

*North Pacific Union Conference*

# **EDUCATION CODE**



**Adventist Education**

**July 1, 2019**

# The Education Code

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

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

Revisions, additions, or deletions to the *Education Code* become effective only as voted by the North Pacific Union Conference Board of Education and 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.

## Explanation of Code Numbering System

All code items are designated with a two-part number. The first four digits are the code number, and the last two digits refer to the year of adoption. The *Education Code* underwent major updating and adoption of the current format in 1988. All items were numbered with an 88 at that time. Subsequent revisions or additions will have the year indicated by the suffix numbers.

Example:

**5 0 2 5 : 14**  
Code      Year  
Number    Adopted  
            or Revised

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# Seventh-day Adventist Philosophy of Education

**General Statement of Educational Philosophy**—Philosophy is the organized system of knowledge resulting from the persistent attempt of man's intellect to understand and describe the world in which he lives and of which he is a part. It involves an effort to solve fundamental problems, to gain a comprehensive view of the universe, and to find answers to questions on the origin, nature, and destiny of matter, energy, life, mind, good, and evil.

Every educational system should be founded, administered, and justified in accordance with a sound philosophy of education. A philosophy of education is a characteristic attitude toward education and its problems, with special reference to the purposes and goals to be achieved and the methods by which they are to be reached. A sound philosophy of education requires a clear concept of man's origin, nature, and destiny.

The way an entire school program is constructed and operated is determined by a philosophy of education. The types of schools to be conducted, their location, the kind of teachers, the curriculum and textbooks, the spiritual activities, the industrial program, the social life and recreation, the daily schedule, the financial aspect, and the conduct of the library are all determined by a concept of educational philosophy.

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

The 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 to accept service as a way of life, to be sensitive to the needs of the people in the home and society, and to become active members in the Church.

**General Statement of Seventh-day Adventist Educational Philosophy**—The Seventh-day Adventist Church recognizes that God, the Creator and Sustainer of the earth and the entire universe, is the source of knowledge and wisdom. In His image God created man perfect. As a result of sin, man lost his original estate. Christian education, by perfecting faith in Christ, restores in man the image of his Maker, nurtures in man an intelligent dedication to the work of God on earth, and develops in man a practical preparation for conscientious service to his fellow men.

Seventh-day Adventists believe that knowledge of this personal God can never be derived by human reason alone, but that God has communicated His nature, purposes, and plans through divine revelation. The Holy Scriptures of the Old and New Testaments were given by inspiration of God and contain a revelation of His will to men, and they constitute for the Church the only unerring rule of faith and practice. The Church membership accepts the gift

## **Philosophy *continued***

of prophecy as manifested through special revelation to the Seventh-day Adventist Church in the life and ministry of Ellen G. White. In this respect Seventh-day Adventists accept divine revelation as the guiding principle in their philosophy of education. They believe that their teachers are servants of God and their students, children of God.

The Church operates a school system to ensure that its youth may receive a balanced physical, mental, moral, social, and vocational education in harmony with denominational standards and ideals which identify God as the source of all moral value and truth. His revealed mind and will are the criteria for right and wrong. The stated interest of the Church is in the optimum development of the whole child for both this life and the life hereafter.

Seventh-day Adventists conduct their own schools, elementary through university, for the purpose of transmitting to their children their own ideals, beliefs, attitudes, values, habits, and customs. The government maintains a highly developed public school system for making citizens; but in addition to being patriotic, law-abiding citizens, Seventh-day Adventists want their children to be loyal, conscientious Christians. There is peculiar to the Church a body of knowledge, values, and ideals that must be transmitted to the younger generation in order that the Church may continue to exist. In this process the Biblical principle of social transmission is recognized: "Tell ye your children of it, and let your children tell their children, and their children another generation." (Joel 1:3)

**Summary**—The Seventh-day Adventist Church desires, through all its education programs, to help prepare the youth for effective citizenship on this earth and for rewarding citizenship in the new earth. Adventist education trains the youth for the joy of service and the sharing with others the faith that Jesus Christ is a personal Savior and that He is soon to return.

The education program of the Church gives primary emphasis to character building and to the spiritual foundation of the life of its children and youth. Moreover, it makes abundant provision for the acquisition and interpretation of that which is appropriate from the store of secular knowledge and skills for mental, social, vocational, and physical development.

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

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

The Seventh-day Adventist secondary school, predicated on the results obtained through the elementary school with character building as an undergirding structure, will endeavor to operate realistically for each student in the upgrading and maintenance of health, in the command of fundamental learning processes, in the teaching of worthy home membership, vocational skills, civic education, worthy use of leisure, and ethical maturity. The secondary

## **Philosophy *continued***

school implementing the Church philosophy will seek for objectives of spiritual dedication, self-realization, social adjustment, civic responsibility, and economic efficiency.

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

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

## **Philosophy *continued***

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

# **1000 Union Conference Education Structure**

## **1002:88 NPUC Office of Education - Identity**

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

## **1004:15 NPUC Office of Education - Personnel**

The personnel of this office shall include the following:

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

## **1006:13 NPUC Office of Education - Administrative and Supervisory Functions**

The administrative and supervisory functions of this office are:

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



**1006:13** *continued*

7. To participate in the program of on-site school evaluations.
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 growth activities.
10. To implement a plan by which conferences are to keep 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 provide leadership in acquainting the constituency with the imperatives of Adventist Christian 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 school boards.
17. To process applications for the establishment of new junior and senior academies.
18. To provide assistance in the supervision of instruction.
19. To provide leadership in the development and maintenance of an *Education Code*.

**1008:88 NPUC Office of Education - Financial Functions**

The financial functions of this office are:

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

### **1010:13 NPUC Office of Education - Curricular Functions**

The curricular functions of this office are:

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

### **1012:09 NPUC Board of Education - Identity**

The North Pacific Union Conference Board of Education is the policy-formulating body for the education program. It derives its authority from the North Pacific Union Conference Executive Committee.

Members of the Union Conference Board of Education are elected by the Union Conference Executive Committee on the basis of nominations submitted by the local conferences through the Union Conference Office of Education. The terms of service for numbers 6-11 below is three years on a rotation basis. The others serve on an ex officio basis.

### **1014:15 NPUC Board of Education - Membership**

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

1. Union Conference President, Chair
2. Union Conference Vice-President for Education, Executive Secretary
3. Union Conference Secretary and Treasurer
4. Union Conference Directors for Elementary and Secondary Education
5. Walla Walla University President and School of Education Dean
6. Two conference presidents/secretaries
7. One conference treasurer
8. Two conference superintendents of schools as voting members plus four superintendents as invitees
9. Two elementary/junior academy and two secondary school principals
10. One K-12 teacher representative
11. Six laypersons, one from each conference

### **1016:88 NPUC Board of Education - Meetings**

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

### **1018:88 NPUC Board of Education - Functions**

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

1. To consider *Education Code* items recommended by the Education Council.
2. To authorize the teaching of secondary subjects in nine- and ten-grade junior academies as recommended by the North Pacific Union Conference School Commission.
3. To authorize the establishment of nine- and ten-grade junior academies as recommended by the conference boards of education.
4. To authorize terms of approval for nine- and ten-grade junior academies.

**1018:88** *continued*

5. To review the applications for the establishment of new senior academies.
6. To establish guidelines for conference school calendars.
7. To authorize curriculum development as recommended by the Education Council.
8. To review progress reports of the educational program.
9. To recommend admission policies in terms of denominational philosophy.
10. To approve salary and wage scales in harmony with NAD and NPUC Executive Committee actions.
11. To approve a budget for the distribution of K-12 funds.

**1020:09 NPUC Education Council - Identity**

The North Pacific Union Conference Education Council is the organization responsible for educational planning, including the recommendation of policies governing the K-12 school system. The term of service for numbers 8-9 is one year. The others serve on an ex-officio basis.

**1022:15 NPUC Education Council - Membership**

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

1. Union Conference Vice-President for Education, Chair
2. Union Conference Directors for Elementary and Secondary Education
3. Union Conference Treasurer
4. Conference superintendents of schools, associates, and assistants
5. Conference treasurers
6. North American Division Office of Education personnel, as available
7. Academy principals
8. Junior academy and elementary principals as designated by the conference superintendents of schools according to the following formula:

**1022:09** *continued*

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

9. Two K-12 teacher representatives.
10. Walla Walla University Vice President for Academic Affairs
11. Walla Walla University School of Education Dean.

**1024:88 NPUC Education Council - Meetings**

The Education Council shall be held annually.

**1026:88 NPUC Education Council - Functions**

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

1. To receive reports and recommendations and to study educational issues, trends, pilot programs, and innovative practices which affect the educational program.
2. 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.

**1028:07 NPUC School Commission - Identity**

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

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

### **1030:15 NPUC School Commission - Membership**

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

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

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

### **1034:88 NPUC School Commission - Meetings**

The School Commission shall meet annually.

### **1036:15 NPUC School Commission - Functions**

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

1. To review educational criteria that are utilized to evaluate secondary programs and school accreditation standards in all schools, K-12, seeking and maintaining third-party regional accreditation..
2. To review and evaluate the information contained in the annual reports from each school offering secondary grades and from each elementary school seeking and maintaining third-party regional accreditation.
3. To review reports of school evaluations.
4. To approve and process applications of any K-12 school seeking third-party regional accreditation from the Northwest Accreditation Commission (NWAC).

**1036:15 *continued***

5. To develop policies and procedures to fulfill its responsibilities as the authorized agency in the third-party regional accreditation agreement (*Code 1808*).
6. To submit annually to the Union Conference Board of Education and the Northwest Accreditation Commission a report on the status of each school offering secondary grades and each elementary school seeking and maintaining regional accreditation.

# 1100 Conference Education Structure

## 1102:88 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.

## 1104:15 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 the Education Code apply.*)
2. Associate Superintendents
3. Assistant Superintendents
4. Office Administrative Assistants

## 1106:00 Conference Office of Education - Administrative and Supervisory Functions of the Superintendent

The administrative and supervisory functions of the superintendent are:

1. To serve as executive secretary and agent of the conference board of education in administering and supervising the conference system of education in accordance with the educational policies of the Union Board of Education.
2. To serve as the agent of the conference board of education in the coordination and implementation of recruitment, placement, transfer, termination and/or dismissal of education personnel in consultation with school administration, committees, or boards. This includes responsibility regarding all calls for the employment of 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.)
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.



**1106:00 continued**

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

**1106:00** *continued*

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.

**1108:88** **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.

## **1110:88 Conference Office of Education - Curricular Functions of the Superintendent**

The curricular functions of the superintendent are:

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

## **1112:88 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.

## **1114:15 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

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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.

**1116:88 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.
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.

**1116:88** *continued*

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.

**1118:88** **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

## 1202:18 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. (See *Code* 1412.) 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. Nine-Grade Intermediate School

A nine-grade intermediate school is a unit authorized by the conference board of education and administered by the conference office of education. It offers an organized education program which is structured to offer grade 9 in combination with and as an extension of grades 7 and 8.

## **1202:18 *continued***

### **4. 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.

### **5. 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.

## **1204:13 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.

### **1204:13 *continued***

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.

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.

### **1206:00 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.



**1206:00 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. (See *Code 2302.*)
  - 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.

## 1208:00 Guidelines for Establishing Intermediate Schools, K-9

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

### 1. Rationale

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

- a. An additional year of Adventist education in the student's home environment.
- b. The potential of reducing expense to the student.
- c. Consideration for the age of the student.

### 2. Criteria

In a ninth grade intermediate school, the following criteria will be met:

- a. A demonstrated educational need shall exist which is not currently met by already established Adventist schools in the area.
- b. An adequate physical plant shall be provided with sufficient instructional equipment, library, and multi-media materials.
- c. It shall be demonstrated by adequate budget control that financial support for the ninth grade will not weaken the school program.
- d. A prospective continuing enrollment is adequate for the operation of a K-9 or 1-9 program.
- e. A minimum of one full-time teacher or the equivalent is required in a multigrade classroom which includes grade 9. A maximum of three grades (7-9) may be taught by the upper grade teacher with the enrollment limited to a maximum of 20 students. (See *Code* 1414.)
- f. Where a kindergarten is included in the school organization, a kindergarten teacher shall be given the responsibilities of K, K-1 or K-2. (See *Code* 1412.)
- g. The school may be departmentalized in terms of teacher preparation and special skills.

**1208:00** *continued*

- h. The curriculum shall be approved by the conference office of education, and the grade 9 offerings shall be an extension of those for grades 7 and 8. (See *Code 2202.*)
- i. Intermediate ninth grade schools with fewer than three teachers must have an on-site visit and approval from both the local conference and Union offices of education.

**1210:88 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.

**1210:88** *continued*

- 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.
- 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.

**1214:88 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.

**1214:88** *continued*

- 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.

**1216:15 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. (See *Code* 4004 and 4114.)

**1218:07 School Board - Identity**

1. Membership

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

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

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

## **1218:07 *continued***

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.

### **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.

## **1220:14 School Board - Functions**

The functions of the school board are:

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

**1220:14 continued**

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

**1220:14 *continued***

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.

**1222:00 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

## 1302:88 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.

## 1304:07 Principal

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

The responsibilities and functions include the following:

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

**1304:07 *continued***

- 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 administer safety education programs.
  11. To provide staff training in emergency procedures.
  12. To provide leadership to the school evaluation process in cooperation with the conference and Union offices of education.
  13. To assume responsibility for the recruitment of students.
  14. To provide leadership of the educational program through:
    - a. Regular classroom visitations
    - b. Formal teacher evaluations
    - 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
  15. To provide leadership in co-curricular programs and off-campus activities and tours.

**1304:07** *continued*

16. To serve as agent of the school board in working with the conference office of education in the employment of school personnel.
17. 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.
18. To maintain student conduct consistent with guidelines set by the conference board of education and specific regulations adopted by the school board.
19. To maintain discipline in accordance with Christian principles.
20. 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.
21. To arrange orientation programs for prospective students.
22. To acquaint parents and other patrons with policies and procedures relative to the operation of the school.
23. 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.
24. To regularly conduct fire and disaster drills.

**1306:93** **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.

### **1308:05 Teaching Principal**

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

### **1310:95 Head Teacher**

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

### **1312:13 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.

### **1316:88 Treasurer/Accountant**

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

### **1318:88 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.

### **1320:88 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.

### **1322:88 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.

### **1324:88 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

## 1402:88 **Certificated Instructional Personnel - Identity**

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

## 1404:13 **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. (See *Code 4006*.)

### 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 K-12 Educators' Certification Manual.*)

## 1406:98 **Certificated Instructional Personnel - Duties and Responsibilities**

General responsibilities of instructional personnel include areas such as, but not limited to, the following:

1. Provide a dynamic environment with emphasis on Christian living and effective learning.
2. Establish and maintain effective classroom organization.

**1406:98** *continued*

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

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

**1408:13 Professional Ethics**

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

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

1. Adopt and promote a lifestyle that incorporates principles and practices consistent with those associated with active membership in the Seventh-day Adventist Church.
2. Have a high sense of loyalty to the aims and ideals of Christian education, particularly to the philosophy of education upon which the Seventh-day Adventist system of schools has been built.
3. Recognize the right of equality of opportunity of all according to their ability, without discrimination on account of race, sex, religion, or social antecedents.
4. Look upon Christian teaching as a sacred calling.

**1408:13 *continued***

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

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

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

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

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

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

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

**1410:88 Assigned Teaching and Co-curricular Responsibilities**

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



## **1412:00 Kindergarten Teacher Assignment**

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

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

### **2. Kindergarten - Multi-grade Classroom**

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

## **1414:88 Elementary School Teacher Assignment**

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

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

## **1416:88 Junior Academy Teacher Assignment**

Five subject preparations per day and six to seven teaching periods will generally constitute a teaching load for a junior academy teacher. In a departmentalized program the major elementary subject areas and secondary subjects are to be considered equivalent when determining teacher load. Supervisory and co-curricular duties will be assigned by the school administrator as part of the teacher's professional responsibilities.

## **1418:88 Academy Teacher Assignment**

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

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.

### **1420:13 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.

### **1422:88 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.

### **1424:88 Registrar**

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

### **1426:13 Teacher Assistant (Aide) - Non-Certificated**

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

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

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

## **1502:14 Non-Instructional Classified Personnel - Identity**

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

## **1504:88 Non-Instructional Classified Personnel - Qualifications**

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

# 1600 Off-Campus Activities

## 1602:04 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  
(See *Code* 1604.)
2. Overnight activities within the North Pacific Union Conference  
(See *Code* 1608.)
3. Out-of-union overnight activities (including Canada)  
(See *Code* 1610.)
4. Activities outside the North American Division  
(See *Code* 1614.)

## 1604:04 One-Day Off-Campus Activities

1. Definition

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

2. Preliminary Planning

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

3. Authorization

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

Plans submitted for approval are to include the following:

- a. Purpose of the activity
- b. Transportation arrangements (See *Code* 1618.)
- c. Insurance coverage of vehicles (See *Code* 1620.) and students  
(See *Code* 1622.)
- d. Safety provisions for potential hazards (See *Code* 1624.)
- e. Arrangements for adequate supervision by approved personnel
- f. Written parental approval
- g. Proposed funding

## **1608:04 In-Union Overnight Activities**

### 1. Definition

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

### 2. Preliminary Planning

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

### 3. Authorization

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

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

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

- (1) Purpose of the activity
- (2) Itinerary
- (3) The number of school days (See *Code* 1616.)
- (4) Transportation arrangements (See *Code* 1618.)
- (5) Insurance coverage of vehicles (See *Code* 1620.) and students (See *Code* 1622.)
- (6) Safety provisions for potential hazards (See *Code* 1624.)
- (7) Arrangements for adequate supervision by approved personnel
- (8) Overnight housing arrangements
- (9) Written parental approval for the activity
- (10) Proposed budget and funding

## **1610:04 Out-of-Union Overnight Activities**

### 1. Definition

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

### 2. Preliminary Planning

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

### 1610:04 *continued*

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 (See *Code* 1616.)
    - (4) Transportation arrangements (See *Code* 1618.)
    - (5) Insurance coverage of vehicles (See *Code* 1620.) and students (See *Code* 1622.)
    - (6) Safety provisions for potential hazards (See *Code* 1624.)
    - (7) Arrangements for adequate supervision by approved personnel
    - (8) Overnight housing arrangements
    - (9) Written parental approval for the activity
    - (10) Proposed budget and funding

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

### 1614:06 **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 which may be found at their web site, <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.

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

## **1616:04 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.

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).

## **1618:15 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.

### **2. 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.

## **1620:04 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. (See *Code 5640*.)

### **3. Privately Owned Vehicles -Non-employee**

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

### **4. Travel in Mexico**

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

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



## **1622:04 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

## **1624:04 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. (See *Code* 1618.)

4. First Aid Kit

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

# **1700 General Administrative Policies**

## **1702:88 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.

## **1704:88 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.

## **1705:16 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.

## **1706:18 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.
2. Opportunity for character development and physical giftedness of students through athletic sports is integral to achieving overall student learning goals.

**1706:18** *continued*

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

**1708:00** **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.

**1710:88** **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.

**1712:88** **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.

**1714:00** **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, see *Code #5430*.

## **1714:00 *continued***

### **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. (See *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.

## **1716:01 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 or school 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.

## **1718:88 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.

## **1722:88 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.

## **1724:88 Labor Laws and Work Permits**

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

## **1726:15 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.

### **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.

## **1726:15** *continued*

### **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 official-rated load capacity.

## **1728:15 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 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*)

## **1730:90 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.

## **1734:18 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**

## **1802:03 Accreditation - Rationale**

School accreditation provides recognition that a school meets established standards of educational quality, extending credibility for its educational program. Accreditation holds schools accountable to established educational standards and serves as the catalyst for on-going school improvement.

## **1804:03 Denominational Accreditation**

All schools in the North Pacific Union Conference shall seek and maintain accreditation from the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. Schools will utilize the approved denominational evaluation instruments and cooperate with the NAD Commission on Accreditation, the NPUC School Commission, and the local conference office of education which oversee denominational accreditation for Seventh-day Adventist schools in the North Pacific Union Conference.

## **1806:13 Regional Accreditation**

In addition to denominational accreditation a school may seek regional accreditation from the AdvancEd/Northwest Accreditation Commission (NWAC). Any school pursuing regional accreditation will do so through the North Pacific Union Conference School Commission which is the recognized representative of/for Seventh-day Adventist schools under the third-party accreditation agreement.

## **1808:05 Third-Party Regional Accreditation Agreement**

Implementation of the third-party regional accreditation agreement between the Northwest Accreditation Commission (NWAC), the North Pacific Union Conference School Commission and Seventh-day Adventist schools in the region served by these entities requires that the following responsibilities be met on an on-going basis.

1. NPUC School Commission Responsibilities:
  - a. Develop policies and procedures to meet the requirements of the third-party regional accreditation agreement with NWAC.
  - b. Inform schools desiring third-party regional accreditation of their responsibilities under the agreement.
  - c. Forward to NWAC a copy of the application form and fees from schools seeking third-party regional accreditation.



**1808:05** *continued*

- d. Provide information, as requested by NWAC, on schools seeking or maintaining third-party regional accreditation.
  - e. Ensure that appropriate evaluation materials are provided for the school to use in the accreditation process.
  - f. Report annually to NWAC on the voted status of each school regionally accredited.
  - g. Report, as the recognized third-party agency, to NWAC no less than every three years.
2. Local School Responsibilities:
- a. Complete and submit an application form for third-party regional accreditation to the NPUC School Commission with required fee.
  - b. In the accreditation process utilize the appropriate Seventh-day Adventist evaluation instruments that are based on school improvement planning.
  - c. Submit to the School Commission a copy of the self-study report and the evaluation visiting committee report at the time of accreditation.
  - d. Complete and submit each year the NPUC School Commission *Annual Report* for regionally accredited schools.
  - e. Cooperate with requests for information from NWAC and the NPUC School Commission.
  - f. Agree to submit to a school performance review before the NWAC as requested on a random or scheduled basis.
  - g. Submit the annual fee for third-party regional accreditation directly to the NWAC.

**1810:13 Academy Accreditation Travel Expense Fund**

All senior academies participate in funding the travel expenses for on-site visiting committee members. The pooled resources in the Academy Accreditation Travel Expense Fund are maintained and administered by the North Pacific Union Conference Office of Education. The fund will be utilized to reimburse schools for the authorized travel expenses and substitute teacher costs related to an employee who serves as a member of a visiting committee to another school. The annual fee for senior academies will be approved by the North Pacific Union Conference Board of Education.

# 2000 Curriculum K-12

## 2002:88 Definition of Curriculum

In its comprehensive interpretation for the Seventh-day Adventist Church, curriculum is defined as all learning opportunities, both formal and informal, planned and guided cooperatively by the home, school, and church. With some common learnings as a core, it is a dynamic, evolving, emerging plan for the education of children and youth in terms of their spiritual, physical, mental and social needs, in a continuously changing local, national, and world community. It implies experience, which is internalization of activities engaged in by the learner. Attempts are made to provide learning experiences that meet not only the general needs but also the specialized needs related to the unique abilities, interests, and expectations of each learner.

The curriculum at all levels reflects the philosophy and objectives of Seventh-day Adventist education. With an awareness of the principles of human growth and development, the process of the curriculum seeks to encourage, guide and sustain the learner as he endeavors to understand himself and relate to his fellow human beings and his Creator.

The goals of SDA curriculum are identified as (1) spiritual growth, (2) intellectual and practical competence, (3) physical and mental health, (4) social sensitivity, and (5) aesthetic responsiveness. These are deemed to be the "basics" which contribute to a balanced Christian education.

Effective curriculum includes plans developed by groups of qualified individuals representing local and union and division levels of education. The role of the teacher is vital, not only in terms of methodology, but in the selection, revision, and evaluation of learning opportunities.

It is the responsibility of everyone involved in the educational process to make each aspect of the curriculum consistent with the goals of Seventh-day Adventist education. SDA educators value and respect the uniqueness and worth of each individual. Materials, methods, and content will be flexibly designed and implemented to promote the divergent and specialized potential of every learner.

It is the responsibility of the Union Conference Office of Education to prepare a statement of policies and procedures for curriculum development and implementation. Basic to all such efforts is an understanding of, and commitment to, Seventh-day Adventist principles.

Curriculum materials prepared under the sponsorship of, and adopted by, the North Pacific Union Conference and North American Division Offices of Education, are basic to the structure for learning experiences, K-12.

## 2004:13 North American Division Curriculum Committee

### 1. Definition

The North American Division Curriculum Committee, a standing committee appointed by the North American Division Board of Education, studies and plans for curriculum needs from kindergarten through twelfth grade. Its purpose is to develop and update curriculum to ensure that each discipline is taught in such a way as to be distinctly Seventh-day Adventist.

### 2. Functions

The functions of the NAD Curriculum Committee shall include the following:

- a. Be responsible for the development, articulation, and revision of the K-12 curriculum throughout the North American Division.
- b. Review recommendations, proposals, projects, and practices received from union curriculum committees and union offices of education.
- c. Provide for North American Division Office of Education initiated curriculum development through summer workshops staffed by personnel based on the North American Division Office of Education summer workshops formula.
- d. Consider for approval and/or recommendation substantive curriculum materials that are to be developed or revised.
- e. Outline the broad goals for the subject area(s) under consideration.
- f. Outline the tasks and proposed timetable for curriculum materials development and/or revision.
- g. Assign special tasks to union curriculum committees.
- h. Initiate, review, and recommend the development of textbooks.
- i. Encourage and coordinate the exchange and sharing of curriculum materials developed by the various unions.
- j. Effect the implementation of curriculum materials under the following classification:
  - (1) Level One - Adopted as basic; required in NAD Seventh-day Adventist schools.
  - (2) Level Two - Approved for basic, supplementary, or enrichment use.

**2004:13** *continued*

- (3) Level Three - Approved for use in pilot or experimental programs.
- (4) Level Four - Recommended for information and/or adaptation.
- (5) Level Five - Recommended in concept but referred for additional study.
- (6) Level Six - Reviewed but not recommended.

**3. Composition**

The members of the North American Division Curriculum Committee are nominated by the North American Division Office of Education staff and are appointed by NADCOM and shall be composed of the following:

- a. North American Division Office of Education
  - (1) NAD Associate Director of Education for Curriculum and Assistant Director of Education for Secondary Education, co-chairs.
  - (2) NAD Vice President for Education.
- b. Union conference directors/vice presidents for education and associate directors. Union offices of education with a one-person department may appoint an additional representative.
- c. One representative from each college/university department or school of education appointed by the union offices of education.
- d. A representative from Griggs University and International Academy.
- e. The General Conference Associate Director of Education with advisory responsibilities for North American shall serve in an advisory capacity.

**2006:88 North American Division Curriculum Committee Personnel for Summer Workshops (Formula)**

The North American Division Curriculum Committee does its detailed work through annual summer workshops staffed with specialized teaching personnel supplied by the unions according to a formula as outlined in the Manual for NADCC Curriculum Workshops.

## **2010:15 NPUC K-12 Curriculum Committee**

### **1. Identity**

The North Pacific Union Conference Curriculum Committee is a standing committee which gives direction and guidance regarding curricula within the educational system.

### **2. Membership**

The members of the Union Conference Curriculum Committee shall be appointed by the Union Conference Board of Education upon the recommendation of the Union Conference Office of Education. Letters a-e serve on an ex-officio basis.

- a. Union Conference Vice-President for Education, Chair
- b. Union Conference Director for Elementary Curriculum, Vice-Chair
- c. Union Conference Director for Secondary Curriculum, Vice-Chair
- d. Conference curriculum personnel (associate superintendents)
- e. Walla Walla University School of Education representatives
- f. One representative from each senior academy on an annual appointment
- g. Two junior academy personnel (secondary teachers and/or administrators) on a three-year rotating basis.
- h. Nine elementary teachers on a three-year rotating basis
- i. Two conference superintendents on a one-year rotating basis
- j. Three academy principals from 9-12 academies on a one-year rotating basis
- k. Three elementary or junior academy principals on a two-year rotating basis

### **3. Term of Office**

The term of office for elected members shall be three years on a rotation basis unless otherwise specified.

### **4. Meetings**

Meetings of the Union Conference K-12 Curriculum Committee shall be held annually. (See *Code 5670, #3* for funding details.)

**2010:15 *continued***

5. Functions

The Union Conference K-12 Curriculum Committee is the organization within the Union Conference Office of Education designed to:

- a. Assist in the development and implementation of a distinctive Seventh-day Adventist curriculum K-12.
- b. Promote curricular innovation.
- c. Review curriculum proposals, projects, and practices.
- d. Identify and research curriculum needs.
- e. Establish ad hoc committees for special curriculum studies.
- f. Approve the elementary and secondary textbook lists.
- g. Structure an effective program of student assessment and reporting.
- h. Develop procedures to assure the articulation of the K-12 curriculum.
- i. Make recommendations to the NAD Curriculum Committee.
- j. Review recommendations from the Elementary and Secondary Curriculum Subcommittees.

**2012:88 Secondary Curriculum Subcommittee**

1. Identity

The NPUC Secondary Curriculum Subcommittee is responsible for educational planning with emphasis on curriculum development and articulation encompassing grades 9-12.

2. Membership

The Secondary Curriculum Subcommittee shall be composed of the members of the Union K-12 Curriculum Committee who have responsibilities for secondary education.

3. Functions

The Secondary Curriculum Subcommittee is designed to:

- a. Formulate plans for the structuring and articulation of Seventh-day Adventist curriculum.

**2012:88** *continued*

- b. Recommend books for textbook adoptions.
- c. Identify items and proposals for consideration by the K-12 Curriculum Committee.
- d. Develop plans for the orientation and implementation of secondary curriculum materials.
- e. Review innovative curriculum proposals.
- f. Recommend personnel for North American Division workshops.
- g. Identify items or proposals to be considered by the K-12 Curriculum Committee.
- h. Develop plans for in-service meetings.
- i. Review the actions and recommendations of the North American Division Curriculum Committee, North American Division Advisory Council, secondary subject area conferences, and local curriculum committees.
- j. Recommend basic graduation requirements.
- k. Function with the Elementary Curriculum Subcommittee as the K-12 Curriculum Committee.

**2014:88 Elementary Curriculum Subcommittee**

1. Identity

The Union Conference Elementary Curriculum Subcommittee is responsible for education planning with emphasis on curriculum development and articulation encompassing grades K-9.

2. Membership

The Elementary Curriculum Subcommittee shall be composed of the members of the Union K-12 Curriculum Committee who have responsibilities for elementary education.

3. Functions

The elementary curriculum subcommittee is designed to:

- a. Formulate plans for the structuring and articulation of Seventh-day Adventist curriculum.
- b. Recommend books for textbook adoptions.

**2014:88** *continued*

- c. Develop plans for the orientation and implementation of elementary curriculum materials.
- d. Review the actions and recommendations of the North American Division Curriculum Committee, North American Division Advisory Council, secondary subject area conferences, and local curriculum committees.
- e. Establish ad hoc committees for special curriculum studies.
- f. Review innovative curriculum proposals.
- g. Identify items or proposals to be considered by the K-12 Curriculum Committee.
- h. Develop plans for in-service meetings.
- i. Function with the Secondary Curriculum Subcommittee as the K-12 Curriculum Committee

**2016:88** **Local Conference Curriculum Committee K-12**

The functions of local conference curriculum committees are:

1. To explore and identify ways of organizing resources for the purpose of improving learning opportunities.
2. To develop appropriate performance objectives for the various subject areas or disciplines.
3. To evaluate and authorize proposals for innovative programs which may be initiated by individual schools.
4. To provide leadership in conducting in-service education.
5. To explore ways of achieving an articulated curriculum in designated subject matter areas. Resource personnel for this program should include representation from K-16.
6. To make recommendations to the NPUC K-12 Curriculum Committee.
7. In cooperation with the Union Conference Curriculum Committee, to provide leadership for and maintenance of an ongoing program of curriculum development.
8. To implement curriculum policies of the Union Conference Board of Education.



**2014:88** *continued*

9. To conduct pilot studies in cooperation with the North American Division and Union Conference Office of Education.
10. To initiate and conduct research projects and surveys.

**2018:13** **School Curriculum Committee**

1. Purpose

The school curriculum committee assists administration in the curriculum leadership of the school.

2. Membership

Membership of the school curriculum committee will represent the broad dimensions of the curriculum, and members will be appointed by the principal.

3. Functions

- a. To assist in the evaluation, development and implementation of a distinctive Christ-centered curriculum based on the Seventh-day Adventist philosophy of education.
- b. To assist in the implementation of curriculum policies found in the education codes of the Union and Division.
- c. To review the actions and recommendations of the Union Curriculum Committee.
- d. To study and suggest a variety of teaching strategies that meet the diverse learning styles and achievement levels of students.
- e. To annually review the achievement test results so that student needs are diagnosed and appropriate instructional prescriptions are developed and implemented.
- f. To assist in the implementation of subject-area curriculum guides.
- g. To initiate and encourage innovative programs and assist in their evaluation.
- h. To recommend to the Conference Curriculum Committee/Office of Education changes in the curriculum and innovative approaches to learning.
- i. To assist in the evaluation of textbooks, supplementary reading materials, and instructional media.
- j. To assist teachers in the development of course outlines.
- k. To assist in developing and implementing an effective program of student evaluation.

**2018:13** *continued*

- l. To assist in developing and implementing a program of instructional supervision.
- m. To recommend ideas for teacher in-service.
- n. To assist in the articulation of the K-12 curriculum.
- o. To identify resources that will improve learning opportunities.
- p. To aid in the development of the class schedule.
- q. To assist in the preparation of accreditation reports.
- r. To assist in reporting the school's curriculum to the school board.
- s. To study and assess current national curriculum issues and their application to Adventist education.

**2020:88** **Levels of Curriculum Development in the North American Division**

The following model of curriculum development illustrates the curricular task at each level of the Seventh-day Adventist educational system. However, it should be understood that there is an overlapping of tasks and that various levels of the organization may contribute to each other.

1. Thrust: General Conference Task

*The Thrust of Seventh-day Adventist Education* includes a statement of philosophy, goals, and objectives of the Seventh-day Adventist curriculum, K-12. It identifies the basis or frame of reference from which Seventh-day Adventist education begins, the direction it pursues, and the expanse of the total curriculum.

2. Framework: (Structure) North American Division Task

This includes the outline or framework of the content, concepts, and skills to be taught, K-12. In some instances the subject or discipline calls for careful sequencing. The structure correlates the subject area with Biblical principles, thus providing a basic Seventh-day Adventist curriculum.

3. Textbooks, Educational Materials: North American Division Task

Denominational textbooks are written where it is necessary to establish a unique Seventh-day Adventist curriculum, where it is economically feasible, and where to fail to do so would weaken the thrust of Adventist education. This is a North American Division task involving special educators from the field.

## **2020:88** *continued*

### **4. Curriculum Guide: North Pacific Union Conference Task**

This is an outline of the content and concepts of a discipline, K-12. It includes recommended textbooks, significant goals and objectives, a variety of learning experiences, teaching aids, and evaluation techniques. The curriculum guide incorporates the concepts of the North American Division framework but it may also add special requirements for the schools within the North Pacific Union and specify textbooks as well as other learning materials. The NPUC Office of Education will assume a major role of implementation, orienting local conferences and schools in the use of new curriculum materials.

### **5. Course of Study: Local Conference and School Task**

A course of study is a guide prepared by administrators, supervisors, and teachers as an aid to teaching in a given subject or area of study for a given grade or combination of grades. It may include the aims of the course, the expected learning outcomes, and the scope and nature of the materials being studied.

When the basic structures of the various disciplines have been developed, the North American Division may participate in the development of various curriculum guides, courses of study, textbooks, etc., as the need is demonstrated and as priorities are established through the recommendations of the NAD Curriculum Committee.

## **2022:13 Supervision of Instruction**

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

## **2024:92 Procedure for Implementing New Curriculum Programs**

New curriculum programs vary in their magnitude and impact on the existing school curriculum. Minor changes or innovations need only the approval of the principal/head teacher. Examples of minor change include the selection of supplementary teaching materials or the use of innovative teaching methods.

Major changes or innovations will be processed through the appropriate curriculum committee. Approval for implementation will be granted by the local school board and conference office of education in consultation with the union office of education.

Examples of major changes include the following:

1. Class schedules that alter the basic time requirements.
2. Adoption of alternative student progress reports.

## **2024:92 *continued***

3. Restructuring a required curriculum offering.
4. Courses that do not adhere to adopted curriculum guides.

A request for a major change or innovation should include but not be limited to the following items:

1. Goals or objectives
2. Rationale
3. Steps of implementation
4. Budget
5. Textbook and/or supplementary teaching material
6. A plan of evaluating the innovation

Major changes or innovations will be reported annually to the NPUC Curriculum Committee for informational purposes.

## **2025:15 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 the development of student academic growth provides feedback for the student, a tool for the teacher for the improvement of instruction, a guide for school administrators and curriculum developers, and an accounting to parents and constituents.

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 program of student assessment that includes the following elements.

2. Assessment Program:

Assessment procedures in North Pacific Union Conference 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, the acquisition of knowledge, and the development of performance skills will be assessed in the

**2025:15 continued**

classroom through student self-evaluation, portfolios, quizzes, tests, projects, demonstrations, service activities, interviews, and conferences.

**b. Standardized Testing**

A comprehensive standardized assessment program includes norm-referenced achievement tests, criterion-related performance assessments and cognitive ability tests.

**(1) Norm-referenced Achievement Tests**

Schools in the North Pacific Union Conference will administer standardized norm-referenced achievement tests to all students in grades three through eight and grade ten during the designated testing period each school year. For information on the current standardized testing options and procedures, consult the appropriate textbook list.

**(2) Cognitive Ability Tests**

Schools are to administer cognitive ability tests in grades four and seven.

**(3) Criterion-related Performance Assessments**

It is recommended that a criterion-related performance test be administered in grade eight. In consultation with the NPUC Office of Education, conferences may choose performance test administration that correlates with state practices.

Standardized test results and related information are to be submitted to the conference office of education as requested.

	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 10
Achievement Tests <sub>1</sub>	X	X	X	X	X	X	X
Performance Tests <sub>2</sub>						X	
Cognitive Ability Tests <sub>3</sub>		X			X		

**1** - Provides data for curriculum design and comparative student achievement

**2** - Assessment at exit from elementary or as scheduled by the conference in consultation with the NPUC

**3** - Context and interpretation of NRT scores and generalized academic related abilities

## **2026:88 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 Implementing New Curriculum Programs." (See *Code 2024*.)
2. In adopting an alternative report form, consideration should be given to factors such as the following:
  - a. The report form should be correlated with the curriculum of the school, the teaching strategies, and the learning objectives.
  - b. The report form should be one that can be easily recorded. It should be translatable in the event that a student transfers to a school that uses another recording system.

## **2027:88 Music Teacher Load**

A full teaching load for music teachers is considered to be 54 half-hour lessons per week with a deduction of 10 lessons per week for each class or musical organization assigned to the teacher.

## **2028:88 Student Organizations**

All student organizations and student-conducted cultural, social, and recreational activities shall be under direct supervision of the school staff. These activities shall be viewed as learning experiences and, therefore, should be in harmony with the stated goals and experiences of the school.

## **2030:88 Publications**

School publications are to be in harmony with the philosophy and principles of the school; these publications are to be the product of student leadership under the direction and counsel of the staff and administration. Among the factors to be considered are the following:

1. The editorial staff of the student publications shall meet the same qualifications as other student officers. (See *Code 2482*.)
2. A member of the teaching staff shall be assigned to advise, give direction, and be responsible for the content of each student publication. The school administrator is ultimately responsible for the content of each publication.

## **2032:88 School-Sponsored Public Functions**

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 philosophy and goals of the school and conform to the principles and standards of NPUC Seventh-day Adventist schools.

## **2034:06 Length of School Year**

The school calendar shall contain a minimum of 180 days and comply with state law. Flexibility in using the 180 days may be allowed for professional growth. See *Code* 2166, 2352, and 2456 for minimum school days. See *Code* 2158, 2350, and 2454 for length of schoolday.

## **2036:05 Instructional Materials and Equipment**

Audio-visual equipment and materials such as films, videos, DVDs, audio recordings, pictures, slides, and other materials should be catalogued and located in a library or media center.

## **2040:05 Curriculum and Professional Development Library (NPUC)**

The NPUC curriculum and professional development library contains textbooks, course outlines, curriculum guides and other curriculum resource materials that may be reviewed by teachers. Professional development materials may be reviewed and checked out by conference office of education personnel or school principals.

## **2042:88 Matching Funds for Instructional Materials (NPUC)**

The NPUC maintains an instructional materials fund to assist schools in curriculum development and instructional improvement.

Funds are dispensed annually by the NPUC Office of Education to conferences for disbursement to schools/teachers on a matching basis. The amount available varies each year depending on the availability of funds.

At the secondary level these funds are disbursed directly to the school on a matching basis to be determined by the availability of funds. These funds are distributed at the school level by the local curriculum committee.

## **2044:00 Religious and Patriotic Activities**

Religious activities are an essential part of education and are therefore an integral part of the school program.

### **1. Week of Spiritual Emphasis**

A Week of Spiritual Emphasis shall be conducted during each semester.

### **2. Seventh-day Adventist Heritage**

Ellen G. White and the history of the Seventh-day Adventist Church are to be emphasized during the school year. In addition to the information included in the Bible curriculum, materials for SDA history are available through the conference office.

### **3. Prayer Bands - Students**

Regularly organized prayer bands with voluntary attendance are to be an integral part of the school program.

### **4. Chapel Services**

Chapel services should be planned to create a positive spiritual atmosphere.

### **5. Worship Periods**

Each school should incorporate a regularly scheduled devotional period daily.

### **6. Baptismal Class**

A baptismal class shall be organized each year to give students the opportunity to study the beliefs of the Seventh-day Adventist Church.

### **7. Flag Display**

National and state flags shall be displayed in harmony with proper flag etiquette.

## **2046:99 Home and School Association**

An active Home and School Association should be maintained by the parents and teachers of the community for the purpose of advancing the cause of Christian education in the home and school. See *The Home and School Association - Seventh-day Adventist Home and School Manual* (EDU 1190) available from the North American Division or North Pacific Union Conference Office of Education.



# 2100 Elementary School Curriculum

## 2102:00 Areas of Study, K-8

The course of study for grades K through 8 shall include:

### 1. Fine Arts

The instruction and participation in the subjects of 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

The language arts program includes speaking, reading, listening, spelling, handwriting and composition, as well as knowledge of and appreciation for literature and the language. The development of these skills is to be in the context of the Adventist philosophy of literature selection, i.e., opportunity to develop discrimination in selection, preference for the beautiful and the true, and acceptance of responsibility for the individual choices.

### 3. Mathematics

Instruction in mathematics courses will equip students with essential concepts and skills for math computation and analytical thinking. Instruction should also provide opportunities for students to apply the math concepts and skills in problem-solving situations that have real-life applications.

### 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 conduct. (Consult *NPUC Physical Education K-8 Skill-Pac.*)

### 5. Practical Arts

The focus of practical arts is instruction in skills which are 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.

## **2102:00** *continued*

### 6. Religion

The Bible program is designed to provide instruction in Biblical history and the principles that reflect the character of God and teach the students to respond positively to God's call to service with opportunity given for the students to demonstrate a personal integration of their faith.

### 7. Science and Health

Science and health instruction is based on concepts of God as Creator and Sustainer.

### 8. Social Studies

Instruction in geography, local, state, and national history and government, with consideration of the mission of the Church, the fulfillment of Bible prophecy, contributions of and appreciation for ethnic groups, and rights of the Seventh-day Adventist Christian assured through the American legal system and his duties and responsibilities as a citizen are components of the social studies program.

### 9. Technology

Technology experiences are provided through a variety of opportunities which will expose students to the technological changes of the 21<sup>st</sup> century.

### 10. Other Studies

Other courses of study may be prescribed by the North Pacific Union Conference Office of Education and state boards of education.

## **2104:88 Authorization of Curriculum**

Authorization of the elementary school curriculum is granted by the local conference board of education. Areas of study are to be in harmony with NPUC and state guidelines and requirements.

## **2106:00 Religious and Patriotic Activities**

The following activities are to be a regular part of the curriculum in all elementary schools. (See also *Code* 2044.)

### 1. Devotional Periods

Each school day is to begin with a devotional period and is to close with prayer or a devotional song.

## **2106:00** *continued*

### 2. Adventist Adventurer and Youth Programs

Schools are encouraged to plan Adventist Youth activities on a regular basis. Program materials are available through the Pathfinder department at the conference office.

### 3. Patriotic Activities

Patriotic activities including giving the flag salute, learning the national anthem and other patriotic songs, recognizing national holidays, and observing the birthdays of great Americans are to be conducted in the classroom.

## **2108:16 Requirements for Elementary School Entrance**

### 1. Readiness

All children do not mature at the same rate; therefore, readiness is a factor in accepting the child into the school program.

### 2. Minimum Age of Admittance

Students must not be admitted to the first grade unless they have attained the required age in harmony with state law or have satisfactorily completed a recognized kindergarten program.

### 3. Compulsory School Attendance

Seventh-day Adventist schools accept students in accordance with state compulsory attendance laws. If these laws are out of harmony with the principle of readiness held by the denomination, the conference office of education may provide assistance to the parents and school in resolving the issue. It is the responsibility of the conference offices of education to be informed regarding current state law relating to compulsory school attendance and reporting requirements at the discontinuance of a student's enrollment.

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

## **2110:88 Guidelines for Child's Initial Entrance into a Formal 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 7 years or older:

**2110:88** *continued*

1. That a minimum time period of two to four weeks be used by a primary grade teacher to evaluate the child's readiness before placement in a particular level or grade.
2. That the child's age should not be the primary basis for placement but that total development (social, physical, and emotional) should be evaluated.
3. That placement be determined from the results of teacher observation and diagnosis in consultation with the parents and the local conference office of education. (For additional information see *Code* 2120.)

**2112:02** **Eighth Grade Diploma Requirements**

All students receiving an eighth grade diploma from schools in the North Pacific Union Conference shall have successfully completed prescribed studies (i.e., received passing grades) in:

Religion	English
Mathematics	Spelling
Social Studies	Physical Education
Reading	Science-Health
Fine Arts	Keyboarding

Additional experiences in Technology, Practical Arts, Life Skills, Outreach and Community Service are highly recommended.

**2114:02** **Eighth Grade Completion Requirements**

Local conference boards of education may set criteria and elect to issue Certificates of Completion for eighth graders who do not meet the requirements for a diploma.

**2116:88** **Attendance Records**

Attendance records shall be kept in accordance with North American Division and state requirements.

**2118:88** **Academic Placement - Definition**

Appropriate academic placement of the learner is a fundamental principle of education. This principle includes consideration of the learner's social, physical, mental and emotional readiness. Academic achievement, skills and abilities, and actual performance are other factors to be studied.

## **2120:00 Grade Placement of Students Without Current Achievement Record**

The following factors are to be considered to determine appropriate grade placement of students new to the school without current records of achievement.

1. Chronological age
2. Emotional, physical, and social development
3. Scholastic achievement as determined by
  - a. Teacher observation of the student's ability to reason and to express ideas logically
  - b. Teacher evaluation of academic progress
  - c. Standardized achievement test scores.

## **2122:18 Criteria for Acceleration**

Criteria for acceleration of an elementary student are to be based on the following minimal requirements:

1. The student is expected to have a score at the 90th percentile or above in each area of a standardized achievement test and to have satisfactorily met the skills in the Language Arts and Mathematics elementary standards documents at the grade preceding the one to which the student is to advance. This evaluation is to be made by the teacher in consultation with the conference office of education.
2. The student must demonstrate satisfactory evidence of emotional and social readiness for acceleration.
3. 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.
4. Ordinarily, students at the elementary level should be limited to one acceleration experience. (See NPUC *Handbook for Teachers*.)

## **2124:07 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. In doing so, the following options are available:

### **2124:07** *continued*

1. Release-time to attend classes at an attached junior or senior academy
2. Approved correspondence/distance education courses

Criteria for each opportunity will be:

1. Student performs at a level equal to a completed eighth grade course
2. Approval of conference office of education

### **2126:88 Retention**

A student who is unable to achieve grade-level expectancy must be given special consideration. The teacher and/or principal are to counsel with the parents and the student to ensure understanding and cooperation in the student's placement. In instances where retention at a given grade level is under consideration, the teacher and/or principal is to consult the conference superintendent of schools.

Retention may be considered for a student who has not met minimum requirements in three (3) major subjects (Bible, reading, English, math, social studies or science). After the instructor has counseled with the student, parent(s), and principal and has consulted with the conference superintendent of schools, retention may be recommended.

### **2128:13 Library**

Adequate provision is to be made for a school library. This may be either a central library or individual classroom libraries. Regardless of location, the library holdings are to be organized, preferably utilizing technology based library programs.

Schools are to expand the library collection with new purchases each year per NPUC policy. (See *Code* 5615.) Periodicals shall be provided to meet devotional, instructional, and general information interests.

Children's encyclopedias, dictionaries, and atlases not more than five years old, Bible concordances, Bible dictionaries, Spirit of Prophecy volumes, including the 3-volume *Index*, the *Seventh-day Adventist Bible Commentary*, and resources in the areas of nature, fine arts, careers, and supplementary subject area books should be available for classroom use.

### **2130:88 Instructional Materials Budget**

Budgetary allocations should meet the current minimum North Pacific Union Conference Board of Education recommendation for elementary schools. (See *Code* 5615.)

## **2132:00 Curriculum Materials**

Denominational curriculum guides are to be followed. Other curriculum materials may be utilized providing they are in accordance with the philosophy of the school.

For assistance in selecting enrichment teaching materials, consult the current North Pacific Union Conference *Elementary Textbook List*.

## **2134:13 Evaluation of Students**

Evaluation, as a basic aspect of education, is concerned with the diagnosis of the learner's needs and current educational status, with the task of prescribing learning activities, and with the measurement of learning outcomes. The growth of the learner is its primary concern.

## **2136:13 Student Progress Reports**

Elementary schools are to use the North Pacific Union Conference student progress reports provided by the conference office of education. These reports, as well as standardized test results and other recommended approaches, will communicate information regarding the student's progress in the subject areas, attendance, citizenship, and social relationships to the parent or guardian.

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.

## **2138:00 Parent-Teacher Conferences**

The school is to schedule a minimum of two parent-teacher conferences for each student each school year. Among the purposes of the parent-teacher conferences are the following:

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

A maximum of two one-half days or one full-day per semester may be permitted from the regular school calendar for these appointments. Arrangements for additional time should be made in consultation with the conference office of education if this time is inadequate.

## **2140:88 School Opening and Closing Reports**

School opening reports are to be completed and sent to the conference office of education by the close of the second week of school.

School closing reports are due at the conference office of education within five days after the close of the school year.

In one-teacher schools the teacher is to send the report directly to the conference office of education. In all other schools the teacher is to submit the report to the principal or head teacher, who will, in turn, send it to the conference office of education. Consult the school register for further details.

## **2142:99 Standardized Testing**

For a complete statement on student assessment including information about standardized testing, see *Code 2025*. For purchasing information and procedural details of the standardized testing program, consult the current North Pacific Union Conference *Elementary Textbook List*.

Local conferences desiring to test at the third grade are **encouraged** to use the ITBS survey test.

## **2144:13 School Register**

The school register, or equivalent software, is a legal document which each elementary teacher is required to keep. The school register is provided by the conference office of education. The teacher is required to record grades for all courses, the attendance record of each student and all other required information. Consult the register for details of procedure. This register is to be used by the teacher for attendance during all disaster drills.

## **2146:88 Cumulative Records**

Cumulative record folders are obtained from the conference office of education and must be kept up to date for each student in the school. Instructions as to its use are contained on the folder.

## **2148:88 Evaluation of Elementary Schools**

A schedule of school evaluations is to be prepared and administered by the conference office of education. This is to be based on a self-study by school personnel, board members and parents using forms approved by the Union Conference Board of Education and developed by the North American Division.



## **2150:88 Daily School Schedule**

Each teacher will prepare and display a daily school schedule. The time devoted to or the scheduling of the different subject areas may vary from time to time according to the learning activities required. (See *NPUC Handbook for Teachers*.)

## **2152:13 Subject Alternation Schedule**

In order to reduce the number of classes and to assist the teacher in teaching the same topic to different levels at the same time, certain subjects in the elementary school may be taught on an alternating or cyclical basis. Most often the alternation plan is a rotation between two grades and the cyclical plan cycles 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 (2012-13), and “even year”, which designates a school year ending with an even number (2013-14).

For details of subject combinations, consult the current North Pacific Union Conference *Resource Guide and Elementary Textbook List*.

## **2154:95 Elementary Textbook List**

Textbooks are to be selected from the textbook list as recommended by the North American Division Textbook Committee, approved by the North American Division Curriculum Committee, approved by the North Pacific Union Conference Curriculum Committee, and subsequently adopted by the North Pacific Union Conference Board of Education.

## **2156:07 Authorization for Alternate Textbooks**

A teacher or school, through its administration, may substitute textbook not listed in the *Elementary Resource Guide and Textbook List* under the following conditions:

1. Submit to the local conference superintendent the *Textbook Approval Request form*.
2. Receive written authorization from the superintendent before purchasing the alternate material.

## **2158:00 Length of School Day - Elementary**

The elementary school schedule shall meet or exceed the following time requirements unless state regulations exceed these requirements.

## **2158:00** *continued*

Grades 1-2	20 hours per five-day week or 4 hours per day exclusive of a 30-minute lunch period.
Grades 3-4	25 hours per five-day week or 5 hours per day exclusive of a 30-minute lunch period.
Grades 5-8 (9)	30 hours per five-day week or 6 hours per day exclusive of a 30-minute lunch period.

The Friday schedule may be adjusted providing the weekly time requirements are met.

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 the schools of these regulations.

See *NPUC Handbook for Teachers* for details on scheduling.

## **2160:88 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 their church school attendance.

## **2162:00 In-Service Teacher Education**

All conferences shall annually allocate a minimum of three days' time for in-service activities for teachers of the conference elementary schools.

## **2164:13 Guidelines for Off-Site Secondary Curriculum in Elementary Classrooms**

The following guidelines shall apply to secondary students taking off-site secondary curriculum in elementary schools.

1. The school will apply to the conference for permission before a student is accepted at the school and will attest that the following has happened:
  - a. The student and parents have agreed in writing to abide by all school standards
  - b. The local board has given consideration to the number of students in the classroom, the number of grade levels in the classroom, and the qualifications of the teacher

**2164:13** *continued*

- c. The parents have agreed in writing that they accept responsibility for their student completing the course of study
- d. The parents have agree in writing that the responsibility of the school board and teacher is limited to the provision of an environment conducive to learning and the proctoring of examinations

**2166:98** **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.

**2168:14** **Four-Day School Week**

In unusual situations, a one- or two-teacher school may wish to consider a four-day school week. Application forms, which include required surveys, may be obtained from the local conference; and initial approval from both the local conference board of education and NPUC Office of Education must be granted before implementation. Schools adopting the four-day school week will be required to plan for 1,080 hours of school, exclusive of a 30- minute lunch period. Some allowance in the 1,080 hour requirement for professional growth activities may be granted by the local conference, but the allowance shall not exceed a total of 30 hours. The local conference will annually review schools operating a four-day school week in order to extend approval for the next year.

# 2200 Intermediate Ninth Grade Curriculum

## 2202:88 Authorization of Curriculum

The curriculum shall be approved by the conference office of education, and the grade 9 offerings shall be an extension of those for grades 7 and 8 and include the following:

Religion, 3 years

Language Arts, 3 years (Communication skills including developmental reading and spelling)

Social Studies, 3 years

Mathematics, 3 years

Science-Health, 3 years

Physical Education, 3 years

Fine Arts - Depending on resource people available, applied and appreciation courses in music and art may be offered. These may be taught as mini-courses, with varying time lengths.

Practical Arts - Depending on the resource people available, courses such as the following may be offered: home economics, mechanical drawing, woodwork, gardening, auto mechanics, personal typing, business practices or computers.

## 2204:99 Credits and Grading

The local conferences will accept on a pass/fail basis the following credits from students completing the ninth grade in an approved ninth-grade intermediate school:

English (including reading & spelling)	10
Bible	10
Pre-algebra/math	10
9th or 10th grade social studies	10
Non-lab science	10
Recreational PE	<u>5</u>
	55

Additional credits may be recorded for other classes taught up to a total of 65 semester periods. If the teacher has denominational endorsement for junior academy subjects and instruction is taken from the ninth-grade intermediate curriculum and directed only to the ninth grade, specific letter grades and credits may be recorded for those subjects. A maximum of four subjects may be offered for credit in this manner.

## **2206:05 Evaluation**

The intermediate ninth grade program for each school is to be evaluated on a yearly basis by the NPUC School Commission. A copy of the annual reports of the school and the commission, which authorizes the granting of secondary credit each year, shall be kept at the local conference office of education where the official transcript and credits are issued.

# 2300 Junior Academy Curriculum

## 2302:00 Authorization of Curriculum for Junior Academies

Authorization to offer secondary subjects in a junior academy is granted by the North Pacific Union Conference School Commission as delegated by the North Pacific Union Conference Board of Education. (See *Code* 1036.)

## 2304:07 Recommended Course of Study

1. Grade 9

Religion (*In the Beginning God and God's Gift—Our Choice*)

English I

Social Studies

Mathematics (Algebra I recommended)

Computer Education

Elective (Fine Arts and/or Practical Arts recommended)

Health and Physical Education

2. Grade 10

Religion (*His Story: Just In Time and His Story: In Our Time*)

English II

Science (Biology recommended)

Mathematics (Geometry recommended)

Practical Arts

Elective (Fine Arts and/or Practical Arts recommended)

Health and Physical Education

3. Electives are to be offered on the basis of

- a. Staff qualification

- b. School facilities

- c. Student and community interests and needs

## **2306:13 Junior Academy Alternation Schedule**

### *Even Year*

Religion (*In the Beginning God* and *God's Gift—Our Choice*)  
English I (9th graders only)  
English II (10th graders only)  
Social Studies  
Mathematics  
Computer Education  
Elective (Fine Arts and/or Practical Arts Recommended)  
Health  
Physical Education

### *Odd Year*

Religion (*His Story: Just In Time* and *His Story: In Our Time*)  
English I (9th graders only)  
English II (10th graders only)  
Science (Biology recommended)  
Mathematics  
Elective (Fine Arts and/or Practical Arts recommended)  
Physical Education

\* NOTE: The even or odd year is identified by the year in which school ends.

## **2308:88 Library/Media Center**

Junior academies shall make provision for a central library/media center.

## **2312:88 Library/Media Center Instructional Materials**

Budgetary allocations should meet the current minimum North Pacific Union Conference Board of Education recommendation for secondary schools. (See *Code 5615*.)

## **2314:00 Library Accessions**

A school offering the 9th grade shall have a minimum of 750 books suitable for students in grades 7-9, in addition to reference books. For schools authorized to teach 9th and 10th grade, a minimum of 1,250 books, exclusive of reference works, should be provided to meet the needs of secondary students. Library materials should reflect student interests, reading levels, and be distributed throughout the subject areas.

## **2315:00 Library Materials**

### **1. General Library Materials**

The library shall provide print, non-print, and electronic materials which support school curriculum goals, cover a range of topics, and meet the academic, cultural, and spiritual interests, needs, and reading abilities of students.

### **2. Periodicals**

The library shall provide an appropriate number of periodicals to meet students' devotional, instructional and general information interests, and research needs. Provisions should be made for binding, or otherwise preserving, the back issues for permanent use. This should include an adequate acquisition of Seventh-day Adventist periodicals.

### **3. Reference Materials**

The library shall provide print and/or electronic reference materials such as dictionaries, encyclopedias, yearbooks, atlases, and almanacs. These should be current references, published within the past five years. Special reference books are to be provided for research and enrichment opportunities in the area of religion; included among these should be complete sets of the Ellen G. White writings, *The Seventh-day Adventist Bible Commentary*, and Bible dictionaries.

## **2316:88 Instructional Media**

The following factors should be considered in the selection of instructional materials and equipment:

1. The learning needs of the students.
2. The economic limitations of the school.
3. The readiness of the staff to incorporate the instructional media materials into the curriculum.

## **2318:88 Librarian**

A librarian shall be employed in a junior academy and be responsible for the accessioning of the books and the supervision of the library program. A teacher may be designated as the librarian, and the teaching load assigned to that teacher shall be adjusted accordingly.



### **2320:13 School Register**

The school register, or equivalent software, is a legal document which each elementary teacher is required to keep. The school register is provided by the conference office of education. The teacher is required to record the grades for all courses, unless computer generated, and the attendance record of each student and all other required information. Consult the register for details of procedure. This register is to be used by the teacher for taking attendance during all disaster drills.

### **2322:05 Standardized Testing**

For a complete statement on student assessment including information about standardized testing, see *Code 2025*. For purchasing information and procedural details of the standardized testing program, consult the North Pacific Union Conference education web-site or contact the conference office of education.

Schools offering secondary subjects are to administer standardized tests to secondary students in grade ten. Schools may choose to administer standardized tests to students in grade nine as well.

### **2326:05 Evaluation of Junior Academies**

A regular schedule of school evaluations is to be prepared and administered by the conference office of education. This is to be based on a self-study by school personnel, board members, and parents using the evaluative criteria approved by the Union Conference Board of Education and developed by the North American Division. A representative from the Union Conference Office of Education is to serve on junior academy evaluation committees.

### **2328:88 Reporting Periods**

The nine-week reporting period plan is followed in junior academies.

### **2330:88 Semester Period**

The semester period system for measuring course work is to be employed in the 9th and 10th grades. A five-semester-period course meets five days a week for 45 to 50 minutes for one semester. Ten semester periods are the equivalent of 1 Carnegie unit.

### **2332:13 Scholarship Reports**

Teachers in junior academies are to report final grades and amount of credit earned to the conference office of education.

### **2334:88 Transcripts**

Transcripts for junior academy students are issued by the local conference office of education.

### **2336:88 Admission Requirements**

1. The student entering ninth grade in a Seventh-day Adventist junior academy must give evidence for having completed elementary school.
2. Those entering 10th grade should submit official transcripts of previous secondary work.
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 as a basis for admission.

### **2338:88 Unauthorized Classes**

Credit will not be recorded for classes not previously authorized by the North Pacific Union Conference Board of Education.

### **2340:88 Length of Class Period**

At least 45 minutes per day or 225 minutes per week shall be scheduled for each class.

### **2342:88 Student Load**

Seventy semester periods plus music are the maximum credits a student may be permitted to earn during a school term.

### **2344:05 Textbooks**

Textbooks are to be selected from the approved elementary and secondary textbook lists provided by the North Pacific Union Conference and the North American Division. The current textbook lists are available on the NAD and NPUC education web-sites or from the conference office of education.

### **2346:88 Curriculum Guides/Course Outlines**

North American Division and North Pacific Union Conference curriculum guides/course outlines shall provide a foundation for all classroom instruction.

### **2348:88 Supervision of Junior Academies**

The conference superintendent will assume the responsibility of supervising the work of grades 9 and 10. Periodic reviews should determine that only authorized subjects are being taught, that required time standards are met, and that adequate teaching equipment is being provided. Teachers will be evaluated in terms of North Pacific Union Conference guidelines.

### **2350:88 Length of School Day - Junior Academy**

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

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

### **2352:98 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 days above eight must be used for professional growth activities.

## **2356:88 Student Associations**

A general student association may be organized in a manner best suited to the students and faculty of the school. The student association is expected to be in harmony with the philosophy and goals of the school.

The following factors should be considered:

1. The organization membership should be open to all students and staff members.
2. The responsibility of sponsorship assignments rests with the principal.
3. A constitution should be developed and subsequently approved by the administration, staff, and students of the school.
4. Major activities of the organization are to be approved by the administration and staff of the school.

# 2400 Senior Academy Curriculum

## 2402:00 Authorization of Curriculum for Senior Academies

Authorization for the secondary school curriculum (grades 9-12) is granted by the North Pacific Union Conference. Senior academies are accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities

The North Pacific Union Conference School Commission has been established to review reports and to make recommendations to the Union Board of Education regarding continued approvals and/or conditions to be met to maintain an approved status. A school which has not met the curriculum and/or certification standards established for operating grades 9-12 will receive counsel citing the areas needing improvement.

## 2404:00 Subject Areas 9-12

The typical course of study for grades 9-12 will include the following:

1. Business and Computer Education

Training in business education and computer technologies is essential for life in the changing world of the 21<sup>st</sup> century. Biblical principles of stewardship and service are infused into a curriculum of skill development and decision-making that assists in preparing the student for a successful career, effective citizenship, and a productive life.

2. English/Language Arts

The development of language skills provides the basis for effective communication. English should develop proficiency in the skills of reading, listening, speaking, spelling, and composition. Also, included is the study of and appreciation for literature, critical evaluation of media forms, and the opportunity to develop discrimination in the selection of what is beautiful and true in the context of divine revelation.

3. Fine Arts

Education in the arts provides students with an understanding of the impact of art forms and performances on individuals and society. Art and music instruction includes courses which will develop aesthetic appreciation, skills in creative expression and performance, and the use of creative imagination within the context of Biblical principles.

## 2404:00 *continued*

### 4. Foreign Languages

A global economy, communication links, and transportation make the study of foreign languages vital. Instruction is designed to develop understanding, speaking, reading, and writing in the foreign language. Also, included is study of the social and cultural backgrounds of the people who speak the language.

### 5. Health

Health education emphasizes concepts and skills necessary for the development of Christ-centered personalities, creative minds, and physically fit bodies. Instruction assists the student in choosing the values and lifestyle which will influence their health and wellness throughout life. Wellness includes the nurture of sound mental and physical health, the development of stable social and family relationships, and the fostering of spiritual growth and maturity.

### 6. Mathematics

Instruction in mathematics courses will equip students with essential concepts and skills for math computation and analytical thinking. Instruction also provides opportunities to apply the math concepts and skills in problem-solving situations that have real-life applications.

### 7. Physical Education

The program of instruction in physical education should assist 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. Consult *Guidelines for Activities with Elements of Competition*.

### 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

Religion courses provide opportunities for students to know God, His Church, His Word, and His World. The students will have opportunity to develop a relationship with God, an understanding of the meaning of the Gospel, and the fundamental beliefs of the Adventist Church.

## **2404:00** *continued*

### 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 respect God as Designer, Creator, and Sustainer of His orderly universe.

### 11. Social Studies

Social studies 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 Seventh-day Adventist beliefs. Instruction includes world history, United States history, and local, state and national government with consideration of the mission of the Church, the fulfillment of Bible prophecy, contemporary societal issues, contributions of ethnic groups, and the American legal system.

### 12. Other Studies

Other courses of study may be offered as authorized by the school board in counsel with the conference office of education.

## **2406:88 Admission Requirements**

1. The student entering the ninth grade in a Seventh-day Adventist academy must give evidence of having completed elementary school.
2. Those entering 10th, 11th, or 12th grade should submit official transcripts of previous secondary work.
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 as a basis for admission.

## 2408:19 Graduation Requirements for Secondary School

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

A minimum of **240** semester credits<sup>1</sup> is required for graduation from an NAD-recognized and accredited four-year secondary school.

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

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

<sup>2</sup> 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.

<sup>3</sup> 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.



## **2410:88 Residence Requirements for Seniors**

1. Candidates for graduation who have been enrolled in a North Pacific Union Conference academy are expected to be in residence during the second semester of their senior year in order to participate in the commencement exercises.

Exceptions to this policy are to be based on a planned program worked out between the school and the student, in consultation with the parents, prior to a student's leaving school.

2. Candidates for graduation from a North Pacific Union Conference Academy who are transferring in during the senior year must be in attendance during the second semester in order to receive a diploma or to participate in the commencement exercises.

Exceptions to this policy are to be based on a planned program agreed upon by the student, parents, and school prior to admission.

## **2412:88 Completion of Course Requirements**

All school work must be completed before the student may receive a diploma.

## **2414:03 Academic Acceleration**

The policy of the North Pacific Union Conference is to require four years of education on the secondary level for graduation. However, to accommodate the student who seeks academic acceleration and demonstrates exceptional ability and purpose in the learning experience, this policy provides the criteria for appropriate student placement.

A student contemplating an accelerated program leading to graduation should counsel widely and should register his or her intentions with the academy administration and guidance personnel before laying any plans.

The principal and faculty may approve a student's request for completion of the secondary curriculum in less than four years if the student has given evidence of exceptional academic ability, as well as social and spiritual maturity.

**2414:03 continued**

1. Criteria for Identification

To be eligible for academic acceleration a student:

- a. Is expected to have a composite score at the 85th percentile or above on the Iowa Tests of Educational Development (ITED).
- b. Will have a cumulative 3.5 grade point average.
- c. Will complete 220\* semester periods including the following core program as a segment of the total required credits:

(1)	English/Language Arts	40
(2)	Religion	**
(3)	Mathematics	20
(4)	Physical and/or Life Science	20
(5)	Social Studies	20
(6)	Practical Arts	10
(7)	Physical Education & Health	20
(8)	Keyboarding	5
(9)	Computer Literacy	5

\*State requirements regarding the number of credits are to be met.

\*\*10 semester periods for each year of attendance plus 10 semester periods for the accelerated year.

- d. Will have satisfactory citizenship.
- e. Will be credited with no more than 25% of graduation requirements from outside the academy of attendance.

2. Procedure

- a. The academic acceleration program will be initiated by the student's written application to the academy principal for acceleration and must have the written consent of the parent.
- b. The academic acceleration program should be planned as early as possible and an application submitted to a senior academy during the first semester of the sophomore year.

**2414:03** *continued*

- c. The student's projected program must be approved by the senior academy faculty and made a matter of record at the time the program is initiated.
  - d. An accelerated student will be classified as a 9<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grader for co-curricular purposes.
3. Completion of an Acceleration Program
- a. The student who wishes to follow the academic acceleration program must maintain a satisfactory grade point average and meet the requirements for graduation.
  - b. Any student on an academic acceleration program must complete all curriculum requirements prior to receiving a diploma.

**2420:13 Library/Media Center**

Each school should have a library/media center which provides a collection of appropriate instructional materials selected, organized and furnished for service to students and teachers.

**2422:88 Librarian/Media Specialist**

For qualifications of the librarian/media specialist consult the North American Division certification policy.

**2424:88 Library/Media Center Materials**

Budgetary allocations should meet the current minimum North Pacific Union Conference Board of Education recommendation. (See *Code* 5615.)

**2426:13 Library Materials**

1. General Library Materials

The library shall provide print, non-print, and electronic materials which support school curriculum goals, cover a range of topics, and meet the academic, cultural, and spiritual interests, needs, and reading abilities of students.

## **2426:13 continued**

### **2. Reference Materials**

The library shall provide print and/or electronic reference materials such as dictionaries, encyclopedias, yearbooks, atlases, and almanacs. These should be current references, published within the past five years.

Special reference materials are to be provided for research and enrichment opportunities in the area of religion; included among these should be complete sets of the Ellen G. White writings, *The Seventh-day Adventist Bible Commentary*, and Bible dictionaries.

### **3. Periodicals**

The library shall provide an appropriate number of periodicals to meet students' devotional, instructional and general information interests and research needs. Provisions should be made for binding or otherwise preserving the back issues for permanent use. This should include an adequate acquisition of Seventh-day Adventist periodicals.

### **4. Newspapers**

The library shall provide appropriate numbers and types of newspapers to meet the needs of teachers and students providing adequate coverage of local, state, national, and international events and issues.

### **5. Instructional Materials and Equipment**

Instructional media equipment and materials in the library collection, such as instructional software, films, videos, electronic media, pictures, slides, etc., shall be catalogued in the library media center.

## **2428:88 Library Record System**

The Library Record System should include:

1. An accession record book
2. An alphabetical card catalogue
3. A shelf list
4. A standard circulation record system
5. Use of a standard classification system

### **2430:07 Secondary Credit Transfer from Home Schools, Non-Accredited Schools, or Unapproved Correspondence/Distance Education Schools**

Students transferring from a home school, a non-accredited school, or an unapproved correspondence/distance education school may be granted credit based on an evaluation of appropriate documentation. Transfer grades should be recorded on a pass/fail basis with no honor points computed.

### **2432:07 Correspondence Work**

Students who expect to take correspondence and/or non-school facilitated distance education courses while in residence must receive permission of the school curriculum committee before enrollment.

The total number of credits earned by correspondence and distance education 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.

### **2434:88 Extension Work**

1. Where extension work is offered, it should be set up through the cooperation and planning of the administration and staff.
2. Only the extension courses of Seventh-day Adventist colleges are to be offered on academy campuses.
3. Adequate counseling is to be given to the students in order that they may understand the nature of the extension course being offered; they should understand the type of credit to be earned, whether it would apply to their major or minor field, and the amount of extension work credit that a particular college department will accept.

### **2436:13 Work Experience Courses**

For the latest regulations related to work experience classes and how they may be tied to student work programs, consult the NAD; and the federal, state, and local departments of labor.

### **2438:88 Summer School**

With board approval, secondary schools may offer summer school classes. All courses must be taught by certificated teachers and are to be under the supervision of the school administrator. Each class giving 10 semester periods of credit must meet for 130 clock hours, and each class giving five semester periods of credit must meet for 65 clock hours.

## **2439:88 Tutoring**

When tutoring is necessary, authorization may be granted on the following basis:

1. Arrangements for summer tutoring for credit must be made in advance with the administration of the school which is to record the credit.
2. When tutoring is done during the summer months, only one secondary subject should be taken; clock hour requirements are comparable to those required for regular summer school coursework.
3. When a course by a private tutor is authorized, arrangements for the final test must be made with the principal. The final grade will be based on the daily work given by the tutor and the grade earned on the final test.

## **2440:88 Credit by Examination**

In special cases students may earn credit by examination or by demonstrating that they have reached the level of proficiency required.

## **2442:88 Registration Required for Scholastic Credit**

The school will not record credit for work beyond that for which the student is officially registered.

## **2443:05 Standardized Testing**

For a complete statement on student assessment including information about standardized testing, see *Code 2025*. For purchasing information and procedural details of the standardized testing program, consult the North Pacific Union Conference education web-site or contact the conference office of education.

Schools offering secondary subjects are to administer standardized tests to secondary students in grade ten. Schools may choose to administer standardized tests to students in other secondary grades as well.

## **2444:88 Evaluation of Student Progress**

Letter grades are the accepted means of reporting student progress in the conventional school curriculum.

## **2446:05 Grade Point Average**

The four-point system is to be used to determine the grade point average. The use of plus and minus with a letter grade is optional. The value of the letter grades will be 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 determining GPA.

## **2448:88 Laboratory Credit**

In the academy curriculum, the maximum credit given for any class is 10 semester periods, including the laboratory periods.

## **2450:88 Honoring Students**

Systems of honoring student accomplishment are not to be limited exclusively to honoring academic or intellectual achievement; commendations for achievement in other areas should be included.

## **2452:88 Student Records**

The permanent record for each student is to include information on scholarship, attendance, health, work experience, and any other items which the administration considers necessary for the guidance of the student. These records should be kept in a fireproof safe or vault and are to be available only to authorized personnel, parents, and the student.

## **2454:88 Length of School Day - Senior Academy**

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

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

## **2456:98 Minimum School Day - Senior Academy**

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

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

## **2458:88 Length of Class Period**

At least 45 minutes per day or 225 minutes per week shall be scheduled for each class.

## **2460:88 Music Credit**

### **1. Musical Organizations**

Semester period credits may be granted for music organizations on the basis used for granting credits in other subject areas.

### **2. Private Lessons**

Five semester periods are granted for a minimum of 30 half-hour lessons per year or one half-hour lesson per week for one school year. Greater or lesser amounts of credit may be granted according to the number of lessons contracted.

## **2462:88 Publications Credit**

Academic credit may be granted to students involved in school publication as follows:

### **1. Paper**

- a. Five semester periods per year of journalism credit may be earned if instruction in journalism is given. This may count toward the English graduation requirement.
- b. Five semester periods of school paper production credit may be earned if production only is involved. This may not count toward the English graduation requirement.



### **2462:88 *continued***

- c. The school paper sponsor must be certified in English or journalism if credit is to be given.
2. Yearbook
  - a. Five semester periods per year may be earned by the yearbook production crew that meets on a regularly scheduled basis, with an option to petition the local academic standards committee for exceptions based on instruction given and timespent.
  - b. This credit may not count toward the English graduation requirement.
  - c. No specific certification is required for the sponsor.

### **2464:88 Credit From Foreign Schools**

Foreign transcripts are to be 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 evaluation organizations with expertise in these matters.

### **2466:05 Secondary Textbook List**

Textbooks are to be selected from the North American Division secondary textbook list as provided on the NAD and NPUC education web-sites.

### **2468:07 Authorization for Alternate Textbooks**

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

1. A proposed alternative is to be submitted to a local school study group (curriculum committee, administrative committee, etc.) for preliminary study and approval.
2. Written evaluation of the proposed textbook identifying its advantages over the adopted material should be submitted for approval to the academy principal, or for junior academies, to the conference office of education.
3. The academy principal or conference office of education, in counsel with the union conference office of education, will act on the proposal and submit the written evaluation to the union conference office of education.

**2468:07** *continued*

4. Written authorization to purchase the alternate choice will be received from the union conference office of education.
5. A form is available with the *Secondary Textbook List* to assist in organizing and routing the alternate textbook request.

**2480:88 Co-Curricular Activities - Definition**

Co-curricular activities are those school-sponsored student activities which supplement the learning experiences of the formal classroom instruction. These activities require administrative provision and organizational involvement somewhat different from classroom instruction.

The term "co-curricular" is synonymous with the terms "extra-curricular" and "extra-class activities."

**2482:88 Student Officers**

Student officers for all co-curricular activities must meet the following qualifications and standards.

1. Faculty Approval

Officers must be selected with the approval of the faculty and must meet specified standards of citizenship, scholarship, and attendance to be set by the individual school.

2. Standards

Officers must be in harmony with the standards of Seventh-day Adventist schools.

3. Leadership Guidance

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

**2486:88 Eligibility for Class Membership**

Students having unsatisfactory work, grades, or citizenship may, at the discretion of the faculty or government committee, be disqualified from participation in class functions.

See *Code* 3010 for academic requirements for each class.

## **2488:88 Clubs and Special Groups**

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

1. Administration and staff approval must be acquired.
2. Purposes, objectives, or goals must be clearly stated, and these purposes must be in harmony with the philosophy and goals of the school.

## **2490:88 Student Associations**

A general student association may be organized in a manner best suited to the students and faculty of the school. The student association is expected to be in harmony with the philosophy and goals of the school.

The following factors should be considered:

1. The organization membership should be open to all students and staff members.
2. The responsibility of sponsorship assignments rests with the principal.
3. A constitution should be developed and subsequently approved by the administration, staff, and students of the school.
4. Major activities of the organization are to be approved by the administration and staff of the school.

## **2494:88 Social Relations**

The academy will develop a social code for students which will recognize guidelines such as the following.

1. Association during academy life will emphasize group activities.
2. All groups will be under proper supervision.
3. The school will provide regular programs, concerts, lectures, etc., as integral parts of the social development.
4. Attendance at non-school-sponsored social activities that do not conform to the philosophy and goals of the school should be discouraged.

## 3000—Students

### 3002:19 Admission of Students

Seventh-day 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 provide this ministry to members of the community who are aligned with its purpose.

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 positive attitude and a developing moral character.
5. A readiness for learning—academically, socially, emotionally and physically.
6. That the additional criteria for admission as listed herein are met:
  - a. Elementary School. (See *Code* #2108.)
  - b. Junior Academy. (See *Code* #2336.)
  - c. Senior Academy. (See *Code* #2406.)

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.

### **3004:16 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.

### **3006:19 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.

### **3008:19 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 must develop a board- and conference-approved international student policy that guides school decisions in serving international students (See *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.

### **3010:19 Secondary Class Identification**

Secondary students are encouraged to participate in student government activities and the privileges/responsibilities granted as a voting member of their class.

1. Freshman Class: All first-year secondary students are classified as freshmen.
2. Sophomore Class: All second-year secondary students who have completed 50 semester credits are classified as sophomores .
3. Junior Class: All third-year secondary students with a minimum of 100 semester credits, and currently enrolled in enough courses to have earned 150 semester credits at the end of the year are classified as juniors. An approved accelerated student will not have junior class standing regardless of the number of credits.
4. Senior Class: All fourth-year secondary students with a minimum of 150 semester credits completed prior to the start of the fourth year, and currently enrolled in enough courses to fulfill all graduation requirements at the end of the year are classified as seniors.
5. Graduating Class: All seniors who prior to graduation have:
  - a. Completed 220 semester credits including all required courses.
  - b. Placed all credits from other schools on file in the registrar's office.
  - c. Removed all incompletes.
  - d. Completed all correspondence/distance education courses and submitted final grades to the school registrar.
  - e. Arranged for payment of all school accounts.

### **3012:19 Student Permanent Record**

A permanent record 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 information, and any additional data that school personnel consider necessary for guidance of the student. The record of student educational progress is to be cumulative and updated at least annually.

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

Student records are only accessible to authorized educational personnel, the student's parents, and students 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.

### **3014:19 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.

### **3016:19 Health Records**

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

### **3018:19 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 as long as the student remains enrolled in that school.

It is the responsibility of the principal to enforce these regulations and to ensure that an up-to-date record is maintained for each student enrolled.

### **3020:19 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.

### **3022:19 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 must 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.



### **3024:19 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.

### **3026:19 Administering Medications**

1. School personnel should not attempt to diagnose a health condition or give any internal medications, including over-the-counter medications, except as follows.
2. 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.
3. The documentation as stated above must be renewed each school year. Such medication must 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 number and the date of such prescription, the name of the person for whom such drug is prescribed, the name of the prescribing medical professional, and must include affixed directions for use as prescribed by the medical professional.
4. All medications stored at school must be in a safe and secure location. 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.
5. Certain students may need to carry emergency medication (e.g. asthma inhalers, insulin, severe allergic reaction kits, or anticonvulsants). Written documentation must be submitted to the school to authorize a student to carry and self-administer 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.

### **3028:19 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 should be effectively conducted throughout the school year 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.

#### **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, more 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.

### **3030:19 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 discipline.

### **3032:19 Disciplinary Authority**

The principal is responsible for ensuring that school disciplinary procedures are established. 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.

### **3034:19 Suspension of Students**

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

1. Procedures for suspension are to be developed by the staff and approved by the school board. A record of written communication with parents and students regarding suspension is to be maintained, including the reason for, and the length of the student suspension.
2. Suspension from school is to be a decision of the principal or head teacher. In a one-teacher school the teacher is to consult with the local conference superintendent or the board chair.
3. A student may be suspended for repeated offenses when other disciplinary procedures have not been effective. Written documentation should include prior corrective measures and parental notification.
4. In the case of a serious overt act or violation of school regulations, the principal may suspend a student from school even though there has been no prior serious misbehavior. The suspension period is not to exceed two weeks.

### **3036:19 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.

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. Student actions of a criminal nature will likely result in a recommendation for student expulsion.

**3036:19** *Continued*

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.

**3038:19** **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.

**3040:19** **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.

**3042:19** **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.

### **3044:19 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, physical appearance, etc.).
3. Sexual harassment is unlawful and prohibited (See *Code #3046*). Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, in person or by electronic media, when such conduct has the purpose or effect of unreasonably interfering with the individual's work or school performance or creating an intimidating, hostile, or offensive school environment.
4. Incidents of harassment shall be reported in writing to the building principal or head teacher. To the greatest extent possible, such complaints will be treated in a confidential manner. If, after appropriate investigation, it is determined that policy has been violated, prompt corrective action will be taken in accordance with the applicable policy and/or state law.
5. "Hazing" activities are also prohibited. Hazing includes any method of student initiation into the school, a student organization, or any tradition or amusement in connection with a school activity or organization which causes, or is likely to cause, bodily injury or physical, psychological, or emotional harm.

### **3046:19 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. In addition, each school shall adopt administrative guidelines for investigating and responding to reports of sexual harassment.

### **3048:19 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.

### **3050:19 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**

## **4001:12 Certification and Employment Status Designations**

The following are the terms used to designate denominational certification and employment status levels.

1. Certification (specified by the North American Division teacher certification policy)
  - a. Basic
  - b. Standard
  - c. Professional
  - d. Administrator
  - e. Designated Subjects/Services
  - f. Conditional

Each certificate held by a teacher or administrator will contain endorsements in specified areas.

2. Employment Status
  - a. Probationary
  - b. Level I
  - c. Level II
  - d. Level III
  - e. Transfer

## **4002:09 Authority to Employ**

1. The local conference (hereinafter referred to as conference) board of education derives its authority from the conference executive committee. To assure the effective and orderly operation of the schools within the conference, the conference board of education delegates selected functions to local school boards.
2. Although the conference board of education delegates selected functions for the operation of schools to 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 the operation of schools and in all actions taken regarding school personnel.

### **4004:03 Employer**

1. The employer for all certificated/professional educational employees is the conference board of education. The employment, assignment, transfer, retirement, non-renewal of contract, or dismissal of elementary and secondary certificated/professional personnel shall be by authority of the conference board of education.
2. The conference superintendent of schools, in consultation with the local school boards, shall make recommendations to the conference board of education on matters relating to the employment of certificated/professional personnel.
3. 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, school, or academy.

### **4006:17 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 titled: *K-12 Educators' Certification Manual*.)

- b. Non-certificated Professional Employees

Non-certificated professional personnel shall hold college degrees relevant to their job descriptions.

2. Church Membership

An employee shall be an active member (see *Code* 1404) 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. Exceptions for membership in a non-constituent church are to be made by the conference board of education.



#### **4006:17 continued**

##### **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. (See *NAD Working Policy E 80 20.*) Tithing is to be paid to a Seventh-day Adventist church within the employing conference.

#### **4008:93 Contracts**

1. Annual employment contracts will be offered by the employer. Before the prospective employee reports for duty, a contract 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 contract within 30 days of issuance indicates that the individual has chosen to decline employment or has voluntarily resigned. Notification by the employer of intent not to renew a contract is to be submitted in writing to the employee by May 1.
2. Unless otherwise specified in the contract, the contract period for certificated/professional personnel shall be twelve (12) months beginning July 1 and ending June 30.

#### **4010:05 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:

- 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 degree relevant to the job description (non-certificated professional personnel).
- b. A person who holds a Conditional Certificate.

See *Code 4975* for Employment Status Flow Chart.

##### **2. Evaluation**

An employee on Level I Status shall receive a minimum of two written evaluations annually as follows:

- a. A minimum of one written evaluation per semester based on supervisory visits by the principal or conference office of education personnel.
- b. An annual written self evaluation completed by the employee.

#### **4010:05 *continued***

- c. An annual written professional development plan completed by the employee.
  - d. One conference per semester with the employee by the principal and/or office of education personnel based on the supervisory visits, self-evaluation, and the professional development plan.
  - e. Copies of each written evaluation, self-evaluation, and professional development plan shall be given to the employee, principal, and the conference office of education.
3. Employment
- a. The employment of the Level I employee may be terminated at will by either party at the end of the contract period.
  - b. Upon completing three years of satisfactory employment as determined by professional evaluation an employee on Level I Status may be placed on Level II Status if all eligibility requirements are met as specified in *Code 4012*.

#### **4011:10 Part-time Employment Status**

1. Definition

Part-time status is the employment status given to certificated/professional employees who are assigned less than a full-time work assignment as determined by the employing organization.

2. Evaluation

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

- a. A minimum of one written evaluation per school year based on supervisory visits by the principal or conference office of education personnel.
- b. An annual written self-evaluation completed by the employee.
- c. An annual written professional development plan completed by the employee.
- d. An annual conference with the employee by the principal and/or office of education personnel based on supervisory visits, self-evaluation, and the professional development plan.

**4011:10 continued**

- e. Copies of each written evaluation, self-evaluation, and professional development plan shall be given to the employee, principal, and the conference office of education.
3. Employment
- a. At the discretion of the employing organization, part-time employees may be either employees at will at the end of the contract period, or employees at will who may be terminated at any time during the contract period. The employing organization should provide a part-time employee a “part-time contract” setting forth his/her terms of employment.
  - b. The employment of the part-time employee may be terminated at will by either party at the end of the contract period.
  - c. Termination pay shall be offered to an eligible employee who is changing from full-time employment to part-time employment in the same organization.

**4012:11 Level II Employment Status**

1. Definition
- a. Level II Status is granted to a certificated/professional employee who has satisfactorily completed the Level I initial period of employment. The granting of Level II Status indicates an intent on the part of the employer of continued employment within a conference or academy.
  - b. An employee on Level II Status is subject to professional evaluation, annual review and annual reappointment.
  - c. See *Code 4975* for Employment Status Flow Chart.
2. Criteria
- To be eligible for Level II Status the following criteria must be met in addition to the basic conditions of employment (*Code 4006*).
- 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 degree relevant to the job description (non-certificated professional personnel).
  - c. Give evidence of competent performance as determined by professional evaluation.

#### **4012:11 *continued***

##### **3. Granting Level II Status**

The granting of Level II Status is a function 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 evaluation of an employee on Level II Status shall include the following:

- a. A minimum of one written evaluation per school year based on supervisory visits by the principal or conference office of education personnel.
- b. An annual written self-evaluation completed by the employee.
- c. An annual written professional development plan completed by the employee.
- d. An annual conference with the employee by the principal and/or office of education personnel based on supervisory visits, self-evaluation, and the professional development plan.
- e. Copies of each written evaluation, self-evaluation, and professional development plan shall be given to the employee, principal, and the conference office of education.

##### **5. Reappointment of Level II Status Personnel**

- a. Employees who hold Level II Status are subject to annual review and annual reappointment. However, employees on Level II Status cannot be terminated except for cause as specified in *Code* 4106 and 4110.
- b. Employees who are subject to change of employment status, non-renewal of contract, or dismissal are to be dealt with in harmony with the procedures outlined in *Code* 4114.

#### **4014:05 Level III Employment Status**

##### **1. Definition**

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

**4014:05 continued**

- b. An employee on Level III Status is subject to professional evaluation and annual review but *is not* subject to annual reappointment nor non-renewal of contract without first having been placed on Probationary Status except for reasons that may lead to dismissal or for insufficient enrollment as specified in *Code 4106*.
- c. See *Code 4975* for Employment Status Flow Chart.

2. Criteria

To be eligible for Level III Status the following criteria must be met in addition to the basic conditions for employment (*Code 4006*).

- 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 degree relevant to the job description (non-certificated professional personnel).
- b. Hold denominational Level II Status for a minimum of three years.
- c. Hold a valid denominational Professional or Administrator's Certificate or have been employed a minimum of 15 years and hold a Standard Certificate (certificated personnel) or a college degree relevant to the job description (non-certificated professional personnel).
- d. Give evidence of continuing competent performance as determined by professional evaluation.

3. Granting Level III Employment Status

The granting of Level III Status is a function 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 evaluation of an employee on Level III Status shall include the following:

- a. A minimum of one written evaluation every two years based on an annual supervisory visit by the principal or conference office of education personnel.
- b. An annual written self-evaluation completed by the employee.
- c. An annual written professional development plan completed by the employee.

**4014:05** *continued*

- d. An annual conference with the employee by the principal and/or office of education personnel based on supervisory visits, self-evaluation, and the professional development plan.
- e. Copies of each written evaluation, self-evaluation, and professional development plan shall be given to the employee, principal, and the conference office of education.

**4015:09** **Transfer Status**

1. Definition

Transfer status is the employment status that may be voted by an employing organization for one year for a certificated/professional employee who has achieved at least Level II status in another conference or union in the NAD and is transferring.

2. Evaluation

An employee on Transfer status shall receive a minimum of two written evaluations as follows:

- a. A minimum of one written evaluation per semester based on supervisory visits by the principal or conference office of education personnel.
- b. A written self evaluation completed by the employee.
- c. A written professional development plan completed by the employee.
- d. One conference per semester with the employee by the principal and/or office of education personnel based on the supervisory visits, self-evaluation, and the professional development plan.
- e. Copies of each written evaluation, self-evaluation, and professional development plan shall be given to the employee, principal, and the conference office of education.

3. Employment

- a. At the completion of the one year of Transfer Status, the employee will be placed on Level II, Level III, Probationary Status or:
- b. The employee may be terminated at will at the end of the contract period.

#### **4015:09 *continued***

##### 4. Acknowledgment

Prior to employment, the employing organization 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.

#### **4016:09 Probationary Status**

##### 1. Definition

- a. Probationary Status is a status placed upon an employee whose Level II or Level III Status has been rescinded by action of the conference board of education. The recommendation is made by the superintendent of schools in consultation with the local school board. Probationary Status may be voted at any time during the contract year for reasons as listed below. The probationary period will be established by the board of education for a reasonable period of time (minimum one semester) for the employee to correct the identified problem area(s).
- b. See *Code 4975* for Employment Status Flow Chart.

##### 2. Reasons for Probation

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

##### 3. Plan for Correcting Problem Area(s)

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

- a. The employee shall receive a copy of the plan for professional improvement and/or corrective actions to be taken.
- b. The plan shall be implemented within 30 days after the conference board of education approves the recommendation placing the employee on Probationary Status.
- c. The principal and/or office of education personnel will assume responsibility for regular supervisory assistance in helping the employee to meet the improvements requested.

#### **4016:09 *continued***

4. Evaluation Plan
  - a. A minimum of one written evaluation per quarter based on supervisory visits by the principal or conference office of education personnel.
  - b. One conference per semester with the employee by the principal and/or office of education personnel based on the supervisory visits.
  - c. Copies of each written evaluation are to be given to the employee and the superintendent of schools and placed in the employee's personnel file.
5. Completion of the Probationary Period

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

  - a. Placed on Level II Status, or
  - b. Non-renewal of contract procedures will be implemented.
6. Procedure for Removal from Probation
  - a. The superintendent of schools, in counsel with the principal and local school board, shall recommend return to Level II Status or non-renewal of contract.
  - b. The conference board of education acts upon the recommendation
  - c. The superintendent of schools shall inform the teacher in writing of the action of the conference board of education including the right of appeal (*Code 4114*).

#### **4018:93 Assignments**

1. Assignments Within a Conference
  - a. Initial assignments or reassignments within the conference school system are made by the board of education upon the recommendation of the superintendent of schools in consultation with the local school boards and the employees.
  - b. Employees who accept employment in a denominational entity are committing themselves to denominational teaching and not to any individual school. Therefore, they are subject to transfer within the conference school system as the needs of the system dictate.
  - c. Transfers to another school will be made in harmony with the procedures outlined in *Code 4020*.



## 4018:93 *continued*

2. Assignments Within a School
  - a. Assignments within the school will be made by the school administrator in consultation with the superintendent of schools and the local school board.
  - b. Employees may be subject to reassignment within a school when it is believed to be in the best interest of the school, provided such a reassignment does not affect the salary of the employee while the contract is in force. Reassignment shall be based upon the professional qualifications of the employee.

## 4020:11 Transfers

1. Authority for Transfers

Authority for the transfer of certificated/professional personnel shall be by action of the conference board of education. The recommendation 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 changed to Transfer Status (see *Code 4015*) at the discretion of the new employing organization.
  - c. The conference superintendent of schools shall inform all teachers transferring into the conference as to their status levels.
3. Administrative Transfer
  - a. An administrative transfer is a change of assignment or position from one school to another within the conference school system.
  - b. The employing organization 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 school system, or the employee.
  - c. Procedures
    - (1) An administrative transfer may be initiated by the superintendent of schools in consultation with the local school board.

#### **4020:11 *continued***

- (2) The principal and/or superintendent of schools notifies the employee of the intended transfer.
  - (3) The local school boards involved approve the proposed transfer.
  - (4) The conference board of education approves the transfer.
  - (5) The superintendent of schools notifies the employee and the school boards affected in writing of the conference board of education action.
  - (6) A transfer cannot be effected unless there is a position open in another school for the prospective transferee. If a position is not available, the employee will remain in his/her current position.
- d. Failure to accept an administrative transfer may be cause for dismissal.
- e. Appeal

An employee on Regular or Professional Status who is subject to transfer under the provisions of this section shall have the right of appeal through the appeal procedures as outlined in *Code 4114*.

#### **4022:12 Employee Service Records**

1. An up-to-date service record is to be maintained for each employee on the approved form. This permanent record is maintained by the conference office for K-12 employees. All service records K-12 should be signed on an annual basis. Periodically a copy of the employee's service record shall be given to the employee to assure its accuracy.
2. Full-time employees of educational institutions who have the option to be off duty during the summer period or an equivalent amount of time during the school year, shall be granted service credit for the period July 1 to June 30 if they serve during the full school year. Teachers who are employed at least half time during the full school year shall also be eligible for proportionate service credit during the period July 1 to June 30. (*NAD Retirement Plan Z 15 15*)

#### **4024:93 Certification/Professional Records**

The North Pacific Union Conference Office of Education is responsible for the certification records of all K-12 teachers and the issuance of all certificates. It is the teacher's responsibility to make sure that all transcripts of college credits, degrees, etc., are forwarded to the union certification registrar.

**4024:93** *continued*

The local school/academy is responsible for the transcripts of the non-teaching professional staff. It is the employee's responsibility to make sure all transcripts are forwarded to the school.

**4026:15** **Substitute Employees**

The local school board may utilize qualified persons on a temporary basis to fill positions of employees absent from service. All such individuals shall have completed appropriate processing, including background checks, as required by the conference employer prior to service.

## **4100 Discontinuance of Employment**

### **4102:88 Discontinuance of Employment - Definition**

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

### **4104:93 Resignations**

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

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

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

- a. Resignation during the contract year shall not be valid until accepted by the employing organization.
- b. The following procedures shall be followed:
  - (1) A letter of resignation stating reasons must be submitted to the superintendent of schools and the principal.
  - (2) The employing organization shall respond in writing, either accepting or rejecting the resignation. If the resignation is rejected, the reasons shall be stated. If the resignation is accepted, the employing organization shall be allowed a reasonable time (not to exceed thirty [30] days) to obtain a suitable replacement.
- c. Upon resignation for any reason during the school year, salary is paid through the last working day. Repayment of prepaid summer salary and unamortized expenses will be required before a contract release is given.
- d. Failure to resign in harmony with the above-defined procedures violates the employee contract and subjects the employee to loss of certificate for one year. (See *Code* 4116 for procedures.)

### **4106:09 Non-Renewal of Contract**

1. Non-renewal of contract will be by action of the conference board of education in consultation with the local school board for reasons such as, but not limited to:

**4106:09 continued**

- a. Insufficient enrollment or funds to support the teaching/professional position. (Effort will be made by the employing organization to transfer and relocate employees thus affected.)
  - b. Employee's failure to correct or overcome a problem area during a probationary period.
  - c. Employee's inability to fulfill required responsibilities because of physical, mental, or emotional problems (where permitted by law).
  - d. Employee's incompetency as determined by professional evaluation.
  - e. Employee's indifference to pupil welfare or safety.
  - f. Employee's lack of cooperation with administration or supervisors.
  - g. Employee's persistent failure to comply with conference policies and regulations.
  - h. Employee's unprofessional conduct and persistent violations of professional ethics. See *Code 1408*.
  - i. Employee's failure to maintain current denominational certification. See *Code 4204*.
2. Non-renewal of contract proceedings must comply with Procedures for Discontinuance of Employment as specified in *Code 4114*.
  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 4118*.

**4107:03 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 4114*.

**4107:03** *continued*

4. Notification by the employer of intent not to renew a contract is to be submitted in writing to the employee by May 1.
5. Individuals whose employment is discontinued by non-renewal of contract may qualify for termination pay if they meet eligibility requirements as specified in *Code* 4118.

**4108:93** **Suspension**

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

**4110:10** **Dismissal**

1. Dismissal is discontinuance of salary and employment at any time by the employing organization for any reason listed below:
  - a. Immoral or unsatisfactory personal conduct not in accordance with the principles of the Seventh-day Adventist Church.
  - b. Committing, aiding, advocating or being convicted of any crime that is a felony, or any crime involving moral turpitude, either a misdemeanor or felony.

#### **4110:10 *continued***

- c. Persistence in advocating, practicing or teaching beliefs or philosophy contrary to the basic tenets, standards and doctrines of the Seventh-day Adventist Church.
  - d. The use of alcohol, tobacco, marijuana or misuse of any other controlled substances.
  - e. Social and/or moral problems which indicate an unfitness to instruct or associate with children and youth.
  - f. Insubordination—persistent violation of, or refusal to cooperate with school and/or conference administration.
  - g. Membership in any organization known to be advocating the overthrow of the government by force or subversion.
  - h. Unacceptable performance as determined by professional evaluation.
  - i. Inability to maintain a reasonable degree of orderly conduct, thus seriously jeopardizing the students' learning environment, health and/or safety.
  - j. Gross incompetence thus seriously jeopardizing the students' learning environment, health and/or safety.
2. Dismissal proceedings must comply with procedures as specified in *Code* 4114.
  3. An individual whose employment is discontinued by dismissal proceedings may be eligible for termination pay if he meets eligibility requirements as specified in *Code* 4118.

#### **4112:11 Declaration of Financial Exigency**

In the event of an unforeseen economic situation which seriously jeopardizes the reasonable operation of a local school, the school board—with a representative from the conference office of education present—may by a two-thirds vote of all elected board members request the conference board of education to declare a financial exigency for the school. The conference board of education, or its designated executive committee as stated under *Code* 1118, 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.

#### **4112:11 *continued***

Every effort will be made by the employing organization to transfer and relocate employees thus affected. The employee would not forfeit termination pay provisions if he/she meets eligibility requirements as specified in *Code 4118*.

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

#### **4114:14 Procedures for Non-Renewal of Contract, Dismissal, or Change of Employment Status**

##### **1. Applicable Situations**

The following procedures apply in cases of

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

Hereinafter any of the above cases are referred to as "such action."

##### **2. Procedures**

- a. If any such action is proposed at the local school level, the principal or local school board chair shall notify the superintendent of schools of such action, and the superintendent or superintendent's designee must be present when the local school board gives consideration to the matter.
- b. A recommendation from the local school board is not a prerequisite to action by the conference board of education; however, if any such action is proposed at the conference level, the superintendent of schools shall consult with the local school board prior to any further action.
- c. After compliance with sub-section *a* or *b*, if further action is taken, the superintendent or superintendent's designee shall present to the employee a written statement setting forth the reason(s) for the proposed action and the right of the employee to address the local



**4114:14 continued**

school board prior to any action by the conference board of education.

- d. Final action shall be taken by the conference board of education or its designated executive committee as stated under *Code 1118*. The employee shall have the right to address the board of education prior to any final action.
- e. The right of an employee to address the local school board and conference board of education as provided in sub-sections *c* and *d* shall not apply to actions of non-renewal of contract for reasons of insufficient enrollment or funds (*Code 4106 1-a*) or in cases where a financial exigency has been declared by the conference board of education. However, in such a case the employee may ask for reconsideration by the conference board of education subsequent to their final action.
- f. Written notification of the final action shall be given to the employee by the superintendent of schools or designee.
  - (1) In actions involving non-renewal of contract, notification is to be made *by May 1*.
  - (2) In actions involving suspension or dismissal, the written notification is to include the effective date and discontinuance of salary date.
  - (3) The written notification will also inform the employee of his/her right of appeal.

**3. Appeal Procedure**

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

**4. Variances to Procedures**

Minor variances from the procedures set forth in sections 2 and 3 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:

**4114:14 *continued***

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

**4116:12 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.
  - 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.

**4116:12 continued**

3. Any dismissal involving the abuse of a minor will result in the revocation of any certificate defined in *Code 4001* upon a request from the local conference board of education to the NPUC Board of Education without following the procedures outlined in #2.

**4118:15 Termination Settlement**

1. Termination Settlement

In order to provide transition funds for an involuntary terminated full-time regular status employee ("Employee"), a termination settlement may be provided under the terms of this policy. The settlement is not an earned

Employee benefit automatically provided in every case of employment termination.

2. Eligibility

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

- a. Eligible for Termination Settlement:

- (1) *Closure or Reduction*—an Employee involuntarily terminated due to closure of a denominational facility or staff reductions due to financial exigency or enrollment.
- (2) *Lack of Performance*—An Employee who is terminated for failing to adequately perform the functions of the job.
- (3) *Medical Condition*—An Employee who is unable to continue employments because of a medical condition but is not eligible for disability benefits under the Employee Disability Income Plan (NAD *Working Policy Y 33*).
- (4) *Not Reelected/Reappointed*—An elected/appointed Employee who is not reelected/reappointed, and for whom no further assignment consistent with the Employee's training and/or experience is offered by a denominational employer.
- (5) *Full-Time to Part-Time*—An eligible employee who (a) is involuntarily reduced from full-time employment to part-time employment, or (b) refuses the offer of part-time employment

**4118:15 continued**

when their status has been involuntarily reduced from full-time employment in the same organization.

b. Not Eligible for Termination Settlement:

- (1) Part-time and locally funded employees.
- (2) *Involuntary Termination*—An Employee terminated for violation of organizational policies and/or practices regarding misconduct, or for criminal behavior.
- (3) *Retirement*—An Employee who (i) is counseled to resign or terminated, (ii) is eligible for retirement benefits at his/her normal retirement age (as defined in the NAD Retirement Plan) and (iii) begins to receive retirement benefits following his/her cessation of employment.
- (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 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.

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 twenty 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.

**4118:15 continued**

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

## **4200 Remuneration and Benefits for Certificated/ Professional Personnel**

### **4202:93 Remuneration**

The salary rates for certificated/professional personnel are determined annually by employing organizations in accordance with the North Pacific Union Conference salary scale and in compliance with applicable Federal and state laws. A certificated/professional employee may be offered a contract requiring either 10 or 12 months assignment. The following payment plans have been adopted for use in the North Pacific Union Conference:

1. 12-Month Assignment

Certificated/professional personnel employed on a 12-month assignment will receive monthly salary payments based on established annual salary rates. For details see *Code 5215*

2. 10-Month Assignment

Certificated/professional personnel employed on the 10-month assignment plan, in accordance with the policy as published in the finance division of the NPUC Education Code, will receive 12 monthly payments. For details see *Code 5215*.

3. Salary Criteria

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

1. Certification status

2. Years of service

### **4204:09 Salary Adjustment Caused by Certification Status Change**

1. Salary Change Due to Upgrading Certification

Placement on the salary scale will be determined by the teacher's certification status at the time the contract is issued. If a teacher's certification status is raised and the certificate issued by October 31, the teacher is eligible for increased salary retroactive to July 1. Should the new certificate be issued by the NPUC after October 31 of the current year, the increased salary will become effective the month following such issuance.

**4204:09 continued**

2. Lapse of Certificate Penalty

If a certificate is allowed to lapse, 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 probation continues into a second contract period, the salary will be reduced another step until the certification is reinstated with no retroactive pay adjustment. It is recommended that teachers involved in summer school college credit courses obtain a verification of grade and course hours from the teacher and send such verification to the North Pacific Union Conference certification officer to avoid problems resulting from late receipts of college transcripts. This procedure is especially important if the renewal of a certificate or the receipt of a new certificate depends on the summer school credits earned.

**4206:93 Competitive Employment**

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

School employees 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 their respective employing organization and, where appropriate, on the basis of a written agreement.

**4208:03 Allowances and Benefits for Full-Time Certificated/ Professional Employees**

In addition to the annual salary, certain allowances and benefits are granted when the employee qualifies. Details regarding the allowances are provided in the citation listed following each item.

Allowance or Benefit	<i>Education Code Section</i>
1. Dual Home Owner's or Rent Allowance	5340
2. Employee Disability Income Plan	4218
3. Employee Survivor Benefit	5305
4. Graduate Study	
a. Summer School	5420, 5430
b. Doctoral Study Plan	5450
5. Health Care Assistance	5320
6. Housing, School-Owned Rental	5340

**4208:03 continued**

7.	Leaves	4214
8.	Mileage, Authorized School Travel	5365
9.	Moving Allowance and Expense	5325, 5330
10.	Retirement Benefits	4216, 5370
11.	Social Security	
12.	Termination Pay	4118
13.	Tuition Assistance for Dependent Children	5310
14.	Vacation Policy	4212

**4210:10 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.
  - a. Allowances or benefits **granted**:
    - (1) Prorated service credit accrued if employed half time or more during the school year
    - (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 *Ia* above
  - c. Deviations from the above statement are to be discouraged, however, if any deviation is to be considered, it must meet the following conditions:
    - (1) A specific contract must be drafted or approved by counsel for the employer and the employee (unless the employee waives their right to legal counsel) which addresses issues such as, but not limited to:
      - (a) Remuneration
      - (b) Health benefits



**4210:10 continued**

- (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 Policies unless deviations are permitted therein
- (3) Specific action approving the contract must be voted as an exception by the conference board of education
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 holiday falls within the normal working time
  - b. Allowances and 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

**4210:10 continued**

- (6) Termination pay; nor
- (7) Any other allowances and benefits not specifically granted in 2a above

**4212:16 Vacations and Holidays for Certificated/Professional Personnel**

1. 10-Month Assignment

Those employed on a 10-month assignment have vacation time and holidays included in this time period. A teacher on the 10-month assignment receives a monthly amount which reflects the vacation policy as indicated below under the 12-month assignment. See *Code 5215* 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:

	Vacation entitlement per year of full-time service
During first 4-year period	2 weeks
During next 5-year period	3 weeks*
After 9 years of service	4 weeks*

\*Employees are eligible to begin accruing vacation at the 3 and 4 week rates after completing 4 and 9 years of service or in harmony with mandated government requirements.

Vacation time may be taken during the school year with the prior approval of the employing organization 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 or a formal reporting/accounting system is in place.

## **4212:16 *continued***

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.

Vacation may be used at such time or times when requested by the employee and approved by the employing organization. Time off for Family and Medical Leave of Absence purposes shall be requested in accordance with *Code 4214*.

- c. When an employee is transferred from one denominational organization to another, accrued vacation time of up to 150% of 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 be aligned with applicable federal and state law.

## **4214:15 Leaves**

The North Pacific Union Conference makes provision for leaves concerned with bereavement, illness, personal reasons, jury duty, and professional growth. Leaves for any other purpose must be approved by the employing organization. The following leaves must comply with individual state 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 employing organization.
- b. Cases involving other near of kin may require special consideration. Such cases shall be evaluated on an individual basis by the employing organization.

**4214:15 continued**

- c. Travel costs incurred as a consequence of bereavement leaves are borne by the employee.

**2. Sick Leave**

- a. When employees are sick or impaired to the extent of being unable to reasonably perform all regular duties or would expose others to illness or injury, they are not expected to report to work.
- b. Anticipated and unanticipated absences must be reported as early as possible to the principal/head teacher or superintendent.
- c. Illness that necessitates more than five working days absence should be documented by a health care professional.
- d. Sick leave is intended only in the case of personal illness or injury of the employee and is not assignable to other employees. A maximum of three days of personal sick leave may be used to care for illness/injury of immediate family members.
- e. Elective medical, dental or surgical appointments should be scheduled so as not to interfere with the regular work schedule. Where this is impossible, such time shall be taken for such appointments as sick leave.
- f. During the contract year certificated employees are eligible for up to a maximum of 20 sick leave working days.
- g. The employing organization will consider 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 *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.

**4214:15 continued**

3. Pregnancy/Maternity Leave

Pregnancy/maternity leave will be granted up to 30 working days. The first 20 of these working days shall be considered sick leave. Maternity leave shall be consecutive work days unless required otherwise by medical necessity.

4. Paternity Leave

Paternity leave of up to five working days may be granted to an employee. These days shall be considered sick leave.

5. Adoption Leave

Pregnancy/maternity and paternity leave may be granted to employees who adopt children.

6. Personal Leaves

By approval of the immediate administrator and with adequate notice to secure a qualified substitute, a teacher 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.

7. Jury Duty

Employees selected to serve on jury duty will counsel with the principal and/or office of education so that proper arrangements can be made for covering their assigned positions.

8. Professional Leaves

- a. One professional visitation day per year may be granted at the discretion of the superintendent/senior academy principal.
- b. Professional growth activities and professional committee memberships during school hours may be approved by the superintendent/senior academy principal.

9. Family and Medical Leave of Absence

Upon application of the employee and approval of the conference office of education, 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

**4214:15** *continued*

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.*)

**4216:15 Retirement Plan**

*The Seventh-day Adventist Retirement Plan of the North American Division is published by the North American Division Retirement Office as a separate booklet which is available from the employing organization. The NAD retirement plan booklet is indexed as Section Z of the NAD Working Policy.*

**4218:15 Employee Disability Income Plan**

All regular full-time denominational employees working an average of at least 35 hours per week shall be eligible to participate in the Employee Disability Income Plan, see *NAD Working Policy Y 33.*

## **4300 General Provisions for Education Personnel**

### **4302:88 Nondiscrimination Policy**

The governing body of the Church, officially and in practice, abides by the following policies relating to employment.

1. Equal employment opportunities shall be afforded, with no discrimination in recruitment or hiring against any employee or applicant because of race, color, ethnic background, country of origin, age, or sex, except where age or sex are bona fide occupational qualifications.
2. Preferential hiring is practiced only on the basis of freely chosen adherence to Seventh-day Adventist tenets as an essential to the operation of a Seventh-day Adventist institution.
3. Compensation and benefits will be administered without regard to race, color, ethnic background, country of origin, creed, age, or sex.
4. Decisions for the promotion of employees will be based upon the qualifications of an individual as related to the requirements of the position for which the person is being considered.
5. Inasmuch as the personal life and the professional identity of an individual are inseparable, all employees are expected to conform to the standards of conduct that are in harmony with Seventh-day Adventist practices.

### **4304:88 Revision of Policies**

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

### **4306:12 Harassment** *(See NAD Working Policy E 84)*

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

**4306:12 *continued***

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 of NAD organizations 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 the NAD or its organizations, or while representing the NAD in any capacity. Employees should respect and uplift one another. Employees should never be placed in a position of embarrassment, disrespected or harassed because of their gender, race, color, national origin, age or disability. To do so would be a violation of God's law and civil laws protecting human rights and governing workplace conduct.

**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



**4306:12 *continued***

- 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 includes, 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;
- 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:

**4306:12 *continued***

- 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
- The North American Division prohibits retaliation against employees complaining of harassment.

**4308:91 Employees Infected with HIV**

Employment decisions concerning an employee who is infected with HIV must be medically, legally, educationally and ethically sound. The conference board of education shall adopt guidelines and procedures for dealing with employees infected with HIV. The superintendent of schools shall oversee the implementation of such guidelines on a case-by-case basis.

**4310:91 Child Abuse Reporting Policy**

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 the area's legally appointed child protection agent within a specified period of time as stated by law.

**4310:91** *continued*

When it is necessary to report a suspected instance of child abuse, the local school administrator and conference superintendent of education shall be notified. In making these reports and notifications, confidentiality shall be maintained.

**4312:12** **Sexual Misconduct in Church Relationships**

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.

*North American Division 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.

## **4400 Locally Funded Employees**

### **4402:19 Definition of Locally Funded Employee**

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

### **4404:19 Applicable Employment Policy**

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

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

### **4406:19 Employee Benefits—Certificated Educators Funded Locally**

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

## **4408:19 Employee Benefits—Hourly Classified Personnel**

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

1. Health Care Benefits—All conference employees, including locally funded employees who are employed for 30 or more hours per week 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.

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

## 4700 Definition of Terms

**Assignment:** The act of allotting to an employee tasks, duties or responsibilities.

**Certificate:** The document granted an applicant for a teaching or administrative position based on transcripts of college credits, degrees, certificates and testimonials relative to previous experience and character.

**Certificated Personnel:** Persons employed by the school system for positions requiring teaching certificates.

**Conference Board of Education:** A body of trustees whose duty it is to give general oversight and direction to the educational activities of a conference. The board of education is created by the conference to assume responsibility for the operation of the conference school system. Individual members have no authority unless it is delegated to them, power being vested in the board only when it acts as a body. Control is exercised through vote by which school personnel are selected and discharged, and rules, regulations and policies are established.

**Dismissal:** Cessation of employment during the contract period initiated by the employer for reasons stated in the *Code 4110*.

**Employing Organization:** The conference or school that issues the employee's payroll checks and is financially responsible for the allowances and benefits granted to education employees.

**Employment Contract:** An agreement, in writing, entered into by an employee and the employing organization, stating the salary to be paid and the length of the term of the contract, and setting forth the general duties to be performed by the employee.

**Exigency:** A situation calling for immediate action or attention.

**Level One Employment:** The employment status given during the initial period of employment in which a certificated/professional full-time employee is to demonstrate competency. (See *Code 4010*.)

**Level Two Employment:** Employment status given to a certificated/professional employee who has satisfactorily completed the Level One initial period of employment. (See *Code 4012*.)

**Level Three Employment:** Employment status given to a certificated/professional employee who has completed six years of satisfactory employment and holds a Professional or Administrator's Certificate or has served satisfactorily for fifteen years and holds a Standard Certificate (certificated personnel) or a college degree relevant to the job description (non-certificated professional personnel). (See *Code 4014*.)

## **Definition of Terms *continued***

**Local School Board:** A group of persons elected or appointed by constituent church(es) to perform the service of operating the local school.

**Non-certificated Professional Personnel:** Salaried personnel employed by the school system who hold a college degree relevant to the job description.

**Non-Renewal of Contract:** The decision by the employing organization not to offer a new contract to a certificated/professional employee and thus discontinue the employee's service at the close of the current contract.

**Part-time:** The employment status given to a certificated/professional employee who is employed for less than full-time as determined by the employing organization.

**Probationary:** The status of an employee who has been granted a trial period to improve his/her professional service.

**Professional Evaluation:** A process of determining employee effectiveness and providing for professional guidance and assistance, usually performed by an administrator or supervisor.

**Reassignment:** A change in assignment within the school.

**Resignation:** The request by an employee and acceptance by the employer to cease employment.

**Salary:** A set amount of money paid to an employee on a monthly basis as determined by certification and years of experience in harmony with the NPUC salary scale.

**Statement of Agreement:** A written statement signed by hourly-paid personnel, wherein they agree that the terms of their employment shall be governed by the North Pacific Union *Employment Policies* wherever applicable.

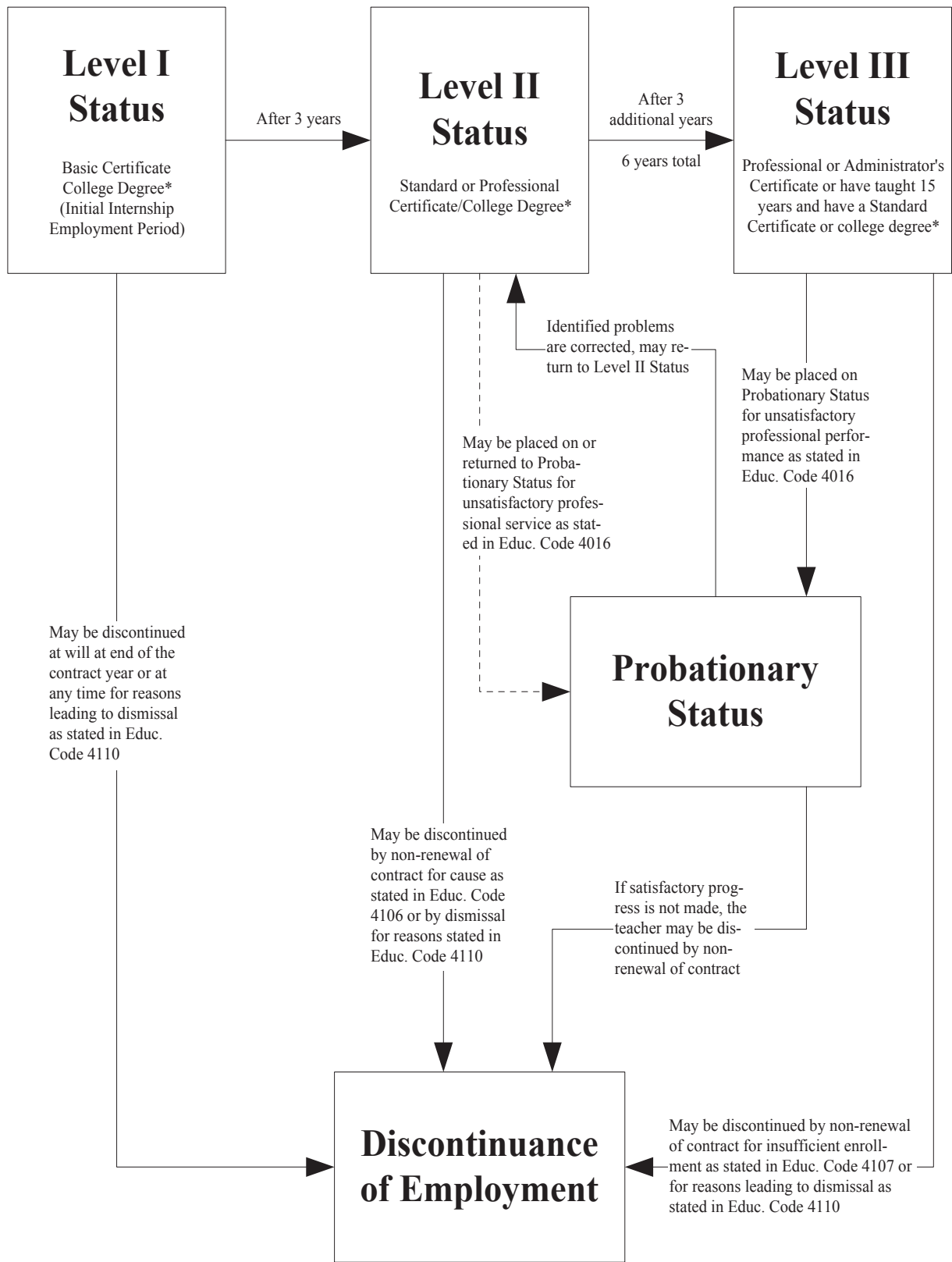
**Suspension:** Temporary severance of an employee from his or her position by the employing organization.

**Termination:** Cessation of employment.

**Transfer:** The relocation of an employee from one school to another in a position for which he or she is qualified.

**Wage:** The hourly rate paid to an hour-time classified employee.

# 4975:98 Employment Status Flow Chart



\* "College degree" refers to non-certificated professional personnel.



## **5000 Financial Support of Education K-12**

### **5005:19 North Pacific Union Conference Education Budget**

1. Sources of Funds
  - a. NPUC: Amount equal to 0.9% of tithes generated in the North Pacific Union Conference during the previous fiscal/calendar year.
  - b. NAD: Amount equal to 2.35% of tithes 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' tithes.
  - 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 stabilize tuition costs for parents and assist 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 and Care (ECEC) 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 to meeting the above criteria schools must be recommended by the conference superintendent.
- d Appropriations will be limited to schools which have operated for a minimum of two years as regular conference-approved schools.

### 3. Procedure:

- a The school is to complete an information form supplied by the conference superintendent of schools. The requested information includes constituent church tithe and membership information, and school data such as student enrollment, teacher-student ratio, tuition rates, library and technology expenditures, and other data that may be requested.
- b All information forms are to be submitted to the North Pacific Union Conference Office of Education through the local 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/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. (See *Code 5425*).
- 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 where schools opt out of participation) are eligible to participate and will receive reimbursement from the Education Materials Fund if expenditures are made for the purchase of approved instructional resource materials.
- b. In elementary schools and junior academies reimbursement is made on a per-teacher basis for each full-time certificated teacher employed. In senior academies, reimbursement is made to each school for curriculum committee approved purchases.
- c. Available Education Materials Funds will be allocated, as close as possible each year, as follows:
  - (1) Elementary and Junior Academies: Two-thirds of fund.
  - (2) Senior Academies: One-third of fund.

### 3. Procedure

#### a. Elementary and Junior Academies

After purchases have been made, copies of receipts are forwarded by the principal/head teacher to the conference office of education. An authorization form for each school will be completed and sent to the North Pacific Union Conference Office of Education. Authorized disbursements will be made by the Union to the local conference, and the conference will forward the reimbursed funds to the local school.

#### 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 of the Church.

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.

## **5050:19 Continued**

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. Procedures
  - a. School boards choosing to participate will grant above benefits subsequent 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.

### **5050:19 *Continued***

#### 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:

- a. estimated number of elementary and secondary applicants, and
- b. 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 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 Promotion and Marketing 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 Technology Fund**

Available funds are to assist local conferences, schools, and teachers in the acquisition of new educational technology, in training educators in the implementation of new technologies, and to support the North Pacific Union Conference's engagement in NAD-wide technology initiatives.

## **5200 Salary and Wages**

### **5205:19 Salary and Wage Scales**

1. Certificated educational employees will be paid in harmony with the current North Pacific Union Conference salary or wage scales. These have been developed within the guidelines provided by the North American Division.
2. In addition to the annual salary, certain allowances and benefits are granted when the employee qualifies as specified in the *Education Code* 5300s section.

### **5210:19 Cost of Living Assistance**

The North American Division implements a cost of living assistance in addition to the remuneration by the application of the studies compiled by the Economic Research Institute, Inc. (ERI). For complete information on this plan (See *NAD Working Policy Y 08 25.*).

## 5215:19 Salary Scale Percentages for Administrative Personnel

Classification of Employee	Current Year of Service						
	1	2	3	4	5	6	7
Principal							
with AC				96	99	102	
with PC				95	98	101	102
with SC				94	96	98	
Vice-Principal**							
with AC				95	98	101	102
with PC				94	97	100	102
with SC				92	95	97	
with MBA/CPA*	87	89	92	94	97	99	102
with BS/BA*	83	85	87	91	94	97	
Business Assistants							
with MBA/CPA*	85	87	90	93	95	99	102
with BS/BA*	83	85	87	90	93	95	
Development Director							
with MA/MBA*	85	87	90	93	95	99	102
with BS/BA*	83	85	87	90	93	95	
with no degree	81	83	85	88	90	92	
Guidance Director Library/Media Center Director Registrar (Credentialed)							
with PC	85	87	90	93	95	99	102
with SC	83	85	87	90	93	95	
Residence Hall Dean							
with MA	87	89	92	94	97	99	102
with BA/BS	83	85	87	90	93	95	
with no degree	81	83	85	88	90	92	

\* Or equivalent experience

\*\* May be designated as Vice-Principal for Finance, Academics, or Student Services.

## **5220:19 Educator Remuneration—Salary Scale**

1. Educators with a baccalaureate degree but who do not hold a Basic or Standard certificate will be paid at pre-certification level for the first year of service. These educators will subsequently advance to Step I for the second year upon making satisfactory progress (a minimum of 9 quarter hours of academic course work) toward fulfillment of certification requirements. Such will remain on Step I until requirements have been met for a Basic or Standard teaching certificate.
2. Educators with a master's degree (or equivalent), but without Basic or Standard certification will be paid at Step I for the first year of service and advance to Step II for the second year and to Step III for the third year upon satisfactory progress (a minimum of 9 quarter hours of academic course work each year) toward certification. Such will remain at Step III until the Basic, Standard, or Professional certificate is earned.
3. Educators with a master's degree and Basic certification start at Step II.

### NPUC Educator Salary Scale July 1, 2019

100% Wage Factor = \$4,635					12-Month		10-Month Employment Scale					
					\$ 4,635		\$ 4,126		\$ 4,218		\$ 4,311	
					Current Empl. Year					Paid Vacation Time		
Step	Wage Factor Percent	Basic	Stand.	Prof.	Per Month	Per Year	2 Wks. = 89% 1st-4th Year		3 Wks. = 91% 5th-9th Year		4 Wks. = 93% 10th+ Year	
Pre BA	60				\$2,781	\$33,372	\$2,476	\$29,712	\$2,531	\$30,372	\$2,587	\$31,044
Pre Cert (BA)	75				\$3,477	\$41,724	\$3,095	\$37,140	\$3,164	\$37,968	\$3,234	\$38,808
I	83	1st**			\$3,848	\$46,176	\$3,425	\$41,100	\$3,501	\$42,012	\$3,579	\$42,948
II	85	2nd**		1st*	\$3,940	\$47,280	\$3,508	\$42,096	\$3,586	\$43,032	\$3,665	\$43,980
III	87	3rd**		2nd*	\$4,033	\$48,396	\$3,590	\$43,080	\$3,670	\$44,040	\$3,751	\$45,012
IV	90		4th	3rd*	\$4,172	\$50,064	\$3,714	\$44,568	\$3,797	\$45,564	\$3,880	\$46,560
V	93		5th	4th	\$4,311	\$51,732	\$3,838	\$46,056	\$3,923	\$47,076	\$4,010	\$48,120
VI	95		6th +	5th	\$4,404	\$52,848	\$3,920	\$47,040	\$4,008	\$48,096	\$4,096	\$49,152
VII	99			6th	\$4,589	\$55,068	\$4,085	\$49,020	\$4,176	\$50,112	\$4,268	\$51,216
VIII	102			7th	\$4,728	\$56,736	\$4,209	\$50,508	\$4,303	\$51,636	\$4,398	\$52,776

Administrative Travel Budget as described in *Education Code* #5350 = \$26.25

\* A person with a Masters degree and basic certification starts at Step II.

\*\* A person with a Masters degree but without basic certification, starts at Step I and advances to Steps II & III with satisfactory progress towards certification. They may be held at Step III until they have met basic/standard/professional certification

\*\*\*The columns for 3 and 4 weeks vacation time are for years of denominational service only.

## **5225:19 Special Financial Provision of 10-Month Employment Plan**

1. Certificated instructional personnel who are employed after the contracted July 1 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 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 salaryscale.]
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. (See *Code 5660*.)

## 5230:19 Wage Scale Percentages for Classified Hourly Personnel

Non-certificated school support personnel are generally classified as hourly wage earners by the federal government's Fair Labor Standards Act. Every employee in an Adventist school is an employee of the local conference. Given economic differences across the North Pacific Union Conference, which create varying community wage rates, the hourly rates in this section are provided for guidance and informational purposes.

1. This wage scale indicates various "levels" for each classification of employee. These levels do not necessarily indicate the number of years of experience that an employee has accumulated. The levels may be used to indicate a competency level as determined by evaluation by the employee's administrator.
2. In areas where prevailing hourly wage rates are lower or higher than this published wage scale, the "levels" may also be used as minimums and maximums in paying an hourly wage that reflects community rates.
3. The wage scale is predicated on a 38-hour work week. Individuals authorized to work more than 40 hours per week will be paid for overtime hours in harmony with the U.S. Fair Labor Standards Act. Overtime should not exceed additional pay equivalent to 22.5% monthly.

Classification of Employee	Employment Levels					
	Min 1	2	3	4	5	Max 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	
<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
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



5235:19

### NPUC Hourly Wage Table for 2018-19

Monthly Base: \$ 4,635

Effective: July 1, 2019

38 Hour Week

Sal Pct	12-month Scale				10-month Scale					
	Annual	Month	Hourly	O/T	2-Week Vacation		3-Week Vacation		4-Week Vacation	
					89%	\$ 4,126	91%	\$ 4,218	93%	\$ 4,311
	Annual	Month	Hourly	O/T	Annual	Monthly	Annual	Monthly	Annual	Monthly
30	\$16,692	\$1,391	8.45	12.68	\$14,856	\$1,238	\$15,192	\$1,266	\$15,528	\$1,294
31	\$17,244	\$1,437	8.73	13.10	\$15,360	\$1,280	\$15,696	\$1,308	\$16,044	\$1,337
32	\$17,808	\$1,484	9.02	13.53	\$15,852	\$1,321	\$16,200	\$1,350	\$16,560	\$1,380
33	\$18,360	\$1,530	9.30	13.95	\$16,344	\$1,362	\$16,704	\$1,392	\$17,076	\$1,423
34	\$18,912	\$1,576	9.58	14.37	\$16,836	\$1,403	\$17,220	\$1,435	\$17,592	\$1,466
35	\$19,476	\$1,623	9.86	14.79	\$17,340	\$1,445	\$17,724	\$1,477	\$18,108	\$1,509
36	\$20,028	\$1,669	10.14	15.21	\$17,832	\$1,486	\$18,228	\$1,519	\$18,624	\$1,552
37	\$20,580	\$1,715	10.42	15.63	\$18,324	\$1,527	\$18,732	\$1,561	\$19,152	\$1,596
38	\$21,144	\$1,762	10.71	16.07	\$18,816	\$1,568	\$19,236	\$1,603	\$19,668	\$1,639
39	\$21,696	\$1,808	10.98	16.47	\$19,320	\$1,610	\$19,752	\$1,646	\$20,184	\$1,682
40	\$22,248	\$1,854	11.26	16.89	\$19,812	\$1,651	\$20,256	\$1,688	\$20,700	\$1,725
41	\$22,812	\$1,901	11.55	17.33	\$20,304	\$1,692	\$20,760	\$1,730	\$21,216	\$1,768
42	\$23,364	\$1,947	11.83	17.75	\$20,796	\$1,733	\$21,264	\$1,772	\$21,732	\$1,811
43	\$23,928	\$1,994	12.11	18.17	\$21,300	\$1,775	\$21,768	\$1,814	\$22,248	\$1,854
44	\$24,480	\$2,040	12.39	18.59	\$21,792	\$1,816	\$22,272	\$1,856	\$22,764	\$1,897
45	\$25,032	\$2,086	12.67	19.01	\$22,284	\$1,857	\$22,788	\$1,899	\$23,280	\$1,940
46	\$25,596	\$2,133	12.96	19.44	\$22,776	\$1,898	\$23,292	\$1,941	\$23,808	\$1,984
47	\$26,148	\$2,179	13.24	19.86	\$23,280	\$1,940	\$23,796	\$1,983	\$24,324	\$2,027
48	\$26,700	\$2,225	13.52	20.28	\$23,772	\$1,981	\$24,300	\$2,025	\$24,840	\$2,070
49	\$27,264	\$2,272	13.80	20.70	\$24,264	\$2,022	\$24,804	\$2,067	\$25,356	\$2,113
50	\$27,816	\$2,318	14.08	21.12	\$24,756	\$2,063	\$25,308	\$2,109	\$25,872	\$2,156
51	\$28,368	\$2,364	14.36	21.54	\$25,260	\$2,105	\$25,824	\$2,152	\$26,388	\$2,199
52	\$28,932	\$2,411	14.65	21.98	\$25,752	\$2,146	\$26,328	\$2,194	\$26,904	\$2,242
53	\$29,484	\$2,457	14.93	22.40	\$26,244	\$2,187	\$26,832	\$2,236	\$27,420	\$2,285
54	\$30,036	\$2,503	15.21	22.82	\$26,748	\$2,229	\$27,336	\$2,278	\$27,936	\$2,328
55	\$30,600	\$2,550	15.49	23.24	\$27,240	\$2,270	\$27,840	\$2,320	\$28,464	\$2,372
56	\$31,152	\$2,596	15.77	23.66	\$27,732	\$2,311	\$28,356	\$2,363	\$28,980	\$2,415
57	\$31,704	\$2,642	16.05	24.08	\$28,224	\$2,352	\$28,860	\$2,405	\$29,496	\$2,458
58	\$32,268	\$2,689	16.33	24.50	\$28,728	\$2,394	\$29,364	\$2,447	\$30,012	\$2,501
59	\$32,820	\$2,735	16.61	24.92	\$29,220	\$2,435	\$29,868	\$2,489	\$30,528	\$2,544
60	\$33,372	\$2,781	16.89	25.34	\$29,712	\$2,476	\$30,372	\$2,531	\$31,044	\$2,587
61	\$33,936	\$2,828	17.18	25.77	\$30,204	\$2,517	\$30,876	\$2,573	\$31,560	\$2,630
62	\$34,488	\$2,874	17.46	26.19	\$30,708	\$2,559	\$31,392	\$2,616	\$32,076	\$2,673
63	\$35,052	\$2,921	17.74	26.61	\$31,200	\$2,600	\$31,896	\$2,658	\$32,592	\$2,716
64	\$35,604	\$2,967	18.02	27.03	\$31,692	\$2,641	\$32,400	\$2,700	\$33,120	\$2,760
65	\$36,156	\$3,013	18.30	27.45	\$32,184	\$2,682	\$32,904	\$2,742	\$33,636	\$2,803
66	\$36,720	\$3,060	18.59	27.89	\$32,688	\$2,724	\$33,408	\$2,784	\$34,152	\$2,846

Monthly Base: \$ 4,635

Effective: July 1, 2019

38 Hour Week

Sal Pct	12-month Scale				10-month Scale					
					2-Week Vacation 89% \$ 4,126		3-Week Vacation 91% \$ 4,218		4-Week Vacation 93% \$ 4,311	
	Annual	Month	Hourly	O/T	Annual	Monthly	Annual	Monthly	Annual	Monthly
67	\$37,272	\$3,106	18.87	28.31	\$33,180	\$2,765	\$33,924	\$2,827	\$34,668	\$2,889
68	\$37,824	\$3,152	19.15	28.73	\$33,672	\$2,806	\$34,428	\$2,869	\$35,184	\$2,932
69	\$38,388	\$3,199	19.43	29.15	\$34,164	\$2,847	\$34,932	\$2,911	\$35,700	\$2,975
70	\$38,940	\$3,245	19.71	29.57	\$34,668	\$2,889	\$35,436	\$2,953	\$36,216	\$3,018
71	\$39,492	\$3,291	19.99	29.99	\$35,160	\$2,930	\$35,940	\$2,995	\$36,732	\$3,061
72	\$40,056	\$3,338	20.28	30.42	\$35,652	\$2,971	\$36,444	\$3,037	\$37,248	\$3,104
73	\$40,608	\$3,384	20.56	30.84	\$36,144	\$3,012	\$36,960	\$3,080	\$37,776	\$3,148
74	\$41,160	\$3,430	20.83	31.25	\$36,648	\$3,054	\$37,464	\$3,122	\$38,292	\$3,191
75	\$41,724	\$3,477	21.12	31.68	\$37,140	\$3,095	\$37,968	\$3,164	\$38,808	\$3,234
76	\$42,276	\$3,523	21.40	32.10	\$37,632	\$3,136	\$38,472	\$3,206	\$39,324	\$3,277
77	\$42,828	\$3,569	21.68	32.52	\$38,136	\$3,178	\$38,976	\$3,248	\$39,840	\$3,320
78	\$43,392	\$3,616	21.96	32.94	\$38,628	\$3,219	\$39,492	\$3,291	\$40,356	\$3,363
79	\$43,944	\$3,662	22.24	33.36	\$39,120	\$3,260	\$39,996	\$3,333	\$40,872	\$3,406
80	\$44,496	\$3,708	22.52	33.78	\$39,612	\$3,301	\$40,500	\$3,375	\$41,388	\$3,449
81	\$45,060	\$3,755	22.81	34.22	\$40,116	\$3,343	\$41,004	\$3,417	\$41,904	\$3,492
82	\$45,612	\$3,801	23.09	34.64	\$40,608	\$3,384	\$41,508	\$3,459	\$42,432	\$3,536
83	\$46,176	\$3,848	23.37	35.06	\$41,100	\$3,425	\$42,012	\$3,501	\$42,948	\$3,579
84	\$46,728	\$3,894	23.65	35.48	\$41,592	\$3,466	\$42,528	\$3,544	\$43,464	\$3,622
85	\$47,280	\$3,940	23.93	35.90	\$42,096	\$3,508	\$43,032	\$3,586	\$43,980	\$3,665
86	\$47,844	\$3,987	24.22	36.33	\$42,588	\$3,549	\$43,536	\$3,628	\$44,496	\$3,708
87	\$48,396	\$4,033	24.50	36.75	\$43,080	\$3,590	\$44,040	\$3,670	\$45,012	\$3,751
88	\$48,948	\$4,079	24.78	37.17	\$43,572	\$3,631	\$44,544	\$3,712	\$45,528	\$3,794
89	\$49,512	\$4,126	25.06	37.59	\$44,076	\$3,673	\$45,060	\$3,755	\$46,044	\$3,837
90	\$50,064	\$4,172	25.34	38.01	\$44,568	\$3,714	\$45,564	\$3,797	\$46,560	\$3,880
91	\$50,616	\$4,218	25.62	38.43	\$45,060	\$3,755	\$46,068	\$3,839	\$47,088	\$3,924
92	\$51,180	\$4,265	25.91	38.87	\$45,552	\$3,796	\$46,572	\$3,881	\$47,604	\$3,967
93	\$51,732	\$4,311	26.19	39.29	\$46,056	\$3,838	\$47,076	\$3,923	\$48,120	\$4,010
94	\$52,284	\$4,357	26.46	39.69	\$46,548	\$3,879	\$47,580	\$3,965	\$48,636	\$4,053
95	\$52,848	\$4,404	26.75	40.13	\$47,040	\$3,920	\$48,096	\$4,008	\$49,152	\$4,096
96	\$53,400	\$4,450	27.03	40.55	\$47,532	\$3,961	\$48,600	\$4,050	\$49,668	\$4,139
97	\$53,952	\$4,496	27.31	40.97	\$48,036	\$4,003	\$49,104	\$4,092	\$50,184	\$4,182
98	\$54,516	\$4,543	27.59	41.39	\$48,528	\$4,044	\$49,608	\$4,134	\$50,700	\$4,225
99	\$55,068	\$4,589	27.87	41.81	\$49,020	\$4,085	\$50,112	\$4,176	\$51,216	\$4,268
100	\$55,620	\$4,635	28.15	42.23	\$49,512	\$4,126	\$50,616	\$4,218	\$51,732	\$4,311
101	\$56,184	\$4,682	28.44	42.66	\$50,016	\$4,168	\$51,132	\$4,261	\$52,260	\$4,355
102	\$56,736	\$4,728	28.72	43.08	\$50,508	\$4,209	\$51,636	\$4,303	\$52,776	\$4,398

## **5240:19 Remuneration for Substitute Teachers**

### **1. Remuneration Rate**

Remuneration for a qualified substitute teacher (See *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 (See *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.

#### 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.

## **5310:19 continued**

### **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 (See *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 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 (See *NAD Working Policy Y 12.*).

## **5330:19 Housing Assistance**

### **1. Remuneration Rate**

The employee's remuneration factor and the implementation of a cost-of-living allowance includes a provision for housing. The full implementation of the Relocation Assessor published by the Economic Research Institute, Inc. (ERI) provides the employee with adequate housing assistance for the area where the employee resides. No additional housing allowances may be granted, except as provided for in paragraph 6.

### **2. Denominationally-Owned Housing**

Housing provided by the employer should be charged to the employee at current community rates or at the rate indicated by the ERI indicator for the location where the employee is employed, whichever is less.

#### **a. Rental Rates in School-Owned Housing**

When an educational employee is requested to live in a school-owned house or dormitory quarters at a boarding school as a condition of employment, the rate of rent charged shall be at least 75% of the community rate.

#### **b. Utility Rates**

When utilities are furnished or there is no meter for the premises, the employee may be charged a flat rate determined by the controlling board.

### **3. Deans' Housing**

Deans shall pay rent at a rate of 20% less than the standard rate for the faculty in that school for comparable housing when the dean has housing in or attached to the dormitory. Utilities, if not metered, should be paid at fair market value.

### **4. Employee-Owned Housing**

Employees are encouraged, whenever possible, to own housing and make adequate provision for housing free-of-debt by the time they are no longer in active service. When employees purchase housing, they accept full responsibilities involved in home ownership. Employees should, however, counsel with the employing organization as to the appropriate geographical area for the new home that will best serve the employee's needs and the needs of the employer.

### **5. Parsonage Allowance**

Where a parsonage allowance is granted to the employee under existing government regulations, the maximum amount shall be stipulated annually by the local 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.
- 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.

**5330:19** *continued*

- f. If in transitioning an employee from one location to another, the employing organization decides that it is in its best interest to acquire the home where the employee currently lives, in order to facilitate the relocation of the individual to the new job assignment, the employing organization may exercise that option with the approval of the governing committee and, where applicable, the association or corporation. The home shall be appraised by a third party, and the price will be set excluding realtor fees.
- g. The employing organization should discuss the options available to the employee, and shall avoid the unnecessary multiple application of the provisions of this policy.

**5335:19 Housing—Occupying School-Owned Homes**

Educational employees may be required to occupy school-owned houses and apartments as a condition of their employment where school-owned housing is provided.

**5340:19 Moving Allowances**

The moving and transportation expenses of full-time certificated educational employees (including those employees on their first move into educational service) are paid by the employing organization under the following provisions:

1. Household Goods

The employing conference will arrange for the moving of the employee's household goods or an amount to cover freight/van charges and insurance up to maximums established by the conference. Moving assistance is limited to the ordinary personal household effects and such other items as used in the employee's work up to the conference maximums.

2. Transportation Allowance

When employees are asked to move, they are allowed reimbursement of actual mileage at the rate in harmony with current conference policy to move the employee's car or up to two cars for the employee and spouse.

3. Per Diem and Lodging Allowance

The employee is allowed a per diem of \$50.00 per day with an additional allowance of \$25.00 per day for the spouse and \$25.00 per day for each child. The employee will be paid as follows:



**5340:19 continued**

3. Per Diem and Lodging Allowance (*Continued*)

- a. Per diem allowance for the day of loading, the day or days in transit (based on 500 miles per day by the most direct route), and the day of unloading.
- b. Actual motel expense after loading and prior to unloading of the employee's household goods based on 500 miles per day by the most direct route while in transit.

4. Flat-Rate Moving Allowance

The employer may grant a flat amount rounded up to the nearest \$10 to cover packing, and other associated moving costs as follows:

Employee - 16 ½ % of Remuneration Factor  
Spouse - 16 ½ % of Remuneration Factor

A single parent with dependent children may be granted 33 percent of the Remuneration Factor as a moving allowance. However, the flat-rate moving allowance does not apply to voluntary local moves.

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. This bridge loan interest would be considered outside of the ceiling for which special assistance may be given. (See *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.

**5340:19 continued**

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.

**5345:19 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:

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 their places 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 is to be made within a period of five 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. (See *NAD Working Policy Y 23 10.*)

## **5350:19 Principal Administrative Travel Allowance**

1. An administrative travel allowance is to be granted to school principals for the constituent area served by the school as follows:
  - a. Elementary and Junior Academies - Head teachers or principals will receive one budgeted allowance per teacher FTE (including principal or head teacher) per month (12 months) up to a maximum of 14 budget allowances.
  - b. Day Academies - 14 budget allowances per month (12 months)
  - c. Boarding Academies - 16 budget allowances per month (12 months)

The monthly base figure for each budget will be the current mileage reimbursement rate times 1,000 miles divided by 16. (See *Code 5220* for the current amount per budget.)

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 employing entity from which they leave to commence retirement. The retirement allowance is not termination pay, but a benefit granted to all qualifying education personnel.

The amount of the allowance is based on remuneration factors at the time of retirement and years of qualifying denominational service. The retirement allowance for a teacher who is employed on a 10-month basis shall be calculated on the maximum monthly remuneration rate which would be available if employed on the 12-month basis. The conference employer will calculate the rate for each retiring employee in accordance with *NAD Working Policy Y 46*.

## 5360:19 Retirement and Transfer Gifts

Denominational employees who retire, transfer to another denominational organization, or resign, may be granted a farewell gift, calculated as a percentage of the Remuneration Factor rounded off to the nearest \$5, according to the following schedule of service in that organization:

Remuneration Scale Percentage	Percentage Per Year	Maximum Percentage
102% and above	4.0% per year of service	20%
98% to 101%	3.0% per year of service	15%
Below 98%	2.0% per year of service	10%

This gift is taxable income. Employees who receive a termination settlement are excluded from this provision.

## 5365:19 Retirement Plan

The retirement benefits for eligible denominational employees are detailed in *The Seventh-day Adventist Retirement Plan of the North American Division*, a separate booklet published by the North American Division Retirement Office, and is available from the employing organization. The NAD retirement plan booklet is indexed as Section Z of the *NAD Working Policy*.

## 5370:19 Travel Expense—Lodging

The following expenses may be reimbursed by the employing organization for employees traveling on authorized business. If a denominational entity other than the employer is covering expenses for a meeting, the employer will reimburse the employee and then bill the other organization for the travel expenses.

1. Overnight Lodging

The actual cost of hotel or other paid overnight accommodations may be reimbursed.

2. Lodging with Friends or Relatives

Employees on an authorized trip who choose to stay with friends or relatives may receive a specified amount of reimbursement per night in lieu of hotel expenses to be used for a cash or other gift for the hosts. Authorization for this assistance should be obtained prior to the travel at which time the conference employer will communicate the current reimbursement rate.

**5370:19 continued**

3. RV Expenses

When employees are authorized to use an RV for travel, they may receive the following reimbursement:

Mileage for RV	2 times regular mileage rate
Lodging in RV	\$25.00 per night
Per Diem While Using RV	\$14.00 per day

**5375:19 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.

**5380:19 Travel Expense—Per Diem**

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

Full employee per diem	\$50.00
When fully entertained	\$17.00
Family Authorized Travel	
Employee and Spouse	\$75.00
When fully entertained	\$25.00
Each dependent	\$25.00
Fully entertained	\$ 8.00

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 Employees' Children**

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 percent 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**

### **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 *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 (See *Code 5380*.) and be adjusted accordingly 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.

### **5410:19 North American Division Teachers Convention**

The expense for sponsoring all full-time certificated, professional educators to attend the NAD Teachers 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 fund the convention registration fee, on-site meals, and lodging expenses. Lodging is provided on a double occupancy basis for eligible attendees.

## **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 allowance in harmony with denominational policy (See *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 (See *Code* 5425.).

### **2. Advanced Degrees**

- a. **Masters 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 masters 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***

Doctoral Degrees (Continued): On a limited basis the North Pacific Union Conference may have funds available to also provide financial support, 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 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.

- a. Tuition: No charge to the authorized employee. Any fees or other course materials are the responsibility of the employee.

### **5425:19 *Continued***

- 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.

### **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 (See *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.

### **5450:19 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.

**5450:19 *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**

In order 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 reports from schools shall be furnished to the local conference on a regular basis. Regular academy financial reports should also be provided to the Union Conference Office of Education, by the school. 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 a established timeline, procedures, and with 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. (See *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. These funds are not to be used for purchase or maintenance of educational equipment (See *Code 5605*).

### 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 (See *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.

### **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 employing 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 should be 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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