

*North Pacific Union Conference*

# **EDUCATION CODE**



**Adventist Education**

**July 1, 2024**

## The Education Code

The North Pacific Union Conference of Seventh-day Adventists exists to provide support to conference and school leadership and teachers in their development and operations of EC–12 Seventh-day Adventist education. Each school will offer an educational program designed to promote the development of the whole person—spiritual, intellectual, physical, and social/emotional.

The *Education Code* is a compilation of policies relating to the establishment, maintenance, administration, and operation of EC–12 programs and 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 or revision.

Example:

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

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# Introduction to Seventh-day Adventist Education

**Philosophy of Education**—The Seventh-day Adventist Church recognizes God as the ultimate source of existence, truth, and power. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Jesus came to earth to redeem fallen humanity and begin the work of restoring humans to God’s image. Adventist education seeks, through the power of the Holy Spirit, to restore human beings into the image of God as revealed by the life of Jesus Christ.

The distinctive characteristics of the Adventist worldview, built around creation, the fall, redemption, and re-creation, are derived from the Bible and the inspired writings of Ellen G. White, and point to the redemptive aim of true education: to restore human beings into the image of their Maker.

Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others’ thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual’s potential; and to embrace all that is 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 in the world to come. (*Journey to Excellence 2020*)

**Mission of Seventh-day Adventist Education**—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. (*NAD Working Policy FEA 05 05*)

**NPUC Mission Statement**—Adventist education exists to lead students to encounter Jesus, accept His gift of salvation, and follow Him. (*Journey to Excellence 2020*)

**NPUC Vision Statement**—The vision for Adventist education within the North Pacific Union Conference territory is that every Seventh-day Adventist EC-12 program and school is a valued asset to the ministry of the church, through outstanding service to students and community.

**NPUC Office of Education Values**—The office of education's core values is what will distinguish our service as exceptional. These values are EDUCATE.

**E**ncouraging – uplift the value in each person we interact with

**D**etermined – focus on our purpose and accomplishing our vision

**U**nderstanding – interact with consideration and empathy for others

**C**ollaborative – seek others input and participation to best accomplish our purpose

**A**ccountable – accept individual accountability and encourage others to do the same

**T**rustworthy – honor the trust and confidence others place in us

**E**xceptional – strive to improve as individuals and as a system

**Objectives of Seventh-day Adventist Education**—The WHY of Adventist education is embodied in learning goals that lead students to become:

1. Followers of Jesus and sharers of His love, grace, and the hope of His second coming
2. Reflective thinkers and creative problem-solvers
3. Effective communicators
4. Caring and compassionate people
5. Responsible and contributing citizens
6. Healthy and resilient individuals
7. Self-directed and lifelong learners

The Seventh-day Adventist early childhood program provides out-of-home education and nurturing for young children from birth to entrance into formal schooling (K-12). The early childhood programs exist to provide young children with Christ-centered and developmentally appropriate experiences in safe loving environments that are aligned with the beliefs and values of the Seventh-day Adventist church.

The Seventh-day Adventist elementary school provides an organized program to ensure the development of the whole child in the areas of spiritual, physical, mental, and emotional health and to provide for the acquisition of skills and knowledge for continued student growth and learning.

The Seventh-day Adventist secondary school provides program that will impact each student in their spiritual dedication, self-realization, social adjustment, civic responsibility, and economic efficiency. The academic courses are designed to build foundational learning for the students' success in advanced education and other avenues of life.

**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
3. The Seventh-day Adventist school serve as a gospel outreach to the community by enrollment of community students and intentional community service programming.
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. 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 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 committed to the ministry 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 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 determined 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.

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.

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# **1000 Union Conference Education Structure**

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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 oversight of all EC-12 programs, schools, and the conferences responsible for their operations.

## **1010:23 NPUC Office of Education – Personnel**

The office of education shall be adequately staffed to ensure effective leadership is available for the health and development of the NPUC school system. The personnel of this office may include but are not limited to:

1. Vice-President for Education
2. Directors and Associates for Education
3. Certification Registrar
4. Office Support Staff

## **1015:24 NPUC Office of Education - Administrative Functions**

The administrative and leadership functions of this office are:

1. To develop and maintain a cohesive program of education throughout the conferences and schools.
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 effective meetings as deemed necessary for the governance and growth of the school system.
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.

**1015:24** *Continued*

6. To advise the Union Conference Board of Education on educational policies, standards, practices, and problems.
7. To oversee the center and school accreditation process.
8. To prepare and submit statistical and financial reports as required by the North American Division Office of Education.
9. To participate with the conference offices of education in professional learning and development activities.
10. To collaborate with the conferences for accurate records of all students and education personnel.
11. To apply North American Division standards as guidelines in processing applications to teach secondary subjects in nine and ten-grade schools.
12. To maintain effective working relationships with Walla Walla University in the preparation of elementary and secondary school personnel.
13. To communicate the value of Adventist Christian education to the constituency and communities served by Adventist education.
14. To develop and maintain effective working relationships with local and state offices of education and with regional accrediting associations.
15. To serve as member(s) and/or consultant(s) to Union Conference subcommittees in matters pertaining to education.
16. To serve as ex officio members of EC programs and school boards.
17. To collaborate with conference leadership in the establishment of new junior and senior academies.
18. To collaborate with conference and school leadership in the development and application of an effective supervision of instruction program.
19. To provide leadership in the development and regular maintenance of the *Education Code*.
20. To provide leadership for continuous improvement culture that impacts all levels of the EC–12 educational system within the NPUC territory.

### **1020:23 NPUC Office of Education - Financial Functions**

The financial management functions of this office are:

1. To maintain up-to-date finance content in the relevant sections 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.
3. To prepare the office of education financial spending budgets for submission to the NPUC Board of Education for approval and recommendation to the NPUC Executive Committee and to oversee the management of such budgets for sustainable operations.
4. To lead out in the development, oversight, and implementation of the education financial policies and to ensure all these policies are outlined in the educational code by vote of the NPUC Board of Education.

### **1025:23 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 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 assessment and reporting.
5. 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.
6. To strengthen the concept of the school as an agency of the Church preparing youth for active participation in the total Church program.

**1025:23** *Continued*

7. 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.

**1035:23 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 local conference leadership. 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

### **1040:23 NPUC Board of Education – Meetings**

The Board of Education shall meet at least once a year either in person or via electronic connection. Quorum is a simple majority of membership. Once the chair declares a quorum, the meeting may proceed and continue until formally adjourned.

### **1045:23 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 NPUC Education Council.
2. Authorize the establishment of nine- and ten-grade junior academies as recommended by the conference boards of education.
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 NPUC Education Council.
8. Review progress reports of the educational program.
9. Recommend student 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 EC–12 funds.

### **1050:23 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 EC–12 education program.

### **1055:24 NPUC Education Council - Membership**

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

#### **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
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
8. Full-time elementary principals or appointed representatives as deemed best by the conference superintendent.
9. Junior academy principals.

### **1060:22 NPUC Education Council - Meetings**

The Education Council shall be held annually.

### **1065:24 NPUC Education Council - Functions**

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

1. To receive and evaluate reports and recommendations from union and conference leaders in order to effectively determine value for adoption or future study.



2. To study educational issues, trends, and innovative programs to determine best practices for student learning.
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.
4. To participate in professional growth activities that are designed for spiritual and instructional leadership.
5. To oversee the curriculum evaluation, development, and implementation used throughout the EC-12 centers and schools. (See *Code 2400.*)

### **1070:23 NPUC Accreditation Commission - Identity**

The North Pacific Union Conference Accreditation Commission is authorized by the North Pacific Union Conference Board of Education to provide leadership and oversight to all EC – 10 programs and school accreditations and to administer the third-party regional accreditation agreement with the Middle States Accrediting Association.

The commission may establish local conference subcommittees to assist with the necessary functions to fulfill the responsibilities of accreditation for EC programs, elementary schools, and junior academies. These subcommittees composed of conference and school representatives are under the direction of the North Pacific Conference Accreditation Commission.

### **1071:23 NPUC Accreditation Commission – Membership**

The NPUC Accreditation Commission shall have the following positions serving as members:

1. NPUC Office of Education Secondary Director – Chair, VP, Directors and Associate Directors, Registrar.
2. The Offices of Education Superintendents and Associates for Alaska, Idaho, Montana, Oregon, Upper Columbia, and Washington Conferences.

### **1075:23 NPUC Accreditation Commission – Meetings**

The Accreditation Commission shall meet at minimum one-time per year.

### **1076:23 NPUC Accreditation Commission – Functions**

To fulfill its responsibilities to review and evaluate EC programs and school accreditations and serve as the authorized agency in the third-party regional accreditation agreement with the Middle States Accrediting Association, the functions of the North Pacific Union Conference Accreditation Commission are:

1. To review educational criteria standards that are utilized to evaluate EC–10 program and school accreditations.
2. To receive reports from the NPUC School Commission regarding annual review and evaluations of each school offering secondary curriculum.
3. To review reports from conferences regarding school accreditation visits and annual reviews of schools’ progress towards visiting committee recommendations and continuous improvement plans.
4. To review and approve applications of any EC–12 program or school seeking third- party regional accreditation.
5. To develop policies and procedures to fulfill its responsibilities as the authorized agency in the NAD Commission on Accreditation and third-party regional accreditation agreements (*Code 1815*).
6. To submit annually to the Union Conference Board of Education and the Middle States Accrediting Association reports on the status of each school highlighting those offering secondary grades and those seeking and maintaining regional accreditation.

### **1080:23 NPUC School Commission – Identity**

The North Pacific Union Conference School Commission is organized for the purpose of review and evaluation of Junior and Senior Academy programs in collaboration with Conference Offices of Education.

### **1081:23 NPUC School Commission – Function**

To fulfill its responsibilities to review and evaluate secondary programs, the functions of the commission are:

1. To review educational criteria standards that are utilized to evaluate secondary programs for all Junior and Senior Academies.
2. To review and evaluate the information contained in the annual school curriculum and certification reports.

**1081:23** *Continued*

3. To submit annually to the NPUC Accreditation Commission reports on the status of each secondary school program.

**1082:23 NPUC School Commission – Membership**

The NPUC School Commission membership shall have the following positions:

1. NPUC Office of Education Secondary Director – chair, Elementary Director, and Registrar
2. Oregon Conference VP for Education
3. Upper Columbia Conference VP for Education
4. Washington Conference VP for Education
5. Annual one year rotation amongst Alaska, Idaho, and Montana Conference Superintendents
6. Three 9-12 Academy Principals are assigned each year with a three-year rotation
7. Two K-12 Academy Principals are assigned each year with a three-year rotation

All senior academy principals and conference superintendents and associates are invited to attend and have voice but no vote when outside of their rotation.

# 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

## 1115:24 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.)

**1115:24** *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 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.

**1115:24** *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.

## **1125:24 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 Education Council and to implement curriculum policies adopted by the Union Conference Board of Education.
3. To conduct or participate in pilot studies in cooperation with the Union Conference Office of Education.
4. To initiate and conduct research projects and surveys as needed.
5. To participate in curriculum study committees at the local conference, Union, and North American Division levels.
6. To oversee the evaluation of teachers in harmony with employment policies.
7. 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).

## **1235:24 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 designee, and the school principal 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.



**1235:24** *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.

**1240:24 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 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.

**1240:24** *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

**1240:24** *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.

## 1310:24 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 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.

### **1320:24 Teaching Principal**

In small schools of one to three teachers, the teacher who has administrative responsibilities is designated as teaching principal. Responsibilities will be detailed and defined by the superintendent of school in consultation with the school board and will not include supervision of instruction.

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 that may include the 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.

### **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, dispenses, 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

## 1405:24 **Certificated Instructional Personnel - Identity**

Certificated instructional personnel include those classroom teachers, administrative personnel with responsibility for the instructional program, and other personnel who perform related support services such as the librarian or coordinator of the media center, guidance services and counseling 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*.)

## 1415:24 **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.

**1415:24** *Continued*

4. Develop effective relationships with parents, patrons, and colleagues.
5. Secure and maintain adequate records as required by the school administration and the conference office of education.
6. Participate in Home and School Association activities.
7. Implement policies of the school administration and conference office of education.
8. Cooperate with the administration in caring for school property.
9. Report for duty on dates and time as stipulated by the school administration and conference office of education.
10. Meet scheduling expectations that may include 30 minutes prior to opening and 30 minutes after closing of the school day.

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

**1420:24 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. Demonstrate 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 equality of opportunity of all regardless of gender or ability without discrimination on account of race, religion, or social antecedents.
4. Look upon Christian teaching as a sacred calling.

**1420:24** *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:

1. Give encouragement and moral support to associates on the school staff.
2. 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:

1. Recognize the obligation to meet promptly and faithfully all appointments with classes, with individual students, and with student groups.
2. Cultivate friendly relationships with students, avoiding undue familiarity.
3. Allow students the freedom to express their views and give careful and objective consideration of their opinions.
4. Hold in professional confidence the ideas, needs, weaknesses, and failures of students.
5. Refrain from discussing one's own personal problems with the students.

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

1. Demonstrate loyalty to the school by observance of its regulations and policies.
2. Participate in the activities and programs sponsored by the school and accept and fulfill such responsibilities as may be assigned.
3. 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.

## **1430:24 Kindergarten Teacher Assignment**

### **1. Kindergarten - Single Grade Classroom**

Two half-day 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 shall 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

## **1435:24 Elementary School Teacher Assignment**

The class size for elementary classrooms should adhere to state guidelines and consider lower student-teacher ratios for early elementary grades. In exceptional circumstances, such as special education or diverse learning needs, the school administration should consider adjusting class size and/or providing a teacher assistant (aide) to provide necessary support.

For a grades 1-8 multi-grade classroom, six grades are to be the maximum load. 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.

## **1440:24 Junior Academy Secondary 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.

### **1445:24 Senior Academy Secondary 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.

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.

### **1460:24 Registrar**

Schools offering high school courses are required to have someone responsible for the duties of a registrar. The registrar is responsible for the integrity of the students' academic records and official school information along with other academic responsibilities as assigned by the principal. (See 2018 NPUC Registrar's Handbook for the duties of the registrar.)

### **1465:24 Teacher Assistant (Aide) - Non-Certificated**

Assisting a certificated teacher in the instruction program with such duties such as:

- a. Assisting students in instructional services as delegated by the teacher.
- b. Distributing and collecting materials.
- c. Maintaining learning materials resource files.
- d. Issuing materials, equipment, and supplies.
- e. Performing clerical duties in the office or library.

**1465:24**     *Continued*

- f.    Monitoring hallways, lunchrooms, playgrounds, bus loading, assemblies, field trips, etc.

# **1500 School Non-Instructional Classified Personnel**

## **1505:24 Non-Instructional Classified Personnel - Identity**

Non-instructional classified personnel are nonexempt employees employed on an hourly basis and are not required to hold certifications and are not involved directly in school administration, classroom instruction, or industrial and plant service management.

## **1510:24 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.
3. They are to accept the responsibilities and privileges of citizenship and to recognize the basic rights of other individuals.

# 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 principal 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 principal 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 1645*)
- (7) Safety provisions for potential hazards (*Code 1650*)
- (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 principal 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 5670*)

### 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 5435*).

### **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.

## **1810:23 Adventist Accrediting Association (AAA)**

All schools recognized as a Seventh-day Adventist school within the North Pacific Union Conference shall seek and maintain accreditation from the Adventist Accrediting Association (AAA). Schools will use the approved accreditation documents and cooperate with the NAD Commission on Accreditation, the NPUC Accreditation Commission, and the local conference office of education as each fulfills its responsibility in overseeing 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 AAA accredited school is also eligible for a certificate of accreditation from NCPSA. The NPUC Office of Education funds and coordinates access to NCPSA accreditation.

## **1815:23 Regional Accreditation**

In addition to AAA accreditation, a school may seek regional accreditation. Any school pursuing regional accreditation will do so through the NPUC Accreditation 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), and the NPUC Accreditation Commission --requires that the following responsibilities be met on an on-going basis.

**1815:23**

*Continued*

1. NPUC Accreditation Commission Responsibilities:
  - a. Develop policies and procedures to meet the requirements of the regional accreditation agreement with MSA.
  - 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.
  - e. Assign an MSA representative to participate in the accreditation visit with the assignment of completing the collaborative accreditation document(s).
  - f. Submit to MSA the AAA visiting team document and recommendation regarding accreditation status along with the MSA collaborative accreditation document(s).
2. Local School Responsibilities:
  - a. Complete and submit an application for regional accreditation with the required fee as directed by the NPUC Accreditation Commission.
  - b. Complete the appropriate AAA self study documents that are based on school-wide accreditation standards and continuous school improvement in advance of the accreditation committee site visit.
  - c. Complete and submit the NPUC Accreditation Commission *Annual Report* for regionally accredited schools.
  - d. Submit the annual fee for regional accreditation directly to MSA.

**1820:23 Senior Academy Accreditation 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

**1820:23** *Continued*

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 office of education. The amount of the annual fee contributed by senior academies will be approved by the NPUC Fall Leadership meeting.

**1825:23** **Conference Responsibilities for Elementary and Junior Academy School Accreditation**

The NPUC Accreditation Commission delegates to each conference the oversight responsibilities for their elementary and Junior academy school accreditations. Conferences will establish protocols to insure accountability to the accreditation and continuous improvement process. An annual report from the conference board or designated committee charged with the review of visiting committee report(s) shall be provided to the NPUC Accreditation Commission by May 1.

The following protocols shall be used to guide the offices of education with school accreditations:

1. Organize school accreditation in-services to the boards and school personnel with emphasis on a continuous improvement process. These in-services should be provided one year prior to a scheduled school visit
2. Organization of site visit teams shall take into consideration the size of school. Most visiting teams should have at minimum 4 members including the committee chair, and an MSA representative if required.
3. When selecting committee chairs, dedicated effort should be given to identifying an individual who is not biased towards the school and has experience with school leadership and the accreditation process.
4. The length of a site visit is determined by the size of the school with larger schools taking longer due to time required for effective interviewing and classroom visits. A one room school could effectively be completed in one day if the team has completed their assigned reviews ahead of time. No school visit should take more than three days. An average visit is two days.
5. An annual review of the school visit reports should be completed by a designated body of the conference education system. This could be the conference board of education, conference curriculum committee, or a standing principal council. The review process shall include a report to the conference board of education.

## 2000—Curriculum

### **2000 Objectives and Organization**

- 2005 Curriculum in Adventist Schools
- 2010 Curriculum Development
- 2015 NAD Curriculum Committee
- 2020 NAD Summer Committee Members
- 2025 NPUC Curriculum Oversight
- 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 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 Jr. Academy Secondary Course Credits
- 2440 Credits for Performance-based Programs
- 2445 Secondary Course Load



- 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

- 2575 Minimum School Day
- 2580 Secondary Course Credit

**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
- 2690 Earn College Credit

## 2000—Curriculum

### 2005:24 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 as targeted by our standards-based proficiency scales.

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.

## **2005:24** *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.

## **2010:24** **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

## **2010:24** *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 provide leadership in developing conference-wide curriculum focus and initiatives that are designed to 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. 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 oversight committee. The plans should include the expected learning standards for the student, the scope and nature of the topics included, expected learning strategies, and the means of assessing student learning proficiencies.

## **2015:24 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. The purpose is to continually develop and update curriculum in each discipline to ensure that the Seventh-day Adventist worldview, along with its unique 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.

**2015:24** *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.

**2015:24** *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.

**2020:24** **NAD Curriculum Development Committee Summer Workshops**

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.

**2025:24** **NPUC Curriculum Oversight**

The North Pacific Union Conference Office of Education provides direction and guidance regarding curriculum offerings, instruction practices, and student assessments. The NPUC Education Council is tasked with the responsibility for oversight and assistance of all EC-12 curriculum. The use of sub-committees may be deployed in order to better accomplish curriculum development and gain deeper understanding for potential recommendations. See *Code 1055* for NPUC Education Council membership.

Functions

The NPUC Education Council is the authorized body within the Union Conference structured to lead out in the development, articulation, and implementation of a distinctive Seventh-day Adventist curriculum with appropriate standards for student learning. This is accomplished by:

- a. Studying and evaluating national and global curricular trends and their application to Adventist education.
- b. Promoting curricular innovation and best pedagogical practices.
- c. Reviewing curriculum proposals, projects, and resources recommended by school(s) or conference(s).
- d. Identifying curriculum needs; research and recommend strategies to meet felt needs.

## **2025:24** *Continued*

- e. Establishing and utilizing ad hoc committees for special curriculum studies or development tasks.
- f. Structuring an effective program of student assessment and reporting.
- g. Reviewing and recommending for adoption the graduation requirements for elementary and secondary students.
- h. Reviewing actions and recommendations of the NAD Curriculum Committee and other NAD Education leadership groups for adaption into the conferences and schools of the NPUC.
- i. Developing plans for the orientation and implementation of new curriculum programs and/or resource materials.
- j. Reviewing and acting on recommendations from the subcommittees established to fulfill the various functions in the different grade specific areas assigned.
- k. Making recommendations to the NAD Curriculum Committee as deemed appropriate and necessary for school and student growth within the NPUC as well as the NAD territories.

## **2030:24** **Local Conference Curriculum Oversight**

Each conference should establish a structured committee process 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 the 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 Education Council that impact best practices for the NPUC territory and/or the NAD.
6. Collaborate with the NPUC department of education in providing

## 2030:24 *Continued*

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.

## 2035:24 **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 Education Council 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 as part of the overall process of reviewing student progress and learning needs within the scope of the school's continual improvement planning process.
6. Advise and assist in the implementation of standards-based student learning strategies.
7. Initiate and encourage innovative programs and assist in their evaluation.
8. Recommend to the conference 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.



**2035:24** *Continued*

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.

**2040:24 Curriculum Authorization and Accountability**

1. Authorization and Oversight

The authorization of EC and school programs 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. Early Childhood

Curriculum is defined broadly to include all learning opportunities, both formal and informal, that guide and support children's development. Early childhood education includes a wide variety of developmentally appropriate, dynamic learning experiences that foster young children's spiritual, physical, mental, and social needs in a caring environment. Each program should adopt and implement developmentally appropriate curriculum materials that reflect the beliefs and values of the Seventh-day Adventist Church, and which is approved by the North American Division. Early Childhood curriculum is granted authorization by the local conference board of education and general oversight provided by the conference superintendent in collaboration with the NPUC Associate Director for Early Childhood Education.

b. Elementary

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

c. 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

## 2040:24 *Continued*

delegated authority from the NPUC Board of Education (*Code* 1080 and 1081). 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 centers and 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 Accreditation Commission provides accountability on behalf of these organizations. (For protocols and practices see *Code* 1800.)

#### b. Policies

Curriculum policies contained herein hold centers and 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.

## 2045:24 **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. Center and School Principal Approval

Minor curriculum changes or innovations only need the approval of the principal. 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.

## **2045:24** *Continued*

### 2. Conference Superintendent Approval

Major curriculum changes or innovations should be processed through the appropriate conference curriculum oversight 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. Procedure 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:

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

## **2050:24** **Supervision of Instruction**

The conference office of education superintendent will assume responsibility for supervision of the instructional program. However, best practice is for building principals to be fully engaged in the supervision of their instructional programs.

## **2055:24 Length of School Year**

The school calendar shall contain a minimum of 180 days and comply with state law. Consideration may be given to using total instructional hours as the school year standard. In this case, 1,080 hours is the minimum instructional requirement. Flexibility in using the days or hours may be allowed for professional growth.

For length of the school day and week see *Code* 2255 and 2455. For information on minimum school days see *Code* 2260 and 2460. For four-day school week see *Code* 2265.

## **2060:24 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 and direction 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.

### **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<sup>®</sup> 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.

## **2065:24 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.
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, 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*.)

## **2075:24 Spiritual Activities**

Student body 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 be baptized. 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
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

**2115:21** *Continued*

4. Internet-accessible reference publications and eBooks
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.

**2245:21** *Continued*

- 2) to accept responsibility for completion of the course of study.
  - 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*.)

**2255:23** **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

School schedules shall adjust to state mandates requiring additional time or restrictions for number of school days. 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.



## **2260:23 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 once approved by the conference board of education. Principals should consult with the superintendent on subsequent changes made during the school year.

## **2265:23 Four-Day School Week**

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

1. Carefully outline the four-day schedule to ensure student life is balanced and learning is not compromised.
2. Ensure NPUC code and State regulations are followed so that annual school instructional hours are met. See *Code 2055* for length of school year and *Codes 2255* and *2455* for length of school week. Secondary courses will need to meet *Code 2580*.
3. Review schedule and expectations including the open day (fifth day) with all teachers for input and recommendations.
4. Review with parents the four-day schedule and solicit their approval. Be sure to address transportation, open day (fifth day) expectation, and impact upon the school calendar.
5. Review the schedule with students for their input and recommendation.
6. Use teacher, parent, and student recommendations for the local board review and recommendation to the Conference Board of Ed.

Throughout the first-year adoption of the four-day schedule, the school administration ought to be gathering from parents and students their reflections of the schedule. Students' academic achievements along with their behavior should be evaluated to ensure the schedule is not having a negative impact on the students. Annual reporting to the local conference office of education is required for renewal of the four-day schedule.

**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*.

### **2410:23 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 Accreditation 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*).

## **2435:24 Junior Academy Secondary Course Credits**

Secondary course credit is awarded to students who have successfully completed an approved secondary course that has met the seat time requirement, generally 225 minutes per week, or successfully demonstrated competency of the NAD course learning standards. A five-semester credit course, equivalent to .5 Carnegie units, 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. Alternative daily class schedules, such as block schedules, must meet the aggregate average (within 5%) of minutes per week to offer full credit.

## **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.

## **2455:23 Length of School Week - Junior Academy**

The weekly schedule shall meet or exceed 30 hours of instruction time per week 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.

### **2460:23 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. 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 into the school calendar once 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* 2060. 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* 2150 to 2160.

## **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* 2060.

## **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 credits<sup>1</sup> 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 <sup>2</sup>	
10	Practical Arts	May include courses in business and computer education, industrial technology, or family and consumer sciences.
30	Electives <sup>3</sup>	Total elective credits may be reduced when other school-based requirements are added.
<b>240</b>	<b><i>TOTAL</i></b>	<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 an 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.

**2575:23 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 minimum days above eight must be used for professional growth activities.

Minimum school days should be incorporated into the school calendar once approved by the academy board.

**2580:23 Secondary Course Credit**

Secondary course credit is awarded to students who have successfully completed an approved secondary course that has met the seat time requirement, generally 225 minutes per week, or successfully demonstrated competency of the NAD course learning standards.

## **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 clockhours.

## **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 workplace 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<sup>®</sup> and taken at the completion of the AP Courses will offer college or university credit if the test results meet the performance level.

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## 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.

### **3045:24 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. 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.

## **3070:24 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. 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.

### **3140:21** *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.

**3240:21** *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**

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## **4000 Employment of Certificated Personnel**

### **4005:24 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 personnel 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

### **4010:24 Authority to Employ**

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.

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.

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.

## **4015:24 Employer**

1. The employer for all educational employees is the conference board of education. The employment, assignment, transfer, retirement, non-renewal of contract, or dismissal of 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 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.

## **4020:24 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.

**4020:24** *Continued*

b. Non-certificated Professional Employees

Non-certificated professional personnel employed in school administrative or managerial positions that are not directly related to instruction 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.

**4020:24** *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 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.

**4030:24** **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

**4030:24** *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.
5. Assignments Within a Conference
  - a. Initial assignment or reassignment of a certificated or professional education employee within the conference will be 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. Employees who accept employment in a conference are committing themselves to denominational ministry 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 an employee to another school will be made in harmony with the procedures outlined in *Code 4060*.
6. Assignments Within a School
  - a. Assignments within the school will be made by the school administration in consultation with the superintendent of schools.
  - 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 negatively affect the salary of the employee while the current employment agreement/contract is in force. Reassignment shall be based upon the employee's qualifications.

## 4035:24 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 performance evaluations annually, one per semester, based on supervisory visits by the principal or conference office of education personnel.
- b. An annual written professional growth plan completed by the employee based on written performance evaluations, and self-evaluation, and data that may be derived from evaluative surveys of parents, students, and peers.
- c. One in-person conference per semester with the employee by the principal and/or office of education personnel based on the supervisory visits and the professional growth plan.
- d. Copies of each written performance evaluation, self-evaluation, and professional growth plan shall be given to both the employee and 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.



**4035:24** *Continued*

- 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, by action of the conference board of education, be placed on Level II Status or for specific reasons, be maintained on Level I Status.

**4040:24** **Level II Employment Status**

1. Definition

Level II Status may be granted to a certificated or professional employee who has satisfactorily completed the Level I initial period of employment.

- a. The granting of Level II Status indicates an intent on the part of the employer of continued employment within a conference.
- b. An employee on Level II Status is subject to performance 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.
- 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 performance 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.

**4040:24** *Continued*

4. Evaluation

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

- a. A minimum of one written performance evaluation per school year based on supervisory visits by the principal or conference office of education personnel.
- b. An annual written professional growth plan completed by the employee based on the written performance evaluation, a self-evaluation, and data that may be derived from evaluative surveys of parents, students and/or peers.
- c. An annual in-person conference with the employee by the principal and/or office of education personnel based on supervisory visits, self-evaluation, the professional growth plan, and the data from evaluative surveys.
- d. Copies of each written performance evaluation, self-evaluation, and professional growth plan shall be given to both the employee and 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. Non-renewal of a Level II Status employee shall be in accordance with *Code 4115*.
- b. Employees who are subject to change of employment status 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*).

**4045:24** **Level III Employment Status**

1. Definition

- a. Level III Status may be granted to experienced employees who meet the criteria listed below. The granting of Level III indicates an intent on the part of the employer of continuing employment within a conference.

## 4045:24 *Continued*

- b. An employee on Level III Status is subject to performance evaluations and annual review but is not subject to annual reappointment nor non-renewal of contract without first having been placed on probationary except for reasons that may lead to termination for cause as specified in *Code* 4130 or for insufficient enrollment as outlined in *Code* 4120.

### 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 Level II Employment 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 and growth as determined by performance evaluations and annual conferences.

### 3. Granting Level III Employment Status

The granting of Level III Status is an earned accomplishment recognized 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 performance evaluation of an employee on Level III Employment Status shall include the following:

- a. A minimum of one written performance evaluation every two years based on an annual supervisory visit by the principal or conference office of education personnel.
- b. An annual written professional growth plan completed by the employee based on the most recent written evaluation, a self-evaluation, and data may be derived from evaluative surveys of board, parents, students, and peers.

#### **4045:24** *Continued*

- c. An annual in-person conference with the employee by the principal and/or office of education personnel based on supervisory visits, self-evaluation, and the professional growth plan.
  - d. Copies of each written evaluation, self-evaluation, and professional growth plan shall be given to both the employee and principal and maintained on file at the conference office of education.
5. Employment

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.

Level III employees who fail to perform as determined by performance evaluations may, by action of the conference board of education, be placed on probation in accordance with *Code* 4060.

#### **4050:24** **Part-Time Employment Status**

1. Definition

Part-time status is the employment status given to certificated or 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.

2. Involuntary Transition to Part-Time Status

Any certificated or professional employee involuntarily transitioning, by direction of the conference board of education, to Part-Time Status from full-time employment at Level II or III status shall be offered termination pay.

3. Evaluation

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

- a. A minimum of one written performance evaluation per school year based on supervisory visits by the principal or conference office of education personnel.

#### **4050:24** *Continued*

- b. An annual written professional growth plan completed by the employee based on the most recent written performance evaluation, a self-evaluation, and data that may be 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, self-evaluation, and the professional growth plan.
  - d. Copies of each written performance evaluation and the professional growth plan shall be given to both the employee and principal and maintained on file at the conference office of education.
4. 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*).

#### **4055:24** **Transfer Status**

##### Definition

Transfer status may be conferred upon a certificated or professional employee who is new to a conference. In addition, any employee within a conference who transfers from an elementary or junior academy to a senior academy, or vice versa, may also be classified as a transfer appointment at the discretion of the employing conference board of education.

##### 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.

## 4055:24 *Continued*

### Evaluation

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

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

### Employment

At the completion of transfer year, the conference board of education, upon review of the employee performance evaluation and other possible circumstances, shall address the employee employment status by:

- a. extending to the employee either a Level II or Level III Employment Status pending the employee meets the required criteria.
- b. renewing a Transfer Status for one additional year, however, an employee may not continue in Transfer Status for more than two full years of successive employment.
- c. not renewing the contract at the end of the contract period. See *Code 4150* for termination settlement.

Employment of Transfer Status employees may be terminated at any time for cause (*Code 4130*).

## 4060:24 **Employment Transfers**

1. Authority for Transfers

Authority to transfer certificated or professional educational personnel within the employing conference shall be by action of the conference

**4060:24** *Continued*

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* 4055) at the discretion of the new employing conference.
- c. The conference superintendent of schools shall inform all teachers transferring into the conference as to their employment status as voted by the conference board of education.

3. Administrative Transfer

- a. An administrative transfer is a change of assignment or position 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, and/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 in accordance with *Code* 4055.
- d. Procedure
  - (1) An administrative transfer of a certificated or professional educational 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.

## **4060:24** *Continued*

- (4) 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.
4. 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.

## **4065:24** **Employment Probation**

1. Definition

Probation is used when an employer deems it necessary to communicate the seriousness of an employment situation.

Probation may be voted by the conference board of education based on a recommendation of the superintendent of education at any time during the contract year for any one or more of the reasons listed below. The probationary period will be 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 written performance evaluation(s).
- b. Unsatisfactory personal conduct or adverse influence.
- c. Failure to maintain current denominational certification.

3. Reoccurrence of a probationary concern

A conference board of education that has previously addressed an employee concern through a probationary process may elect to forgo yet another probationary action and move to dismissal or non-renewal of a contract.

4. Process

- a. The conference board of education acts on the recommendation of the superintendent.



**4065:24**     *Continued*

- b. The superintendent of schools shall inform the employee in writing of the action of the conference board of education including the right of appeal (*Code 4140*).

5. Plan for Correcting Problem Area(s)

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

- a. The employee shall receive written communication that specifies the desired outcome along with suggested improvement action steps to assist their growth.
- b. The plan shall be implemented no later than 10 workdays after the conference board of education approves the recommendation placing the employee on Probation. The probation period of no less than 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 probation to meet the improvement goals identified in the plan.

6. Evaluation

A minimum of two written performance 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 minimum 90-day probationary period.

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.

7. Completion of the Probationary Period

At the completion of the probationary period the conference board of education shall either place the employee at the Level II Status of implement procedures for dismissal or non-renewal of the contract with the employee.

The superintendent of schools shall inform the employee in writing of the action of the conference board of education including the right of appeal. *Code 4140*.

## **4075:24 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.
3. Full-time certificated or professional educational employees who are employed on a 10-month assignment shall be granted service credit for the period July 1 to June 30.
4. Employees 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.

## **4085:24 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 employing conference 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.

### **4110:24 Resignation**

#### **1. End of Contract Year**

An employee not intending to accept employment for the succeeding year shall indicate such intent in writing as early as possible to the superintendent of schools and principal, and in accordance with the deadline of the local conference office of education.

#### **2. During the Contract Year**

- a. Resignation during the contract year is a breach of contract. An employee compelled to resign prior to fulfilling their contract must communicate their intent as soon as possible to their principal or superintendent. The employee is requested to exercise understanding of the employing organization's need for time to find an adequate replacement. Resignation during the contract year shall not be valid until accepted by the employing organization.
- b. Repayment of prepaid summer salary and unamortized expenses may be required before a contract release is given.

### **4115:24 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 or 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 perform essential job functions with or without reasonable accommodations.
  - d. Employee's incompetency or inefficiency as evidenced by performance evaluation.

## **4115:24** *Continued*

- e. Employee's indifference to the welfare or safety of students.
  - f. Employee's lack of cooperation with administration or supervisors.
  - g. Employee's willful failure to comply with Church or conference policies and regulations.
  - h. Employee's unprofessional conduct and willful violations of professional ethics (*Code 1420*).
  - i. Employee's failure to maintain current denominational certification (*Code 4210*).
  - j. Employee's excessive absenteeism or tardiness regardless of reason.
  - k. Employee's failure to be effective in the educational ministry.
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.

### **4120:03** *Continued*

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.

### **4125:24** **Administrative Leave**

#### Definition:

Administrative leave is the immediate temporary removal of an employee from all duties. The local conference superintendent (or designee) may take action to suspend for any reason identified in *Code* 4130. An administrative leave may be with or without pay as determined by the superintendent (or designee) considering the surrounding circumstances. A leave may be imposed either as discipline for conduct not deemed serious enough under the circumstances to warrant termination or as a precursor to potential termination in order to afford additional time to investigate surrounding circumstances.

#### Procedure:

The employee shall be notified in writing of an administrative leave and of the availability of a review hearing before the employing organization at a reasonable time and place designated by the employing organization. The review shall be limited to the scope of circumstances leading to the imposed leave and whether or not the employer followed policy and had a valid reason based on the available facts pertaining to the specifics of the suspension.

Failure by the employee to appear before the review hearing at the time and place announced may result in termination.

An administrative leave will not exceed thirty days. However, the employing organization may, at its discretion, extend the leave not to exceed another thirty days. The employee shall then be notified, in writing by the conference superintendent (or designee).

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

### **4130:24** **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.

**4130:24** *Continued*

- 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, emotional, or moral interactions which indicate an unfitness to instruct or associate with children and youth.
  - f. Insubordination, including failure to follow a supervisor's reasonable orders, directives, and recommendations, direct or implied.
  - g. Membership in any organization known to be advocating the overthrow of the government by force or subversion.
  - h. Inability to perform essential job functions with or without reasonable accommodations.
  - i. Inability to maintain a reasonable degree of orderly conduct, thus seriously jeopardizing the students' learning environment, health and/or safety.
  - j. Incompetence, including inefficiency as evidenced by job performance evaluations.
  - k. Indifference to the welfare of students.
  - l. Failure to comply with the working policies of the Church or local conference policies and regulations.
  - m. Conflicting interpersonal relationships.
  - n. Conviction of sexual or physical abuse charges.
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 eligibility requirements are met as specified in *Code* 4150.

## **4135:24 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.

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 conference employees equitably.

## **4140:24 Procedures for Non-Renewal of Contract, Dismissal, or Change of Employment Status**

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

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

## 4140:24 *Continued*

### 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.
- d. 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 conference board of education 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 its 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 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 their right of appeal.

### 3. Appeal Procedure

If the employee questions the action taken by the board of education, they 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



#### **4140:24** *Continued*

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 conference board of education as provided in section 2d and ask for reconsideration by the board of education as provided in section 2e.
- c. 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.

#### 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.

## 4145:12 *Continued*

- 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.

## 4150:24 **Termination Settlement**

### 1. Termination Settlement

In order to provide transition funds for an involuntarily terminated full-time 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.

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 insufficient enrollment.

## 4150:24 *Continued*

- (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 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.
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.

## 4150:24 *Continued*

### 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.

### 7. Release

As a condition of receiving a termination settlement, terminated Employees are required to execute the separation agreement of their

**4150:24**     *Continued*

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):

4230:22 *Continued*

Vacation entitlement per year of full-time service:

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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.

## 4235:24 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 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.

4235:24 *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.

**4235:24** *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

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# **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 tithes 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 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
<b>Principal</b>							
with AC				96	99	102	
with PC				95	98	101	102
with SC				94	96	98	
<b>Vice-Principal**</b>							
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	
<b>Business Assistants</b>							
with MBA/CPA*	85	87	90	93	95	99	102
with BS/BA*	83	85	87	90	93	95	
<b>Development Director</b>							
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	
<b>Guidance Director</b>							
<b>Library/Media Center Director</b>							
<b>Registrar (Credentialed)</b>							
with PC	85	87	90	93	95	99	102
with SC	83	85	87	90	93	95	
<b>Residence Hall Dean</b>							
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.

## **5220:24 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.

100% Wage Factor = <b>\$5,524</b>					12 - Month		10 - Month Employment Scale									
					\$5,524		\$4,917	\$5,027	\$5,138							
											Paid Vacation Time					
											2 Wks. = 89%		3 Wks. = 91%		4 Wks. = 93%	
Current Yr. of Serv.					12 Month		10 Month 1st-4th Year		10 Month 5th-9th Year		10 Month 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				\$3,315	\$39,780	\$2,951	\$35,412	\$3,017	\$36,204	\$3,083	\$36,996				
Pre Cert (BA)	75				\$4,143	\$49,716	\$3,688	\$44,256	\$3,771	\$45,252	\$3,853	\$46,236				
I	83	1st**			\$4,585	\$55,020	\$4,081	\$48,972	\$4,173	\$50,076	\$4,265	\$51,180				
II	85	2nd**		1st*	\$4,696	\$56,352	\$4,180	\$50,160	\$4,274	\$51,288	\$4,368	\$52,416				
III	87	3rd**		2nd*	\$4,806	\$57,672	\$4,278	\$51,336	\$4,374	\$52,488	\$4,470	\$53,640				
IV	90		4th	3rd*	\$4,972	\$59,664	\$4,426	\$53,112	\$4,525	\$54,300	\$4,624	\$55,488				
V	93		5th	4th	\$5,138	\$61,656	\$4,573	\$54,876	\$4,676	\$56,112	\$4,779	\$57,348				
VI	95		6th +	5th	\$5,248	\$62,976	\$4,671	\$56,052	\$4,776	\$57,312	\$4,881	\$58,572				
VII	99			6th	\$5,469	\$65,628	\$4,868	\$58,416	\$4,977	\$59,724	\$5,087	\$61,044				
VIII	102			7th	\$5,635	\$67,620	\$5,016	\$60,192	\$5,128	\$61,536	\$5,241	\$62,892				

Administrative Travel Budget as described in *Education Code #5350* = \$ 30.00

\* 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					
	1	2	3	4	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
<b>Office Personnel</b>						
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
<b>Assistant Directors</b>						
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



NPUC Salary Scale for 2023-24

Monthly Base: \$5,524

Effective: 7/1/2024

38 Hour Week

Sal Pct	12-month Scale				10-month Scale					
	Annual	Month	Hourly	O/T	2-week Vacation 89%		3-week Vacation 91%		4-week Vacation 93%	
					Annual	Monthly	Annual	Monthly	Annual	Monthly
30	\$19,896	\$1,658	10.070	15.105	\$17,712	\$1,476	\$18,108	\$1,509	\$18,504	\$1,542
31	\$20,556	\$1,713	10.410	15.615	\$18,300	\$1,525	\$18,708	\$1,559	\$19,128	\$1,594
32	\$21,216	\$1,768	10.740	16.110	\$18,888	\$1,574	\$19,308	\$1,609	\$19,740	\$1,645
33	\$21,876	\$1,823	11.080	16.620	\$19,476	\$1,623	\$19,908	\$1,659	\$20,352	\$1,696
34	\$22,548	\$1,879	11.420	17.130	\$20,076	\$1,673	\$20,520	\$1,710	\$20,976	\$1,748
35	\$23,208	\$1,934	11.750	17.625	\$20,664	\$1,722	\$21,120	\$1,760	\$21,588	\$1,799
36	\$23,868	\$1,989	12.080	18.120	\$21,252	\$1,771	\$21,720	\$1,810	\$22,200	\$1,850
37	\$24,528	\$2,044	12.420	18.630	\$21,840	\$1,820	\$22,332	\$1,861	\$22,812	\$1,901
38	\$25,200	\$2,100	12.760	19.140	\$22,428	\$1,869	\$22,932	\$1,911	\$23,436	\$1,953
39	\$25,860	\$2,155	13.090	19.635	\$23,016	\$1,918	\$23,544	\$1,962	\$24,060	\$2,005
40	\$26,520	\$2,210	13.430	20.145	\$23,604	\$1,967	\$24,144	\$2,012	\$24,672	\$2,056
41	\$27,180	\$2,265	13.760	20.640	\$24,192	\$2,016	\$24,744	\$2,062	\$25,284	\$2,107
42	\$27,852	\$2,321	14.100	21.150	\$24,792	\$2,066	\$25,356	\$2,113	\$25,908	\$2,159
43	\$28,512	\$2,376	14.430	21.645	\$25,380	\$2,115	\$25,956	\$2,163	\$26,520	\$2,210
44	\$29,172	\$2,431	14.770	22.155	\$25,968	\$2,164	\$26,556	\$2,213	\$27,132	\$2,261
45	\$29,832	\$2,486	15.100	22.650	\$26,556	\$2,213	\$27,156	\$2,263	\$27,744	\$2,312
46	\$30,504	\$2,542	15.440	23.160	\$27,156	\$2,263	\$27,768	\$2,314	\$28,380	\$2,365
47	\$31,164	\$2,597	15.780	23.670	\$27,744	\$2,312	\$28,368	\$2,364	\$28,992	\$2,416
48	\$31,824	\$2,652	16.110	24.165	\$28,332	\$2,361	\$28,968	\$2,414	\$29,604	\$2,467
49	\$32,484	\$2,707	16.440	24.660	\$28,920	\$2,410	\$29,568	\$2,464	\$30,216	\$2,518
50	\$33,144	\$2,762	16.780	25.170	\$29,508	\$2,459	\$30,168	\$2,514	\$30,828	\$2,569
51	\$33,816	\$2,818	17.120	25.680	\$30,108	\$2,509	\$30,780	\$2,565	\$31,452	\$2,621
52	\$34,476	\$2,873	17.450	26.175	\$30,684	\$2,557	\$31,380	\$2,615	\$32,064	\$2,672
53	\$35,136	\$2,928	17.790	26.685	\$31,272	\$2,606	\$31,980	\$2,665	\$32,688	\$2,724
54	\$35,796	\$2,983	18.120	27.180	\$31,860	\$2,655	\$32,580	\$2,715	\$33,300	\$2,775
55	\$36,468	\$3,039	18.460	27.690	\$32,460	\$2,705	\$33,192	\$2,766	\$33,924	\$2,827
56	\$37,128	\$3,094	18.790	28.185	\$33,048	\$2,754	\$33,792	\$2,816	\$34,536	\$2,878
57	\$37,788	\$3,149	19.130	28.695	\$33,636	\$2,803	\$34,392	\$2,866	\$35,148	\$2,929
58	\$38,448	\$3,204	19.460	29.190	\$34,224	\$2,852	\$34,992	\$2,916	\$35,760	\$2,980
59	\$39,120	\$3,260	19.800	29.700	\$34,824	\$2,902	\$35,604	\$2,967	\$36,384	\$3,032
60	\$39,780	\$3,315	20.140	30.210	\$35,412	\$2,951	\$36,204	\$3,017	\$36,996	\$3,083
61	\$40,440	\$3,370	20.470	30.705	\$36,000	\$3,000	\$36,804	\$3,067	\$37,620	\$3,135
62	\$41,100	\$3,425	20.800	31.200	\$36,588	\$3,049	\$37,404	\$3,117	\$38,232	\$3,186
63	\$41,772	\$3,481	21.140	31.710	\$37,188	\$3,099	\$38,016	\$3,168	\$38,856	\$3,238
64	\$42,432	\$3,536	21.480	32.220	\$37,776	\$3,148	\$38,616	\$3,218	\$39,468	\$3,289
65	\$43,092	\$3,591	21.810	32.715	\$38,352	\$3,196	\$39,216	\$3,268	\$40,080	\$3,340
66	\$43,752	\$3,646	22.150	33.225	\$38,940	\$3,245	\$39,816	\$3,318	\$40,692	\$3,391
67	\$44,424	\$3,702	22.490	33.735	\$39,540	\$3,295	\$40,428	\$3,369	\$41,316	\$3,443
68	\$45,084	\$3,757	22.820	34.230	\$40,128	\$3,344	\$41,028	\$3,419	\$41,940	\$3,495
69	\$45,744	\$3,812	23.150	34.725	\$40,716	\$3,393	\$41,628	\$3,469	\$42,552	\$3,546
70	\$46,404	\$3,867	23.490	35.235	\$41,304	\$3,442	\$42,228	\$3,519	\$43,164	\$3,597
71	\$47,076	\$3,923	23.830	35.745	\$41,904	\$3,492	\$42,840	\$3,570	\$43,788	\$3,649
72	\$47,736	\$3,978	24.160	36.240	\$42,492	\$3,541	\$43,440	\$3,620	\$44,400	\$3,700

73	\$48,396	\$4,033	24.500	36.750	\$43,080	\$3,590	\$44,052	\$3,671	\$45,012	\$3,751
74	\$49,056	\$4,088	24.830	37.245	\$43,668	\$3,639	\$44,652	\$3,721	\$45,624	\$3,802
75	\$49,716	\$4,143	25.160	37.740	\$44,256	\$3,688	\$45,252	\$3,771	\$46,236	\$3,853
76	\$50,388	\$4,199	25.500	38.250	\$44,856	\$3,738	\$45,864	\$3,822	\$46,872	\$3,906
77	\$51,048	\$4,254	25.840	38.760	\$45,444	\$3,787	\$46,464	\$3,872	\$47,484	\$3,957
78	\$51,708	\$4,309	26.170	39.255	\$46,032	\$3,836	\$47,064	\$3,922	\$48,096	\$4,008
79	\$52,368	\$4,364	26.510	39.765	\$46,608	\$3,884	\$47,664	\$3,972	\$48,708	\$4,059
80	\$53,040	\$4,420	26.850	40.275	\$47,208	\$3,934	\$48,276	\$4,023	\$49,332	\$4,111
81	\$53,700	\$4,475	27.180	40.770	\$47,796	\$3,983	\$48,876	\$4,073	\$49,944	\$4,162
82	\$54,360	\$4,530	27.520	41.280	\$48,384	\$4,032	\$49,476	\$4,123	\$50,556	\$4,213
83	\$55,020	\$4,585	27.850	41.775	\$48,972	\$4,081	\$50,076	\$4,173	\$51,180	\$4,265
84	\$55,692	\$4,641	28.190	42.285	\$49,572	\$4,131	\$50,688	\$4,224	\$51,804	\$4,317
85	\$56,352	\$4,696	28.520	42.780	\$50,160	\$4,180	\$51,288	\$4,274	\$52,416	\$4,368
86	\$57,012	\$4,751	28.860	43.290	\$50,748	\$4,229	\$51,888	\$4,324	\$53,028	\$4,419
87	\$57,672	\$4,806	29.190	43.785	\$51,336	\$4,278	\$52,488	\$4,374	\$53,640	\$4,470
88	\$58,344	\$4,862	29.530	44.295	\$51,936	\$4,328	\$53,100	\$4,425	\$54,264	\$4,522
89	\$59,004	\$4,917	29.870	44.805	\$52,524	\$4,377	\$53,700	\$4,475	\$54,876	\$4,573
90	\$59,664	\$4,972	30.200	45.300	\$53,112	\$4,426	\$54,300	\$4,525	\$55,488	\$4,624
91	\$60,324	\$5,027	30.530	45.795	\$53,700	\$4,475	\$54,900	\$4,575	\$56,112	\$4,676
92	\$60,996	\$5,083	30.870	46.305	\$54,288	\$4,524	\$55,512	\$4,626	\$56,736	\$4,728
93	\$61,656	\$5,138	31.210	46.815	\$54,876	\$4,573	\$56,112	\$4,676	\$57,348	\$4,779
94	\$62,316	\$5,193	31.540	47.310	\$55,464	\$4,622	\$56,712	\$4,726	\$57,960	\$4,830
95	\$62,976	\$5,248	31.880	47.820	\$56,052	\$4,671	\$57,312	\$4,776	\$58,572	\$4,881
96	\$63,648	\$5,304	32.220	48.330	\$56,652	\$4,721	\$57,924	\$4,827	\$59,196	\$4,933
97	\$64,308	\$5,359	32.550	48.825	\$57,240	\$4,770	\$58,524	\$4,877	\$59,808	\$4,984
98	\$64,968	\$5,414	32.880	49.320	\$57,828	\$4,819	\$59,124	\$4,927	\$60,432	\$5,036
99	\$65,628	\$5,469	33.220	49.830	\$58,416	\$4,868	\$59,724	\$4,977	\$61,044	\$5,087
100	\$66,288	\$5,524	33.550	50.325	\$59,004	\$4,917	\$60,324	\$5,027	\$61,656	\$5,138
101	\$66,960	\$5,580	33.890	50.835	\$59,604	\$4,967	\$60,936	\$5,078	\$62,280	\$5,190
102	\$67,620	\$5,635	34.230	51.345	\$60,192	\$5,016	\$61,536	\$5,128	\$62,892	\$5,241

## **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 21<sup>st</sup> 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.

**5330:19** *Continued*

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.



## 5340:24 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 \$58.00 per day with an additional allowance of \$44.00 per day for the spouse and \$29.00 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 - 33 % of Remuneration Factor

The flat rate moving allowance does not apply to voluntary local moves.

## **5340:24** *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*).

**5350:24** **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 - Principals will receive one budgeted allowance per teacher FTE (including principal) 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.)

**5350:24** *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*.

## **5370:23 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.

## **5375:24 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 NPUC mileage rate is \$0.51 per reimbursable mile. (Pay at current rate – which can fluctuate during the course of the year.)

## **5380:24 Travel Expense—Per Diem**

1. The per diem for employee travel to all authorized appointments are as follows:

Full employee per diem	\$58.00
When fully entertained	\$20.00
Family Authorized Travel	
Spouse	\$44.00
When fully entertained	\$15.00
Each dependent	\$29.00
Fully entertained	\$12.00

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.)



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