requirements with no adjustment for the elementary students.
3. Upon approval of conference superintendent.

2245:21 Secondary Courses Supervised by an Elementary Teacher

An elementary school that proposes to supervise on campus a student who graduated from grade eight and is subsequently enrolled full or part time in an NAD-approved distance education program shall follow this protocol:

1. A request for authorization to implement such a plan shall be submitted to the conference superintendent in writing and attest to the following:
 - a. The local school board has considered the following factors and will provide the information to the conference superintendent:
 - 1) number of students in the classroom of the supervising teacher,
 - 2) number of grade levels in the classroom, and
 - 3) the qualifications of the teacher.
 - b. The student and parents have provided a rationale statement and have agreed in writing to the following:
 - 1) to abide by all school standards of conduct.
 - 2) to accept responsibility for completion of the course of study.

2245:21 *Continued*

- 3) to acknowledge that the responsibility of the school board and teacher is limited to providing a school environment conducive to learning and to the proctoring of examinations.
2. Authorization by the conference superintendent shall be provided annually for each year such a plan is proposed.

2250:21 **Daily School Schedule**

Each teacher will prepare and display a daily school schedule. The time allotted for instruction in the different subject areas should follow denominational guidelines. (See *NPUC Handbook for Teachers*.)

2255:21 **Length of School Week - Elementary**

The elementary instructional schedule shall meet or exceed the following minimum time requirements unless state regulations exceed these requirements. The total hours exclude a 30-minute lunch period. The Friday schedule may also be adjusted provided the weekly time requirements are met.

Kindergarten	12.5 hours per five-day week or 2.5 hours per day
Grades 1-2	20 hours per five-day week or 4 hours per day
Grades 3-4	25 hours per five-day week or 5 hours per day
Grades 5-8	30 hours per five-day week or 6 hours per day

It is the responsibility of the conference office of education to keep informed of current legislation pertaining to the length of the school day and to inform school principals of these regulations.

2260:21 **Minimum School Day - Elementary**

A minimum school day must include three and a half hours of instruction, exclusive of the lunch period, or as required by state law. Minimum school days shall be limited to twelve per year or the number permitted by state law, whichever is less. Any days above eight must be used for professional growth activities.

Minimum school days should be incorporated in the school calendar approved by the conference board of education. Principals should consult with the superintendent on subsequent changes made during the school year.

2265:21 Four-Day School Week

In specific situations a school may wish to consider a four-day school week. Approval shall be granted before implementation by the local conference board of education upon recommendation of the conference superintendent and after consultation with the NPUC Office of Education. Schools desiring to adopt the four-day school week shall:

1. Complete and submit the application with required attachments to the conference office of education by May 1.
2. Attach surveys which give evidence of overwhelming support by parents and school board members.
3. Submit a school calendar and daily/weekly schedules that demonstrate the school has planned to meet the minimum 1,080 hours of school per year, exclusive of a daily 30-minute lunch period. Some allowance in the 1,080 hour annual requirement for professional in-service learning activities may be granted by the local conference, but the allowance shall not exceed a total of 30 hours.
4. The local conference will annually review and approve schools operating a four-day school week utilizing the NPUC protocol.

2270:21 In-Service Teacher Education

Conferences shall annually allocate a minimum of three days time for professional in-service learning for elementary teachers.

2300—Elementary Student Admissions, Placement, Records, and Reports

2305:21 Requirements for Elementary School Entrance

Admissions requirements applicable for all Adventist schools must be met by all applicants (*Code* 3005 to 3020). The following requirements are important for students enrolling in elementary grades for the first time.

1. Readiness

Children do not mature at the same rate; therefore, readiness is a factor in admitting the child into school. Readiness includes the child's social, emotional, physical, and intellectual attributes.

2. Minimum Age of Admittance

Students admitted to school for the first time, whether in first grade, kindergarten, or pre-kindergarten, shall have attained the required age as stipulated by state law.

3. Compulsory School Attendance

Seventh-day Adventist schools accept students in accordance with state compulsory attendance laws. If these laws conflict with the principle of readiness held by the denomination, the conference superintendent may assist the parents and school in resolving the issue. It is the responsibility of the conference superintendent and school principals to be informed of current state law relating to compulsory school attendance and the reporting requirements at the discontinuance of a student's enrollment.

Parents who choose to keep children at home until they're older than state law requirements because of educational or religious convictions are invited to consult with the conference superintendent for assistance in clarifying their position with public officials.

2310:21 Guidelines for Child's Initial Entrance into School at Seven Years or Older

The following guidelines are for use by administrators and teachers in placing children who begin their formal school experience at seven years or older.

1. The child's age should not be the primary basis for placement. The total development of the child (social, emotional, physical, and intellectual) should be evaluated.

2310:21 *Continued*

2. A minimum time period of two to four weeks should be used by a primary grade teacher to evaluate the child's readiness before placement in a specific level or grade.
3. Placement shall be determined from assessment results, teacher observation, and in consultation with the parents and the local conference office of education. (For additional information see *Code* 2320.)

2315:21 Admission of Elementary Transfer Students

Prior to accepting a transfer student from another school, home school, or other type of educational program the admissions requirements for all Adventist schools must be met (*Code* 3005 to 3020). Acceptance is dependent on an evaluation of prior school performance as evidenced by written academic records, student assessment results, and/or from interviews with personnel of schools the student previously attended.

2320:21 Academic Placement

Appropriate academic placement of the learner is a fundamental principle of education. Beyond consideration of previous grades completed other factors may be considered in grade or level placement at the time of entrance into elementary school. Essential considerations to placement when an applicant has no previous or current academic achievement records to present should include:

1. Chronological age.
2. Social, emotional, and physical development.
3. Scholastic achievement as determined by
 - a. Teacher observation of the student's ability to reason and to communicate ideas logically and coherently.
 - b. Teacher evaluation of academic progress from interviews and sample work.
 - c. Results of assessments administered for admissions.

2325:21 Academic Acceleration

Academic acceleration of an elementary student may be considered on the rare occasion that grade advancement is deemed the optimum solution for providing a student with a rigorous and challenging learning experience.

1. Criteria for Acceleration

Academic acceleration of an elementary student is to be based on the following minimal requirements:

- a. On the most recent MAP Growth (or comparable) assessment the student is expected to have a score at the 90th percentile or above in each core subject area of the test.
- b. The student is to satisfactorily meet the Language Arts and Mathematics elementary standards at the grade preceding the one to which the student is to advance. This evaluation shall be made by the teacher in consultation with the conference office of education personnel.
- c. The student must demonstrate satisfactory evidence of emotional and social readiness for acceleration.
- d. Teachers should not initiate a program for acceleration of a student (i.e. two years in one, or three years in two) before submitting a request to the local conference office of education.
- e. Ordinarily, students at the elementary level should be limited to one acceleration experience. (See NPUC *Handbook for Teachers*.)

2. Approval Procedure for Acceleration

- a. Initiation for academic acceleration of an elementary student is upon submission of a written request to the conference office of education by the beginning of the second semester. The request shall include the written consent of the parents/guardian and an implementation plan identifying how the student will demonstrate attainment of the learning standard in the grade level bypassed.
- b. Written approval from the conference superintendent shall be a matter of record before the student is permitted to accelerate.

2330:21 Student Retention

Grade level retention is intended to give a student opportunity to master basic skills required for academic success, and/or provide extended time to meet minimum proficiency of learning standards at a grade level. Careful consideration of various facts and perspectives is always warranted before deciding to retain a student. The teacher and principal are to counsel with the parents and the student to ensure understanding and cooperation in the student's placement. The teacher and principal shall consult with the conference superintendent of schools prior to a final decision.

2335:21 Attendance Records - Elementary

Student attendance records shall be kept in accordance with state requirements utilizing denominationally adopted records protocols and reports.

2340:21 Evaluation of Student Learning

Evaluation is the basic educational process of assessing a student's learning progress and identifying current learning needs in order to develop appropriate learning activities and subsequent measurements of the student's learning. The process is always focused on student learning and development. It is not for the purpose of classifying the student in any way that would impede learning.

2345:21 Student Progress Reports

Elementary schools are to use student progress reports adopted by the conference office of education and compatible with an approved digital student information system. These reports to parents or guardians will:

1. Identify the student by name and age, current year in school, and the name of the school, conference, and teacher.
2. Communicate information regarding the student's progress in the subject areas.
3. Provide a record of attendance and developing social relationship skills.

The student progress reports are to be distributed at the close of each nine-week period. Interim report forms are recommended to be used as needed for special reporting purposes. Provision shall be made for students and parents to communicate person-to-person with teachers about the student's learning.

2350:21 Parent-Teacher Conferences

The school is to schedule a minimum of two Parent-Teacher Conferences each school year for each student. Among the purposes of the Parent-Teacher Conferences are the following:

1. To report the progress of the student in various aspects of the school experience.
2. To gain insights from parents/guardians which may assist the school in furthering the progress of the student.

A maximum of two one-half days or one full-day per semester may be permitted in the school calendar for these appointments. Arrangements for additional time should be made in consultation with the conference superintendent.

2355:21 Student Records

Each school shall utilize an approved student information system to maintain digital records and to report each student's learning. Administrators and teachers must ensure that student identification data, grades and other progress reports for all subjects and courses taught, student attendance, and other required information is consistently and regularly updated to provide an accurate legal educational record.

The records shall be kept secure in accordance with governmental regulations and/or accepted denominational standards. The school may elect to retain certain hard-copy documents in a locked, fire-proof file cabinet or vault. For this purpose, a cumulative record folder is to be provided by the conference office of education.

A daily student attendance roster shall be available to the teacher by digital device access or in hard-copy form for use in case of emergency events or drills.

2400—Junior Academy Curriculum

2405:21 Specific Provisions for Junior Academy Curriculum

The offering of one or two years of secondary grades (a partial high school level program) and the curriculum for grades 9 and 10 in a NPUC-recognized junior academy are specifically provided for in this section (*Code 2400*). Policies for curriculum in the elementary grades in a junior academy are found in *Code 2200* and *2300*.

2410:21 Authorization and Supervision of the Junior Academy

In a junior academy, authorization and oversight of the secondary curriculum and school-wide accreditation protocols are the purview of the union conference. The NPUC School Commission fulfills this responsibility (*Code 2040, 2045, and NAD Working Policy FEA 15 35*). It is the responsibility of the local conference superintendent to supervise regular operations of the junior academy, including grades 9 and 10. Care should be given to ensure that the secondary curriculum and instruction provided is fully aligned with the secondary learning standards in the subjects offered.

2415:21 Recommended Subjects for Grades 9 and 10

1. Grade 9

Religion I (*Encounter Bible-Grade 9*)
English I
Mathematics (Algebra I recommended)
Social Studies
Health and Physical Education
Elective (Fine Arts and/or Practical Arts recommended)

2. Grade 10

Religion II (*Encounter Bible-Grade 10*)
English II
Mathematics (Geometry recommended)
Science (Biology recommended)
Health and Physical Education
Elective (Fine Arts and/or Practical Arts recommended)

2415:21 *Continued*

3. Elective courses are to be offered based on the following considerations:
 - a. Current teacher qualification
 - b. Appropriate school facilities and equipment
 - c. Student and community interests

2420:21 **Subject Alternation Schedule**

School enrollment may make it preferable to offer certain grade 9 and 10 courses on an alternating year basis. Schools that implement the subject alternation schedule must publish a clear statement of the plan in the school handbook.

1. Even Year—[School year ending in an even number (i.e. 2019-2020).]
Religion I (*Encounter Bible-Grade 9*)
English I
Mathematics
Social Studies
Health and-Physical Education
Elective (Fine Arts and/or Practical Arts recommended)
2. Odd Year—[School year ending in an odd number (i.e. 2020-2021).]
Religion II (*Encounter Bible-Grade 10*)
English II
Mathematics
Science (Biology recommended)
Health and Physical Education
Elective (Fine Arts and/or Practical Arts recommended)

2425:21 **Unauthorized Courses**

Credit will not be recorded for students enrolled in any course that has not received official prior authorization as specified in *Code 2040*, including distance education courses.

2430:21 Secondary Curriculum Resources and Textbooks

In the secondary courses offered in the junior academy, denominational learning standards shall be used as a foundation for all instruction. Textbooks are to be selected from the NAD-approved secondary textbook list. Other curriculum resources should be selected with care to maintain a rigorous secondary level program and reflect the Adventist worldview (*Code 2105*).

2435:21 Secondary Credits for Courses

In grades 9 and 10 the semester credit system for measuring course work is employed. A five-semester credit course meets for five days a week for a minimum of 45 minutes per day for one semester. Ten semester credits represent a yearlong course (2 semesters) and is equivalent to 1 Carnegie unit of secondary credit. For non-traditional school schedules see *Code 2450*.

2440:21 Secondary Credits for Performance-based Programs

Schools structuring an educational program in which students are expected to reach specified minimum performance levels and in which the class times may vary should establish and publish the criteria for successfully completing courses and earning credits. Credits earned shall conform to the five per semester, ten per year for each secondary course to meet secondary graduation credit requirements (*Code 2540*). Any variation in how credits are earned, the ability to earn credits, and/or that may create an alternate pathway to graduation is a major curriculum change that shall be approved as outlined in *Code 2045*.

2445:21 Secondary Student Course Load

Seventy semester credits, not including music, are the maximum credits a student may be permitted to earn during a school year.

2450:21 Length of Secondary Class Period

To qualify as earned secondary credit each course shall meet at least 45 minutes per day or 225 minutes per week. Alternative daily class schedules, such as block schedules, must meet the aggregate average of minutes per week to offer full credit (*Code 2435*).

2455:21 Length of School Week - Junior Academy

The weekly schedule of five school days must consist of a minimum of 30 hours, exclusive of the lunch period, for grades 5-10. The Friday schedule may be adjusted provided the weekly time requirements are met. The lunch period is to be not less than 30 minutes.

If the state mandates time periods greater than the denominational minimums that are applicable by law to secondary students in private schools, then junior academies shall meet the higher state standard.

2460:21 Minimum School Day - Junior Academy

A minimum school day must include three and a half hours of instruction, exclusive of the lunch period, or as required by state law. The number of minimum school days shall be limited to twelve per year or the number permitted by state law, whichever is less. Any minimum days above eight must be used for professional growth activities.

Minimum school days should be incorporated in the school calendar and approved by the conference board of education. Principals should consult with the superintendent on subsequent changes made during the school year.

2465:21 Admission of Secondary Students – Junior Academy

Admissions requirements applicable for all Adventist schools must be met by all applicants enrolling in the junior academy (*Code* 3005 to 3020). The following requirements are for students enrolling in the junior academy for the first time as secondary students in grade 9 and/or 10.

1. Students entering ninth grade shall give evidence for having completed elementary school.
2. New students entering tenth grade should submit official transcripts of credits earned in previous secondary coursework.

2470:21 Assessment of Secondary Students – Junior Academy

A comprehensive statement on student assessment is provided in *Code* 2075. Students in grades 9 and 10 should be tested using the MAP Growth assessment instrument and protocols.

2475:21 Secondary Student Progress Reports and Records

Each school shall utilize an approved student information system that is designed to accommodate secondary credit programs for the purpose of digitally recording and reporting learning progress and credits earned. Responsibilities and protocols are similar to those stated in *Code 2355*.

1. Progress Reports

Reporting secondary student progress to parents/guardians shall occur each nine-week period (quarter).

2. Credits Earned

Recording credits earned occurs at the end of each semester. Grades earned on those reports are used in calculating a grade point average (GPA). The first and third quarter grade reports are mid-semester reports of the student's learning progress.

3. Transcripts

Transcripts of secondary credits earned shall be created and maintained for each secondary student enrolled. With denominational and regional accreditation, the junior academy is responsible for the official transcript. Responsibilities and protocols for handling transcripts can be found in the *NPUC Registrars Handbook*.

Conference offices of education may manage the transcript protocols and issuance of official transcripts as a service to the junior academy. In this case, the superintendent will establish the procedures for effective communication between the school and the office of education.

4. Attendance

Student attendance records shall be kept in accordance with state requirements utilizing denominationally adopted protocols and reports. A daily student attendance roster shall be available to the teacher by digital device access or in hard-copy form for use in case of emergency events or drills.

2480:21 Library Resources – Junior Academy

Beyond the general provisions for a school library/media center (*Code 2150 to 2160*) a school offering secondary grades should provide a collection of appropriate learning resources, in print and/or digital format, to serve secondary student learning needs, interests, and reading abilities.

2485:21 Junior Academy Student Organization

A general student association may be organized and may include students in grades 7-10 in a manner best suited to the students and faculty of the school. The student association plans and activities are to be in harmony with the philosophy and goals of the school. For additional information see *Code* 3200.

2500—Senior Academy Curriculum General Provisions

2505:21 Subject Areas 9-12

The typical courses offered in grades 9-12 will include the following subject areas. (See *Code* 2540 for Graduation Requirements.)

1. Business and Computer Education

Instruction in business principles and practices, and the development of competency in using computer and various digital technologies assists students in becoming ethical and effective digital citizens. Biblical principles of stewardship and service are integrated into a curriculum of skill development and decision-making that assists in preparing the student for a successful career and a productive life.

2. English

English language is the basis of effective communication and develops students' skill in reading, listening, speaking, and writing. Opportunities to study language use in various media and literature contexts will develop students' ability to evaluate language usage from an Adventist philosophy and worldview, leading students to develop a preference for truth and beauty in expression, and to accept responsibility for personal language usage.

3. Fine Arts

Art and music instruction include courses which develop aesthetic appreciation, an understanding of the impact of art forms on culture, skills in creative expression and performance, and the use of creative imagination within the context of Biblical principles.

4. Foreign Language

Instruction is designed to develop the student's facility in understanding, speaking, reading, and writing in the foreign language course(s) offered. Also, included is study of the social and cultural backgrounds of the people who speak the language.

5. Health

Concepts and skills necessary for the development of Christ-centered characters, creative minds, life-long wellness, and effective choices that preserve social and spiritual relationships are the focus of instruction.

2505:21 *Continued*

6. Mathematics

Instruction will develop essential numeric understanding, computational proficiency, quantitative thinking, and analytical reasoning to give students practice and insight in applying math concepts and skills in problem-solving situations that have real-life applications.

7. Physical Education

Instruction assists students in developing the knowledge, attitudes, and skills that will result in lifelong physical fitness and optimum social, emotional, and mental health. Courses should be enjoyable, success oriented, and provide skill development in a variety of activities that will encourage lifelong physical fitness.

8. Practical Arts

Courses in the areas of home arts, family and consumer sciences, and industrial technology education provide students with skills for managing life's personal choices and resources, for acquiring entry-level job qualification training, and for equipping them for Christian service.

9. Religion

Courses provide students opportunity to encounter God and develop a saving relationship in Jesus Christ. Instruction will deepen the students' Biblical literacy, understanding of the Gospel, and provide a perspective for living faith in the contemporary world through the beliefs and values of the Adventist Church. Instruction will use denominationally adopted curriculum resources.

10. Science

Instruction in biological and physical sciences with emphasis on basic concepts, theories, and processes of scientific investigation within the context of Biblical principles will guide students to a knowledge of and respect for God as Designer, Creator, and Sustainer of His orderly universe.

11. Social Studies

Instruction will help students develop an awareness of God's hand in the affairs of men; to evaluate and preserve their national and Christian heritage; to understand and promote Christian principles of justice; to understand the forces of good and evil as they relate to men and nations; and to develop a lifestyle of social, ethnic, and cultural values consistent with Adventist beliefs.

2505:21 *Continued*

Instruction in world history, United States history, and government systems will consider contemporary societal issues, contributions of ethnic/people groups, the American legal system, and the mission and history of the Church.

12. Electives

Other courses may be offered to extend student opportunity to develop knowledge and skills in various subjects. Elective courses shall be authorized by the school board in consultation with the conference office of education.

2510:21 English Language Support for International Students

Secondary schools accepting international students shall ensure that the instructional program provides appropriate English language support. The expectations of the curriculum must not be reduced to accommodate language limitations of international students. Schools should develop and implement:

1. Admission requirements that utilize English language assessments (i.e. TOEFL or ITEP) for international student acceptance.
2. A policy that identifies the assessment scores and language usage indicators for placement of international students in a regular language immersion program or in an English as a Second Language (ESL) program.
3. A structured English as a Second Language (ESL) program with specific ESL courses and qualified (certificated or endorsed) personnel, when more than five international students are enrolled.

2515:21 Secondary Curriculum Resources and Textbooks

Curriculum and instruction for secondary courses shall be established upon denominational learning standards. Textbooks are to be selected from the NAD-approved secondary textbook list. Other curriculum resources should be selected with care to maintain a rigorous secondary level instructional program and to be reflective of Adventist beliefs, values and worldview (*Code 2105*).

2520:21 Alternate Textbook Authorization

A teacher or school, through its administration, may substitute a textbook not listed in the *NAD Secondary Textbook List* under the following conditions:

1. Written evaluation of the proposed textbook identifying its advantages over the adopted material should be submitted for approval to the academy principal.
2. The academy principal may use a school-based study group such as the curriculum committee or administrative council for a preliminary review of the proposal.
3. The academy principal shall submit the alternate textbook proposal to the conference superintendent and the NPUC Director of Secondary Education. Upon review and consultation with these leaders, the principal will act on the proposal.
4. Copies of approved proposals shall be filed by the school and conference for the duration of the alternate textbook usage.

2525:21 Library/Media Center

Secondary schools should provide a collection of appropriate resources that will support and enhance student learning in various secondary level subjects. The collection of learning resources, in print and/or digital format, should meet secondary student learning needs, interests, and reading abilities.

It is recommended that each secondary school have an organized collection of library/media center resources that is managed and supervised by designated staff.

Additional general provisions for school library/media centers are presented in *Code* 2145 to 2155.

2530:21 Assessment of Secondary Students – Senior Academy

Students in grades 9 and 10 are to be tested using MAP Growth assessments to inform and support student learning. Exceptions may be granted if an alternate assessment program is approved for use by the school board and in consultation with the conference superintendent. The school should also provide access and encouragement to students in grades 11 and 12 to take college/university admissions exams, and scholarship qualifying tests.

A comprehensive statement on student assessment is provided in *Code* 2075.

2535:21 Eligibility for Graduation

To graduate from grade 12 in an NPUC senior academy, a student shall meet the following criteria.

1. Credit Requirements

Each student must earn the minimum credits required in total and in each subject area by successfully meeting the learning standards required for each course (*Code 2540*).

2. Attendance and Citizenship

The student must maintain satisfactory attendance and citizenship as published in the student handbook and adopted by the academy board.

3. Residency

Candidates for graduation are to be enrolled at the academy from which they expect to graduate for at least the entire semester prior to graduation—the second semester of the senior year—in order to participate in the commencement program(s) and receive a diploma. Any exceptions are to be based on a plan approved by the appropriate school committee and agreed to by student and parents/guardians.

4. Course Completion

All course work required for qualifying earned credits toward graduation must be satisfactorily completed prior to issuing the student a diploma.

2540:21 Secondary Graduation Credit Requirements

Secondary schools shall establish graduation credit requirements that meet or exceed the following minimum requirements for graduation in total and in each subject area. The academy shall adopt any additional state requirements for graduation where applicable.

Schools should communicate with students and parents about the minimum requirements for graduation and the possible variances between these requirements and the entrance requirements for post-secondary educational institutions.

A summary list of secondary graduation credits follows on the next page.

2540:21 *Continued*

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

<u>Semester Credits</u>	<u>Subject Area</u>	<u>Notes</u>
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	A minimum of 5 credits of Health as a separate course
10	Fine Arts ²	
10	Practical Arts	May include courses in business and computer education, industrial technology, or family and consumer sciences.
30	Electives ³	Total elective credits may be reduced when other school-based requirements are added.
240	<i>TOTAL</i>	<i>Minimum credit requirement for graduation.</i>

- 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.

2545:21 **Differentiated Diplomas and Certificates**

Secondary schools may choose to establish increased requirements for the general diploma and/or for differentiated diplomas such as a college prep or advanced diploma. Such action shall be approved by the school board in consultation with the conference superintendent and NPUC Director for Secondary Education.

2545:21 *Continued*

Similarly, a school may offer a certificate of attendance to a student who is not eligible for graduation after four years of attendance. Provision should be made for noting on the transcript the type of diploma or certificate to be issued.

2550:21 **Advanced Placement and Honors Courses**

Senior academies which choose to offer Advanced Placement and/or honors courses shall seek school board approval upon consultation with the conference superintendent. Such courses, along with all regular courses offered, will be subject to review by the NPUC School Commission and the conference superintendent. Implementation of these courses shall be aligned with the following procedures.

1. Advanced Placement (AP) Courses
 - a. Offering of AP courses shall follow the course descriptions and requirements of the authorizing entity—the College Board.
 - b. AP courses shall be taught by a teacher with secondary subject endorsement in the specific subject area.
 - c. An enhanced GPA based on a 5.0 scale may be adopted if specifically approved by the board and conference superintendent.
2. Honors Courses
 - a. A locally established honors course should be presented to the board for approval upon recommendation of the local school curriculum committee, academy principal, and conference superintendent.
 - b. Approval may be granted only if the three recommendations affirm that a review of the course description and learning standards clearly differentiate that there are more rigorous learning expectations for the honors course than in the same general subject course.
 - c. Honors courses are to be taught by a teacher with secondary subject endorsements in the specific subject area.
 - d. Honors courses should not be taught in conjunction with the regular class by the same teacher in the same time period.
 - e. An enhanced GPA based on a 5.0 scale may be adopted if specifically approved by the board and conference superintendent.

2555:21 Graduation Requirements for Performance-based Programs

Secondary schools structuring an educational program in which students are expected to reach specified minimum performance levels should establish and publish the criteria for successfully completing courses and earning credits. In this case, the minimum credit requirement remains in force. Any variation that would impact student's ability to earn credits or create an alternate pathway to graduation is a major curriculum change that shall be approved as outlined in *Code* 2045.

2560:21 Early Graduation (Academic Acceleration)

Four years of secondary education is necessary for fulfilling the graduation requirements. Early graduation may be an option for a student who demonstrates exceptional ability and purpose in the learning experience, maturity in spiritual and social relationships, and seeks academic challenge beyond the opportunities provided by the secondary school. The student who wishes to complete the secondary curriculum in less than four years (academic acceleration) shall meet the following guidelines.

1. Criteria

- a. The student has achieved and continues to maintain a cumulative grade-point average of at least 3.5.
- b. In the MAP Growth assessments administered in grades nine and ten the student has achieved a 85th percentile score.
- c. An approved plan has been developed for the student to fulfill the graduation eligibility and graduation credit requirements of the *Code* and any additional requirements of the school and applicable state requirements.
- d. At least 75% of the earned credits required for graduation must be granted by the school of attendance and planned graduation.

2. Procedure

- a. Academic acceleration for early graduation will be initiated by the student's written application to the academy principal and must have the written consent of the parent.
- b. Academic acceleration should be planned as early as possible with an application submitted no later than the end of the first semester of the grade ten year.
- c. The student's proposed acceleration must be approved by the academy faculty and made a matter of record at the time the program is initiated.

2560:21 *Continued*

- d. A student approved for early graduation will be classified as a 9th, 10th, and 12th grade student during the three years of attendance.
3. Completion

Any student on an academic acceleration program must complete all curriculum requirements prior to receiving a diploma.

2565:21 Student Honors and Recognition

Because whole-student growth and learning (intellectual, physical, spiritual, and social development) is the goal of Adventist education, honoring student accomplishment should include commendations for achievement in all areas.

Graduation honors are to be based on criteria developed by the faculty and approved by the school board. Recognition with cords, sashes, medallions, etc., is by student group and accessible to all who fulfill the criteria. The designations valedictorian and salutatorian, which would each apply to a single student in a graduating class, are not to be used.

2570:21 Length of School Week - Senior Academy

The weekly schedule of five school days shall consist of a minimum of 30 hours, exclusive of the lunch period. The Friday schedule may be adjusted providing the weekly time requirements are met. The lunch period is to be not less than 30 minutes.

If the state mandates time periods greater than the denominational minimums, SDA schools will make all reasonable efforts to meet such.

2575:21 Minimum School Day - Senior Academy

A minimum school day must include three and a half hours of instruction, exclusive of the lunch period, or as required by state law.

Minimum school days shall be limited to twelve per year or the number permitted by state law, whichever is less. Any days above eight must be used for professional growth activities.

2580:21 Length of Class Period

At least 45 minutes per day or 225 minutes per week shall be scheduled for each course offered for credit. Alternative class schedules must meet the aggregate average of minutes per week to offer full credits for courses.

2600—Senior Academy Student Admissions, Credits, Academic Records and Reports

2605:21 Secondary Student Admission Requirements

In addition to the general provisions for admission of students to Seventh-day Adventist schools provided in *Code* 3005 to 3020, academies should implement the following requirements for admission of secondary students.

1. Applications for admission shall be fully completed and an admissions decision communicated prior to enrollment in secondary courses.
2. A student record from the previous school attended should be requested.
 - a. For the student entering ninth grade the record shall give evidence of elementary school completion through the eighth grade.
 - b. The student entering 10th, 11th, or 12th grade from another school shall request transfer of the official transcripts of previous secondary credits earned.
3. Where questions arise regarding transcripts, a comprehensive testing program may be employed to determine grade placement.
4. Schools may require evidence of satisfactory citizenship from schools previously attended as a basis for admission.
5. Schools may delay or deny admission if the student applying has an unpaid account at the previously attended Adventist school and has not made satisfactory arrangements for payment.

2610:21 Registration Required to Earn Credit

To earn academic credits the student must fulfill the school's official registration requirements prior to enrollment in courses and the recording of credits earned on the student's official transcript.

2615:21 Academic Placement of Secondary Students

Grade placement is an educational practice that supports student academic achievement and social/emotional development.

1. Placement of students in grades who have been admitted from traditional school is by years of attendance and credits earned. The secondary grades are:
 - a. Grade 9 (Freshmen) students are first-year secondary students who have provided evidence of completing elementary grades.
 - b. Grade 10 (Sophomores) students are second-year secondary students who have earned at least 50 semester credits.
 - c. Grade 11 (Juniors) students are third-year secondary students who have earned a minimum of 100 semester credits. A student approved for early graduation on an academic acceleration program will not have junior class standing regardless of the number of credits earned.
 - d. Grade 12 (Seniors) students are fourth-year secondary students who have earned a minimum of 150 semester credits prior to the start of the fourth year and are enrolled in enough courses to fulfill all requirements for graduation at the end of the fourth year.
2. Grade placement for students entering the secondary school from non-traditional school programs should be informed by:
 - a. Chronological age and developmental maturity—physical, social, and emotional.
 - b. Academic achievement as determined by academic records, school administered assessment results, and in-depth readiness interviews that assess communication skills and logic/reasoning ability.
 - c. The school shall create an acceptable secondary education completion agreement that outlines graduation requirements for the student admitted under these circumstances.

2620:21 Evaluation of Student Progress

Evaluating educational growth in students includes measuring progress in intellectual development, affective development (values and attitudes), and physical growth and coordination. In reporting student learning in academic courses letter grades are used and applied as defined by school policy.

2625:21 Grade Point Average

The four-point system is to be used to determine the grade point average (GPA) from the letter grade awarded. The use of plus and minus with a letter grade is optional. Schools are to adopt any modifications to this scale as may be required by state regulations applicable to private schools. The value of the letter grades will be as follows:

A = 4.0	A- = 3.7	
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7
		F = 0.0

Schools will record on the transcript the numeric values used for calculating the GPA.

2630:21 Secondary Student Progress Reports and Records

Each school shall utilize an approved student information system that is designed to digitally record, and report secondary learning progress and credits earned.

1. Progress Reports

Reporting secondary student progress to parents/guardians shall occur each nine-week period (quarter). The first and third quarter grade reports are mid-semester reports of the student's learning progress. The two semester reports are the final grades for the semester credits earned.

2. Credits Earned and GPA

Recording credits earned on the official transcript occurs at the end of each semester. Grades earned on the semester reports are considered final grades and used in calculating an official grade point average (GPA).

3. Transcripts

Transcripts of secondary credits earned shall be created and maintained for each secondary student enrolled. Transcript protocols can be found in the *NPUC Registrars Handbook*.

4. Attendance

Student attendance reports and records shall be in accordance with state requirements. A daily student attendance roster for each class that meets shall be available to the teacher by digital device access or in hard-copy form for use in case of emergency events or drills.

2635:21 Student Grade Reporting Adjustments

Student learning is a uniquely personal experience and adjustments may be an educationally sound practice to support student achievement and growth. When reporting student progress, the following definitions should be considered.

1. Accommodations are any variation in the instructional environment or process that does not fundamentally alter the course content based on the approved student learning standards. Students for whom accommodations are made will receive grades and credits in the same manner as students without accommodations.
2. Modifications are any variation in the instructional environment or process that fundamentally alters the course content and/or expected student learning standards. The following apply when modifications are made for students.
 - a. A plan outlining student learning modifications (or IEP) should be created prior to issuing any progress reports.
 - b. Reports may be issued that indicate progress of the student toward goals outlined.
 - c. Student transcripts should not indicate that a student received special education or has a disability. However, schools may create a course with a different title in which they can enroll the student with a modified educational program.

2640:21 Alternate Grade Reporting Systems

If a secondary school chooses to utilize another system of reporting student progress other than letter grades, a proposal shall be submitted and approved as outlined by the procedure for approval of new curriculum programs (*Code* 2045). In adopting an alternative report consideration should be given to creating or utilizing a report form that aligns with the following:

1. The report correlates with the range of curriculum offerings, approved and adopted student learning standards, and instruction strategies.
2. The report can be supported by an approved student information system for producing necessary reports and records; and is readily translatable in the event a student transfers to a school using a different grade reporting/records system.

2645:21 Earning Semester Credits

In secondary schools the semester credit system is employed to measure and record course completion. Students qualify for advancement to the next grade and for graduation largely by the number of credits earned.

1. Definition of the Semester Credit

A five-semester credit course meets for five days a week for a minimum of 45 minutes per day (225 minutes per week) for one semester. Ten semester credits represent a yearlong course (2 semesters) and is equivalent to 1 Carnegie unit of secondary credit.

For differing or non-traditional school schedules see *Code 2580*. For schools adopting an educational program that measures student learning achievement in a manner not correlated to class time see *Code 2555*.

2. Adjustments to Credits Offered

- a. In the conventional curriculum the maximum credits offered for any course is 10 semester credits per year. Additional lab periods for the sciences and/or performance events in the arts are integrated into the curriculum offered with no additional credits to be offered.
- b. Courses offered as non-core curriculum courses or electives may reduce the number of credits offered in proportion to the scheduled time allotment for the course.

3. Student Credit Load

Seventy semester credits not including music is considered a full academic credit load each school year. Exceptions should be approved by through a school designated process.

2650:21 Subject Credit Adjustments

The total semester credits offered for courses may vary based on the proportional scheduled time allotted for the course. The credits offered are to be approved by the school board and published in the school bulletin or student handbook. Any adjustments in the following subjects should be made within these provisions.

1. Music

- a. Performance organizations should be granted semester credits on the same basis as granting credits in other subject areas.

2650:21 *Continued*

- b. Music lessons may be granted five semester periods of credit for one half-hour lesson per week with practice time requirements. It is expected that at least 30 weeks of lessons will be offered each year.

2. Publications

Academic credits for student involvement in school publications may be offered on the following basis:

- a. Journalism credit may be granted for up to five semester credits per year if instruction includes a structured journalism curriculum. This credit may count toward the English graduation requirement. If this option is desired the teacher shall be certificated in English or Journalism.
- b. Student publications may be granted up to five semester credits per year for student involvement in production of regular communication in various media. This credit may not count toward the English graduation requirement.
- c. The annual production of the school yearbook may be granted up to five semester credits per year for students elected or appointed to the yearbook staff and who meet on a regularly scheduled basis. Schools may vary the credit based on the instruction given and time spent in production. Approval of such a variance should be reviewed and recommended by the school curriculum committee. This credit may not be counted toward the English graduation requirement.

2655:21 Summer School Credits

Secondary schools may offer summer courses for credit with board approval. All courses shall be taught by certificated teachers and are under the supervision of the school administrator. Each course offered for 10 semester credits must meet for 130 clock hours, and each course offered for five semester credits must meet for 65 clock hours.

2660:21 Work Experience Credits

Schools may offer and require students to earn credits for work experience. The school shall align campus work experience with all applicable labor regulations. For the latest regulations related to work experience education and work place requirements, consult the NAD Office of Education; and the federal, and state departments of labor.

2665:21 Credit by Examination

In special cases students may wish to challenge a course for credit. This may be granted by examination or by demonstrating that the required level of proficiency has been achieved.

2670:21 Credit by Independent Study

Credit offered by school-sponsored independent study courses or individual tutoring shall have prior approval by the appropriate faculty committee and conference superintendent. All courses must be included in the annual curriculum report to the NPUC School Commission.

Courses offered for credit in this manner must be titled to clearly indicate the subject area of study. Teachers for such courses should hold certification and/or endorsements in the subject area of study.

2675:21 Credit from Off-Campus Course Providers

Students who expect to earn secondary credit from off-campus course providers while in residence must receive approval of the school curriculum committee prior to enrollment in distance education courses or local area institutions. Without approval the school may elect to deny acceptance of such credits to the student's official transcript.

Criteria for granting such requests includes, but is not limited to the following:

1. The course is not offered at the academy.
2. Because of a schedule conflict the student is unable to enroll in the course.
3. The student must earn credits to recover those lost due to failing a course needed to meet graduation requirements.
4. The student has been approved for early graduation and off-campus course work may balance the course load on campus.
5. The courses are offered by distance education and/or a local area school that is accredited and recommended by the NPUC School Commission.
6. The total number of credits earned in off-campus courses that may be accepted towards graduation while in residence shall not exceed 25% of the total semester periods required. Exceptions under unusual circumstances are to be approved by the school curriculum committee.

2680:21 Credit From International Schools

Students desiring transfer credits from international secondary schools must submit official transcripts to be evaluated and interpreted on the basis of registering a maximum of 70 semester periods per year toward graduation requirements. Transcripts which are obscure to academy registrars should be referred to appropriate educational organizations with expertise in evaluating and interpreting international school records.

2685:21 Secondary Credit Transfer

Students enrolling without an official academic secondary record or a transcript issued by a non-accredited school or distance education provider, or non-traditional accrediting authority, may be granted credit at the school's discretion based on an evaluation of appropriate documentation, applicable assessments, and extensive student interviews. Credits transferred from a home school, a non-accredited school or distance education provider may be recorded on a pass/fail basis and not included in the GPA calculation.

2690:21 Opportunities to Earn College/University Credit

To maintain engagement in academic growth for students who have demonstrated exceptional educational performance and have earned numerous credits in the elective and enrichment courses offered at the secondary school, opportunities may be available to earn college/university credit while still in residence at the academy. Credit from such courses are not secondary credits or transferrable to the student's transcript unless specified as a dual credit option.

Possible opportunities for earning college/university credit prior to graduating from the secondary school may include the following:

1. **Enrollment in Area Institutions:** Students with the prerequisite background to qualify for enrollment in such college/university courses should seek approval of the academy administration to ensure guidance and support for simultaneously completing the secondary program and eligibility requirements for graduation (*Code 2535*).
2. **Distance Education:** Students choosing to earn credit in college or university courses online while continuing enrollment in the secondary school should seek approval of the academy administration for guidance and support purposes.

2690:21 *Continued*

3. Extension Courses: When provided by an agreement between the academy and an Adventist college or university, students who meet course enrollment criteria will earn college/university credit. The student should be advised about the credit's applicability to higher education programs.
4. Dual Credit Courses: Under a matriculation agreement with an accredited Adventist college or university, a course offered at the secondary school campus, like an extension course, may also be granted approval by the NPUC School Commission to also award secondary credit concurrently.
5. Summer School Enrollment: Courses offered for secondary students on the college or university campus during the summer should be taken immediately prior to the senior year and upon recommendation of the academy administration.
6. Advanced Placement Courses: Examinations prepared and administered by the College Board® and taken at the completion of the AP Courses will offer college or university credit if the test results meet the performance level.

3000—Students

3005	Admission of Students
3010	Non-Discrimination – Admission of Students
3015	Admission of Students with Special Learning Needs
3020	Admission of International Students
3025	Grade Placement of Students
3030	Permanent Student Records
3035	Student Discipline
3040	Disciplinary Authority
3045	Suspension of Students
3050	Dismissal of Students
3055	Withdrawal from School
3060	Attendance Policy
3065	Grievance Procedure for Students
3070	Harassment of Students and Others
3075	Student Sexual Harassment
3080	Damaging or Destroying School Property

3100 Student Health and Safety

3105	Student Health
3110	Health Records
3115	Immunizations
3120	Infectious Diseases
3125	Infectious Blood-borne Diseases
3130	School Health Facilities
3135	Administering Medications
3140	Student Safety On Campus
3145	Student Safety Off Campus

3200 Student Life

3205	Student Life Activities
3210	Co-Curricular Activities Defined
3215	Class Organization and Activities
3220	Class Membership and Participation
3225	Student Association
3230	Clubs and Student Specialty Groups
3235	Student Leadership Criteria
3240	Student Media and Publications
3245	Major Student Fundraising Projects

3000—Students

3005:20 Admission of Students

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

Adventist schools are open to the admission of students who desire a Christian education founded on a biblical worldview as expressed in the beliefs and values of the Seventh-day Adventist Church. The school's purpose is to educate and spiritually nurture the youth of the church and to provide this ministry to members of the community who are aligned with the school's aim and purpose. The mission of each Adventist school may be expressed in different ways to meet the needs of the students.

All students seeking to enroll in the Adventist school must demonstrate:

1. A willingness by parent/sponsor and student to cooperate with the mission and purpose of Seventh-day Adventist Christian education.
2. A commitment by parent/sponsor and student to support the student learning goals and objectives of the school's faith-based curriculum.
3. A commitment by parent/sponsor to uphold, and student to meet, the school's standards for personal Christian conduct.
4. A commitment by parent/sponsor and student to contribute to a school culture free from harassment and characterized by the love of Jesus as seen in a respect for all His children.
5. A positive attitude and a developing moral character.
6. A readiness for learning—academically, socially, emotionally, and physically.
7. That the additional criteria for admission as listed herein are met:
 - a. Elementary School (*Code 2305*).
 - b. Junior Academy (*Code 2465*).
 - c. Senior Academy (*Code 2605*).

Admission of students may be denied if any of the foregoing are not met; if there is insufficient space and/or staffing to accommodate additional students; or for any reason that would be cause for dismissal/expulsion.

3010:16 Nondiscrimination Policy - Admission of Students

The Seventh-day Adventist Church in all of its church schools, admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or sex in administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

A statement of nondiscrimination is to appear in each school bulletin, student handbook, and application form. The above statement is a model that can be used with the specific insertion of the school's name.

3015:19 Admission of Students with Special Learning Needs

Seventh-day Adventist schools usually do not have the educational resources for students with special learning needs. Therefore, schools may not be able to accept students who have mental, physical, or social challenges that impede student learning and which would require the school to provide specialized staff, facilities, and/or equipment.

Upon application for admission parents/guardians must provide full disclosure of all diagnostic reports—medical, psychological, and educational. The school admissions committee, in screening all applications, is to review the reports and interview student/parents to determine the school's capacity to support the student in meeting the goals for student learning. Additional testing may be required prior to admission to inform the admission decision.

Should the school and parents reach an agreement on whether the student can benefit from the school's educational program, the school's range of program adaptations and limitations in meeting the student's specialized learning needs should be provided in writing. Program adaptations in the Adventist school will usually be inclusion of the student in the general education classroom. In this case, limitations could also be based on teacher load as defined by student-teacher ratio, number of grade levels taught, and/or number of students already enrolled needing specialized learning support.

Adventist schools are encouraged to extend the ministry of Christian education to students with diverse learning abilities. Such inclusion thrives in a school culture that is caring and supportive, focusing learning on student's strengths while seeking effective program adaptations and/or enrichment. Inclusion may include engagement of support services from outside the school. Parents and school personnel are encouraged to explore all local resources and collaborative support services that may be available to meet the specialized learning needs of students.

3020:19 Admission of International Students

Admission of students on a student visa may extend the ministry of Adventist education beyond the local church and community. Schools enrolling international students shall develop a board and conference approved international student policy that guides school decisions in serving international students (*Code 1734*). It is the responsibility of the school to acquire and maintain Student and Exchange Visitor Program (SEVP) certification from the US Citizenship and Immigration Service.

3025:21 Grade Placement of Students

Grade placement of the student learner is an educational practice that is vital to support the student's academic achievement and social/emotional growth and development. Placement is guided primarily by the student's previous academic records. When that record is incomplete the school should consider factors beyond chronological age and physical development. Assessments and interviews should be used to determine the student's ability to reason, communicate, and demonstrate social/emotional maturity.

Additional placement information can be found in these Curriculum sections.

1. Elementary student placement (*Code 2320*)
2. Secondary student placement (*Code 2615*)

3030:21 Student Permanent Record

A permanent record, either digital and/or hard-copy, is to be established for each student. The record is to include: name, date and place of birth, gender, scholarship reports, assessment results, dates of attendance, health information including verification of immunizations or waiver, parent contact information, and any additional data required by law and/or that school personnel consider necessary for student guidance purposes. The record of student educational progress is to be cumulative and updated at least annually.

The school shall keep student records, whether digital or hard-copy, safe and secure in accordance with accepted best practices to ensure permanence and privacy.

Student records are only accessible to authorized educational personnel, the student's parents, and students if age 18 or older. Each conference shall adopt procedures to guide schools in granting requests to review records during regular school hours with qualified certificated school personnel available to safeguard and interpret the record.

3035:19 Student Discipline

Discipline should be designed to be redemptive, remedial, and corrective rather than punitive. Corporal punishment is not to be used as a means of student discipline.

3040:21 Disciplinary Authority

The principal is responsible for ensuring that school disciplinary procedures are established and communicated to students/parents. All members of the school staff share in the responsibility for supervision of student conduct. Minor disciplinary issues are to be handled by individual staff members. Repeated offenses or major infractions of school rules are to be handled by the principal.

3045:19 Suspension of Students

Suspension is the temporary exclusion of a student from regular attendance as a form of punishment.

1. Procedures for suspension are to be developed by the staff and approved by the school board. A record of written communication with parents and students regarding suspension is to be maintained, including the reason for, and the length of the student suspension.
2. Suspension from school is to be a decision of the principal or head teacher. In a one-teacher school the teacher is to consult with the local conference superintendent or the board chair.
3. A student may be suspended for repeated offenses when other disciplinary procedures have not been effective. Written documentation should include prior corrective measures and parental notification.
4. 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 shall not exceed two weeks.

3050:21 Dismissal of Students

Dismissal or expulsion is the involuntary discontinuance of a student enrolled in school by action of the school board which is the final authority in the dismissal or expulsion of a student. Such action is upon the recommendation of the principal. Generally, dismissal or expulsion is used when other means of disciplinary actions fail to effect a change in student conduct and/or when the parent does not, or will not, voluntarily withdraw the student.

3050:21 *Continued*

A recommendation for dismissal or expulsion should be considered only when the student's actions pose a substantial disruption to the school environment or constitute a threat to the safety and welfare of other students and/or staff. Student actions of a criminal nature will likely result in a recommendation for student expulsion.

The student and parents shall be notified of the recommendation for dismissal and of the right to a hearing. If such a hearing is requested in writing, the school board or authorized subcommittee shall conduct the hearing in executive session following approved grievance procedures for students. The board decision subsequent to the hearing shall be final.

3055:19 Student Withdrawal from School

When a student who is subject to compulsory school attendance as required by government regulation withdraws from school, the school principal should report to the local attendance officer of the public-school system, the names of students who discontinue attendance and have not, to the principal's knowledge, enrolled in another approved school program.

Following the withdrawal of any international student enrolled on a student visa, it is the responsibility of the school principal to ensure that the designated school official (PDSO) notifies the appropriate immigration officials in accordance with current immigration law/regulations.

3060:19 Attendance Policy

It is the responsibility of school administrators in consultation with the local conference office of education to establish attendance policies that meet current state requirements. The school principal is to keep informed of laws relating to compulsory school attendance and reporting requirements.

Where permissible by state law, attendance policies may be established that permit student's grades and/or credit to be affected by excessive absences.

3065:19 Grievance Procedure—Students

Each school should adopt a grievance procedure for students and/or parents. To reach the goal of collaborative resolution the policy should directly involve the student and/or parents with the administrator and appropriate school personnel involved; seek appropriate confidentiality; and seek to ensure clear, coherent communication. The opportunity for student/parent(s) to present a grievance to the school board should be reserved for major student disciplinary actions of suspension and/or dismissal.

3070:20 Harassment of Students and Other Persons

1. No staff member, student, or any other person associated with a Seventh-day Adventist school shall concur with, cooperate with, permit, or participate in any act that injures, degrades, or disgraces, or tends to injure, degrade, or disgrace any student attending school or other person.
2. Harassment includes such conduct as slurs, jokes, intimidation, or any verbal, physical, or psychological attack, in person or by electronic media, that is directed at an individual for any reason (i.e. race, religion, age, ethnicity, gender, gender identity, physical appearance, sexual orientation, etc.).
3. Sexual harassment is unlawful and prohibited (*Code 3075*). Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, in person or by electronic media, when such conduct has the purpose or effect of unreasonably interfering with the individual's work or school performance or creating an intimidating, hostile, or offensive school environment.
4. Incidents of harassment shall be reported in writing to the building principal or head teacher. To the greatest extent possible, such complaints will be treated in a confidential manner. If, after appropriate investigation, it is determined that policy has been violated, prompt corrective action will be taken in accordance with the applicable policy and/or state law.
5. "Hazing" activities are also prohibited. Hazing includes any method of student initiation into the school, a student organization, or any tradition or amusement in connection with a school activity or organization which causes, or is likely to cause, bodily injury or physical, psychological, or emotional harm.

3075:19 Student Sexual Harassment

Sexual harassment of any student by another student, employee, or other person under the supervision of the school is unlawful and prohibited. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including dismissal/expulsion. Any school employee who permits or engages in sexual harassment of students may be subject to employment disciplinary action, up to and including termination.

Each school shall adopt a student sexual harassment policy that includes a definition of sexual harassment and procedures for mandatory reporting of sexual harassment. The policy shall be published in the student handbook and distributed to students and parents. Teachers shall discuss the policy with students in age-appropriate ways. Each school shall adopt administrative guidelines for investigating and responding to reports of sexual harassment.

3080:19 Damaging or Destroying School Property

Any student who defaces, damages, or destroys school property shall be liable to disciplinary action, including suspension or expulsion, according to the nature of the offense. Parents, guardians, and/or students shall be responsible for costs to repair, rebuild, or replace damaged or destroyed property.

3100—Student Health and Safety

3105:19 Student Health

The school shall implement a student health program that meets applicable state requirements and ensures the good health and well-being of students to optimize learning. It shall include:

1. A required physical examination of all students entering school for the first time and grade 9 for secondary students. The physical examination will be considered current if taken within 12 months prior to the entrance into school.
2. Vision and hearing assessment for all students entering school for the first time.
3. An established protocol for the care of emergency sickness and injury of students.
4. A plan for educating staff and students about the prevention and control of communicable diseases.
5. Training of staff to recognize and respond appropriately to common student health conditions.
6. Communication with parents about teaching healthy habits to students, and encouraging regular health checkups, including vision and hearing assessments.

3110:21 Health Records

A school health record shall be maintained for each student and kept up-to-date by school personnel in cooperation with parents and medical personnel. Student health records shall be kept in a secure location with access only provided to school personnel, parents, and medical staff as designated by the school or parent.

3115:19 Immunizations

Immunization requirements of the respective states apply to Seventh-day Adventist schools. Proof of immunization, or waiver, must be presented to the school when the student initially registers for enrollment in school. The school shall be responsible for maintaining these records while the student is enrolled in the school. It is the responsibility of the principal to enforce the regulations and to ensure that enrolled students' records are up to date.

3120:19 Infectious Diseases

No student with an infectious or contagious disease deemed by the school to be a health threat to students and school personnel shall be allowed to remain in school. The student shall not be permitted to return to school until a medical release is obtained or until the school administrator is satisfied that such threat no longer exists.

3125:19 Infectious Bloodborne Diseases

The risk of transmitting an infectious bloodborne disease such as the human immune-deficiency virus (HIV), or Hepatitis B and C, is quite low. Decisions regarding a student who is infected with a bloodborne disease shall be medically, legally, educationally, and ethically sound. The conference should adopt guidelines to assist schools in responding on a case-by-case basis with helpful and compassionate care.

Every school is expected to comply with state and federal regulations regarding infectious blood borne diseases.

3130:19 School Health Facility

Each school should make a place available for students who become ill during the school day. This school facility space should include a bed/cot, blankets, adequate first aid supplies, access to a restroom and accommodate appropriate supervision by school personnel.

3135:19 Administering Medications

School personnel should not attempt to diagnose a health condition or give any internal medications, including over-the-counter medications, except as follows:

1. Any student who is required to take during the regular school day medication prescribed by a physician, may be assisted by the school nurse or other designated school personnel if the school receives:
 - a. A written statement from such physician detailing the time, amount, and method by which such medication is taken, and
 - b. A written statement from the parent or guardian of the student indicating their desire that the school assist the student in matters set forth in the physician's statement.

3135:19 *Continued*

2. The documentation as stated above shall be renewed each school year. Such medication shall be delivered to the school in the original container bearing the pharmacy label. In addition to the name of the medication, the label must contain the name and place of business of the seller, the serial/prescription number and the date of the prescription, the name of the person for whom the medication is prescribed, the name of the prescribing medical professional, and shall include affixed directions for use as prescribed by the medical professional.
3. All medications stored at school must be in a safe and secure location and in accordance with affixed directions. A log must be maintained of all school-administered medications. Prescription medications not consumed shall be returned to the parent at the end of the school year or at the time of the student's withdrawal.
4. Certain students may need to carry emergency medication (e.g. asthma inhalers, insulin, severe allergic reaction kits, or anticonvulsants). Written documentation shall be submitted to the school to authorize a student to carry and self-administer such medications and shall include the signed consent of the prescribing medical professional, parent, and student. The school shall maintain a list of all such authorized students.

3140:21 Student Safety on Campus

Each conference office of education should develop student health and safety policies for its schools that meet government requirements applicable to private schools.

1. Safety Precautions

Schools shall take proper precautions in accordance with government regulations in all areas on campus to safeguard students and employees from injury. This includes facilitating regular safety inspections.

2. Safety Drills

Emergency safety drills shall be conducted as required by government regulation, and at a minimum include fire, earthquake, and lockdown drills.

3. Emergency Planning

Each school shall have an annually updated Emergency Plan. The plan should address prevention/protection, mitigation, response and recovery from natural hazards, biological/chemical hazards, and human-caused adversarial threats. The plan should be reviewed with all staff at the start of each school year.

3140:19 *Continued*

4. First Aid Supplies and Emergency Equipment

Each classroom should have access to a first aid kit with supplies to treat minor student injuries. Additionally, the school should have a supply of materials and equipment (i.e. water, food, tools, additional first aid materials, etc.) in case of a school-wide emergency.

A majority of school personnel should have current first aid and CPR certificates of training.

5. Responsibility and Oversight

All school personnel are responsible to report safety concerns to the principal. Student supervision by school personnel must be provided at all times for all activities to ensure safe student conduct. The school board and administration should establish a Safety Committee to review facility safety and school safety procedures.

3145:21 **Student Safety at Off-Campus Activities**

Off-campus curricular and co-curricular activities support and enhance the student learning experience beyond the classroom. Administrative policies for school-sponsored off-campus activities are in *Code 1600*.

Student activities conducted at various off-campus locations pose unique risks to student safety. Planning and implementation should be done with care to ensure that the school fulfills the reasonable duty to provide for student safety. Plans should include the following:

1. Supervision

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

2. Parental Consent

Permission to Participate forms are to be signed by parents or guardians for students participating in each off-campus activity. Consent to Treatment forms should also accompany off-campus activities.

3. Operation of Vehicles

All bus drivers are to have valid school bus driver's licenses and observe all state regulations pertaining to the safe operation of vehicles.

3145:21 *Continued*

All vehicles used for the transportation of students shall meet state regulations for maintenance and operation (*Code 1618*).

4. First Aid Kit

A first aid kit shall be readily accessible at all times during the activity.

3150:21 Student Social and Emotional Health

Schools may choose to focus on enhancing student learning by implementing a specific program that supports the social and emotional well-being of students. Care should be given to ensure that the strategic activities planned for improving the safe, caring campus climate are aligned with the philosophy and values of Adventist education.

3200—Student Life Activities

3205:21 Student Life Activities

To achieve the whole-student learning goals Adventist schools should provide a range of educational experiences that support development of students' spiritual, physical, and social capacities. Beyond the academic program, student-led organizations and activities are an integral part of student life on and off campus. All student activities should align with the following:

1. The purpose of any school-sponsored student activity must be aligned with the beliefs and values of the Seventh-day Adventist church and the school's mission and purpose.
2. Each school should adopt social conduct guidelines for students that emphasize the development of interpersonal relationships in a group context.
3. Activities should be planned and implemented to expand students' opportunities for growth and development:
 - a. Spiritual—outreach ministry, Christian service, mission trips, etc.
 - b. Social—programs, concerts, group games and recreation, special events and group parties.
 - c. Physical—recreational events, athletics and intramural sports, outdoor pursuits, etc. See *Code* 1706 for the Interschool Sports policy.
4. The varying needs and interests of students should be considered in developing a calendar of student life activities.
5. All activities shall be supervised to ensure safety and acceptable social conduct of all students.

3210:21 Co-Curricular Activities

Co-curricular activities are school-sponsored student activities which supplement classroom learning experiences. Such planned activities require administrative provision and organization. The administration and staff are to develop guidelines and procedures for the implementation and supervision of co-curricular student programs and activities. The term "co-curricular" is synonymous with the terms "extra-curricular" and "extra-class activities."

3215:21 Class Organization and Activities

For students in grade seven or higher, class organizations may provide students opportunity to engage in spiritual, physical, and social activities that build community and school spirit. Students will also develop interpersonal and leadership skills in planning and implementing class activities. Each school is to adopt a policy for organization of classes which includes details such as student leadership criteria and selection, financial policies, scheduling guidelines, appropriate social functions, and sponsorship guidelines.

3220:21 Class Membership and Participation

The academic qualifications for membership in secondary classes (Freshmen, Sophomore, Junior and Senior) are outlined in *Code 2615*. Participation in class activities may be suspended for students having unsatisfactory grades or citizenship in accordance with school-adopted student life policy.

3225:21 Student Association

A general student body association may be organized in a manner best suited to the students and staff of the school. The student association, in organizing and planning student life activities, is expected to be in harmony with the philosophy and goals of the school.

In creating and maintaining a student association the following should be considered:

1. The organization membership should be open to all students and staff members.
2. The association should be guided by a constitution for student government appropriate to the school size which is developed and subsequently approved by the administration, staff, and students.
3. An adequate number of staff sponsors shall be appointed by the school administration.
4. All student association plans for activities should support the attainment of student-life goals.
5. A calendar of major activities of the student association is to be approved by the school administration and staff.
6. Student leaders should meet the qualifications established by the school (*Code 3235*).

3230:21 Clubs and Special Groups

Clubs and other special groups may be organized as student and staff interests, needs, and abilities may warrant. To obtain school authorization for such an organization:

1. Purposes, objectives, or goals must be clearly stated, and in harmony with the philosophy and student learning goals of the school.
2. Administration and staff approval must be acquired in accordance with school-adopted student life policy.
3. Student leaders must meet the qualifications established by the school (*Code 3235*).

3235:21 Student Leadership Qualifications

Officers of student organizations and/or any student selected to lead student life activities must meet the following:

1. Criteria
Students elected as officers or selected for leadership must meet established criteria in areas such as citizenship, scholarship, and attendance, in accordance with school adopted student life policies.
2. Approval
The administration and staff shall establish an approval process to qualify students for leadership that meet the stated criteria and ensure the prospective student leaders understand and support the philosophy and purpose of the Adventist school.
3. Leadership Guidance
Student leaders must have leadership training and ongoing guidance appropriate to their responsibilities provided by the administration and sponsors.

3240:21 Media and Publications

School publications and media productions provide students learning opportunities in various communications media. All school-sponsored publications and media productions are to be in harmony with the beliefs and values of the Seventh-day Adventist church and the mission and purpose of the school. These publications and media productions are the product of student leadership and must be under the direction and guidance of the administration and staff.

3140:19 *Continued*

Among the factors to be considered are the following:

1. Students participating in school publications and media productions may be eligible for academic credit.
2. Students elected for leadership or editorial positions shall meet the same qualifications as required for other student officers (*Code 3235*).
3. A staff member shall be assigned to advise, give direction, and be responsible for the content of each student publication and/or media production. The school administrator is ultimately responsible for the content of each publication.

3245:19 Major Student Fund-Raising Projects

Major fund-raising projects by students are to have local school board approval prior to implementation.

4000—Employment of Certificated Personnel

4000 Employment

- 4005 Certificated Personnel Defined
- 4010 Authority to Employ
- 4015 Employer
- 4020 Conditions of Employment
- 4025 Non-Discrimination Exemption
- 4030 Employment Agreements (Contracts)
- 4035 Level I Employment Status
- 4040 Level II Employment Status
- 4045 Level III Employment Status
- 4050 Part-Time Employment Status
- 4055 Probationary Employment Status
- 4060 Transfer Employment Status
- 4065 Employment Transfers
- 4070 Employment Assignments
- 4075 Employee Service Records
- 4080 Certification/Professional Records
- 4085 Substitute Employees

4100 Discontinued Employment

- 4105 Discontinuance Defined
- 4110 Resignation
- 4115 Non-Renewal of Contract
- 4120 Reduction in Force
- 4125 Suspension
- 4130 Dismissal
- 4135 Financial Exigency

- 4140 Procedures—Dismissal, Non-Renewal or Change in Status
- 4145 Certificate Suspension/Revocation
- 4150 Termination Settlement

4200 Remuneration and Benefits

- 4205 Remuneration/Salary
- 4210 Salary Adjustments
- 4215 Competitive Employment
- 4220 Allowances/Benefits Full-Time
- 4225 Allowances/Benefits Part-Time
- 4230 Holidays and Vacations
- 4235 Leaves

4300 General Provisions

- 4305 Revision of Policies
- 4310 Non-Discrimination
- 4315 Harassment
- 4320 Mandatory Child Abuse Reporting
- 4325 Sexual Misconduct
- 4330 Conflict of Interest

4400 Locally Funded Employees

- 4405 Definition
- 4410 Applicable Policies
- 4415 Benefits for Certificated Educators
- 4420 Benefits for Hourly Personnel

4000 Employment of Certificated Personnel

4005:20 Certificated Personnel Defined

Certificated personnel are educational employees who have responsibility for classroom instruction, student services, or administrative duties that involve supervision of instruction. Such professional educators are to hold a current valid denominational certificate with endorsements for the position held.

Certificated personnel should be salaried employees granted an employment status with each annual contract that provides specific rights and responsibilities. The employment status will be one of the following.

1. Level I
2. Level II
3. Level III
4. Part-Time
5. Probationary
6. Transfer

4010:20 Authority to Employ

1. The local conference (hereinafter referred to as “conference”) board of education derives its authority as employer of education personnel from the conference executive committee. To ensure the effective and orderly operation of the schools within the conference, the conference board of education works through the superintendent and may delegate selected personnel functions to the local school boards.
2. Although the conference board of education may delegate selected functions for the operation of schools to local school boards, it cannot divest itself of its inherent legal obligations. It is important that there be close cooperation between the school boards and the conference board of education in all actions taken regarding school personnel.
3. To fulfill its legal responsibilities in the employment of educational personnel, the conference board of education may act on its own initiative or take action that varies from and supersedes a recommendation from the local school board.

4015:20 Employer

1. The employer for all certificated professional educational employees is the conference board of education. The employment, assignment, transfer, retirement, non-renewal of contract, or dismissal of elementary and secondary certificated professional personnel shall be by authority of the conference board of education.
2. The conference superintendent of schools, in consultation with the local school boards, shall make recommendations to the conference board of education on matters relating to the employment of certificated professional personnel.
3. Employment policies for educational personnel published in this *Code* are authorized by the North Pacific Union Conference Board of Education. No provision in the North Pacific Union Conference *Education Code* shall be construed as creating an employer—employee relationship between the North Pacific Union Conference and educational personnel employed by a local conference.

4020:20 Conditions of Employment

1. Certification/Professional Preparation
 - a. Certificated Employees

Personnel with responsibility for classroom instruction or supervision of instruction should hold a valid denominational certificate with endorsement(s) for the position held. The requirements are detailed in the North American Division publication entitled: *Educators' Certification Manual*. Currently available denominational certificates for Adventist educators are the following.

- (1) Basic
- (2) Standard
- (3) Professional
- (4) Administrator
- (5) Designated Subjects/Services
- (6) Conditional

Failure to maintain a valid denominational certification may be cause for discontinuance of employment.

4020:20 *Continued*

b. Non-certificated Professional Employees

Non-certificated professional personnel who may be employed in school administrative or managerial positions shall hold college level degrees relevant to the job descriptions.

2. Church Membership

An employee shall be an active member (*Code 1410*) of a Seventh-day Adventist church within the employing conference and constituency of the school. As such the employee shall support Seventh-day Adventist doctrines and beliefs, provide a positive Christian role model, and demonstrate a concern for the spiritual and moral development of students so that the unique philosophy of Seventh-day Adventist education is reflected throughout the curriculum and the total school program. Inasmuch as the personal life and the professional identity of an individual are inseparable, employees are expected to exhibit Seventh-day Adventist principles in personal conduct.

Exceptions for membership held in a non-constituent church are to be made by the conference superintendent.

3. Tithing

The practice of tithing has been established as a condition for initial and continued employment of all employees of the Seventh-day Adventist Church (*NAD Working Policy E 80 20*). Tithe is to be paid to a Seventh-day Adventist church within the employing conference.

4. Criminal Record Background Check

All prospective certificated employees shall be subject to a criminal record check by the prospective conference employer. Offers of employment may be withheld or withdrawn based on the report findings.

5. Competitive Employment

All certificated employees may be asked to relinquish other employment, and not be engaged in any sideline business or activity which would have the effect of diminishing their influence and/or infringing on the time and efficiency of the work to which they are assigned.

4020:20 *Continued*

6. Completion of Mandated Employment Protocols

A certificated employee who is offered employment may forfeit eligibility for employment if they fail to complete all employer mandated employment protocols and forms in the prescribed time and manner. Such protocols include, but are not be limited to, the following.

- a. Employment Eligibility Verification Form, I-9
- b. Health and Physical Examination Documentation
- c. Declaration of Conflict of Interest Statement
- d. Signed Statement of Ethical Foundations for Employees

4025:20 Nondiscrimination Employment Exemption

The free exercise of religion includes the right to operate educational institutions that are distinctively Seventh-day Adventist. The establishment and operation of an Adventist school requires staffing by those individuals who are fully aligned with the beliefs and practices of the Seventh-day Adventist Church. Therefore, an occupational qualification for employment of personnel in Adventist educational institutions is that they shall be church members committed to the mission and ministry of the Church.

All other employment-related benefits, opportunities and remuneration shall be afforded to all employees on the basis of qualifications, without regard to race, color, national origin, gender (except where gender is a occupational qualification), or marital status.

4030:20 Employment Agreements (Contracts)

1. The employer shall adopt and use an annual written document which contains the employment agreement of the parties, the employee and employer. Such a document shall include at a minimum, the following terms and conditions.
 - a. Names of the parties
 - b. Duration of the employment assignment
 - c. Salary remuneration to be paid
 - d. Employee's willingness to comply with employment policies
 - e. Employer's right of employment action by policy

4030:20 *Continued*

2. Before the prospective employee reports for duty, an employment agreement must be signed and returned to the employer in harmony with provisions indicated on the document. Unless otherwise indicated in the document, failure to return the employment agreement/contract within 30 days of issuance indicates that the individual has chosen to decline employment or has voluntarily resigned.
3. Notification by the employer of intent not to renew an annual employment agreement is to be submitted in writing to the employee by May 1.
4. Unless otherwise specified in the employment agreement, the employment period for certificated professional personnel shall be 12 months beginning July 1 and ending June 30 each year. For the 10-month employment assignment option the report to work dates will occur within this period.

4035:20 **Level I Employment Status**

1. Definition

Level I Status is the employment status given during the initial period of employment in which a certificated professional full-time employee is to demonstrate competency. Level I Status is granted to an individual that meets the basic conditions of employment (*Code 4020*) and the following criteria:

- a. A person who has completed less than three years of full-time service in a position that requires a certificate (certificated personnel) or a college level degree relevant to the job description (non-certificated professional personnel).
- b. A person who holds a Conditional Certificate.

2. Evaluation

An employee on Level I Status shall participate in the following annual performance evaluations:

- a. A minimum of two written evaluations annually, one per semester, based on supervisory visits by the principal or conference office of education personnel.
- b. An annual written professional development plan completed by the employee based on written evaluations and individual self-evaluation.

4035:20 *Continued*

- c. One conference per semester with the employee by the principal and/or office of education personnel based on the supervisory visits and the professional development plan.
 - d. Copies of each written evaluation and professional development plan shall be given to the employee, principal, and maintained on file at the conference office of education.
- 3. Employment
 - a. The issuance of an annual employment agreement to a Level I employee is by action of the conference board of education upon recommendation from the superintendent of schools in consultation with the local school board.
 - b. The employment of the Level I employee may be terminated at will by either party at the end of the contract period. The Level I employee may also be terminated for cause at any time (*Code 4130*).
 - c. Upon completing three years of satisfactory employment as determined by professional evaluation an employee on Level I Status may be placed on Level II Status if all eligibility requirements are met.

4040:20 **Level II Employment Status**

- 1. Definition
 - a. Level II Status is granted to a certificated professional employee who has satisfactorily completed the Level I initial period of employment. The granting of Level II Status indicates an intent on the part of the conference employer of continued employment within a conference.
 - b. An employee on Level II Status is subject to professional evaluation, annual review and annual reappointment.
- 2. Criteria

To be eligible for Level II Status the following criteria must be met in addition to the basic conditions of employment (*Code 4020*).

 - a. Complete a minimum of three years of full-time employment, two of which must be consecutive.

4040:20 *Continued*

- b. Hold a valid denominational Standard or Professional Certificate (certificated personnel) or a college/university degree relevant to the job description (non-certificated professional personnel).
- c. Give evidence of competent performance as determined by professional evaluation.

3. Granting Level II Status

The granting of Level II Status is by action of the conference board of education. The recommendation is made by the superintendent of schools in consultation with the local school board.

4. Evaluation

The professional performance evaluation of an employee on Level II Employment Status shall include the following:

- a. A minimum of one written evaluation per school year based on supervisory visits by the principal or conference office of education personnel.
- b. An annual written professional development plan completed by the employee based on the written evaluation, a self-evaluation, and data that may be derived from evaluative surveys of parents, students and/or peers.
- c. An annual conference with the employee by the principal and/or office of education personnel based on supervisory visits and the professional development plan.
- d. Copies of each written evaluation and professional development plan shall be given to the employee, principal, and maintained on file at the conference office of education.

5. Employment

- a. Employees who hold Level II Status are subject to annual review and annual reappointment by the conference board of education. This action is upon recommendation of the superintendent of schools in consultation with the local school board. However, employees on Level II Status cannot be terminated except for cause as specified in *Code* 4115 and 4130.
- b. Employees who are subject to change of employment status, non-renewal of contract, or dismissal are to be dealt with in harmony with the procedures outlined in *Code* 4140.
- c. Employment of Level II status employees may be terminated at any time for cause (*Code* 4130).

4045:20 Level III Employment Status

1. Definition

- a. Level III Status is granted to experienced employees who meet the criteria listed below. The granting of Level III indicates an intent on the part of the conference employer of continuing employment within a conference.
- b. An employee on Level III Status is subject to professional evaluation but is not subject to annual reappointment nor non-renewal of contract without first having been placed on Probationary Status except for reasons that may lead to termination for cause or for insufficient enrollment as specified in *Code* 4130.

2. Criteria

To be eligible for Level III Status the following criteria must be met in addition to the basic conditions for employment (*Code* 4020).

- a. Complete a minimum of six years of satisfactory full-time employment in a position which requires a teaching certificate (certificated personnel) or a college/university degree relevant to the job description (non-certificated professional personnel).
- b. Hold denominational Level II Status for a minimum of three years.
- c. Hold a valid denominational Professional or Administrator's Certificate or have been employed a minimum of 15 years and hold a Standard Certificate (certificated personnel). A college degree relevant to the job description is the minimum expectation for non-certificated professional school personnel.
- d. Give evidence of continuing competent performance as determined by professional evaluation.

3. Granting Level III Employment Status

The granting of Level III Status is by action of the conference board of education. The recommendation is made by the superintendent of schools in consultation with the local school board.

4. Evaluation

The professional performance evaluation of an employee on Level III Employment Status shall include the following:

- a. A minimum of one written evaluation every two years based on an annual supervisory visit by the principal or conference office of education personnel.

4045:20 *Continued*

- b. An annual written professional development plan completed by the employee based on the most recent written evaluation, a self-evaluation, and data derived from evaluative surveys of parents, students and/or peers.
 - c. An annual conference with the employee by the principal and/or office of education personnel based on supervisory visits and the professional development plan.
 - d. Copies of each written evaluation and professional development plan shall be given to the employee, principal, and maintained on file at the conference office of education.
- 5. Employment
 - a. Employees who hold Level III Status are not subject to annual employment action. Nevertheless, employment may be terminated at any time for cause as specified in *Code* 4130.
 - b. If a Level III employee fails to perform as documented by professional evaluation the conference board of education may act to change the employment status to Probation in accordance with *Code* 4055.

4050:20 **Part-Time Employment Status**

- 1. Definition
 - a. Part-time status is the employment status given to certificated professional employees who are assigned less than full-time work. The part-time employment assignment, as a percentage of a full-time workload, is determined by the employing conference and shall be in accordance with applicable governmental requirements.
 - b. Any certificated professional employee being placed on Part-time status who was previously employed full-time at Level II or III status shall be offered termination pay upon voted action by the conference board of education to implement such a change in status.

4050:20 *Continued*

2. Evaluation

The professional performance evaluation of an employee on Part-time Employment Status shall include the following:

- a. A minimum of one written evaluation per school year based on supervisory visits by the principal or conference office of education personnel.
- b. An annual written professional development plan completed by the employee based on the most recent written evaluation, a self-evaluation, and data derived from evaluative surveys of parents and/or peers.
- c. An annual conference with the employee by the principal and/or office of education personnel based on supervisory visits and the professional development plan.
- d. Copies of each written evaluation and the professional development plan shall be given to the employee, principal, and maintained on file at the conference office of education.

3. Employment

- a. The employing conference shall provide a part-time certificated employee a written employment agreement setting forth the terms of employment.
- b. Employment of the part-time certificated employee may be terminated at will by either party at the end of the agreed employment period.
- c. At the discretion of the employing conference part-time employees may be terminated at any time during the contract period if such a provision is included in the employment agreement.
- d. Employment of Part-time status employees may be terminated at any time for cause (*Code 4130*).

4055:20 Probationary Employment Status

1. Definition

- a Probationary Status is a status placed upon an employee whose Level II or Level III Status has been rescinded by action of the conference board of education. The recommendation is made by the superintendent of schools in consultation with the local school board.
- b Probationary Status may be voted at any time during the contract year for any one or more of the reasons listed below. The probationary period will be established by the conference board of education for a reasonable period of time, but not less than three months (90 days), for the employee to correct the identified area(s) in which the employee has failed to perform.

2. Reasons for Probation

- a Unsatisfactory professional competency as determined by professional written evaluation.
- b Unsatisfactory personal conduct or adverse influence.
- c Failure to maintain current denominational certification.

3. Plan for Correcting Problem Area(s)

The superintendent of schools, in counsel with the local school board and the employee, shall develop a plan for professional improvement and/or counseling and then implement as follows:

- a The employee shall receive a copy of the plan for professional improvement and/or corrective actions to be taken.
- b The plan shall be implemented no later than 10 work days after the conference board of education approves the recommendation placing the employee on Probationary Status. The probationary status period of 90 days commences by the date of the board action or the date of delivery of the improvement plan, whichever is later.
- c The superintendent or designee will assume responsibility for regular supervision to assist the employee on Probationary Status to meet the improvement goals identified in the plan.

4. Evaluation

- a A minimum of two written evaluations and conferences with the employee based on supervisory visits by the principal and/or conference office of education personnel shall occur at reasonable intervals within the 90-day probationary period.

4055:20 *Continued*

- b. Copies of each written evaluation are to be given to the employee and the superintendent of schools and placed in the employee's personnel file.
- 5. Completion of the Probationary Period

At the completion of the probationary period the employee will be:

 - a. Placed on Level II Status, or
 - b. Non-renewal of contract procedures will be implemented.
- 6. Procedure for Removal from Probation
 - a. The superintendent of schools, in counsel with the principal and local school board, shall recommend return to Level II Status or non-renewal of contract.
 - b. The conference board of education acts on the recommendation.
 - c. The superintendent of schools shall inform the teacher in writing of the action of the conference board of education including the right of appeal (*Code 4140*).

4060:20 **Transfer Status**

- 1. Definition
 - a. Transfer status may be conferred upon a certificated professional employee who is new to the conference. The employee must have achieved at least Level II employment status or its equivalent in the conference from which they have transferred.
 - b. Transfer status shall be by voted action of the conference board of education at the time of employment and shall only be applied for one contract year.
- 2. Evaluation

An employee on Transfer Employment Status shall participate in the following performance evaluations:

 - a. A minimum of one written evaluation per semester based on supervisory visits by the principal or conference office of education personnel.
 - b. A written professional development plan completed by the employee based on the written evaluations and self-evaluation.

4060:20 *Continued*

- c. One conference per semester with the employee by the principal and/or office of education personnel based on the supervisory visits and the professional development plan.
 - d. Copies of each written evaluation and professional development plan shall be given to the employee, principal, and maintained on file at the conference office of education.
- 3. Employment
 - a. At the completion of one contract year on Transfer Employment Status, and upon voted action by the conference board of education to continue employment for another year, the employee will be placed on Level II or Level III Employment Status, or:
 - b. The employee may be terminated at will at the end of the contract period.
 - c. Employment of Transfer Status employees may be terminated at any time for cause (*Code 4130*).
- 4. Acknowledgment

Prior to employment, the employing conference shall obtain from the prospective employee, a written acknowledgment that employment may be terminated at will and without cause at the end of the contract year, irrespective of the employee's status with their previous employer.

4065:20 **Employment Transfers**

- 1. Authority for Transfers

Authority to transfer certificated professional personnel within the employing conference shall be by action of the conference board of education. The recommendation for transfer is made by the superintendent of schools in consultation with the local school board.
- 2. Voluntary Transfer
 - a. A certificated professional employee may request or accept a transfer to another school or conference for the following school year any time prior to May 1.
 - b. An employee who transfers to a different conference may be subject to a change in employment status to Transfer Status (*Code 4060*) at the discretion of the new employing conference.

4065:20 *Continued*

- c The conference superintendent of schools shall inform all teachers transferring into the conference as to their employment status.

3. Administrative Transfer

- a An administrative transfer is a change of assignment or position for a certificated professional employee from one school to another within the employing conference.

- b The employing conference shall have the right to transfer an employee within the conference to an available position for which the employee is qualified when it is in the best interest of the students, the staff, the conference, or the employee.

- c In the case of an administrative transfer within the conference the board of education may also confer the Transfer Employment Status for one contract year in accordance with *Code* 4060.

- d Procedure

- (1) An administrative transfer of a certificated employee may only be initiated by the superintendent of schools in consultation with the local school board.

- (2) A transfer can only be initiated if there is an open position in another school for which the prospective transferee is qualified. If a position is not available, the employee will remain in the position and school currently assigned. This does not preclude employment changes by other actions.

- (3) The superintendent of schools is responsible for notifying the employee of the intended transfer.

- (4) The local school boards involved must approve the proposed transfer prior to voted action by the conference board of education to approve the transfer.

- (5) The superintendent of schools notifies the employee and the school boards affected in writing of the conference board of education action.

- e An employee's failure to accept an administrative transfer may be cause for termination.

- f Appeal

An employee on Level II or Level III Employment Status who is subject to administrative transfer under the provisions of this section shall have the right of appeal through the appeal procedures as outlined in *Code* 4140.

4070:20 Assignments

1. Assignments Within a Conference
 - a. Initial assignment or reassignment of a certificated professional employee within the conference is made by the conference board of education upon the recommendation of the superintendent of schools in consultation with local school boards and the employee.
 - b. Certificated professional employees who accept employment in a conference are committing themselves to denominational teaching and not to any individual school. Therefore, they are subject to transfer within the employing conference as the needs of the conference and its schools may dictate.
 - c. Transfer of a certificated professional employee to another school will be made in harmony with the procedures outlined in *Code 4065*.
2. Assignments Within a School
 - a. Annual employment assignments within the school will be made by the school administrator in consultation with the superintendent of schools and the local school board.
 - b. Employees may be subject to reassignment within a school when it is believed to be in the best interest of the school, provided such a reassignment does not affect the salary of the employee while the current employment agreement/contract is in force. Reassignment shall be based upon the employee's professional qualifications.

4075:20 Employee Service Records

A record of employment for all educational personnel is to be maintained by the conference using the NAD-approved digital management system and report format.

1. All educational personnel receiving remuneration from a denominational employer should have a service record. However, denominational policy (NAD *Working Policy* E 70 10) does not require that records be kept for substitute teachers or student employees.
2. Each employee should be given a copy of the service record upon the employee's request and/or not less than every two years. A copy of the service record shall also be given to each employee at the time of transfer to another denominational employer, at the time of the retirement, or at any time employment is discontinued.

4075:20 *Continued*

3. Full-time certificated/professional educational employees who are employed on a 10-month assignment each school year shall be granted service credit for the period July 1 to June 30 if they serve during the full school year. Teachers who are employed less than full-time during the school year shall also be eligible for proportionate service credit during the period July 1 to June 30.

4080:20 **Certification/Professional Records**

The North Pacific Union Conference Office of Education is responsible for the issuance of all denominational educator certificates and the maintenance and safekeeping of all associated certification records for all teachers and administrators. It is the educator's responsibility to make sure that official copies of all transcripts of college or university credits are forwarded to the union certification registrar.

4085:20 **Substitute Employees**

The school administrator in consultation with local school board may utilize qualified persons on a temporary basis to fill positions of employees absent from service. Consideration should be given to the individual's experience and qualifying attributes for instructing students. All such individuals shall have completed appropriate employment processing, including referencing and background checks, as required by the conference employer prior to service.

4100 Discontinuance of Employment

4105:88 Discontinuance of Employment - Definition

Discontinuance of employment shall mean the cessation of employment by resignation, non-renewal of contract, or suspension-dismissal.

4110:93 Resignation

1. End of Contract Year

A certificated/professional employee not intending to accept employment for the succeeding year shall indicate such intent in writing as early as possible but no later than May 1 to the superintendent of schools and principal.

2. During the Contract Year

- a. Resignation during the contract year shall not be valid until accepted by the employing organization.
- b. The following procedures shall be followed:
 - (1) A letter of resignation stating reasons must be submitted to the superintendent of schools and the principal.
 - (2) The employing organization shall respond in writing, either accepting or rejecting the resignation. If the resignation is rejected, the reasons shall be stated. If the resignation is accepted, the employing organization shall be allowed a reasonable time (not to exceed 30 days) to obtain a suitable replacement.
- c. Upon resignation for any reason during the school year, salary is paid through the last working day. Repayment of prepaid summer salary and unamortized expenses will be required before a contract release is given.
- d. Failure to resign in harmony with the above-defined procedures violates the employee contract and subjects the employee to loss of certificate for one year. (See *Code 4145* for procedures.)

4115:09 Non-Renewal of Contract

1. Non-renewal of contract will be by action of the conference board of education in consultation with the local school board for reasons such as, but not limited to:
 - a. Insufficient enrollment or funds to support the teaching/professional position. An effort will be made by the employing organization to transfer and relocate employees thus affected.
 - b. Employee's failure to correct or overcome a problem area during a probationary period.
 - c. Employee's inability to fulfill required responsibilities because of physical, mental, or emotional problems as permitted by law.
 - d. Employee's incompetency as determined by professional evaluation.
 - e. Employee's indifference to pupil welfare or safety.
 - f. Employee's lack of cooperation with administration or supervisors.
 - g. Employee's persistent failure to comply with conference policies and regulations.
 - h. Employee's unprofessional conduct and persistent violations of professional ethics (*Code 1420*).
 - i. Employee's failure to maintain current denominational certification (*Code 4210*).
2. Non-renewal of contract proceedings must comply with Procedures for Discontinuance of Employment as specified in *Code 4140*.
3. Notification by the employer of intent not to renew a contract is to be submitted in writing to the employee by May 1.
4. Individuals whose employment is discontinued by non-renewal of contract may qualify for termination pay if they meet eligibility requirements as specified in *Code 4150*.

4120:03 Reduction in Force (RIF) Due to Insufficient Enrollment

1. Reduction in force due to insufficient enrollment is a non-renewal of contract action by the conference board of education in consultation with the local school board. (Effort will be made by the employing organization to transfer and relocate employees thus affected.)
2. When determining a RIF plan, the school's curriculum and overall program will be the primary consideration. A reduction in force plan should be developed in consultation with the school administration, faculty, and local board and based on personal and professional qualifications of all personnel regardless of seniority or teaching experience.
3. Non-renewal of contract proceedings must comply with the procedures for discontinuance of employment as specified in *Code* 4140.
4. Notification by the employer of intent not to renew a contract is to be submitted in writing to the employee by May 1.
5. Individuals whose employment is discontinued by non-renewal of contract may qualify for termination pay if they meet eligibility requirements as specified in *Code* 4150.

4125:93 Suspension

1. Suspension is the immediate removal of a certificated/professional employee from all duties for the purpose of investigating serious charges that could lead to dismissal. Suspension shall have no effect on the employee's salary. Suspension may be initiated by the local school board or school administrator in consultation with the superintendent of schools, or by the conference superintendent of schools in consultation with the school administrator and/or the local school board chair.
2. The employee shall be notified in writing of suspension. The notice shall set forth the reason for the suspension, who has initiated the suspension and the period of the suspension. Should the suspension period be in excess of 30 days, the employee shall also be advised that written objection to the period of suspension may be submitted, provided such objection is submitted within seven days of receipt of notice. Should there be such objection, a hearing shall take place before the local school board, the conference board of education or the executive committee of the conference board of education, as determined by the initiator of the suspension. Such hearing shall take place within 15 days of the employee's written objection, shall be limited to the issue of the length of suspension, and the decision of that committee or board shall be final.

4125:93 *Continued*

3. The suspension is discontinued when the employee is reinstated to active status, the employee resigns, or the employee is terminated or dismissed.

4130:10 **Dismissal**

1. Dismissal is discontinuance of salary and employment at any time by the employing organization for any reason listed below:
 - a. Immoral or unsatisfactory personal conduct not in accordance with the principles of the Seventh-day Adventist Church.
 - b. Committing, aiding, advocating or being convicted of any crime that is a felony, or any crime involving moral turpitude, either a misdemeanor or felony.
 - c. Persistence in advocating, practicing, or teaching beliefs and/or philosophy contrary to the basic tenets, standards and doctrines of the Seventh-day Adventist Church.
 - d. The use of alcohol, tobacco, marijuana or misuse of any other controlled substances.
 - e. Social and/or moral problems which indicate an unfitness to instruct or associate with children and youth.
 - f. Insubordination—persistent violation of, or refusal to cooperate with school and/or conference administration.
 - g. Membership in any organization known to be advocating the overthrow of the government by force or subversion.
 - h. Unacceptable performance as determined by professional evaluation.
 - i. Inability to maintain a reasonable degree of orderly conduct, thus seriously jeopardizing the students' learning environment, health and/or safety.
 - j. Gross incompetence thus seriously jeopardizing the students' learning environment, health and/or safety.
2. Dismissal proceedings must comply with procedures as specified in *Code* 4140.
3. An individual whose employment is discontinued by dismissal proceedings may be eligible for termination pay if he/she meets eligibility requirements as specified in *Code* 4150.

4135:11 Declaration of Financial Exigency

In the event of an unforeseen economic situation which seriously jeopardizes the reasonable operation of a local school, the school board (with a representative from the conference office of education present) may by a two-thirds vote of all elected board members request the conference board of education to declare a financial exigency for the school. The conference board of education, or its designated executive committee as stated under *Code* 1145, shall then consider the request within 15 working days.

If the conference board of education declares a financial exigency, all employee contracts for that school will be canceled or renegotiated within 30 days.

When determining employee contracts to be offered for the remainder of the school year, the school's curriculum and overall program will be the primary consideration. An employment plan should be developed in consultation with the school administration, faculty, and local board and based on personal and professional qualifications of all personnel regardless of seniority or teaching experience.

Every effort will be made by the employing organization to transfer and relocate employees thus affected. The employee would not forfeit termination pay provisions if he/she meets eligibility requirements as specified in *Code* 4150.

In the event of an unforeseen economic situation where the conference wishes to adjust the approved pay scale for conference educators during the contract year, a declaration of financial exigency needs to be voted by the conference executive committee that affects all of the conference employees equitably.

4140:14 Procedures for Non-Renewal of Contract, Dismissal, or Change of Employment Status

1. Applicable Situations
 - a. Dismissal of certificated/professional personnel
 - b. Rescission of employment status from Level II or Level III to Probationary Status
 - c. Non-renewal of contract (except for those on Level I Status). Changing an employee from Level III or Level II Status to Part-time Status is a non-renewal of contract action
 - d. Change of employment status from full to part-time
 - e. Declaration of financial exigency that results in the cancellation of an employment contract

4140:14 *Continued*

Hereinafter any of the above cases that will result in discontinuance of employment are referred to as "such action."

2. Procedures

- a. If any such action is proposed at the local school level, the principal or local school board chair shall notify the superintendent of schools of such action, and the superintendent or superintendent's designee must be present when the local school board considers the matter.
- b. A recommendation from the local school board is not a prerequisite to action by the conference board of education; however, if such action is proposed at the conference level, the superintendent of schools shall consult with the local school board prior to any such further action.
- c. After compliance with sub-section *a* or *b*, if further action is taken, the superintendent or superintendent's designee shall present to the employee a written statement setting forth the reason(s) for the proposed action and the right of the employee to address the local school board prior to any action by the conference board of education.
- d. Final action shall be taken by the conference board of education or its designated executive committee as stated under *Code* 1145. The employee shall have the right to address the board of education prior to any final action.
- e. The right of an employee to address the local school board and conference board of education as provided in sub-sections *c* and *d* shall not apply to actions of non-renewal of contract for reasons of insufficient enrollment or funds (*Code* 4115) or in cases where a financial exigency has been declared by the conference board of education. However, in such a case the employee may ask for reconsideration by the conference board of education subsequent to their final action.
- f. Written notification of the final action shall be given to the employee by the superintendent of schools or designee.
 - (1) In actions involving non-renewal of contract, notification is to be made by May 1.
 - (2) In actions involving suspension or dismissal, the written notification is to include the effective date and discontinuance of salary date.
 - (3) The written notification will also inform the employee of his/her right of appeal.

4140:14 *Continued*

3. Appeal Procedure

If the employee questions the action taken by the board of education, he/she may appeal the decision in writing to the conference executive committee within fifteen [15] working days following receipt of the written notification. The written request for appeal shall be considered at the next regular or special meeting of the conference executive committee following receipt of the appeal. The decision voted by the conference executive committee shall be communicated in writing to the conference board of education. The conference board of education shall make final disposition of the case based upon the recommendations of the conference executive committee. Final disposition shall be within thirty [30] days at a regular or specially called meeting of the conference board of education.

4. Variances to Procedures

Minor variances from the procedures set forth in sections 2 and 3 above shall not be considered a breach of the employee's contract nor grounds for legal action. However, at a minimum, an employee shall be entitled to the following:

- a. Receive a written statement setting forth the reason(s) for the proposed action as provided in section 2c.
- b. An opportunity to address the school board as provided in section 2c.
- c. An opportunity to address the conference board of education as provided in section 2d and ask for reconsideration by the board of education as provided in section 2e.
- d. An opportunity to appeal the decision of the conference board of education as provided in section 3.

4145:12 Suspension or Revocation of a Certificate

1. A certificate may be suspended or revoked for any of the following:

- a. Any cause that is grounds for dismissal.
- b. When a contract has been prematurely terminated 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, and housing loans.

4145:12 *Continued*

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 North Pacific Union Conference Office of Education.
 - d. The vice-president for education shall give notice to the employee including the right to a hearing by the North Pacific Union Conference Board of Education.
 - e. The North Pacific Union Conference Board of Education shall have the final decision, including the length of time for suspension or revocation.
3. Any dismissal involving the abuse of a minor will result in the revocation of any certificate defined in *Code* 4020 upon a request from the local conference board of education to the NPUC Board of Education without following the procedures outlined in 2 above.

4150:15 **Termination Settlement**

1. Termination Settlement

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.

2. Eligibility

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

4150:15 *Continued*

Eligibility shall be determined according to the following criteria:

a. Eligible for Termination Settlement:

- (1) *Closure or Reduction*—An Employee involuntarily terminated due to closure of a denominational facility or staff reductions due to financial exigency or enrollment.
- (2) *Lack of Performance*—An Employee who is terminated for failing to adequately perform the functions of the job.
- (3) *Medical Condition*—An Employee who is unable to continue employments because of a medical condition but is not eligible for disability benefits under the Employee Disability Income Plan (NAD *Working Policy* Y 33).
- (4) *Not 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.
- (5) *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.

b. Not Eligible for Termination Settlement:

- (1) Part-time and locally funded employees.
- (2) *Involuntary Termination*—An Employee terminated for violation of organizational policies and/or practices of misconduct, or for criminal behavior.
- (3) *Retirement*—An Employee who is counseled to resign or terminated, is eligible for retirement benefits at his/her normal retirement age (as defined in the NAD Retirement Plan) and begins to receive retirement benefits following his/her cessation of employment.
- (4) *Resignation*—An Employee who voluntarily resigns from employment.
- (5) *Continued Denominational Employment*—An Employee who at the time of execution of the separation agreement (see NAD *Working Policy* Y 36 60) has declined a full-time denominational employment position consistent with the Employee's training, compensation, and experience.

4150:15 *Continued*

3. Service Record

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.

4. Settlement

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

5. Other Benefits

Unpaid benefits earned by the Employee shall have no effect on the calculation of this settlement. If an Employee has received a previous termination settlement under the terms of NAD *Working Policy Y 36*, any subsequent termination settlement shall be calculated based on years of service credit earned since the date of the previous termination settlement.

6. Health Care Benefits

Health care benefits in most situations cease with the effective date of termination (see NAD *Working Policy Y 22*). However, the terminating employer may provide continued emergency hospitalization and medical benefits to the terminated Employee and his/her dependents participating in the health care assistance plan, provided that such assistance shall be granted only in case of illness or accident. Non-emergency medical, dental and optical care is specifically excluded. 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 this policy.

4150:15 *Continued*

7. Release

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.

4200 Remuneration and Benefits For Certificated/Professional Employees

4205:22 Remuneration

The salary rates for certificated/professional employees are determined annually by employing conferences in accordance with the North Pacific Union Conference salary scale and applicable state and federal employment laws.

A certificated/professional employee may be offered a contract requiring an assignment of either 10- or 12-months. The following payment plans have been adopted for use in the North Pacific Union Conference:

1. 12-Month Assignment

Certificated/professional employees on a 12-month assignment will receive monthly salary payments based on annual rates adopted by each employing conference as authorized by the NPUC Board of Education and published in this *Education Code* (Code 5220).

2. 10-Month Assignment

Certificated/professional employees on the 10-month assignment plan, in accordance with the policy as published in this *Education Code*, will receive 12 monthly payments (Code 5225).

3. Salary Criteria

Salary increments within the steps established in the policy are based on the following criteria:

- a. Certification status
- b. Years of service

4210:22 Salary Adjustment Due to Certification Status Change

1. Salary Change Due to Upgrading of Certification

Placement on the salary scale will be determined in part by the educator's certification status at the time the employment agreement is issued. If the certification status is changed and the certificate issued by October 31, the educator employee is eligible for increased salary retroactive to July 1. Should the new certificate be issued after October 31 of the current employment year, the increased salary will become effective the month following such issuance.

4210:22 *Continued*

2. Employment and Salary Change Due to a Lapse of Certification

If a certificate expires and is not renewed, the employee may be placed on probation or be terminated through non-renewal at the end of the contract year. If placed on probation, the salary will immediately be reduced one step for the remainder of the contract period or until the certification is reinstated with no retroactive pay adjustment. If the employee is continued into a second contract period, regardless of status, the salary will be reduced another step until the certification is reinstated with no retroactive pay adjustment.

3. Educator's Responsibility for Transcripts and Documentation

It is the educator's responsibility to ensure that transcripts for academic course work and records for non-credit continuing education necessary for certification are requested and/or submitted to the NPUC Certification Registrar in a timely manner.

If the renewal of a certificate or the issuance of a new certificate depends on credits earned at summer school, it is recommended that educators involved in summer school courses for academic credit obtain a verification of grade and credits earned from the summer school instructor and send such verification to the Certification Registrar to avoid problems resulting from late receipts of college transcripts.

4215:22 Competitive Employment

All certificated/professional employees shall refrain from any business or activity, either denominational or extra-denominational, which may diminish their influence or infringe on the time and efficiency of the work to which they are assigned.

Educators who anticipate receiving additional remuneration beyond their salary on a regular basis for services given in connection with denominational or extra-denominational assignments, shall do so only with the full prior knowledge of the employing conference and based on a written agreement.

4220:22 Allowances and Benefits for Full-Time Certificated/Professional Employees

In addition to the annual salary, certain denominational allowances and benefits are granted when the employee qualifies. Details regarding the allowances are provided in the *Code* section cited following each listed item. Employing conferences will ensure that all employment related policies conform to state and federal employment law.

Allowance or Benefit:	<i>Education Code</i>
1. Dual Homeowner's or Rent Allowance	5330
2. Employee Disability Income Plan	5315
3. Employee Life Insurance and Survivor Benefit	5305, 5310
4. Health Care Assistance	5320
5. Housing Assistance	5330
6. Leaves	4235
7. Moving Allowance	5340, 5345
8. Principal Travel Allowance	5350
9. Professional Education	5400
a. Advanced Degrees	5420
b. Summer School	5425
10. Retirement Plan	5365
11. Retirement Allowance and Benefits	5355, 5360
12. Termination Settlement	4150
13. Travel Expense, Authorized	
a. Lodging	5370
b. Mileage	5375
c. Per Diem	5380
14. Tuition Assistance for Employee Children	5385
15. Vacation Policy and Pay	4230

4225:22 Allowances and Benefits for Part-Time Certificated/Professional Employees

1. An employee who works half-time or more, but less than full time will qualify for prorated salary based on amount of time worked and allowances and benefits as specified below. Employing conferences will ensure that all employment related policies conform to state and federal employment law.

- a. Allowances or benefits **granted**:

- (1) Prorated service credit accrued if employed half time or more during the school year

4225:22 *Continued*

- (2) Vacation time based on prorated hours of employment
 - (3) Holiday pay based on the prorated hours when the holiday falls within the normal working time
 - (4) Sick leave based on prorated hours of employment
- b. Allowances or benefits **not granted**:
 - (1) Tuition assistance for dependent children
 - (2) Health care assistance
 - (3) Termination pay
 - (4) Any other allowances and benefits not specifically granted in *1a* above
- c. Deviations in this policy are discouraged except when necessary to meet state employment law. If any deviation is considered by the employing conference, it must meet the following conditions:
 - (1) A specific agreement must be drafted or approved by counsel for the employer and the employee (unless the employee waives their right to legal counsel) which addresses employment issues such as, but not limited to:
 - a) Remuneration
 - b) Health benefits
 - c) Vacation/leave benefits
 - d) Service credit and retirement benefits
 - e) Tuition assistance
 - f) Long-term disability
 - g) Survivor benefits including life insurance
 - h) Holiday pay
 - i) School-owned housing arrangements
 - j) Termination benefits
 - (2) Benefits pertaining to service credit, retirement, disability, life insurance, or health care benefits must be provided in accordance with NAD *Working Policy* unless deviations are otherwise permitted therein.
 - (3) Specific action approving the contract must be voted as an exception by the conference board of education.

4225:22 *Continued*

2. An employee who works less than half-time qualifies for allowances and benefits as specified below.
 - a. Allowances or benefits **granted**:
 - (1) Prorated salary based on the 12-month salary scale
 - (2) Holiday pay based on the prorated hours when the holidays fall within the normal working time
 - b. Allowances or benefits **not granted**:
 - (1) Service credit, if less than half time, does not accrue toward retirement benefits. (However, the percentage of full-time equivalency worked should be recorded on a service record for future reference.)
 - (2) Health care assistance
 - (3) Tuition assistance for dependent children
 - (4) Vacation time
 - (5) Sick leave
 - (6) Termination pay
 - (7) Any other allowance and benefit not specifically granted in 2a above

4230:22 **Vacations and Holidays**

1. 10-Month Assignment

Educators employed on a 10-month assignment have vacation time and holidays included in this time period. An educator on the 10-month assignment plan receives a monthly salary which reflects the inclusion of the vacation policy as indicated below under the 12-month assignment. (See *Code 5220* for specified dollar amounts.)
2. 12-Month Assignment
 - a. In addition to holidays normally scheduled in the calendar, those employed on a 12-month schedule are granted vacation time as follows (see next page):

Vacation entitlement per year of full-time service:

During first 4-year period	2 weeks
During next 5-year period	3 weeks
After 9 years of service	4 weeks

NOTE: *Employees begin accruing vacation at 3-week and 4-week rates after completing 4 and 9 years of service, respectively, or in harmony with mandated government requirements.*

Vacation time for 12-month employees may be taken during the school year with the prior approval of the employing conference and is considered part of the regular accrued vacation.

b. Unused Vacation Time

Vacation time should generally be taken in the year of accrual. It will be assumed that exempt (salaried) employees have taken their vacation annually unless a written request is made by the employee to the employer for a carry-over to the following year.

Vacation time may only be earned and accumulated from year to year up to a maximum of 150% of the annual vacation entitlement including current year accruals. However, an employee shall be allowed to accrue more than the maximum if the employer is unable to grant vacation at the time the employee reaches the maximum inclusive of vacation time for the current year.

- c. When an employee is transferred from one denominational organization to another, accrued vacation time of up to 150% of the vacation entitlement including current year accruals, shall be paid in cash by the former employer to the employee at the time of transfer. The accrued amount will be equal to the amount the employee would receive while taking vacation entitlement before the transfer or termination begins.

3. Holidays

The number of paid holidays granted in any one year shall be specified by the employing conference and shall be aligned with applicable federal and state employment law.

4235:22 Leaves

Employment leaves whether offered or requested must be approved by the employer prior to the leave. In all cases the employing conference will ensure that authorized leaves comply with applicable state and federal laws.

The following leaves are generally paid leaves, except as noted or as decided by employing conferences to meet specific state employment laws.

1. Bereavement

- a. A leave of up to five working days with no loss of salary may be granted to an employee in case of death in the immediate family. The immediate family is defined as the parents, brothers/sisters, children, grandchildren, and grandparents of either the employee or spouse. In unusual circumstances, additional time may be granted at the discretion of the employer.
- b. Cases involving other near of kin may be given special consideration. Such cases shall be evaluated on an individual basis by the employer.
- c. Travel costs incurred as a consequence of bereavement leaves are responsibility of the employee.

2. Sick Leave

- a. When employees are sick or impaired to the extent of being unable to reasonably perform all regular duties or would expose others to illness or injury, they are not expected to report to work.
- b. Anticipated and unanticipated absences must be reported as early as possible to the principal/head teacher or superintendent.
- c. Illness that necessitates more than five working days absence should be documented by a health care professional.
- d. Paid sick leave is intended only in the case of personal illness or injury of the employee and is not assignable to other employees. The maximum number of days of personal sick leave that may be used to care for illness/injury of immediate family members will be determined by the employing conference.
- e. Elective medical, dental or surgical appointments should be scheduled so as not to interfere with the employee's regular work schedule. Where this is impossible, time for such appointments shall be taken as sick leave.
- f. During the contract year certificated employees are eligible for up to a maximum of 20 sick leave working days without loss of salary.

4235:22 *Continued*

- g. Variances to the sick leave policy may be considered by the employing conference for unusual cases on an individual basis.
- h. In the case of an industrial accident which is covered by Worker's Compensation insurance, full pay less compensation pay will be granted for a period equal to unused sick leave time.
- i. A full-time employee who becomes disabled may be eligible for the NAD Employee Disability Income Plan. (See *Code* 5315 and *NAD Working Policy* Y33.)
- j. Unused sick leave may not be carried over to subsequent years, is not convertible to cash or unpaid leave, nor is it considered a credit payable at the time of termination.

3. Family and Medical Leave of Absence (FMLA)

Upon application of the employee and approval of the conference superintendent and human resource officer, an employee may be granted up to 12 weeks unpaid Family and Medical Leave of Absence in a 12-month period. Reasons may include birth or adoption of a child; the serious illness of a child, parent, or spouse of an employee; or a serious health condition of the employee that makes it impossible for that employee to perform the functions of his/her position. The employee is guaranteed employment in the same or a comparable position at the termination of the leave. Paid leave relating to pregnancy, maternity, paternity, or adoption shall be subtracted from the 12 weeks. (See *NAD Working Policy* E 83.)

4. Pregnancy/Maternity Leave

Pregnancy/maternity leave will be granted up to 30 working days without loss of salary. The first 20 of these working days shall be considered sick leave. Maternity leave shall be consecutive workdays unless required otherwise by medical necessity.

5. Paternity Leave

Paternity leave of up to five working days may be granted to an employee. These days shall be considered sick leave with no loss of salary.

6. Adoption Leave

Pregnancy/maternity and paternity leave may be granted to employees who adopt children by action of the employing conference.

4235:22 *Continued*

7. Personal Leaves

By approval of the immediate administrative supervisor and with adequate notice to secure a qualified substitute, a teacher or school administrator may request leave for personal reasons. Two working days per school year will be granted with pay. Such leave time will be charged against the teacher's paid sick leave. These are not intended to extend a regular holiday or vacation.

8. Jury Duty

Employees selected to serve on jury duty will counsel with the school principal and/or conference superintendent so that proper arrangements can be made for covering their assigned duties and responsibilities.

9. Professional Leaves

- a. Educators may participate in professional growth activities and professional committee memberships during school hours upon prior approval of the superintendent or principal where so delegated by the superintendent.
- b. One or two professional visitation day(s) per year may be granted at the discretion of the superintendent or principal where so delegated by the superintendent.

4300 General Provisions for Education Personnel

4305:22 Revision of Policies

The North Pacific Union Conference Board of Education retains the right to amend and revise any or all education employment policies pertaining to educational personnel at any time when, in its judgment, conditions warrant such a policy change. No existing contracts in force at the time such a change is made shall be affected until the expiration of said contracts.

4310:22 Nondiscrimination Policy—Employment

The establishment and operation of the educational program as a ministry of the Seventh-day Adventist Church requires that employees be individuals who are in complete harmony with the beliefs and practices of the Church. Thus, one of the occupational qualifications for employment in any position in the educational program is that the individual must be a Seventh-day Adventist church member.

Conference boards of education shall, officially and in practice, abide by the following policies relating to employment.

1. Equal employment opportunities shall be afforded to all on the basis of qualifications, without regard to race, color, ethnic background, country of origin, age, or sex, except where age or sex are bona fide occupational qualifications.
2. Decisions on the employment assignment, remuneration, and benefits will be based upon the qualifications and applicable financial policies, and will be administered without regard to race, color, ethnic background, country of origin, age, or sex.
3. Inasmuch as the personal life and the professional identity of an individual are inseparable, all employees are expected to conform to standards of conduct that are in harmony with Seventh-day Adventist practices.

4315:22 Harassment(NAD Working Policy E 84)

NOTE: The following is an excerpt from the NAD Working Policy E84. This policy is applicable to the entities and employees of the North Pacific Union Conference.

1. Working Environment

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

To maintain a work environment free of harassment and assist in preventing inappropriate workplace conduct, the North American Division expects each NAD organization to take the following actions:

- a. Develop a harassment policy and complaint procedure
- b. Designate an officer to serve as the individual to whom complaints of harassment can be made in addition to an employee's departmental director
- c. Supply each employee with a copy of the harassment policy and complaint procedure, and
- d. Have each employee acknowledge receipt of this policy and complaint procedure, which will be maintained in the employee's personnel file.

2. Personal Conduct

Employees are to exemplify the Christ-like life and should avoid all appearances of wrongdoing. They should not engage in behavior that is harmful to themselves or others and 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 any NAD organization, or while representing the organization in any capacity. Employees should respect and uplift one another. Employees should never be placed in a position of embarrassment, disrespect, 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 workplace conduct.

4315:22 *Continued*

3. Sexual Harassment

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:

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

4. Improper Conduct

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

- a. Any subtle or other pressure or request 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.
- b. Unwelcomed sexual flirtation or propositions.
- c. Unnecessary or inappropriate touching of a sexual or abusive nature (e.g., patting, pinching, hugging, repeated brushing against another person's body, etc.),
- d. Displays, whether worn on the person, displayed in offices or on personal vehicles parked in parking lots used by the NAD or its organizations of sexually suggestive pictures, drawings, cartoons or objects,
- e. Threats or demands for sexual favors,
- f. 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),
- g. Demeaning or degrading comments about an individual's appearance,
- h. Denying an employee, the opportunity to participate in training or education on account of gender, race, color, national origin, age or disability,

4315:22 *Continued*

- i. Limiting opportunities for promotion, transfer or advancement on account of gender, race, color, national origin, age or disability, or
- j. 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.

5. Reporting Incidents

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

- a. Make it clear that such conduct is offensive and should be stopped immediately; and
- b. Report the incident to the immediate department director or to 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.

6. Third-Party Reports

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.

7. Investigation

Complaints of sexual harassment shall be promptly handled and maintained in confidence to the extent possible.

8. Discipline

A violation of this policy may result in discipline, up to and including dismissal from employment.

9. Prohibition of Retaliation

North American Division policy prohibits retaliation against employees complaining of harassment.

4320:22 Mandatory Reporting of Child Abuse

The conference superintendent shall provide each school employee with a copy of the applicable state law regarding the reporting of suspected child abuse.

Any employee or volunteer at the school who suspects child abuse must report that suspicion to a law enforcement officer or appointed child protection agent within a specified period of time as stated by law.

When a report of suspected child abuse is made to local authorities, the local school administrator and/or conference superintendent of education shall be notified and ensure that procedures in each case comply with legal statutes and are in harmony with NAD *Working Policy* E87.

In making these reports and notifications, confidentiality shall be maintained.

4325:22 Sexual Misconduct

Denominational employees and volunteers shall exemplify a Christlike life and avoid all appearances of wrongdoing. They must not engage in behavior that is harmful to themselves or others. Denominational employees and volunteers should respect every individual. To do otherwise is not consistent with the Christian life.

Sexual misconduct is a violation of Christian principles. Sexual misconduct is never condoned by the Seventh-day Adventist Church. Denominational employees and volunteers 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.

The Church and its message are compromised by improper actions of denominational employees and volunteers. The Church seeks 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. The Church also seeks to advance the healing and integrity of all persons influenced by its ministry.

NAD *Working Policy* E 87 provides model procedures for use by church entities that respond effectively to allegations of sexual misconduct against denominational employees and volunteers. These policies are administered by the designated local conference officer. Information requests regarding these policies should be directed through the appropriate chain of command to the designated local conference officer.

4330:22 Conflict of Interest

Individuals with responsibilities for the educational program, whether employees or volunteers, have a duty to be free from the influence of any conflicting interest or commitment in serving the school and/or employing conference. The conference will develop policies and procedures aligned with NAD *Working Policy* E 85 to ensure that the employee has opportunity to protect the best interest of the school and employing conference in fulfilling their responsibilities both on and off the job.

4400 Locally Funded Employees

4405:22 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 within the church regardless of where they are assigned to work within the conference.
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 remuneration and any applicable benefits

4410:19 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.

4415:19 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.

4420:19 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 are 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 employing conference 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.

- a) Temporary employee
- b) Student employee
- c) Employee on unpaid leave
- d) Employee paid above the NAD remuneration wage scale

5000—Finances

5000 Financial Support for Educ

- 5005 NPUC Education Budget
- 5010 NPUC Education Fund Objectives
- 5015 Academy Operating Subsidy
- 5020 Remote and Necessary School Fund
- 5025 Professional Development Fund
- 5030 Summer School Fund—WWU
- 5035 Educational Materials Fund
- 5040 Teacher Retention Fund
- 5045 Academy Principal Retention Fund
- 5050 New Convert Student Subsidy
- 5055 Hispanic Student Scholarship Fund
- 5060 Curriculum Development Fund
- 5065 Education Meeting Expense Fund
- 5070 Academy Accreditation Expense
- 5075 Marketing and Promotion Fund
- 5080 Instructional Technology Fund

5200 Salary and Wages

- 5205 Salary and Wage Scales Purpose
- 5210 Cost of Living Assistance
- 5215 Salary Scale for Admin Personnel
- 5220 Educator Salary Scale
- 5225 10-Month Employment Provisions
- 5230 Wage Percentages—Hourly Personnel
- 5235 Hourly Employee Wage Table
- 5240 Substitute Teacher Remuneration

5300 Allowances and Benefits

- 5305 Death Benefit for Employee
- 5310 Basic Life Insurance
- 5315 Employee Disability Income
- 5320 Health Care Assistance
- 5325 Holiday Gifts
- 5330 Housing Assistance
- 5335 Housing in School-Owned Homes
- 5340 Moving Allowances

- 5345 Moving for Retiring Employees
- 5350 Principal Administrative Allowance
- 5355 Retirement Allowance
- 5360 Retirement and Farewell Gifts
- 5365 Retirement Plan
- 5370 Travel Expense—Lodging
- 5375 Travel Expense—Mileage
- 5380 Travel Expense—Per Diem
- 5385 Tuition Assistance—Employee Children
- 5390 Child Adoption Assistance

5400 Professional Education

- 5405 Local Conference Meetings
- 5410 NAD Teachers Convention
- 5415 National Professional Conventions
- 5420 Continuing Study and Advanced Degrees
- 5425 Summer School Policy
- 5430 Non-Academic Continuing Education
- 5450 Doctoral Study Assistance

5500 Accounting and Operations

- 5505 Responsible Financial Management
- 5510 Financial Reporting
- 5515 Financial Audits
- 5520 Academy Budgeting and Operations
- 5525 Academy Accounting
- 5530 Working Capital for Operations
- 5535 Working Capital Minimums
- 5540 Responsibility for Remuneration
- 5545 Bank Reconciliations
- 5550 Payroll Advances
- 5555 Depreciation Expense
- 5560 Insurance and Risk Management
- 5565 Insurance and Facility Use
- 5570 Insurance for Vehicle Usage
- 5575 Inventory of Equipment
- 5580 Offenders in Financial Matters
- 5585 Payment of Union Conference Funds

5590 School Building and Improvements
5595 Settlement of Student Accounts
5599 Student Activity Agency Funds

5600 General Financial Policies

5605 Entrance Fees
5610 Library/Media Funds
5615 Technology Funds
5620 Transcript Release—Secondary
5625 Cumulative Records Release

5630 Student Employment
5635 WWU-Sponsored Activities
5640 Employee Transcript Expense
5645 Employee Accounts Receivable
5650 Accreditation Team Expenses
5655 Funding Regular NPUC Meetings
5660 Funding of Special Committees
5665 Employment of Retirees
5670 Auto Insurance
5675 Private Planes

5000 Financial Support of Education

5005:20 North Pacific Union Conference Education Budget

1. Sources of Funds
 - a NPUC: Amount equal to 0.85% of tithe generated in the North Pacific Union Conference during the previous fiscal/calendar year.
 - b NAD: Amount equal to 2.35% of tithe generated in the North Pacific Union Conference during the previous fiscal/calendar year.
2. Allocation of funds in the Education Budget
 - a 40% is allocated to local conferences for assistance in operating elementary schools and junior academies. Each conference will receive a percentage of the fund based on an average of the previous three years' tithe.
 - b 60% is allocated to the NPUC Education Fund. The North Pacific Union Conference Board of Education approves policies and guidelines for the distribution of the Education Fund administered by the North Pacific Union Office of Education.

5010:19 Objectives of the NPUC Education Fund

The Education Fund provides financial support to schools, educators, students, and Union conference educational programs and projects. Budgeted funds are allocated to achieve the following objectives.

1. Schools
 - a Regular operating subsidies for schools help to stabilize tuition costs for parents and assists constituent churches in continuing to offer Adventist Christian education as a privileged option for church and community families.
 - b Special operating subsidies assist remote small schools and senior academies in small conferences to remain a realistic option for families when these constituencies willingly extend themselves beyond the average commitment to keep the school operating.

5010:19 *Continued*

2. Educators

Professional development funds assist educators by granting schools and conferences continuing education matching grants. Educators also benefit from tuition-free summer school, funding for the North American Division Teachers Convention and other national conventions, the purchase of supplemental instructional materials, grants for special projects, and appreciation gifts/activities.

3. Students

Awards and scholarships are provided to encourage increased student enrollment from underserved groups, and to recognize exemplary student involvement in Christian service.

4. Union Conference Office of Education

Funds are allocated for activities and events that are the responsibility of the Union Conference Office of Education. These include regular and special educational meetings, curriculum development, school accreditation support, subsidy for the Early Childhood Education (ECE) program, marketing activities, educational technology initiatives, and other projects.

5015:19 NPUC Academy Operating Subsidy

1. Purpose

The operational expense of a quality four-year secondary education program which meets denominational and governmental regulations, and standards for accreditation, requires broad financial support. The Academy Operating Subsidy provides direct financial assistance to NAD-recognized senior academies.

2. Guidelines

- a. Each academy is guaranteed a minimum appropriation. Additional funds available are then allocated to the schools on a formula basis. These are unrestricted funds and may be used in any way that will enhance the operation of the academy.
- b. All allocations are made twice each school year. One half is sent during the fall semester and one half during the spring semester. These funds are generally sent to the academies.

5020:19 Remote and Necessary Fund for Small Elementary Schools

1. Purpose

The Remote and Necessary Fund is provided to assist one and two-teacher elementary schools within the North Pacific Union Conference which are considered to be *remote* and *necessary*. It supports the constituencies of small and distant schools that extend themselves beyond the average commitment to school operations to remain a viable school choice for church and community families.

2. Eligibility Criteria

- a Remote: A school located 30 miles or more from another Adventist school.
- b Necessary: A school serving a constituency that cannot be served by another school or any reasonable consolidation effort.
- c In addition, such schools must be recommended by the conference superintendent.
- d Appropriations will be limited to schools which have operated for a minimum of two years as regular conference-approved schools.

3. Procedure:

- a The school is to complete an information form supplied by the conference superintendent of schools. The requested information includes constituent church tithe and membership information, and school data such as student enrollment, teacher-student ratio, tuition rates, library and technology expenditures, and other data that may be requested.
- b All information forms are to be submitted to the North Pacific Union Conference Office of Education through the conference office of education.
- c Grants will be awarded based on a formula that utilizes the data submitted. Funds will be sent to the local conference with specific appropriations designated for eligible schools twice each year, fall and spring semesters.

5025:19 Professional Development Fund

1. Purpose

Funds available for support of continuous education are disbursed as a matching block grant to conferences and senior academies. This financial support is for professional development of all certificated and employed education personnel planned and implemented by the conference and/or academy. Funds are distributed to the conferences or academies after they show evidence that an equal amount has been budgeted for professional development.

2. Amount of Assistance

The total annual appropriation budgeted is approved by the North Pacific Union Conference Board of Education.

- a Conference grants are based approximately on the average percentage derived from the individual conferences' percentage of K-10 teachers and subsidy percentage received from the North Pacific Union Conference subsidy for K-10 schools, as compared to the total of North Pacific Union Conference K-10 teachers.
- b Maximum senior academy grants will be determined annually by the North Pacific Union Conference Office of Education and updated in the guidelines for application. Additional funds will also be available on a matching basis to support national professional convention attendance by secondary teachers.

5030:19 Walla Walla University - Summer School Fund

1. Purpose

The Walla Walla University Summer School Fund has been established to support continuing professional development and educator certification requirements and meet the provisions of *Code* 5425. This fund provides an annual subsidy to Walla Walla University which enables teachers employed in the North Pacific Union to attend summer classes tuition free.

2. Guidelines

- a Teachers under contract to teach in the North Pacific Union are eligible to attend. Teachers are to make application directly with Walla Walla University for summer courses. The university will seek verification of eligibility with the conference employer.

5030:19 *Continued*

- b. Reimbursement of travel expenses and dormitory room rent for participating school personnel is paid through the employing organization. Teachers are responsible for any other summer school associated expenses.

5035:19 Education Materials Fund (Optional)

1. Purpose

The Education Materials Fund is provided to assist teachers and schools in acquiring instructional resources beyond the normal school budgeting process. Funds are to be used for materials that will extend and enhance student learning.

2. Guidelines

- a. Schools (or teachers if schools opt out of participation) are eligible to participate and will receive reimbursement from the Education Materials Fund if expenditures are made for the purchase of approved instructional resource materials.
- b. In elementary schools and junior academies reimbursement is made on a per-teacher basis for each full-time certificated teacher employed. In senior academies, reimbursement is made to each school for curriculum committee approved purchases.
- c. Available Education Materials Funds will be allocated, as close as possible each year, as follows:
 - (1) Elementary and Junior Academies: Two-thirds of fund.
 - (2) Senior Academies: One-third of fund.

3. Procedure

a. Elementary and Junior Academies

After purchases have been made, copies of receipts are forwarded by the principal/head teacher to the conference office of education. An authorization form for each school will be completed and sent to the North Pacific Union Conference Office of Education. Authorized disbursements will be made by the Union to the local conference, and the conference will forward the reimbursed funds to the local school.

5035:19 *Continued*

b. Senior Academies

The senior academies will forward receipts for reimbursement directly to the North Pacific Union Conference Office of Education with the signed request form and accompanied by official minutes of the academy curriculum committee.

c. Deadline

All requests are due in the North Pacific Union Conference Office of Education by April 30 of each year to be included in the funding program for that fiscal/school year.

5040:19 Teacher Retention Fund (Optional)

The fund assists local conference superintendents and academy principals in expressing appreciation to their teachers. North Pacific Union Conference funds will be provided on a per-teacher basis for all professional salaried personnel employed at least 50% part-time or more.

An annual amount, communicated to the local administrators, will be fully reimbursable upon verification of the gift and/or activity provided.

5045:19 Academy Principal Recruitment and Retention Fund (Optional)

This fund is provided to help local conferences express appreciation to senior academy principals. The fund will match the local conference's expenditure up to \$100 per month for nine months for each senior academy.

5050:19 New Convert Subsidy (Optional)

1. Purpose

To encourage new converts or the children of new converts to enroll in a Seventh-day Adventist school.

2. Identity of New Convert

a. One joining the Seventh-day Adventist Church through baptism or profession of faith within the 18-month period prior to school enrollment.

b. If school-age children have joined the Church, the parent(s) or guardian(s) must either have joined the Seventh-day Adventist Church within the last 18 months as well, or not be members.

5050:19 *Continued*

3. Benefits

- a 75% tuition only discount to be granted by the school during the first semester of enrollment.
- b 50% tuition only discount to be granted by the school during second consecutive semester of enrollment.
- c 25% tuition only discount to be granted by the school during third consecutive semester of enrollment.

4. Eligibility Criteria

- a Church membership will have been established during the eighteen-month period immediately preceding school enrollment.
- b Benefits will apply to students who are initially enrolled in a Seventh-day Adventist school within the 18-month period.

5. Eligibility Criteria

- a Church membership will have been established during the eighteen-month period immediately preceding school enrollment.
- b Benefits will apply to students who are initially enrolled in a Seventh-day Adventist school within the 18-month period.

6. Procedures

- a School boards choosing to participate will grant above benefits sub-sequent to recommendation of the pastor(s).
- b Superintendents will certify to the North Pacific Union Conference Office of Education by name and school those students who are enrolled under these criteria.
- c The conference office of education will receive from the North Pacific Union Conference a subsidy of \$700 per student for academy students and \$500 per student for elementary and junior academy students per semester for those who are enrolled under the above criteria. This subsidy will be distributed to participating schools by the conference office.

5055:19 Hispanic Scholarship Fund (Optional)

1. Purpose

To provide scholarship funds for students from Hispanic families with financial need at any North Pacific Union Conference school. Schools applying for this assistance will be granted funding per student using a matching formula that includes the local church and school.

2. Eligibility Criteria

- a. The student must have financial support from the local church and school which must be verified on the application.
- b. The student must be currently enrolled at the school listed on the application.
- c. The application must be received from the school listed on the application by the published deadline.
- d. The school is expected to return to the NPUC grant if the student discontinues enrollment at that school.

3. Amount of Assistance

The amount of the individual student grants each year will be determined by the North Pacific Union Conference Office of Education based on variables such as the estimated number of elementary and secondary applicants, and the annual appropriation of the NPUC Education Fund.

5060:19 Curriculum Development Fund

The Curriculum Development fund provides for the on-going process of producing an updated, distinctly Adventist, faith-based curriculum for North Pacific Union Conference schools. These funds are utilized in a variety of ways such as:

1. Supporting the review, research and development of curricular materials, projects and programs which foster innovation and creativity.
2. Providing for the development, training and implementation of best practices for teacher instructional quality and successful student learning.
3. Funding for North Pacific Union Conference participation in NAD-wide curriculum development projects and related initiatives.

5065:19 Educational Meetings Expense Fund

Funds are allocated for expenses associated with education meetings (e.g. boards, councils, standing and ad hoc committees, retreats, workshops and seminars) sponsored by the North Pacific Union Conference Office of Education.

5070:19 Academy Accreditation Fund

This fund assists in covering expenses associated with onsite accreditation visits by a team of educators appointed by the North Pacific Union Conference Office of Education. The fund receives annual income from the senior academies in an amount set by the NPUC Office of Education in consultation with academy administrators.

5075:19 Marketing and Promotion Fund

Available funds are to be used to develop, or purchase and distribute marketing materials for use by local conferences, churches, and schools in promoting Adventist education. It is also used to support marketing seminars, workshops, and support programs.

5080:19 Instructional Technology Fund

Available funds are to assist local conferences, schools, and teachers in the acquisition of new educational technology, in training educators in the implementation of new-technologies, and to support the North Pacific Union Conference's engagement in NAD-wide technology initiatives.

5200 Salary and Wages

5205:19 Salary and Wage Scales

1. Certificated educational employees will be paid in harmony with the current North Pacific Union Conference salary or wage scales. These have been developed within the guidelines provided by the North American Division.
2. In addition to the annual salary, certain allowances and benefits are granted when the employee qualifies as specified in the *Education Code* 5300s section.

5210:19 Cost of Living Assistance

The North American Division implements a cost of living assistance in addition to the remuneration by the application of the studies compiled by the Economic Research Institute, Inc. (ERI). For complete information on this plan see *NAD Working Policy Y 08 25*.

5215:19 Salary Scale Percentages for Administrative Personnel

Classification of Employee	Current Year of Service						
	1	2	3	4	5	6	7
Principal							
with AC				96	99	102	
with PC				95	98	101	102
with SC				94	96	98	
Vice-Principal**							
with AC				95	98	101	102
with PC				94	97	100	102
with SC				92	95	97	
with MBA/CPA*	87	89	92	94	97	99	102
with BS/BA*	83	85	87	91	94	97	
Business Assistants							
with MBA/CPA*	85	87	90	93	95	99	102
with BS/BA*	83	85	87	90	93	95	
Development Director							
with MA/MBA*	85	87	90	93	95	99	102
with BS/BA*	83	85	87	90	93	95	
with no degree	81	83	85	88	90	92	
Guidance Director							
Library/Media Center Director							
Registrar (Credentialed)							
with PC	85	87	90	93	95	99	102
with SC	83	85	87	90	93	95	
Residence Hall Dean							
with MA	87	89	92	94	97	99	102
with BA/BS	83	85	87	90	93	95	
with no degree	81	83	85	88	90	92	

* Or equivalent experience

** May be designated as Vice-Principal for Finance, Academics, or Student Services.

5220:22 Educator Remuneration—Salary Scale

1. Educators with a baccalaureate degree but who do not hold a Basic or Standard certificate will be paid at pre-certification level for the first year of service. These educators will subsequently advance to Step I for the second year upon making satisfactory progress (a minimum of 9 quarter hours of academic course work) toward fulfillment of certification requirements. Such will remain on Step I until requirements have been met for a Basic or Standard teaching certificate.
2. Educators with a master's degree (or equivalent), but without Basic or Standard certification will be paid at Step I for the first year of service and advance to Step II for the second year and to Step III for the third year upon satisfactory progress (a minimum of 9 quarter hours of academic course work each year) toward certification. Such will remain at Step III until the Basic, Standard, or Professional certificate is earned.
3. Educators with a master's degree and Basic certification start at Step II.

NPUC Educator Salary Scale July 1, 2022

100% Wage Factor = \$4,963 Employment Year					12-Month		10-Month Employment Scale					
					\$ 4,963		\$ 4,418		\$ 4,517		\$ 4,616	
							Paid Vacation Time***					
							2 Wks. = 89% 1st-4th Year		3 Wks. = 91% 5th-9th Year		4 Wks. = 93% 10th+ Year	
Step	Wage Factor Percent	Basic	Stand.	Prof.	Per Month	Per Year	Per Month	Per Year	Per Month	Per Year	Per Month	Per Year
Pre BA	60				\$2,978	\$35,736	\$2,651	\$31,812	\$2,711	\$32,532	\$2,770	\$33,240
Pre Cert (BA)	75				\$3,723	\$44,676	\$3,314	\$39,768	\$3,388	\$40,656	\$3,462	\$41,544
I	83	1st**			\$4,120	\$49,440	\$3,667	\$44,004	\$3,750	\$45,000	\$3,832	\$45,984
II	85	2nd**		1st*	\$4,219	\$50,628	\$3,756	\$45,072	\$3,840	\$46,080	\$3,924	\$47,088
III	87	3rd**		2nd*	\$4,318	\$51,816	\$3,844	\$46,128	\$3,930	\$47,160	\$4,016	\$48,192
IV	90		4th	3rd*	\$4,467	\$53,604	\$3,977	\$47,724	\$4,066	\$48,792	\$4,155	\$49,860
V	93		5th	4th	\$4,616	\$55,392	\$4,109	\$49,308	\$4,201	\$50,412	\$4,293	\$51,516
VI	95		6th +	5th	\$4,715	\$56,580	\$4,198	\$50,376	\$4,292	\$51,504	\$4,386	\$52,632
VII	99			6th	\$4,914	\$58,968	\$4,374	\$52,488	\$4,472	\$53,664	\$4,570	\$54,840
VIII	102			7th	\$5,063	\$60,756	\$4,507	\$54,084	\$4,608	\$55,296	\$4,709	\$56,508

Administrative Travel Budget as described in *Education Code* #5350 = \$26.25

* A person with a Masters degree and basic certification starts at Step II.

** A person with a Masters degree but without basic certification, starts at Step I and advances to Steps II & III with satisfactory progress towards certification. They may be held at Step III until they have met basic/standard/professional certification

***The columns for 3 and 4 weeks vacation time are for years of denominational service only.

5225:19 Special Financial Provision of 10-Month Employment Plan

1. Certificated instructional personnel who are employed after the July 1 contracted employment date and before the designated report to work date are to receive the full 10-month annual salary. A teacher employed after the designated report to work date is to receive a salary proportionate to the number of weeks employed. [*Example:* a teacher employed on October 15 (nine weeks late) and the report to work date is August 15, would receive 33/42 (78.6%) of the salary for the appropriate salary-step placement based on the 10-month annual salary scale.]
2. Certificated personnel on the 10-month assignment plan who do not complete their full assignment shall have their salary adjusted to the actual time worked. Since the employee is paid in advance beginning July 1 and does not begin work until sometime in August, the employee who ceases employment prior to the end of the school year may have an adjustment on the final check on the same formula basis as in number 1 above.
3. Certificated personnel on the 10-month assignment are not granted additional salary for attendance at summer school.
4. Certificated personnel on the 10-month employment plan may be employed for special projects or assignments during that portion of the year which is not included in the 10-month working assignment. Such individuals will be paid a stipend of a set amount per week as determined annually by the North Pacific Union Conference Board of Education (*Code 5660*).

5230:19 Wage Scale Percentages for Classified Hourly Personnel

Non-certificated school support personnel are generally classified as hourly wage earners by the federal government's Fair Labor Standards Act. Every employee in an Adventist school is an employee of the local conference. Given economic differences across the North Pacific Union Conference, which create varying community wage rates, the hourly rates in this section are provided for guidance and informational purposes.

1. This wage scale indicates various "levels" for each classification of employee. These levels do not necessarily indicate the number of years of experience that an employee has accumulated. The levels may be used to indicate a competency level as determined by evaluation by the employee's administrator.
2. In areas where prevailing hourly wage rates are lower or higher than this published wage scale, the "levels" may also be used as minimums and maximums in paying an hourly wage that reflects community rates.
3. The wage scale is predicated on a 38-hour work week. Individuals authorized to work more than 40 hours per week will be paid for overtime hours in harmony with the U.S. Fair Labor Standards Act. Overtime should not exceed additional pay equivalent to 22.5% monthly.

Classification of Employee	Employment Levels					
	Min 1	2	3	4	Max 5	6
Bus Driver	37	40	44	48	50	54
Education Aides						
Teacher Assistant	40	44	47	50	54	57
Library Assistant	40	44	47	50	54	57
Attendance Clerk	40	44	47	50	54	57
Food Service						
Director	50	54	57	60	63	67
Assistant Director	44	47	50	54	57	60
Worker	34	37	40	44	47	50
Maintenance, Grounds, Custodial						
Director	57	60	64	68	71	74
Assistant Director	47	50	54	58	61	64
Worker	37	40	44	48	51	54

5230:19 *Continued*

Classification of Employee	Employment Levels					Max
	Min					
	1	2	3	4	5	6
Office Personnel						
Administrative Secretary	54	57	60	63	67	70
Cashier/Accountant	54	57	60	63	67	70
Registrar	54	57	60	63	67	70
Secretary	50	54	57	60	63	67
Bookkeeper	40	44	47	50	54	57
Clerk-Typist	37	40	44	47	50	54
Substitute Teacher	To be determined by each conference					

Senior Academy Support Service Personnel†

Food Service Director, Health Service Director, and Plant Service Director with MA*	85	87	90	93	95	99 102
with BA/BS/RN*	83	85	87	90	93	95
with AA/AS/RN*	75	79	82	86	89	92
with no degree	64	67	70	73	76	79
Assistant Directors						
with BS/BA*	82	84	86	89	92	94
with AA/AS* or no degree	63	66	69	72	75	78

*Or equivalent experience

†May be classified salaried or classified hourly depending on job description

5235:22

NPUC Hourly Wage Table for 2022-2023

Monthly Base: \$ 4,963

Effective: July 1, 2022

38 Hour Week

Sal Pct	12-month Scale				10-month Scale					
					2-Week Vacation		3-Week Vacation		4-Week Vacation	
					89%	\$ 4,418	91%	\$ 4,517	93%	\$ 4,616
	Annual	Month	Hourly	O/T	Annual	Monthly	Annual	Monthly	Annual	Monthly
30	\$17,868	\$1,489	9.05	13.58	\$15,912	\$1,326	\$16,272	\$1,356	\$16,620	\$1,385
31	\$18,468	\$1,539	9.35	14.03	\$16,440	\$1,370	\$16,812	\$1,401	\$17,172	\$1,431
32	\$19,068	\$1,589	9.65	14.48	\$16,968	\$1,414	\$17,352	\$1,446	\$17,736	\$1,478
33	\$19,656	\$1,638	9.95	14.93	\$17,496	\$1,458	\$17,892	\$1,491	\$18,288	\$1,524
34	\$20,256	\$1,688	10.26	15.39	\$18,036	\$1,503	\$18,432	\$1,536	\$18,840	\$1,570
35	\$20,856	\$1,738	10.56	15.84	\$18,564	\$1,547	\$18,972	\$1,581	\$19,392	\$1,616
36	\$21,444	\$1,787	10.86	16.29	\$19,092	\$1,591	\$19,524	\$1,627	\$19,944	\$1,662
37	\$22,044	\$1,837	11.16	16.74	\$19,620	\$1,635	\$20,064	\$1,672	\$20,496	\$1,708
38	\$22,632	\$1,886	11.46	17.19	\$20,148	\$1,679	\$20,604	\$1,717	\$21,060	\$1,755
39	\$23,232	\$1,936	11.76	17.64	\$20,688	\$1,724	\$21,144	\$1,762	\$21,612	\$1,801
40	\$23,832	\$1,986	12.07	18.11	\$21,216	\$1,768	\$21,684	\$1,807	\$22,164	\$1,847
41	\$24,420	\$2,035	12.36	18.54	\$21,744	\$1,812	\$22,224	\$1,852	\$22,716	\$1,893
42	\$25,020	\$2,085	12.67	19.01	\$22,272	\$1,856	\$22,776	\$1,898	\$23,268	\$1,939
43	\$25,620	\$2,135	12.97	19.46	\$22,800	\$1,900	\$23,316	\$1,943	\$23,820	\$1,985
44	\$26,208	\$2,184	13.27	19.91	\$23,328	\$1,944	\$23,856	\$1,988	\$24,384	\$2,032
45	\$26,808	\$2,234	13.57	20.36	\$23,868	\$1,989	\$24,396	\$2,033	\$24,936	\$2,078
46	\$27,396	\$2,283	13.87	20.81	\$24,396	\$2,033	\$24,936	\$2,078	\$25,488	\$2,124
47	\$27,996	\$2,333	14.17	21.26	\$24,924	\$2,077	\$25,476	\$2,123	\$26,040	\$2,170
48	\$28,596	\$2,383	14.48	21.72	\$25,452	\$2,121	\$26,028	\$2,169	\$26,592	\$2,216
49	\$29,184	\$2,432	14.77	22.16	\$25,980	\$2,165	\$26,568	\$2,214	\$27,144	\$2,262
50	\$29,784	\$2,482	15.08	22.62	\$26,508	\$2,209	\$27,108	\$2,259	\$27,696	\$2,308
51	\$30,384	\$2,532	15.38	23.07	\$27,048	\$2,254	\$27,648	\$2,304	\$28,260	\$2,355
52	\$30,972	\$2,581	15.68	23.52	\$27,576	\$2,298	\$28,188	\$2,349	\$28,812	\$2,401
53	\$31,572	\$2,631	15.98	23.97	\$28,104	\$2,342	\$28,740	\$2,395	\$29,364	\$2,447
54	\$32,172	\$2,681	16.29	24.44	\$28,632	\$2,386	\$29,280	\$2,440	\$29,916	\$2,493
55	\$32,760	\$2,730	16.58	24.87	\$29,160	\$2,430	\$29,820	\$2,485	\$30,468	\$2,539
56	\$33,360	\$2,780	16.89	25.34	\$29,700	\$2,475	\$30,360	\$2,530	\$31,020	\$2,585
57	\$33,948	\$2,829	17.19	25.79	\$30,228	\$2,519	\$30,900	\$2,575	\$31,584	\$2,632
58	\$34,548	\$2,879	17.49	26.24	\$30,756	\$2,563	\$31,440	\$2,620	\$32,136	\$2,678
59	\$35,148	\$2,929	17.79	26.69	\$31,284	\$2,607	\$31,992	\$2,666	\$32,688	\$2,724
60	\$35,736	\$2,978	18.09	27.14	\$31,812	\$2,651	\$32,532	\$2,711	\$33,240	\$2,770
61	\$36,336	\$3,028	18.39	27.59	\$32,340	\$2,695	\$33,072	\$2,756	\$33,792	\$2,816
62	\$36,936	\$3,078	18.70	28.05	\$32,880	\$2,740	\$33,612	\$2,801	\$34,344	\$2,862
63	\$37,524	\$3,127	18.99	28.49	\$33,408	\$2,784	\$34,152	\$2,846	\$34,908	\$2,909
64	\$38,124	\$3,177	19.30	28.95	\$33,936	\$2,828	\$34,692	\$2,891	\$35,460	\$2,955
65	\$38,712	\$3,226	19.60	29.40	\$34,464	\$2,872	\$35,244	\$2,937	\$36,012	\$3,001
66	\$39,312	\$3,276	19.90	29.85	\$34,992	\$2,916	\$35,784	\$2,982	\$36,564	\$3,047
67	\$39,912	\$3,326	20.20	30.30	\$35,532	\$2,961	\$36,324	\$3,027	\$37,116	\$3,093

Monthly Base: \$ 4,963

Effective: July 1, 2022

38 Hour Week

Sal Pct	12-month Scale				10-month Scale					
					2-Week Vacation		3-Week Vacation		4-Week Vacation	
					89%	\$ 4,418	91%	\$ 4,517	93%	\$ 4,616
	Annual	Month	Hourly	O/T	Annual	Monthly	Annual	Monthly	Annual	Monthly
68	\$40,500	\$3,375	20.50	30.75	\$36,060	\$3,005	\$36,864	\$3,072	\$37,668	\$3,139
69	\$41,100	\$3,425	20.80	31.20	\$36,588	\$3,049	\$37,404	\$3,117	\$38,232	\$3,186
70	\$41,700	\$3,475	21.11	31.67	\$37,116	\$3,093	\$37,944	\$3,162	\$38,784	\$3,232
71	\$42,288	\$3,524	21.41	32.12	\$37,644	\$3,137	\$38,496	\$3,208	\$39,336	\$3,278
72	\$42,888	\$3,574	21.71	32.57	\$38,172	\$3,181	\$39,036	\$3,253	\$39,888	\$3,324
73	\$43,476	\$3,623	22.01	33.02	\$38,712	\$3,226	\$39,576	\$3,298	\$40,440	\$3,370
74	\$44,076	\$3,673	22.31	33.47	\$39,240	\$3,270	\$40,116	\$3,343	\$40,992	\$3,416
75	\$44,676	\$3,723	22.61	33.92	\$39,768	\$3,314	\$40,656	\$3,388	\$41,544	\$3,462
76	\$45,264	\$3,772	22.91	34.37	\$40,296	\$3,358	\$41,196	\$3,433	\$42,108	\$3,509
77	\$45,864	\$3,822	23.22	34.83	\$40,824	\$3,402	\$41,748	\$3,479	\$42,660	\$3,555
78	\$46,464	\$3,872	23.52	35.28	\$41,364	\$3,447	\$42,288	\$3,524	\$43,212	\$3,601
79	\$47,052	\$3,921	23.82	35.73	\$41,892	\$3,491	\$42,828	\$3,569	\$43,764	\$3,647
80	\$47,652	\$3,971	24.12	36.18	\$42,420	\$3,535	\$43,368	\$3,614	\$44,316	\$3,693
81	\$48,252	\$4,021	24.42	36.63	\$42,948	\$3,579	\$43,908	\$3,659	\$44,868	\$3,739
82	\$48,840	\$4,070	24.72	37.08	\$43,476	\$3,623	\$44,448	\$3,704	\$45,432	\$3,786
83	\$49,440	\$4,120	25.03	37.55	\$44,004	\$3,667	\$45,000	\$3,750	\$45,984	\$3,832
84	\$50,028	\$4,169	25.32	37.98	\$44,544	\$3,712	\$45,540	\$3,795	\$46,536	\$3,878
85	\$50,628	\$4,219	25.63	38.45	\$45,072	\$3,756	\$46,080	\$3,840	\$47,088	\$3,924
86	\$51,228	\$4,269	25.93	38.90	\$45,600	\$3,800	\$46,620	\$3,885	\$47,640	\$3,970
87	\$51,816	\$4,318	26.23	39.35	\$46,128	\$3,844	\$47,160	\$3,930	\$48,192	\$4,016
88	\$52,416	\$4,368	26.53	39.80	\$46,656	\$3,888	\$47,700	\$3,975	\$48,756	\$4,063
89	\$53,016	\$4,418	26.83	40.25	\$47,196	\$3,933	\$48,252	\$4,021	\$49,308	\$4,109
90	\$53,604	\$4,467	27.13	40.70	\$47,724	\$3,977	\$48,792	\$4,066	\$49,860	\$4,155
91	\$54,204	\$4,517	27.44	41.16	\$48,252	\$4,021	\$49,332	\$4,111	\$50,412	\$4,201
92	\$54,792	\$4,566	27.73	41.60	\$48,780	\$4,065	\$49,872	\$4,156	\$50,964	\$4,247
93	\$55,392	\$4,616	28.04	42.06	\$49,308	\$4,109	\$50,412	\$4,201	\$51,516	\$4,293
94	\$55,992	\$4,666	28.34	42.51	\$49,836	\$4,153	\$50,952	\$4,246	\$52,080	\$4,340
95	\$56,580	\$4,715	28.64	42.96	\$50,376	\$4,198	\$51,504	\$4,292	\$52,632	\$4,386
96	\$57,180	\$4,765	28.94	43.41	\$50,904	\$4,242	\$52,044	\$4,337	\$53,184	\$4,432
97	\$57,780	\$4,815	29.25	43.88	\$51,432	\$4,286	\$52,584	\$4,382	\$53,736	\$4,478
98	\$58,368	\$4,864	29.54	44.31	\$51,960	\$4,330	\$53,124	\$4,427	\$54,288	\$4,524
99	\$58,968	\$4,914	29.85	44.78	\$52,488	\$4,374	\$53,664	\$4,472	\$54,840	\$4,570
100	\$59,556	\$4,963	30.14	45.21	\$53,016	\$4,418	\$54,204	\$4,517	\$55,392	\$4,616
101	\$60,156	\$5,013	30.45	45.68	\$53,556	\$4,463	\$54,756	\$4,563	\$55,956	\$4,663
102	\$60,756	\$5,063	30.75	46.13	\$54,084	\$4,507	\$55,296	\$4,608	\$56,508	\$4,709

5240:19 Remuneration for Substitute Teachers

1. Remuneration Rate

Remuneration for a qualified substitute teacher (*Code 4026*) is based on the daily rate adopted by the local conference board of education. In the event a substitute teacher is needed for more than 20 consecutive days remuneration shall be converted to a salary effective on the 21st day of employment. The salary is to be based on the 10-month assignment plan (*Code 5220 and 5225*).

2. Responsibility for the Substitute Teacher Expense

The costs for the remuneration of substitute teachers in elementary schools and junior academies may be shared between the local conference and school as follows.

a. First Two Weeks

The conference shall assume the cost of providing a substitute teacher for up to two weeks (or ten working days).

b. Second Two Weeks

The cost of providing a substitute teacher in the same school during the same school year for an additional two weeks (or ten additional working days) may continue to be a conference responsibility, or it may be an expense shared by the conference and the school.

c. More Than Four Weeks

The cost of providing a substitute teacher beyond four weeks (more than 20 working days) should be based on an appropriate salary and the responsibility for funding that salary referred to the conference board of education for resolution.

5300 Allowances and Benefits

5305:19 Death of Employee While in Denominational Service

When a regular full-time salaried employee dies while in active service, the surviving spouse may receive certain benefits such as a specified amount of remuneration, health care assistance, and tuition assistance for a limited time from the date of the employee's death. (See *NAD Working Policy Y 25*.)

5310:19 Employee Basic Life Insurance

An employer-provided basic life insurance policy shall be provided for full-time denominational employees, the spouse, and for the employee's dependent(s) up to the age of 26.

1. Benefit Scale

a. The benefit shall be as follows:

Employee	\$100,000.00
Spouse	50,000.00
Dependent Child	5,000.00
Stillborn	750.00

b. One Benefit Per Death

If the spouse or dependents are also serving as employees of the denomination, only one benefit per death will be made.

2. Funding

This benefit shall be provided at denominational employer's expense for employees of all organizations and institutions in the North American Division, except health care institutions. All participating organizations shall pay a monthly premium as determined by the insurance company to the company selected by the NAD Risk Management Committee.

3. Purpose

The purpose of this benefit is to provide financial assistance in meeting the employee's share of the expenses of the final illness and funeral as well as the needs of the survivors.

5310:19 *Continued*

4. Administration

This benefit plan shall be administered by the Adventist Risk Management Inc. on behalf of the North American Division. Benefit claims shall be submitted on claim forms supplied by the insurance company with all required information completed. This benefit plan is portable at the time of termination of employment.

5. Additional Benefits Financed by Employees

a Supplemental Life Insurance Plan

An employee on a voluntary basis may supplement the basic life insurance amounts by participating in a Supplemental Life Insurance Plan administered by Adventist Risk Management Inc. for themselves, their spouse, and dependent children through payroll deductions.

b Eligibility

Eligibility for participation in the Supplemental Life Insurance Plan is determined by an underwriting evaluation of the employee's application form.

5315:19 Employee Disability Income Plan

Regular, full-time denominational employees may be eligible for disability income and health care assistance in the event of prolonged absence from work because of disability. Contact the local conference employer for eligibility and amount of assistance (*NAD Working Policy Y 33*).

5320:19 Health Care Assistance

- 1.** Full-time denominational employees are granted access to health care assistance as a benefit of employment.
- 2.** The details of the health care plan are available in print from the local conference employer, and online.

5325:19 Holiday Gifts

It is recommended that local conference employers recognize the service of employees by granting an annual holiday cash gift for each full-time employee. This gift shall not exceed 3 percent of the remuneration factor rounded up to the nearest \$5 (*NAD Working Policy Y 12*).

5330:19 Housing Assistance

1. Remuneration Rate

The employee's remuneration is usually supplemented with a cost-of-living allowance to make provision for housing costs in the area of service. The implementation of the Relocation Assessor published by the Economic Research Institute (ERI) is to provide the employee housing assistance. No additional housing allowances may be granted, except as provided for in paragraph 6.

2. Denominationally Owned Housing

Housing provided by the employer should be charged to the employee at current community rates or at the rate indicated by the ERI indicator for the location where the employee is employed, whichever is less.

a. Rental Rates in School-Owned Housing

When an educational employee is requested to live in a school-owned house or dormitory quarters at a boarding school as a condition of employment, the rate of rent charged shall be at least 75% of the community rate.

b. Utility Rates

When utilities are furnished or there is no meter for the premises, the employee may be charged a flat rate determined by the controlling board.

3. Deans Housing

Deans shall pay rent at a rate of 20% less than the standard rate for the faculty in that school for comparable housing when the dean has housing in or attached to the dormitory. Utilities, if not metered, should be paid at fair market value.

4. Employee-Owned Housing

Employees are encouraged, whenever possible, to own housing and make adequate provision for housing free-of-debt by the time they are no longer in active service. When employees purchase housing, they accept full responsibilities involved in home ownership. Employees should, however, counsel with the employing organization as to the appropriate geographical area for the new home that will best serve the employee's needs and the needs of the employer.

5. Parsonage Allowance

Where a parsonage allowance is granted to a qualifying employee under existing government regulations, the maximum amount shall be stipulated annually by the employing conference Executive Committee.

6. Special Locating Allowance

- a. When employees are moved from one location to another, and because of the conditions of their lease or failure to sell or rent their home, they are required to pay housing expenses both at their former location and at their new location, an allowance may be granted to cover the time when payments are being made at both locations and both homes are habitable. The allowance may be granted under normal conditions for up to three months.
- b. In unusual circumstances when employees have not been able to sell the home at their former location and evidence is presented that shows the asking price for said home at the end of the three-month period referred to in 6-a was no greater than 100 percent of an appraisal provided by an independent appraiser, up to an additional three months' assistance may be granted. An independent appraiser shall be understood to be a qualified appraiser such as may be contacted through banks or home loan associations. Real estate agents shall specifically be excluded from this group. The reasonable cost of such appraisal will be reimbursed by the employing organization.
- c. If the employee has not been able to sell the home after having received an allowance for six months because of extreme circumstances, the allowance may be continued for a further period of up to six months if the asking price for the said home is not more than 95 per cent of the appraisal during this period.

5330:19 *Continued*

- d. When granted, the monthly allowance shall be the actual expense for principal and interest, property taxes, and insurance up to 100 percent of the cost factor (housing/utilities/property tax of the Relocation Analysis Report) as indicated by ERI for which the employee was eligible at the former location. Fifty percent of any rental income shall be deducted from the allowance.
- e. In view of the importance of pricing a home correctly before it is placed on the market, and due to the critical importance of the first 30 days in the sale of the property, both the employee and the new employer may agree at any time during the selling process that in lieu of spending all the duplicate housing allowance provided above, the property may be placed for sale at less than one hundred percent of market value as determined by current appraisal. The cost of the reduction may be shared between the new employer and the employee at an agreed upon ratio on an individual basis. The employer cost is not to exceed the maximum duplicate housing allowance provision.
- f. If in transitioning an employee from one location to another, the employing organization decides that it is in its best interest to acquire the home where the employee currently lives, in order to facilitate the relocation of the individual to the new job assignment, the employing organization may exercise that option with the approval of the governing committee and, where applicable, the association or corporation. The home shall be appraised by a third party, and the price will be set excluding realtor fees.
- g. The employing organization should discuss the options available to the employee and shall avoid the unnecessary multiple application of the provisions of this policy.

5335:19 Housing—Occupying School-Owned Homes

Educational employees may be required to occupy school-owned houses and apartments as a condition of their employment where school-owned housing is provided.

5340:19 Moving Allowances

The moving and transportation expenses of full-time certificated educational employees (including those employees on their first move into educational service) are paid by the employing organization under the following provisions:

1. Household Goods

The employing conference will arrange for the moving of the employee's household goods or an amount to cover freight/van charges and insurance up to maximums established by the conference. Moving assistance is limited to the ordinary personal household effects and such other items as used in the employee's work up to the conference maximums.

2. Transportation Allowance

When employees are asked to move, they are allowed reimbursement of actual mileage at the rate in harmony with current conference policy to move the employee's car or up to two cars for the employee and spouse.

3. Per Diem and Lodging Allowance

The employee is allowed a per diem of \$54.00 per day with an additional allowance of \$27.00 per day for the spouse and \$27.00 per day for each child. The employee will be paid as follows:

- a. Per diem allowance for the day of loading, the day or days in transit (based on 500 miles per day by the most direct route), and the day of unloading.
- b. Actual motel expense after loading and prior to unloading of the employee's household goods based on 500 miles per day by the most direct route while in transit.

4. Flat-Rate Moving Allowance

The employer may grant a flat amount rounded up to the nearest \$10 to cover packing, and other associated moving costs as follows:

Employee	- 16 ½ % of Remuneration Factor
Spouse	- 16 ½ % of Remuneration Factor

A single parent with dependent children may be granted 33% of the Remuneration Factor as a moving allowance. However, the flat rate moving allowance does not apply to voluntary local moves.

5340:19 *Continued*

5. Automobile Registration and Excise Tax

Employees who are called to another state and who are required to pay duplicate excise tax/sales tax, license, and certification/inspection fees may report such expense on one car if they register their car within 90 days of moving to the new area. If the employee has a spouse, the above expenses may also be reported on a second car.

6. Temporary Bridge Loan

In cases where it may be necessary to negotiate a bridge loan in order to secure a home at the new location, the bridge loan interest may be reimbursed by the new employer for the same time period during which they are eligible to receive duplicate housing allowances in addition to the duplicate and special housing allowance. The interest on the bridge loan would be considered outside of the ceiling for which special assistance may be given (*Code 5330*).

7. Sharing Moving Expenses

When calls are extended to a husband and wife to join two different denominational institutional organizations in the same area, the cost of moving shall be shared by the calling organizations. However, when the initial call is for one spouse and the other spouse obtains employment, the organization that initiates the primary call shall be responsible for the full cost of the move.

8. Additional Allowance for Tax Liability

Due to tax law changes in 2018 moving allowances received by an employee are a taxable benefit. Denominational employers may grant up to an additional 35% on the total allowable moving expense to cover the additional taxes due from the employee move. Conference employers should have a policy to provide this additional assistance.

5345:22 Moving Policy, Retired Employee

An employee who has at some time during denominational employment been moved at denominational expense, may be granted assistance for one actual move to the place of retirement. The moving assistance granted when an employee retires may be reimbursement for actual moving expenses, or at the employer's option, a cash settlement on moving expenses, according to the following provisions:

5345:22 *Continued*

1. When employees who have given 30 years or more of denominational service retire, the employing organization may arrange to pay the moving expense on a reasonable amount of household goods and pay transportation expenses, including mileage, tolls, hotel and per diem by the most direct route based on 500 miles per day to the place of choice in North America.
2. Employees who have served less than 30 years may be paid a proportionately less amount. The amount of the moving expense reimbursement shall be decided by the employing organization from which the employee retires.
3. The retirement move must occur within ten [10] years after retirement unless some other definite arrangement is approved by the governing committee and is limited to one move only.
4. The retiring employee shall be responsible for any tax obligations accruing due to moving assistance being provided.
5. In cases where both spouses are denominationally employed at the time of retirement but by different organizations, the moving assistance to the place of retirement shall be shared equally by the two employers if both spouses are vested for retirement benefits. If one spouse is not vested, the moving assistance shall be paid by the employer of the spouse who is vested (*NAD Working Policy Y 23 10*).

5350:19 **Principal Administrative Travel Allowance**

1. An administrative travel allowance is to be granted to school principals for the constituent area served by the school as follows:
 - a. Elementary and Junior Academies - Head teachers or principals will receive one budgeted allowance per teacher FTE (including principal or head teacher) per month (12 months) up to a maximum of 14 budget allowances.
 - b. Day Academies - 14 budget allowances per month (12 months).
 - c. Boarding Academies - 16 budget allowances per month (12 months)

The monthly base figure for each budget will be the current mileage reimbursement rate times 1,000 miles divided by 16. (See *Code 5220* for the current amount per budget.)

5350:19 *Continued*

2. Vice-principals may receive up to a maximum of 50% of the principal's administrative budget based on the amount of time allocated for administrative duties. The vice-principal's administrative budget must be approved by the local board.
3. Special mileage is defined as authorized mileage for trips outside the employee's constituent area and is paid at the current conference mileage rate.

5355:19 **Retirement Allowance**

A retirement allowance to an employee who qualifies shall be granted by the last employing entity from which they leave to commence retirement. The retirement allowance is not termination pay, but a benefit granted to all qualifying personnel.

The amount of the allowance is based on remuneration factors at the time of retirement and years of qualifying denominational service. The retirement allowance for a teacher who is employed on a 10-month basis shall be calculated on the maximum monthly remuneration rate which would be available if employed on the 12-month basis. The conference employer will calculate the rate for each retiring employee in accordance with *NAD Working Policy Y 46*.

5360:19 **Retirement and Transfer Gifts**

Denominational employees who retire, transfer to another denominational organization, or resign, may be granted a farewell gift, calculated as a percentage of the Remuneration Factor rounded off to the nearest \$5, according to the following schedule of service in that organization:

Remuneration Scale Percentage	Percentage Per Year	Maximum Percentage
102% and above	4.0% per year of service	20%
98% to 101%	3.0% per year of service	15%
Below 98%	2.0% per year of service	10%

This gift is taxable income. Employees who receive a termination settlement are excluded from this provision.

5365:19 Retirement Plan

The retirement benefits for eligible denominational employees are detailed in *The Seventh-day Adventist Retirement Plan of the North American Division*, a separate booklet published by the North American Division Retirement Office, and is available from the employing organization. The NAD retirement plan booklet is indexed as Section Z of the *NAD Working Policy*.

5370:19 Travel Expense—Lodging

The following expenses may be reimbursed by the employing organization for employees traveling on authorized business. If a denominational entity other than the employer is covering expenses for a meeting, the employer will reimburse the employee and then bill the other organization for the travel expenses.

1. Overnight Lodging

The actual cost of hotel or other paid overnight accommodations may be reimbursed.

2. Lodging with Friends or Relatives

Employees on an authorized trip who choose to stay with friends or relatives may receive a specified amount of reimbursement per night in lieu of hotel expenses to be used for a cash or other gift for the hosts. Authorization for this assistance should be obtained prior to the travel at which time the conference employer will communicate the current reimbursement rate.

3. RV Expenses

When employees are authorized to use an RV for travel, they may receive the following reimbursement:

Mileage for RV	2 times regular mileage rate
Lodging in RV	\$25.00 per night
Per Diem While Using RV	\$14.00 per day

5375:22 Travel Expense—Mileage Rates

Auto mileage reimbursement rates for all education personnel on authorized trips will be granted at the rate currently adopted by the local conference employer on the date(s) of the required and authorized travel. Current, NAD and NPUC mileage rate in 2022 is \$0.48 per reimbursable mile.

5380:20 Travel Expense—Per Diem

1. The per diem for employee travel to all authorized appointments are as follows:

Full employee per diem	\$54.00
When fully entertained	\$19.00
Family Authorized Travel	
Employee and Spouse	\$81.00
When fully entertained	\$27.00
Each dependent	\$27.00
Fully entertained	\$11.00

2. The per diem policy does not apply during a local conference or Union Conference sponsored meeting when meals are provided.

5385:19 Tuition Assistance for Children of Educators

Regular, full-time Church employees in administrative, professional, and supervisory positions (those considered to be exempt from federal and state wage and hour laws) are expected to send their children to Seventh-day Adventist denominationally owned and operated schools and are provided assistance on the tuition expenses for their children who are enrolled in denominationally owned and operated schools. See the *NAD Working Policy Y 24* for details.

5390:19 Child Adoption Assistance

Full-time employees may be granted assistance of 75% of the medical and legal expense and adoption agency fees incurred in the adoption of children if the adoption is completed. The maximum assistance to be granted shall not exceed the equivalent of up to two times the current monthly remuneration factor. This assistance shall be limited to one allowance per child.

5400 Professional Education Expenses

5405:19 Local Conference Conventions and Professional Meetings

Travel expenses for local conference sponsored meetings and conventions shall be as follows:

1. All transportation, meals (or per diem), and lodging expense for educators attending official, conference-sponsored meetings and teacher conventions shall be paid by the employing conference or, in some cases, the senior academy.
2. Reimbursement for expenses will apply to current educators and other attendees as authorized by the conference superintendent.
 - a. Mileage will be paid in harmony with denominational policy (*Code* 5375). Air travel may be reimbursed only if prior authorization is granted by the conference superintendent.
 - b. Granting per diem shall be in harmony with denominational policy (*Code* 5380) including adjustment when meals are provided.
 - c. Educators shall be reimbursed for lodging expense when authorized by the superintendent. Generally, an overnight stay is granted when travel is for distances greater than 500 miles and/or the scheduled starting/ending time leaves a limited amount of time to make the necessary trip.

5410:20 North American Division Educators Convention

The expense for sponsoring all full-time certificated, professional educators to attend the NAD Educators Convention is shared between the North Pacific Union Conference and the local conference as follows.

1. Local conferences will fund travel expense, including applicable per diem for travel days.
2. The North Pacific Union Conference will fully fund the convention registration fee, on-site meals, and lodging expenses. Lodging is provided on a double occupancy basis for eligible attendees. A request for single occupancy hotel room, if granted, will result in 50% of the room charge to the employee.

5415:19 National Professional Conventions and Meetings

To foster professional development authorization may be granted to certificated personnel by the superintendent and/or academy principal to attend national professional conventions or comparable area meetings. When approved educators may receive the following reimbursements by the employing organization.

1. The registration fees.
2. Regular mileage allowance per policy followed within the employing conference or air coach fare, whichever is less.
3. Per diem in harmony with denominational policy (*Code 5380*).
4. Actual lodging cost within the approved conference price range.

5420:19 Continuing Academic Study and Advanced Degrees

Quality schools have professional educators who desire to improve their skills and abilities through continuing education. Educators enrolling in courses for academic credit will develop professionally, meet certification requirements, and may attain advanced degree(s).

1. Certification Requirements

It is the teachers' or administrator's responsibility to attain and maintain certification for their educational assignment. This usually includes the need to complete a specific number of academic credits and/or specific academic courses. It is recommended that enrollment in academic course work be in summer school to optimize the focus on professional learning and minimize the possible impact on job performance (*Code 5425*).

2. Advanced Degrees

- a. Master's degrees: Teachers or administrators approved by the conference board of education and/or superintendent to pursue master's degrees at a Seventh-day Adventist college/university other than Walla Walla University should be entitled, until degree completion, to travel expenses for one round-trip coach airfare, housing expenses in an amount equal to the cost of dormitory rent, and tuition.
- b. Doctoral Degrees: The expense of graduate study beyond the master's degree for K-12 educators is regarded as the concern and expense of the individual. If a conference recognizes the value of such advanced training to the individual, the conference or school program, and to the denomination in future service, they may elect to provide financial assistance.

5420:19 *Continued*

On a limited basis the NPUC may also have funds available to support doctoral degree programs, if requested by the conference. A protocol for the funding partnership will be developed and approved on a case-by-case basis.

5425:19 **Summer School Policy**

1. Required Attendance

All teachers holding Conditional Certificates are required to earn additional academic credits during the summer to improve their certification status. A Conditional Certificate is to be renewed for the ensuing year upon satisfactory annual progress (minimum 9 quarter hours) toward a Basic or Standard Certificate.

2. Eligibility

Any full-time teacher or administrator who holds a four-year degree, is a contracted employee within the North Pacific Union Conference enrolling to meet certification requirements or pursue a master's degree, is eligible to attend summer school at Walla Walla University tuition free.

Walla Walla University students who are granted a teaching contract for the first time and are enrolled in the spring quarter of the year in which they will begin employment shall not be entitled to the benefits of this policy to complete a baccalaureate degree during the summer session immediately prior to beginning teaching.

3. Authorization

Eligible teachers and administrators who wish to enroll in summer school at Walla Walla University tuition free and expect to receive denominational assistance (tuition, travel, and lodging) as granted by this policy from their conference employer must have authorization from the conference superintendent prior to registration. Once approved, it is the educator's responsibility to ensure the university has received the authorization by the time of registration.

4. Benefits When Attending Walla Walla University

North Pacific Union Conference teachers and administrators authorized to enroll in summer school at Walla Walla University will be eligible for the following.

5425:19 *Continued*

- a. Tuition: No charge to the authorized employee. Any fees or other course materials are the responsibility of the employee.
 - b. Transportation: Travel expenses to summer school at Walla Walla University is to be paid by the employing conference or academy at the conference designated rate.
 - c. Housing: An amount equal to dormitory rent shall be paid by the employing conference or academy. Final housing arrangements are the responsibility of the authorized employee.
5. Benefits When Attending Other Colleges/Universities

Under certain circumstances the conference board of education and/or superintendent may authorize a teacher or administrator to enroll in summer school at college/university other than Walla Walla University or in an accredited online distance education program by such an institution. In this case financial assistance may also be granted in an amount not to exceed the combined travel and housing allowance for sponsoring the employee at Walla Walla University.

5430:19 Expenses for Non-Academic Continuing Education

Educators may be eligible to renew certification with non-academic continuing education units. Qualified learning activities and the CEUs granted are often free or inexpensive. CEUs are offered by various organizations in many venues and online by many providers, including the Adventist Learning Community. Any costs associated with non-academic continuing education are regarded to be the expense of the individual, except as the CEUs may be earned when participating in denominational and/or national conventions/meetings (*Code* 5405, 5410, and 5415).

Conference may develop policy that will provide financial assistance for the costs associated with the education and training of personnel for specific non-educational licenses or certifications to meet state requirements.

5435:19 Doctoral Study Assistance

Ordinarily the expense of graduate study beyond the master's degree for elementary and secondary educational personnel is regarded as the concern and expense of the individual. However, recognizing the value of advanced training to the individual, to the employing school, and to the denomination in future service, doctoral study assistance may be granted to selected certificated education personnel.

5435:19 *Continued*

In the event that an employee's request for financial support in pursuing a doctoral degree is approved by the local conference and union conference boards of education, the financial assistance will be determined by a formula of shared expense between the employee, the local conference and the union conference. A signed written agreement shall be established clearly stating the amount of financial assistance, timeline for the study program, an amortization schedule, and any other pertinent details. The agreement shall be aligned with *NAD Working Policy* FEA 37 25 and FEA 37 30.

5500 Accounting and Operating Policies

5505:19 Responsible Financial Management

Since the fundamental necessity of operating an educational system free from debt is recognized, every board shall be held to a policy of operating within its income. Administrators are expected to operate the school with a balanced operating budget. When a school closes a fiscal year in which there is a financial deficit a plan is to be developed which makes timely provision for such deficit in preparation of the budget for the ensuing year.

5510:19 Financial Reporting

For boards, executive committees, and administrators/officers to be kept fully informed concerning the operations for which they are responsible, monthly financial statements should be published and presented for review and analysis. Published financial reports from schools shall be furnished to the local conference on a regular basis. The senior academy should also provide financial reports to the Union Conference Office of Education. Financial reports are to also be included on annual school constituency session agendas.

5515:19 Financial Audits

Each school shall prepare its annual financial statements for audit review. As required by *NAD Working Policy*, each senior academy will be audited annually by the General Conference Auditing Service. Elementary schools and junior academies will be audited on an established timeline, with procedures and personnel as directed by the local conference.

5520:19 Academy Budget and Operating Policies

1. The management of every academy receiving Union or local conference subsidy shall prepare operating and capital improvement budgets. These budgets are to be approved by the academy board and made available upon request to the conference board of education.
2. Provision shall be made by the board for adjusted operating budgets following registration to meet income deviations resulting from enrollment increase or decrease.
3. Budget control shall be the responsibility of the academy administration.

5525:19 Academy Accounting

The standards for accounting procedures in the North Pacific Union Conference senior academies are to be aligned with the *NAD Accounting Manual*.

5530:19 Working Capital for Operations

In order to ensure adequate financial resources will be available for the sound and effective operation of all schools, administrators and boards must seek to establish and maintain adequate working capital. School boards and administrators will be assisted in meeting the minimum denominationally recommended working capital levels by the following suggestions:

1. Implementation of a consistent, firm collection policy.
2. Preparation and adherence to a balanced, economical budget.
3. Avoidance of over-stating income from enrollment and over-staffing.
4. Responsible administrative procedures to manage expenditures.

5535:19 Working Capital Minimum for Academies

1. Working capital shall be defined as the amount of current assets above the total of current liabilities and net worth reserves.
2. The minimum standard of working capital to be maintained by senior academies is 15% of the operating expense of the latest complete fiscal year plus long-term payables.
3. The minimum standard for cash or investments is the equivalent of liabilities and reserves.

5540:19 Responsibility for Educator Remuneration Expenses

Employment expenses for educational personnel is usually the largest expense in any school operation. Care must be exercised to manage this expense equitably and economically while placing the best qualified instructional personnel and administrators in each school.

Since all school personnel are employees of the local conference it is important that the conference communicate annually in writing and in a timely manner with the administrators and school boards regarding the percentage of per-employee costs covered by the conference (subsidy), the amount due for those costs from each school, and the due dates for payments to the conference and other associated policies.

5545:19 Bank Reconciliations

Experience has shown that sound fiscal management must be supported by all schools following the accepted accounting practice of making bank statement reconciliations on all accounts on a monthly basis.

5550:19 Payroll Advances

Only the employee's payroll center may provide a cash advance to employees under conference established policies. All payroll advances are to be cleared at the end of each month.

5555:19 Depreciation Expense

All denominational institutions are to include depreciation on land improvement, buildings, and equipment in their annual financial statements. Funded depreciation provides funding not only for new facilities, but can be used to meet repair and replacement expenses such as re-roofing, re-flooring, replacement of furniture and equipment, etc. Depreciation rates vary according to estimated life of the fixed assets. Current denominational depreciation rates may be obtained from the local conference and/or *NAD Working Policy S 59 and S 70*.

5560:19 Insurance and Risk Management

1. Each school shall appoint an administrator or small committee to manage institutional risks and school safety. The responsible risk manager(s) will regularly review the school facilities, grounds, and plans for activities.
2. The inspection of the school's facilities shall consider the physical condition, maintenance plan, and housekeeping activities in comparison to accepted best practices for educational institutions. Plans shall be implemented to remove identified hazards from the school grounds and facilities.
3. All school-sponsored or faculty-sponsored activity plans must be reviewed to eliminate hazards as much as possible and to provide for contingencies in advance of the event.
4. The school administrator and/or risk manager shall investigate all accidents or incidents to determine cause of the accident so as to implement steps that will help prevent future similar incidents.
5. Schools shall provide adequate student accident insurance for all students enrolled.

5560:19 *Continued*

6. Each school shall annually provide insurance for fire and other hazards as deemed necessary for the school's location (i.e. earthquake and flood insurance) to provide 100% of the replacement cost on all school buildings.
7. General liability insurance shall be carried in amounts recommended by denominational policy and should be no less than \$3,000,000 (*NAD Working Policy S 60 10*).
8. To keep the premiums at a minimum on all forms of insurance, a safety program shall be inaugurated and maintained to raise awareness of all persons connected with the school and to reduce and eliminate the cause and source of accidents and fire. Records shall be kept of these programs or meetings.
9. Students should receive instruction in safety for all physical education activities and on-campus work assignments before the activity. Care for the student must be a priority at all times.
10. Each school shall see that all school-owned vehicles are covered under the conference auto insurance policy. Coverage shall include bodily injury and property damage. If vehicles are valued at \$1,000 or more, comprehensive and collision insurance is recommended.
11. Worker's Compensation Insurance shall be carried for all employees. The conference employer will determine the allocation for covering the cost of this expense for locally funded personnel.
12. All schools that have hot water heating boilers or steam boilers should contact the conference insurance officer to ensure adequate and appropriate insurance coverage is provided.
13. Other important coverages applying to schools that may be a part of the conference-wide insurance programs such as, but not limited to the following: Crime Insurance for Theft or Burglary, Cyber Liability, Directors' and Officers' Liability, Fiduciary Liability, New Construction, Property and Premises Liability, and Public Liability. School administrators should be familiar with these programs and should contact the conference risk manager concerning any questions.
14. Any unusual exposure or activity where there is serious exposure to the school should be reported promptly to the school administration.

5565:19 Insurance and Use of Facilities by Other Organizations

If school facilities are approved by the local school board for lease, rent, or lent at no charge to non-profit, non-denominational organizations, the user shall be required to provide a certificate giving evidence of general liability insurance with an endorsement naming the corporate entity holding title to the facility (local conference corporation) as an additional named insured.

1. It is recommended that such general liability insurance be in the amount of \$3,000,000 with no limit less than \$1,000,000. The non-denominational entity shall also sign an agreement holding the denominational owner harmless for any liability resulting from use of the school facility.
2. Insurance shall be from an insurer rated A Class or better from A M. Insurance coverage shall remain in force for the duration of the usage as stated in the agreement.
3. Use of facilities by a “for profit” organization may jeopardize the school’s non-profit denominational status. Seek conference and/or legal counsel prior to completing any facility use agreement.

5570:19 Insurance for Vehicle Usage

1. Commercial Auto

Liability protection should be secured on all owned, hired, and non-owned vehicles used on behalf of the employing organization, with adequate limits of bodily injury and property-damage liability. All vehicles owned by each organization should be included in one policy, with an automatic fleet endorsement equivalent attached. All vehicles should be registered in the legal corporate name of the governing denominational entity and included in the master policy. This includes academies and local entities. (See *NAD Working Policy S 60 10* for minimum limits of liability.)

2. Maintenance

Each vehicle owned or operated by the school shall be inspected and shall adhere to a regular maintenance schedule. Before the vehicle is used it is the driver's responsibility to check the mechanical condition of the vehicle. If the vehicle is unsafe to operate, substitute transportation shall be arranged.

3. Vehicle Use

All vehicle usage must comply with applicable federal and state laws. Vehicles owned or registered in the name of denominational entities shall not be lent, leased, or rented to nondenominational organizations nor leased or rented to individuals.

5570:19 *Continued*

4. Driver Record

Motor vehicle records of each driver of denominationally owned vehicles shall be obtained from state records and reviewed on a regular basis.

5575:19 Inventory of Equipment

All schools shall maintain an up-to-date equipment inventory which shall be kept in a fireproof vault or file or in digital form off-site.

5580:19 Offenders in Financial Matters

When an employee or volunteer of a Seventh-day Adventist organization performs a financial act in violation of the law and/or undermines the financial trust necessary for handling financial matters, disciplinary action will be taken and a report of all violations to appropriate law enforcement officials will be made by a designated official of the employing organization. Available insurance coverage may be jeopardized by failing to report such matters to law enforcement. (See *NAD Working Policy S 04 48.*)

5585:19 Payment of Union Conference Funds

Reimbursement from Union Conference funds for any educational program or project or is usually made directly to the local conference. For some transactions senior academies may receive funds directly from the Union Conference.

5590:19 School Building or Improvement Projects

School building and/or building improvement projects of denominational property with the associated financial plans are to be approved according to the plan detailed in *NAD Working Policy S 14 15.*

5595:19 Settlement of Student Accounts

All past due student accounts are to be paid or satisfactory arrangements made before beginning a new school term. A student owing on an account in one Adventist school shall not be admitted in another school until the account is paid or satisfactory arrangement made with the former school.

5599:19 Student Activity Agency Funds

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

5600 General Finance Policies

5605:19 Entrance Fee - Elementary and Secondary Students

The recommended minimum entrance fee per student should include provision for the following distribution:

Library-Media Center	\$30.00
Technology	\$30.00
Student Accident Insurance	At cost
Teaching Supplies	\$20.00
Standardized Testing	\$12.00

5610:19 Media Center Funds

It is recommended that every K-12 school budget \$30 per student annually for the purchase of educational resource materials of the type typically held in a library-media center (*Code* 5605). These funds are not to be used for purchase or maintenance of educational equipment.

5615:19 Technology Funds

It is recommended that every K-12 school budget \$30 per student annually for technology purchases. These purchases may include hardware, software, and associated maintenance. These funds are in addition to the minimum purchases per student for library-media center resources as described in *Code* 5610.

5620:19 Transcript Release—Secondary Students

Where permissible for private schools under state law it shall be the policy of secondary schools within the North Pacific Union Conference to withhold transcripts of academic credit until student accounts are paid or until satisfactory financial arrangements have been made. *This policy statement must be published in the school bulletin.*

5625:19 Cumulative Records Release—Elementary Students

The local conference office of education is to establish a policy within the permissible limits under state law for private schools that will direct what parts of a student's record may be withheld by an elementary school for unpaid student accounts upon the transfer of the student to another school. Some portions may be required or requested to guide student enrollment, but the policy should state clearly what parts, if any, may be withheld until the student account is paid in full or until satisfactory financial arrangements have been made. *This policy statement must be published in the school bulletin.*

5630:19 Student Employment

Students employed at any Adventist school shall comply applicable federal and state employment laws for the worker's age, wages, hours, and working conditions.

5635:19 Walla Walla University-Sponsored Activities

Athletic tournaments, enrollment visitation days, music festivals, workshops, and other activities sponsored by Walla Walla University for academy students are to be approved by the North Pacific Union Conference Board of Education. Requests for an academy's students to participate in any WWU hosted activity must clearly state the university's level of financial support for the academy's transportation, lodging and meal expenses.

5640:19 Transcript Cost to Employees

Teachers and administrators shall be responsible for the cost of all transcripts required for certification purposes.

5645:19 Collection of Teacher Accounts

When teacher and administrator transcripts are released for certification purposes, the superintendent shall work with the college/university and employee on the collection of any unpaid accounts at the college/university. Where permissible by employment law payroll deductions may be used.

5650:19 Accreditation Team Members' Expenses

1. Travel and per diem expenses on travel days for academy accreditation team members shall be paid from the Academy Accreditation Travel Expense Fund (*Code* 1810 and 5070). Lodging and meals while onsite are provided by the host academy.
2. Travel and per diem expenses for elementary school and junior academy accreditation team members shall be paid by each team member's employing organization. Such team members are ordinarily chosen from within the conference. However, if team members are selected from outside the conference, the conference superintendents involved will negotiate all financial considerations.

5655:19 Funding of Regular North Pacific Union Education Meetings

1. Curriculum Committee and Education Council:
 - a. Conference office of education and senior academy personnel report their travel expenses to their employing organization.
 - b. Other teaching and administrative employees report their travel expenses to the respective conference.
2. Board of Education
 - a. Denominational employees report their travel expenses to their employing organization.
 - b. Lay persons report their travel expenses to the North Pacific Union Conference Office of Education for reimbursement.

5660:19 Funding of Special Education Committees

1. North American Division Sponsored Committees and Workshops

The North American Division will reimburse the employing organization for all teacher expenses incurred during participation on NAD-sponsored summer curriculum development committees including salary, per diem, lodging, and travel expenses according to current policy.
2. North Pacific Union Sponsored Summer Committees and Workshops

The North Pacific Union will reimburse the employing organization for all expenses incurred during participation on North Pacific Union sponsored summer committees and workshops including salary, per diem, lodging, and travel expenses according to current policy.

5660:19 *Continued*

3. Committees, Workshops, and Conferences During School Year

Teacher expenses incurred while attending regular standing committees, councils, workshops, or conferences during the school year will be paid by the employing organization.

4. North Pacific Union Conference Ad Hoc Committees

When special ad hoc committees are called by the North Pacific Union Conference Office of Education during the school year, the expenses of school personnel participants will be paid from the NPUC Education Fund. This includes travel, lodging, per diem, and substitute teacher expense if required.

5. Exceptions

Specific exceptions may be voted by the North Pacific Union Conference Board of Education whereby teacher expenses will be shared on some basis between the employing organization and the North Pacific Union Conference.

6. Procedures for Reimbursement

- a. The employing organization may make a salary advance within conference determined limits, if requested, to cover expected and uncommon expenses of a teacher while in attendance at a summer workshop.
- b. At the conclusion of the authorized committee or workshop, the teacher will complete an expense report form provided by the sponsoring entity, the North American Division or North Pacific Union, attaching any pertinent receipts. The North Pacific Union will forward a copy of the report and the receipts to the employing organization.
- c. The employing organization will make payment to the teacher, deducting any advances, and will then submit an invoice to the North Pacific Union for all expenses, including payroll expenses (social security).
- d. Upon receipt of the invoice, the North Pacific Union will reimburse the employing organization.

7. Amount of Stipend

The weekly stipend for teachers taking part in summer workshops is 14% of the 100% Remuneration Factor.

5665:19 Employment of Retired Persons

A retired person may be employed with full- or part-time responsibilities. The following provisions shall apply for remuneration of retired personnel.

1. Retired participant in the Seventh-day Adventist Retirement Plan of the North American Division may be employed up to 75 percent of a full-time assignment by a denominational employer without the loss of retirement benefits. Full-time employment by a denominational employer renders the participant ineligible to receive benefits from the Adventist Retirement Plan. Benefits may be reinstated again when the employee ceases full-time employment.
2. The maximum remuneration of a person receiving denominational retirement benefits and/or Social Security shall not exceed the annual ceiling on earnings imposed by the Social Security Administration. This includes all income from employment, the denominational retirement benefits and any Social Security benefits.
3. Reimbursement of mileage and other travels expenses are permissible.
4. No additional service credit is granted for such service.

5670:19 Auto Insurance

School-owned vehicles used in school-related business and/or to transport students; and employee-owned vehicles used by education personnel to meet appointments, conduct education-related business, and/or transport students should carry following minimum limits for the protection of the employee and the denomination.

*Bodily Injury Liability	\$250,000/500,000
*Property Damage Liability	\$50,000
Medical Payments	\$5,000
Comprehensive	**\$100 deductible
Collision	**\$500 deductible
Uninsured/Underinsured Motorist	\$250,000/500,000

** An optional \$300,000 single limit policy is acceptable.*

*** Any deductible above this amount or waiver of the requirement to carry comprehensive and collision coverage is at the discretion of the employ-ing organization.*

1. Education employees eligible for automobile insurance assistance are conference superintendents, associate superintendents, and senior academy principals. To receive assistance as specified in *NAD Working Policy Y 29* 15 these employees shall carry the minimum limits listed when such limits are available.

5670:19 *Continued*

- 2 In the event an employee mentioned in paragraph 1 above has a claim, the first \$50 of the collision or comprehensive deductible will be paid by the employee and the remainder of the deductible will be paid by the employing organization. If the employee or the insurer brings a liability claim against a third party and recovery is realized, reimbursement shall be made to the employing organization for any amounts previously paid by the employer above the first \$50 of the deductible.
- 3 Evidence of insurance shall be kept on file by the denominational entity.
- 4 Assistance mentioned in #1 above should be calculated as directed by the local conference and aligned with *NAD Working Policy Y 29 15*.

5675:19 **Private Planes**

Education personnel using private airplanes insured for passengers in authorized travel must consult with conference administrators prior to travel. (See *NAD Working Policy C 75* for acceptable circumstances.)

INDEX

A

Academic		
Acceleration, Elementary	2325	
Secondary	2560	
Placement, Elementary	2320	
Secondary	2615	
Academy		
Accounting Standards	5525	
Admission Requirements	2605	
Budget and Operating Policies	5520	
Class Membership	3220	
Credit		
By Examination	2665	
By Semester Courses	2645	
From College/University	2690	
From International Schools	2680	
From Off-Campus Programs	2675	
Transfers	2685	
Variances by Subjects	2650	
Grade Point System	2625	
Graduation Requirements	2540	
Length of School Day	2575	
Library/Media Center	2525	
Minimum School Day	2575	
Operating Subsidy	5015	
Principal Retention Fund	5045	
Student		
Acceleration (Early Graduation)	2560	
Assessment (Testing)	2530	
Hispanic Scholarship Fund	5055	
Records and Progress Reports	2630	
Summer School	2655	
Teacher Assignment	1445	
Acceleration		
Elementary	2325	
Secondary (Early Graduation)	2560	
Acceptable Use Agreement, Technology	2135	
Accountant/Treasurer	1335	
Accounting and Operating Policies	5500	
Accounting Standards, Academy	5525	
Accreditation	1800	
Denominational	1810	
Academy Expense Fund	5070	
Rationale	1805	
Regional	1815	
Team Member Expenses	5650	
Travel Expense Fund	1820	
Achievement, Honoring Students	2565	
Achievement Tests	2060	
Activities		
Class	3215	
Co-Curricular	3210	
Inter-Conference School	1755	
Patriotic	2080	
Political	1715	
Promotional	1710	
School-Sponsored Public	2085	
Spiritual	2075	
Student Life	3205	
Ad Hoc Committees, Funding	5660	
Administering Medications	3135	
Administering Student Assessments	2060	
Administrative Personnel	1300	
Food Service Director.	1350	
Head Teacher.	1325	
Health Service Director.	1345	
Identity	1305	
Industrial and Plant Services.	1355	
Principal.	1310	
Residence Hall Dean	1340	
Salary Scale Percentages	5215	
Teaching Principal.	1320	
Treasurer/Accountant.	1335	
Vice-Principal.	1315	
Vice-President for Finance.	1330	
Administrative Transfer	4065	
Administrative Travel Allowance	5220, 5350	
Admission of Students	3005	
Academy	2605	
Elementary	2305, 2310	
International	3020	
Junior Academy	2465	
Nondiscrimination Policy	3010	
Non-Adventist	3005	
Special Learning Needs	3015	
Adoption Expenses Assistance	5390	
Adoption Leave	4235	
Advance Placement Courses, Secondary	2550	
Advanced Degree Expenses	5420	
Advances, Payroll	5550	
Age for Admittance	2305, 2310	
Aide, Teacher (<i>See Teacher Assistant</i>)		
Allowance		
Administrative Travel	5350	
Educational	5385	
Housing	5330	

Allowance (<i>Continued</i>)	
Moving	5340
Retirement	5355
Special Locating	5330
Summer School	5425
Allowances and Benefits	5300
Administrative Travel.....	5350
Educational.....	5385
Housing	5330
Moving	5340
Retirement	5355
Special Locating	5330
Summer School	5425
Allowances and Benefits, Summary	5300
Full-Time Certificated Personnel	4220
Part-Time Certificated Personnel	4225
Alternate Textbooks, Approval for	
Elementary.....	2225
Secondary	2520
Alternation Schedule	
Elementary Subjects	2210
Junior Academy.....	2420
Multi-Grade Subjects.....	2210
Alternative Reporting Systems	2065
Amortization of Salary for	
Irregular Employment Date	5225
Annals, School (Yearbooks)	3240
Appeal Procedures	
Employee Grievance	4140
Student Grievance	3065
Approval of Building or Improvement Plans...	5590
Areas of Study	
Elementary Subjects	2205
Junior Academy Subjects	2415
Senior Academy Subjects.....	2505
Assessment, Student	2060
Fee for	5615
For Secondary Students.....	2470, 2530
MAP Growth	2060
Assets, Depreciation of.....	5555
Assigned Responsibilities, Personnel	1425
Assignment of Employees	
Certificated/Professional Personnel.....	4070
Assistance for Employees	
Cost of Living.....	5210
Doctoral Study.....	5450
Health Care.....	5320
Housing	5330
Tuition	5385
Associations, Student	
Academy.....	3225
Junior Academy.....	2485

Athletic Activities	
Interscholar.....	1720
Intramural.....	3205
Attendance Policy	3060
Attendance Records	
Elementary	2335, 2355
Junior Academy	2475
Senior Academy.....	2630
Audits, School Financial	5515
Authority	
Disciplinary.....	3040
Dismissal of Students.....	3050
Suspension of Students	3045
Authority to Employ	4010
Authorization of Alternate Textbooks	
Elementary	2225
Secondary.....	2520
Authorization of the Curriculum	
Elementary	2040
Junior Academy	2410
New/Innovative.....	2045
Senior Academy.....	2040
Authorization to Operate	
Junior Academy	1215
Senior Academy.....	1210
Automobile	
Insurance	5670
Mileage Rates.....	5375
Registration, Duplicate.....	5340

B

Bank Reconciliations	5545
Baptismal Class	2075
Benefits	
Cost of Living Assistance	5210
Disability Income Plan.....	5315
Employee Survivor	5305
Health Care Assistance	5320
Housing Assistance	5330
Life Insurance	5310
Retirement Plan.....	5365
Travel Expenses	5370, 5375, 5380
Tuition Assistance for Children	5385
Benefits, Summary	
Full-Time Certificated Personnel	4220
Part-Time Certificated Personnel	4225
Bereavement Leave.....	4235
Bible Study Group, Students.....	2075
Bloodborne Diseases.....	3125

Board of Education	
Local Conference	
Functions.....	1140
Identity	1130
Membership	1135
North Pacific Union Conference	
Functions.....	1045
Identity	1030
Meetings.....	1040, 5655
Membership	1035
Budget, NPUC Office of Education	5005
Academy Operating Subsidy	5015
Academy Principal Retention Fund.....	5045
Curriculum Development Fund	5060
Education Materials Fund.....	5035
Education Meeting Expense Fund.....	5065
Hispanic Scholarship Fund.....	5055
In-service/Seminars/Workshops Fund.....	5065
Instructional Technology Fund.....	5080
Marketing and Promotion Fund.....	5075
New Convert Subsidy	5050
Objectives.....	5010
Professional Development Funds	5025
Remote and Necessary Schools	5020
Summer School Fund—WWU	5030
Teacher Retention Fund	5040
Technology Fund.....	5080
Budget and Operating Policies, Academy	5520
Building or Improvement Projects.....	5590
Buildings, Use of	1770
Bullying/Harassment of Students	3070
Bus Driver	
Qualifications	1650, 1765
Wage Scale	5230
Bus Safety.....	1765
Business Manager/VP for Finance	1330
Salary Scale	5215

C

Calendar	
Conference	
Board Responsibility	1140
Office of Education Responsibility	1115
Minimum School Day	
Elementary	2260
Junior Academy	2460
Senior Academy.....	2575
School.....	2055
School Board Responsibility	1240
Campus Safety	3140

Cashier/Accountant, Salary Scale	5230
Certificate	
Types of Denominational	4020
Suspension or Revocation of.....	4145
Salary Adjustment for Change of.....	4210
Certificated/Professional Personnel	
Allowances and Benefits	
Full-Time	4220
Part-Time	4225
Conditions of Employment	4020
Definition	4005
Duties and Responsibilities	1415, 4070
Identity	1405
Qualifications	1410
Professional Ethics	1420
Remuneration.....	4205, 5200
Certification	
Change, Salary Adjustment for	4210
Condition of Employment.....	4020
Designations.....	4005
Policy	1750
Records	4080
Required for Instructional Personnel	1410
Chapel Programs	2075
Change of Employment Status Procedures	4140
Child Abuse Reporting.....	4320
Child Adoption Assistance.....	5390
Christmas/Holiday Gift	5325
Church Membership Requirement	
Certificated/Professional Personnel	4020
Instructional Personnel.....	1410
School Board Members.....	1235
Class Identification, Secondary Students	3025
Class Load	
Academy Teacher.....	1445
Elementary Teacher.....	1435
Junior Academy Teacher	1440
Kindergarten Teacher	1430
Student, Junior Academy	2445
Class Membership Eligibility	2615
Class Membership Participation.....	3220
Class Organization and Activities	3215
Class Period Length	
Junior Academy	2450
Senior Academy	2580
Classified Personnel	
Church Membership Requirement.	1510
Definition	1505, 4700
Qualifications.....	1510
Wage Scale.....	5230
Clubs and Special Groups	3230
Co-Curricular Activities.....	3210

Co-Curricular Activities (*Continued*)

Assignments of Teachers	1425
Definition	2070, 3210
Clubs and Special Groups	3230
Cognitive Ability Tests.....	2060
Collection of Employee Accounts	5645
College/University Credits at Academies.....	2690
Communicable/Contagious Diseases.....	3120, 3125
Competitive Employment.....	4020, 4215
Completion of Course Requirements.....	2535
Completion Requirements, Eighth Grade.....	2235
Compulsory School Attendance	2305, 3060
Computer Technology Equipment.....	2115
Conditional Certificate	
Summer School Required.....	5425
Conditions of Employment.....	4020
Conference Education Structure	1100
Conference Board of Education	
Definition	4700
Functions	1140
Identity	1130
Membership.....	1135
Conference Office of Education	
Administrative/Supervisory Functions	1115
Curricular Functions	1125
Financial Functions.....	1120
Identity	1105
Supervision Responsibility	2050
Conference Curriculum Committee.....	2030
Conferences, Parent-Teacher	2350
Conference-Sponsored Meeting Expenses	5405
Conflict of Interest, Board.....	1235
Conflict of Interest, Employee	4330
Conflicting Activities, Employment	4215
Constituencies, School.....	1225
Continuing Education Expense.....	5420
Continuing Education, Non-Academic.....	5430
Contracts (Employment Agreements)	
Certificated/Professional Personnel.....	4030
Non-Renewal of	4140
Conventions, Expenses for Attending	
Local Conference, Travel and Expense	5405
National Professional (Non-SDA).....	5415
NAD Teachers Convention	5410
Convert's Subsidy.....	5050
Corporal Punishment	3035
Correspondence Courses, Secondary.....	2675
Cost of Living Assistance	5210
Course of Study, Junior Academy	2415
Course Requirements, Completion of.....	2535
Credit(s)	
Adjustments, Music/Publications	2650
Affected by Attendance	3060

Credits (*Continued*)

College/University	2690
Earning Secondary Credits	2435
Earning by Exam.....	2665
Earning by Independent Study	2670
From International Schools	2680
From Off-Campus Providers.....	2675
From Performance-Based Curriculum	2440
Maximum, Junior Academy	2445
Music, Secondary.....	2560
Registration Required for.....	2610
School Publications.....	2560
Secondary Credits in Elementary	2240
Semester Period Credits	2645
Student Credit Load	2645
Transfers	2685
Criminal Record Check, Employment	4020
Criteria	
Acceleration of Elementary Student	2325
Acceleration of Secondary Student.....	2560
Approval for New Curriculum	2045
Eligibility for Secondary Graduation	2535
Employment Status	
Level I.....	4035
Level II	4040
Level III.....	4045
Granting Secondary Credit in Elem	2240
Granting Credit for Off-Campus Course...	2675
Operation of an Elementary School	1220
Operation of a Junior Academy	1215
Cumulative Records	1730
Elementary	2355
Release	5625
Curriculum	2000
Approval of New.....	2045
Authorization and Accountability	2040
Classification Levels	2015
Definition	2005
Development Fund.....	5060
Development Responsibilities.....	2010
Goals of Adventist	2005
Secondary Resources and Textbooks.....	2515
Standards for Learning.....	2005, 2040
Subject Areas, Elementary	2205
Subject Areas, Junior Academy	2415
Subject Areas, Senior Academy.....	2505
Curriculum Committee	
Local Conference	2030
North American Division.....	2015
North Pacific Union	2025
School	2035
Development Committees, Funding.....	5660
Materials Selection.....	2105

D

Daily School Schedule.....	2250
Daily Worship Periods.....	2075
Damaging Property.....	3080
Day, Length of	
Academy.....	2570
Elementary.....	2255
Junior Academy.....	2455
Day, Minimum	
Academy.....	2575
Elementary.....	2260
Junior Academy.....	2460
Deadline	
Notice Not to Renew Contract.....	4030, 4115
Request or Accept Transfer.....	4065
Resignation for Next Year.....	4110
Teacher Calls.....	1745
Dean's	
Housing.....	5330, 5335
Responsibility.....	1340
Salary Scale.....	5215
Declaration of Financial Exigency.....	4135
Definition of Employment Terms.....	4700
Denial of Student Admission.....	3005
Denominational Accreditation.....	1810
Denominational Subjects/Transfer Students....	2215
Departmentalization in Junior Academies.....	1215
Depreciation Expense.....	5555
Destroying or Defacing Property.....	3080
Development Director, Salary Scale.....	5215
Diploma	
Elementary/Grade 8.....	2230, 2235
Secondary/Grade 12.....	2535, 2540
Secondary Differentiated.....	2545
Director of Food Service.....	1350
Director of Guidance and Counseling.....	1455
Director of Health Services.....	1345
Disability Income Plan.....	5315
Discipline, Student.....	3035
Authority.....	3040
Corporal Punishment.....	3035
Dismissal.....	3050
Suspension.....	3045
Discontinuance of Employment.....	4105
Discontinued Schools, Records of.....	1705
Diseases, Infectious.....	3120, 3125
Dismissal from Employment.....	4130
Procedures for.....	4140
Dismissal of Students.....	3050
School Board Responsibility.....	1240, 3050
Distance Education.....	2145
Credits From.....	2690

Doctoral Study Assistance.....	5450
Dual Credit Options.....	2690
Duplicate Housing Expense.....	5330

E

Early Graduation.....	2560
Earning Credits, Semester.....	2645
Earthquake Insurance.....	1730
Education Allowance, Employee's Children ...	5385
Education Budget, NPUC.....	5005
Academy Operating Subsidy.....	5015
Academy Principal Retention Fund.....	5045
Curriculum Development Fund.....	5060
Education Materials Fund.....	5035
Education Meetings Expense Fund.....	5065
Hispanic Scholarship Fund.....	5055
Instructional Technology Fund.....	5080
Marketing and Promotion Fund.....	5075
New Convert Subsidy.....	5050
Objectives.....	5010
Professional Development Funds.....	5025
Remote and Necessary Fund.....	5020
Summer School Fund, WWU.....	5030
Teacher Retention Fund.....	5040
Education Council, North Pacific Union	
Functions.....	1026
Identity.....	1020
Meetings.....	1024
Membership.....	1022
Education Fund (<i>See Education Budget</i>)	
Education Materials Fund.....	5035
Education Materials, Selecting.....	2105
Education Meetings Expense Fund.....	5065
Educator Remuneration, Salaries.....	5220
Eighth Grade Completion Requirements.....	2235
Eighth Grade Diploma.....	2230
Elementary School	
Accreditation of.....	2040
Attendance Records.....	2335
Authorization for.....	1210
Criteria for Establishing.....	1210
Definition.....	1202
Length of School Day.....	2255
Minimum School Day.....	2260
Subject Alternation Schedule.....	2210
Teacher Assignment.....	1414
Elementary School Curriculum.....	2200
Elementary Students	
Academic Placement.....	2320

Elementary Students (<i>Continued</i>)	
Acceleration of	2325
Retention of	2330
Secondary Credit for	2240
Transfer	2315
Elementary Teacher	
Assignment	1435
In-Service Days	2270
Supervising Secondary Courses	2245
Elementary Textbook List	2220
Elementary Textbooks, Alternate	2225
Eligibility for Class Membership	3220
Emergency Planning and Drills	1725, 3140
Emergency Safety Equipment	3140, 3145
Emotional Health, Students	3150
Employee Disability Income Plan	5315
Employee Life Insurance Benefit	5310
Employee Per Diem	5380
Employee Service Records	4075
Employee-Owned Housing	5330
Employer, Identity	4010, 4015
Employment	
Agreements/Contracts	4030
Assignments	4070
Authority	4010
Benefits, Certificated Educators	
Full-time	4220
Part-Time	4225
Locally Funded Personnel	4400
Conditions of	4020
Conflict of Interests	4330
Contracts/Agreements	4030
Expenses, Responsibility for	5540
Nondiscrimination Exemption	4025
Of Locally Funded Personnel	4400
Of Minors/Students	1760, 5630
Of Retired Persons	5665
Plans	4252
Status	
Change of	4140
Level I	4035
Level II	4040
Level III	4045
Part-time	4050
Probationary	4055
Transfer	4060
Employment of Certificated Personnel	4000
English Language Support, Int'l Students	2510
Entrance Fees for Students	5605
Entrance Requirements	
Academy	2605
Elementary	2305
Junior Academy	2340
Equipment, Technology	2115
Equipment Inventory	5575
Establishing Schools, Guidelines	
Elementary School	1220
Junior Academy	1215
Senior Academy	1210
Ethics for Educators	1420
Evaluation of Employees	
Level I	4035
Level II	4040
Level III	4045
Part-time	4050
Probationary	4055
Transfer Status	4060
Evaluation of Students	
Elementary	2340
Secondary	2620
Examination, Credit by	2665
Exigency, Declaration of	4135
Extra-Curricular Activities	3210

F

Facilities, School Health	3130
Facilities, Use of School	1770
Failure to Pass, Elementary	2330
Fair Labor Standards Act	5230
Family and Medical Leave of Absence	4235
Field Trips (<i>See Off-Campus Activities</i>)	
Financial	
Audits	5515
Bank Reconciliations	5545
Exigency	4135
Management	5505
Offenders in Matters of Finance	5580
Provisions for 10-Month Employee	5225
Reporting	5510
Support for Education	5000
Fire Drills	1725, 3140
Fire Safety	3140
First Aid	
Equipment and Provisions	3130, 3140
During Off-Campus Activities	1650, 3145
Flag Display	2080
Food Service Employees, Wage Scale	5230
Foreign School Credits, Secondary	2680
Four-Day School Week	2265
Freshman Class, Identity	2615
Friday Schedule, Academy	2570
Fund-Raising Projects, Major	3245

Funding of Committees	5655, 5660
Funds	
Payments by Union Conference	5585
Student Activity	5599

G

General Administrative Policies	1700
General Finance Policies	5600
General Provisions for Education Personnel ...	4300
Gifts	
Holiday	5325
Transfer and Retirement	5360
Grade Placement	
Elementary.....	2320
Secondary	2615
Grade Point Average System.....	2625
Grade(s)	
Affected by Attendance	3060
Elementary Records.....	2355
Elementary Reporting.....	2345, 2350
Junior Academy Recording/Reporting	2475
Reporting Adjustments.....	2635
Senior Academy Recording/Reporting.....	2620
Grading Periods	
Elementary.....	2345
Secondary	2630
Grading Systems, Alternate	2065
Graduation	
Early, Secondary Acceleration	2560
Elementary Requirements	2230, 2235
Eligibility Criteria, Secondary	2535
Programs/Events.....	2085
Residency Requirement.....	2535
Secondary Credit Requirements	2540
For Performance-Based Programs	2555
Grievance Procedures for Students.....	3065
Guidance and Counseling Services Director ...	1455
Salary Scale	5215
Guidelines	
Child's Initial Entrance Into School.....	2310
Establishing Elementary Schools	1220
Establishing Junior Academies	1215
Establishing Senior Academies.....	1210
Interschool Sports.....	1720
Secondary Curriculum in Elementary	2245

H

Harassment/Bullying	
Employee	4315
Student	3070, 3075
Hazing of Students	3070
Head Teacher	1325
Health and Safety Committee	3140
Health Care Assistance, Employees	5320
Health Care Benefits	
Certificated/Professional Personnel	4220
Terminated Employee	4150
Health Examinations, Students	3105
Health Facilities, School	3130
Health Program for Students	3105
Administering Medications.....	3135
Infectious Diseases.....	3120
Vision and Hearing Testing	3105
Health Records, Student.....	3110
Immunizations.....	3115
Health Services Director Wage Scale	5230
Hearing Testing.....	3105
Hispanic Scholarship Fund.....	5055
Holiday Gifts.....	5325
Holidays	
Full-Time Certificated Personnel	4230
Part-Time Certificated Personnel	4225
Home School Transfer Credit	2430
Homes, School-Owned	5330, 5335
Honoring Students.....	2565
Honors Courses, Secondary	2550
Hour-Time Personnel Wage Scale	5230, 5235
Housing Assistance	5330

I

Immigration Service, Reporting	3020, 3055
Immunizations.....	3115
Implementing New Curriculum	2045
Improvement Projects, Facilities.....	5590
In-Service Teacher Education	2270
Industrial and Plant Services	
Supervisors, Responsibility	1355
Infectious Diseases.....	3120, 3125
Instruction, Supervision of	2050

Instructional Resources.....	2100
Matching Fund	2110, 5035
Selection of Materials.....	2105
Technology	
Expenditures	2130, 5615
Plan	2120
Resources	2115
Support Services	2125
Instructional Personnel	
Certification Required	1405, 1410
Civic Responsibilities.....	1410
Duties and Responsibilities.....	1415
Identity	1405
Qualifications.....	1410
Insurance	
Auto, for Education Personnel.....	5670
Auto, School-Owned	5570
Earthquake.....	1775
Facilities Usage Requirements	5565
Life, Basic and Supplemental.....	5310
Requirements for Schools.....	5560
Student, Off-Campus Activities	1645
Vehicle, Off-Campus Activities	1640
Inter-Conference Activities	1755
International School Credits	2680
International Student	
Admissions	3020
English Language Support	2510
Programs.....	1780
Interschool Sports	1720
Inventory of Equipment.....	5575

J

Junior Academy	2400
Accreditation of	2040
Admission Requirements.....	2465
Authorization for	1045, 1215
Course of Study	2415
Curriculum	
Accountability for	2040
Authorization and Supervision.....	2410
Resources and Textbooks.....	2430
Secondary Credits	2435
Performance-Based Programs.....	2440
Specific Provisions.....	2405
Definition	1205
Departmentalization	1215
Guidelines for Establishing.....	1215
Length of Class Period	2450

Junior Academy (<i>Continued</i>)	
Length of School Day	2455
Library Resources	2480
Minimum Criteria for Operation	1215
Minimum School Day	2460
Reporting Periods.....	2475
Student	
Assessment/Testing	2470
Association/Organization	2485
Course Load.....	2445
Progress Reports and Records	2475
Subject Alternation Schedule.....	2420
Supervision of Grades 9 & 10	2410
Teacher Assignment.....	1440
Textbooks.....	2430
Transcripts.....	2475
Unauthorized Courses and Credits	2425
Junior Class, Identity.....	2615
Jury Duty.....	4235

K

Kindergarten	
Definition	1205
Teacher Assignment.....	1430

L

Labor Laws and Work Permits	1760
Laboratory Credit.....	2645
Leadership Criteria for Students	3235
Learning	
Accommodations, Secondary.....	2635
Admitting Students with Needs	3015
Evaluating Student	
Elementary.....	2340
Secondary	2620
Modifications, Secondary	2635
Leave(s), Full-Time Certificated Personnel	4235
Length of Class Period	
Junior Academy	2450
Senior Academy.....	2580
Length of School Day	
Elementary	2255
Junior Academy	2455
Senior Academy.....	2570
Length of School Year	2055

Length of Student Suspension	3045
Letter Grades, Secondary	2620
Level I Employment Status	4035
Level II Employment Status	4040
Level III Employment Status	4045
Levels of Employment Status Definition	4700
Levels of Curriculum Development	2010
Levels of Curriculum Material Usage	2015
Liability Insurance	5560
Library/Media Center	2150
Budget/Expenditures	2160
Funds	5610
Collection/Resource Materials	2155
Junior Academy	2480
Senior Academy	2525
Student Fee	5605
Personnel	1450
Salary Scale	5215
Life Insurance, Employees	5310
Local Conference Curriculum Committee	2030
Local School Board	
Definition	1230
Functions	1240
Identity	1235
Locally Funded Employees	
Definition	4405
Employment Policy	4410
Employment Benefits	4415, 4420
Loss Control	5560
Lunch Periods, Elementary	2255

M

Maintenance, Bus	1765
Major Student Fund-Raising Projects	3245
MAP Growth Assessment	2060
Matching Funds	
Instructional Materials	2110, 5035
Hispanic Scholarships	5055
Professional Development	5025
Materials, Curriculum	2105
Maternity Leave	4235
Maximum Credits, Junior Academy	2445
Media and Publications, Students	3240
Media Center (See Library/Media Center)	
Media Center Funds	5610
Medical Benefits	5320
Medical Records, Student	3110
Medications, Administering	3135

Meetings	
Expense Fund	5065
Local Conference	5405
North American Division	5410
Professional, National	5415
Union Conference	5655, 5660
Membership, Church Requirement	4020
Membership, Secondary Classes	2615
Mexico Trips, Insurance Coverage	1640
Mileage Rates, Travel	5375
Minimum	
Age of Admittance, Elementary	2305
Days Required	2055
School Day, Elementary	2260
Junior Academy	2460
Senior Academy	2575
Misconduct, Sexual	4325
Mission Projects, Number of Days	1630
Moving Allowances	5340
Moving Expenses	5340
Certificated/Professional Personnel	4220
Retiring Employees	5345
Shared	5340
Multi-Grade Subject Alternation	2210
Music Credit, Secondary	2650

N

NAD-North American Division	
Curriculum Committee, Functions	2015
Personnel for Summer Committees	2020
Curriculum Development Fund	5060
Curriculum Development Responsibility	2010
Curriculum Materials Classification	2015
Teachers Convention Expenses	5410
NPUC-North Pacific Union Conference	
Board of Education	
Functions	1045
Identity	1030
Meetings	1040, 5655
Membership	1035
Curriculum Committee	2025
Education Council	
Functions	1065
Identity	1050
Meetings	1060, 5655
Membership	1055
Funding Educators and Schools	5010

NPUC-North Pacific Union Conference	
Office of Education	
Administrative Functions	1015
Budget	5005
Curricular Functions	1025
Financial Functions	1020
Identity	1005
Personnel	1010
School Commission	
Functions	1085
Identity	1070
Meetings	1080
Membership	1075
National Conventions	5415
New Convert Subsidy	5050
New Curriculum Implementation	2045
Non-Accredited Schools, Transfer Credit	2685
Nondiscrimination Policy	
Admission of Students	3010
Employment	4025
Non-Instructional Classified Personnel	1505
Qualifications	1510
Non-Renewal of Contract	4115
Procedures for	4140
Non-SDA Students, Admission of	3005
North American Division (<i>See NAD</i>)	
North Pacific Union Conference (<i>See NPUC</i>)	
Number of School Days	
Off-Campus Activities	1630
Required	2055

O

Objectives of NPUC Education Fund	5010
Off-Campus Activities	1600
In-Union	1610, 1615
Insurance for Students	1645
Insurance for Vehicles	1640
Number of School Days	1630
One-Day	1610
Out-of-Union	1620
Outside of North America	1625
Parental Consent	1650
Safety of Students	1650
Supervision	1650
Transportation	1635
Off-Campus Course Credits	2675
Offenders in Financial Matters	5580

Office of Education, Conference	
Administrative/Supervisory Functions	1115
Curricular Functions	1125
Financial Functions	1120
Identity	1105
Personnel	1110
Office of Education, NPUC	
Administrative Functions	1015
Budget and Funding Goals	5005, 5010
Curricular Functions	1025
Financial Functions	1020
Identity	1005
Personnel	1010
Office Personnel, Wage Scale	5230
Officers, Student	3235
One-Day Off-Campus Activities	1610
Operating and Budget Policies, Academy	5520
Operating Capital	5530, 5535
Operating Subsidy, Academy	5015
Organizations, Student	3215, 3225
Out-of-Union Overnight Activities	1620
Outdoor School	1630

P

Parent-Teacher Conferences	2350
Parental Consent for Off-Campus Activity	1650
Parsonage Allowance	5330
Part-time Employment	4050
Paternity Leave	4235
Patriotic Activities	2080
Payment of Union Conference Funds	5585
Payroll Advances	5550
Per Diem	5380
Local Conference Conventions	5405
Moving	5340
Percentages for Remuneration	
Administrative Salaries	5215
Certificated Educator	5220
Hourly Wages	5230, 5235
School Support Personnel	5230
Permanent Records	
Elementary Students	2355
Secondary Students	2630
Permission for Off-Campus Activity	1650
Personal Leave	4235
Physical Examinations Required	3105
Vision and Hearing Testing	3105

Placement of Students

Elementary.....	2320
Entering at Age 7 or Older	2310
Without Records	2320
Secondary	2615
Plant Services Personnel, Wage Scale	5230
Political Activity	1715
Prayer Groups, Student.....	2075
Pregnancy/Maternity Leave.....	4235
Prescriptions, Administering	3035
Principal	
Administrative Allowance.....	5220, 5350
Recruitment and Retention Fund	5045
Responsibilities and Functions	1310
Salary Scale	5215
Private Music Lessons, Credit for	2650
Private Planes	5675
Probationary Status.....	4055
Procedures	
Change of Employment Status	4140
Dismissal	4140
Implementing New Curriculum	2045
Non-Renewal of Contract.....	4140
Suspension or Revocation of Certificate ..	4145
Professional Education	5400
Professional Development	1735
Fund.....	5025
Summer School Attendance	1740
Professional Leave.....	4235
Professional Meetings.....	5405, 5415
Professional Personnel, Certificated	
<i>(See Certificated/Professional Personnel)</i>	
Programs, School-Sponsored.....	2085
Progress Reports, Student	
Elementary.....	2345
Junior Academy.....	2475
Senior Academy	2630
Projects, Facilities Improvement	5590
Promotional Activities	1710
Property Damage by Students	3080
Public Functions, School-Sponsored	2085
Publications and Media, Student	3240
Credit.....	2650
Responsibility for	3240
Punishment, Corporal	3035

R

Readiness for School Entrance.....	2305
Reassignment	4070
Recommended Courses, Junior Academy	2415
Reconciliations, Bank	5545
Record(s)	
Certification	4080
Discontinued School	1705
Elementary Student	2355
Employee Service	4075
Library System.....	2155
Permanent, Student	3030
Release of Student.....	5620, 5625
Secondary Student.....	2630
Recreational Vehicle Usage	5370
Reduction in Force	4120
Regional Accreditation	1815
Registrar	1460
Salary Scale.....	5215
Registration Required for Credit	2610
Release of Student Records.....	5620, 5625
Religion Requirement, Transfer Students	2215
Religious Activities, School	2075
Remote Learning.....	2140
Remote and Necessary Funds for	
Small Schools.....	5020
Remuneration and Benefits	4200
Certificated Educator	4205
Educator Salary Scale	5220, 5225
Responsibility for.....	5540
Substitute Teachers	5240
Rent Allowance, Denominationally	
Owned Housing.....	5330
Report Cards, Elementary	2345
Alternative.....	2065
Reporting Periods, Student Progress	
Elementary	2345
Junior Academy	2475
Senior Academy	2630
Reporting Student Attendance	3055, 3060
Reporting Student Harassment.....	3070, 3075
Reporting Systems, Alternative.....	2065
Reports	
Financial.....	5510
Scholarship, Junior Academy.....	2470
Student Progress, Elementary	2345

Requirements	
Academic Acceleration, Elementary	2325
Early Graduation, Secondary	2560
Elementary School Entrance	2305
Graduation, Secondary	2535, 2540
Residency for Seniors	2535
Residence Hall Dean	1340
Residency Requirements for Graduation	2535
Resignation	
Certificated/Professional Personnel	4110
Retention Fund	
Academy Principals	5045
Teachers	5040
Retention of Students	2330
Retired Employee, Moving Policy	5345
Retired Persons Employment	5665
Retirement	
Allowance	5355
Gifts	5360
Plan	5365
Revision of Policies	4305
Revocation of Certificate	4145
Risk Management	5560

S

Safety Drills	1725, 3140
Safety of Students, Off-Campus	1650, 3145
Safety Provisions	3140, 3145
Safety, School Bus	1765
Salary	
Adjustment for Certification Change	4210
Amortization for Non-regular	
Employment Date	5225
Certificated/Professional Personnel	4205
Salary and Wages	5200
Salary and Wage Scales	5205
Administrative Personnel	5215
Approval of	1045, 4205
Classified Hourly Personnel	5230
Cost of Living Assistance	5210
Teacher/Educator	5220
Schedule, Daily School	2250
Scholarship Fund, Hispanic	5055
Scholarship Reports, Elementary	2345
Secondary	2470, 2630
School	
Accreditation	1800, 2040
Administrative Personnel	1305
Board Authority	1230

School (Continued)

Board	
Chair	1245
Functions	1240
Identity	1235
Meetings	1235
Membership	1235
Bus, Safety and Operations	1765
Calendar	2055
Commission, NPUC	
Functions	1085
Identity	1070
Meetings	1080
Membership	1075
Constituency	1225
Curriculum Committee	2035
Day, Length of	
Academy	2570
Elementary	2255
Junior Academy	2450
Day, Minimum	
Academy	2575
Elementary	2260
Junior Academy	2460
Days, Number Required	2055
Definitions for Types of	1205
Entrance Age	2305
Age 7 or Older	2310
Facilities, Use of	1770
Health Program	3105
Health Facility	3130
Housing, School-Owned	5330, 5335
Operating Board	1230
Policies, Responsibility for	1240
Principal, Responsibilities	1310
Property Damage	3080
Public Functions	2080
Publications and Media	3240
Credit for	2650
Records, Attendance	2335
Safety	3140, 3145
Schedule, Daily	2250
Week, Four-Day	2265
Year, Length of	2055
School-Owned Homes	5335
School-Sponsored Public Functions	2085
Secondary Credit	
By Examination	2665
By Independent Study	2670
Earning	2645
For the Elementary Student	2240
For the Junior Academy Student	2435

Secondary Credit (<i>Continued</i>)		
For Laboratory Science Courses.....	2645	
From International Schools	2680	
From Off-Campus Providers	2675	
From Performance-Based Programs.....	2440	
Recording on Transcripts	2475, 2630	
Registration Required to Earn	2610	
Required for Graduation.....	2540	
Special Subject Adjustments	2650	
Summer School	2655	
Transfer of.....	2685	
Secondary		
Class Identification.....	2615	
Course Load for Students	2445	
Course Supervised by Elem Teacher.....	2245	
Grade Point System	2625	
Graduation Eligibility	2535	
Graduation Requirements	2540	
Student Records.....	2475, 2630	
Subjects for Elementary Students.....	2245	
Summer School	2655	
Textbook List	2515	
Semester Credits	2435, 2645	
Senior Academy	1205	
Accounting	5525	
Accreditation	1800, 5070	
Activities, WWU Sponsored	5635	
Admissions	2605, 3005	
Assessment, Students	2530	
Authorization of Curriculum	2040	
Curriculum.....	2500	
Financial Audits	5515	
Graduation.....	2535, 2540	
Guidelines for Establishing.....	1210	
Principal Retention Fund.....	5045	
Subsidy for Operations.....	5015	
Support Personnel Wages.....	5230	
Teacher Assignments.....	1445	
Senior Class, Identity.....	2615	
Senior Residence Requirements	2410	
Service Record, Employees.....	4075	
Settlement of Student Accounts.....	5595	
Seventh-day Adventist Heritage	2075	
Sexual Harassment, Employee	4315	
Sexual Harassment, Student	3075	
Sexual Misconduct	4325	
Sick Leave, Full-Time Personnel.....	4235	
Sickroom.....	3130	
Small School Fund, Elementary	5020	
Sophomore Class, Identity.....	2615	
Social and Emotional Health, Students.....	3150	
Special Learning Needs	3050	
Special Financial Provision for		
10-Month Employment Period.....	5225	
Specialty Groups, Student.....	3230	
Spiritual Activities, Students.....	2075	
Sports, Interschool.....	1720	
Standardized Tests (see Assessments)	2060	
Stipend for Summer Workshops	5660	
Student Activities	3200	
Class Membership, Secondary.....	3220	
Class Organization and Activities	3215	
Clubs	3230	
Community Service/Mission Trips	2075	
Funds.....	5599	
Patriotic	2080	
Secondary Student Organizations	3225	
Spiritual.....	2075	
Student Associations		
Junior Academy	2485	
Senior Academy.....	3225	
Student(s)	3000	
Accounts	5595	
Activities	3200	
Activity Agency Funds	5599	
Admission	3005	
Nondiscrimination Policy	3010	
Assessments	2060	
Association/Student Body.....	3225	
Attendance Policy	3060	
Class Load, Junior Academy.....	2445	
Clubs and Specialty Groups.....	3230	
Discipline	3035	
Dismissal of	3050	
Emotional Health	3150	
Employment.....	5630	
Entrance Fees	5605	
Evaluation of Learning.....	2340, 2620	
Fund-Raising Projects	3245	
Grade Placement	3025	
Grievance Procedure	3065	
Harassment/Bullying.....	3070	
Harassment, Sexual.....	3075	
Hazing	3070	
Health Program	3105, 3110	
Honors/Recognition	2565	
Leadership/Officers.....	3235	
Media and Publications	3240	
Medications.....	3135	
Organizations	3215, 3225	
Physical Exam Requirements.....	3105	
Progress Reports, Student		
Alternatives.....	2065	
Elementary.....	2345	

Secondary	2475, 2630
Student(s) (<i>Continued</i>)	
Publications and Media	3240
Records	
Attendance	2335
Cumulative	1730, 3030
Digital	2355
Health	3110
Immunizations.....	3115
Permanent	3030
Students, Elementary	2335
Students, Secondary	2475, 2630
Retention, Elementary	2330
Safety.....	3140, 3145
Social and Emotional Health	3150
Suspension of	3045
Wage Rates.....	5630
Withdrawal from School	3055
With Special Learning Needs	3015
Subject Alternation, Multi-Grade	2210
Junior Academy.....	2420
Subject Areas	
Elementary.....	2205
Secondary	2415, 2505
Subsidy, Academy Operating	5015
Subsidy for Summer School (WWU)	5030
Substitute Teachers.....	4085
Remuneration Expenses	5240
Wage Scale	5230
Summer Employment	
Teachers on 10-Month Plan.....	5225
Summer School	
At Other Colleges	5425
Attendance Required	1740, 5425
Authorization.....	5425
Benefits, Walla Walla University	5425
Doctoral Study Assistance.....	5450
Eligibility	5425
Fund, Walla Walla University	5030
Policy.....	5425
Secondary	2655
Transcripts.....	4080, 4210
Transferring Teachers.....	1740
Summer Workshop Funding.....	5660
NAD Curriculum Committee	2020
Superintendent of Schools	
Administrative Functions	1115
Curricular Functions	1125
Financial Functions.....	1120
Supervision of Instruction.....	2050
Supervision of Junior Academies	2410
Support of Education, Financial	5000
Survivor Benefits.....	5310

Suspension	
Certificate.....	4145
Certificated/Professional Personnel	4125
Student	3045

T

Teacher	
Accounts, Collection of.....	5645
Aide (<i>See Teacher Assistant</i>)	
Assignment	
Academy	1445
Elementary.....	1435
Junior Academy	1440
Kindergarten	1430
Assistant	
Non-certificated	1465
Responsibilities.....	1465
Wage Scale	5230
When Required	1435
In-Service Days.....	2270
Load	
Academy	1445
Elementary.....	1435
Junior Academy	1440
Kindergarten	1430
Personal Leave	4235
Responsibilities	1415, 1420
Retention Fund.....	5040
Salary Scale.....	5220
Substitutes	4085
Transfer Date	1745
Teaching Principal.....	1320
Technology	
Acceptable Use Agreement.....	2135
Funds/Expenditures.....	2130, 5615
Equipment/Resources.....	2115
Instruction in	2205
School Plan	2120
Support Services	2125
Ten-Month Employment, Provision for	5225
Termination	
Certificated/Professional Personnel	4130
Employees	
Level I.....	4035
Level II	4040
Level III.....	4045
Part-Time	4050
Probationary.....	4055
Transfer.....	4060

Termination (<i>Continued</i>)	
Settlements	4150
Release Form Requirement	4150
Test Reports, Standardized	2060
Testing (<i>see Assessment, Students</i>)	
Fee for	5615
Standardized, Procedures	2060
Elementary	2060
Junior Academy	2060, 2470
Senior Academy	2060, 2530
Textbook(s)	
Development of	2010
Elementary List	2220
Selecting Alternates	2225
Junior Academy	2430
Secondary List	2515
Selecting Alternates	2520
Tithing	4020
Tours (<i>See Off-Campus Activities</i>)	
Transcript(s)	
Cost to Personnel	5640
Junior Academy	2475
Senior Academy	2630
Transcript Release, Students	
Elementary, Cumulative Record	5625
Secondary	5620
Transcript, Teacher's Cost	5640
Unpaid Accounts	5645
Transfer and Retirement Gifts	5360
Transfer Credits from Home Schools or	
Non-Accredited Schools	2685
Transfer Status	4060
Transfer Students,	
Denominational Subjects for	2215
Elementary	2315
Transfers, Employee	4065
Dates for	1745
School Personnel	1745
Summer	1740
Transportation of Students	1635
Transportation, Summer School	5425
Travel	
Accreditation Team Member	5650
Allowance, Administrative	5230, 5350
Conventions, National	5410, 5415
Expense Reimbursement	
Lodging	5370
Mileage	5375
Per Diem	5380
Private Planes	5675
Treasurer/Accountant	1335
Salary Scale	5215

Truant Officer, Reporting to	3055, 3060
Tuition Assistance, Dependent Children	5385
Certificated/Professional Personnel	4220
Tuition, Summer School	5425
Schools Other Than WWU	1740
Tutoring	2670

U

Union Conference Education Structure	1000
Union Conference Funds, Payment of	5585
Union Conference Meeting Funding	5655, 5660
University/College Credits at Academies	2690
University-Sponsored Activities, WWU	5635

V

Vacations	
Full-Time Certificated/Personnel	4230
Part-Time Certificated/Personnel	4225
Vaccination Records	3115
Vandalism	3080
Vehicle Insurance and Usage	5570
Vehicle Operation, Off-Campus Activities	3145
Vice-Principal	1315
For Finance	1330
Salary Scale	5215
Voluntary Employment Transfers	4065

W

Wages	5200
Certificated Educators	5205
Scale Percentages	
Hourly Personnel	5230, 5235
Salary Personnel	5215, 5220
Student	5630
Walla Walla University	
Activities for Secondary Students	5635
Summer School	5030, 5425
Week of Spiritual Emphasis	2075
Withdrawal from School, Student	3055
Work Experience Courses	2660
Work Permits	1760
Working Capital, Academies	5530, 5535
Workshops, Funding	5660
Worship Periods	2075

X – Y – Z

Yearbook, Credit for..... 2650