



Pacific Union Conference
 EDUCATION CODE REVISIONS

Recommended by the Education Code Revision Committee
 On September 7, 2023 to the Union Board of Education

COMPLETION OF CONTRACT:

E12-136 Completion of Contract of Employee on Non-Regular Status, Provisional Employment
 [Revised 4/2016]

A. Definition [Revised 4/2016]

The completion of a contract of employment without the offer of a subsequent contract of employment.

B. Procedure

1. ~~The local conference office of education in consultation with the local school board shall submit a recommendation regarding the non-renewal of a contract to the local conference board of education.~~ **To offer an employee a subsequent contract, the local conference office of education in consultation with the local school board shall submit a recommendation to the local conference board of education.** The superintendent of schools/designee shall be present when any recommendation is voted.
2. The local conference board of education shall make reasonable effort to take action regarding the ~~non-renewal of a~~ **subsequent** contract so that the employee may be notified in writing on or before May 1 if ~~the a~~ **subsequent** contract is not to be ~~renewed~~ **offered** at the close of the current contract year.
3. The superintendent of schools shall make reasonable effort to communicate the decision of the local conference board of education in writing to the employee, the principal and/or the local school board on or before May 1 if ~~the a~~ **subsequent** contract is not to be ~~renewed~~ **offered**.

E16-144 Completion of Contract of a Term Status Employee [Revised 11/2011; 4/2016]

A. Definition [Revised 4/2016]

The completion of a specified term of employment without the offer of a subsequent term or contract of employment.

B. Procedure

1. ~~The local school board or, at the discretion of the local conference office of education, a sub-committee of the local conference board of education in lieu of the local school board shall submit a recommendation to the local conference board of education regarding non-renewal of contract of an employee.~~ **To offer an employee a subsequent contract, the local conference office of education in consultation with the local school board shall submit a recommendation to the local conference board**

56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111

of education. The superintendent of schools/designee shall be present when the recommendation is voted.

- ~~2. The superintendent of schools/designee shall give written notice to the employee of the action to recommend non-renewal of contract.~~
- 3. The local conference board of education shall take action regarding the recommendation for ~~non-renewal of a~~ **subsequent** contract.
- 4. The superintendent of schools shall communicate the decision of the local conference board of education to the employee, the principal and the local school board. If the employment **subsequent** contract is not ~~renewed~~ **offered** the notice shall indicate the effective date(s) for discontinuance of employment and discontinuance of salary and any benefits.

E19-128 Status Change [Revised 3/2012; 11/2012; 4/2016]

The following categories represent the changes in status for which a salaried classified employee is eligible:

- A. Completion of Contract. [See Section ~~E18-112~~ **E19-130**.]

E19-130 Completion of Contract of Salaried Classified Employee [New Policy, 2023]

A. Definition

The completion of a contract of employment without the offer of a subsequent contract of employment.

B. Procedure

To offer an employee a subsequent contract, the local school board shall take such an action. The superintendent of schools/designee shall be present when any recommendation is voted.

~~E10-120~~ Renewal of Contract

~~All reasonable attempts shall be made by the employer to notify the employee in writing on or before May 1 of the current contract year whether the contract will be renewed for the ensuing year.~~

COMPLETION OF CONTRACT/TERMINATION:

E14-120 Status Change [Revised 3/2012; 11/2012; 4/2016]

The employment status of an employee on Non-Regular Status, Part-time Employment may be changed when in the best interest of the employee, the students, and/or the total school as follows:

- Term Status. [See Section E11-124.]
- Non-Regular Status Provisional Employment. [See Section 11-153.]
- Regular Status. [See Section E12-120.]
- Resignation. [See Section E14-124.]
- Administrative Leave. [See Section E14-128.]
- ~~Termination/Completion of Contract. [See Section 14-132.]~~

112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167

- **Completion of Contract. [See Section 14-132.]**
- **Termination. [See Section 14-134.]**
- Retirement. [See Section E14-136.]

~~E14-132 Termination/Completion of Contract of Employee on Non-Regular Status,
Part-time Employment [Revised 4/2016]~~

~~A. Definition [Revised 4/2016]~~

~~The discontinuance of employment with or without cause on two week notice during or at the close of the contract year (Termination), or the completion of a contract of employment without the offer of a subsequent contract of employment.~~

~~B. Procedure~~

- ~~1. The local school board, or at the discretion of the local conference office of education a sub-committee of the local conference board of education in lieu of the local school board, shall submit a recommendation to the local conference board of education regarding termination or non-renewal of contract of an employee. The superintendent of schools/designee shall be present when the recommendation is voted.~~
- ~~2. The superintendent of schools/designee shall give written notice to the employee of the action to recommend termination/non-renewal of contract.~~
- ~~3. The local conference board of education shall take action regarding the recommendation for termination/non-renewal of contract.~~
- ~~4. The superintendent of schools shall communicate the decision of the local conference board of education to the employee, the principal and the local school board. If the employment is terminated or contract is not renewed the notice shall indicate the effective date(s) for discontinuance of employment and discontinuance of salary and any benefits.~~

**E14-132 Completion of Contract of Employee on Non-Regular Status,
Part-time Employment [New Policy]**

A. Definition

The completion of a contract of employment without the offer of a subsequent contract of employment.

B. Procedure

To offer an employee a subsequent contract, the local conference office of education in consultation with the local school board shall submit a recommendation to the local conference board of education. The superintendent of schools/designee shall be present when any recommendation is voted.

**E14-134 Termination of Employee on Non-Regular Status,
Part-time Employment [New Policy]**

A. Definition

168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223

The discontinuance of employment with or without cause on-two week notice during or at the close of the contract year.

B. Procedure

1. *The local school board, or at the discretion of the local conference office of education a sub-committee of the local conference board of education in lieu of the local school board, shall take an action regarding termination. The superintendent of schools/designee shall be present when the recommendation is voted.*
2. *The principal, in consultation with the superintendent of schools/designee shall give written notice to the employee of the action to terminate. The notice shall include the effective date(s) for discontinuance of employment and discontinuance of salary and any benefits.*

~~E15-136 Termination/Completion of Contract of Employee on Non-Regular Status, Post-Retirement Employment [Revised 4/2016]~~

~~A. Definition [Revised 4/2016]~~

~~The discontinuance of employment with or without cause on two week notice during or at the close of the contract year (Termination), or the completion of a contract of employment without the offer of a subsequent contract of employment.~~

~~B. Procedure~~

- ~~1. The local school board, or at the discretion of the local conference office of education a sub-committee of the local conference board of education in lieu of the local school board, shall submit a recommendation to the local conference board of education regarding termination or non-renewal of contract of an employee. The superintendent of schools/designee shall be present when the recommendation is voted.~~
- ~~2. The superintendent of schools/designee shall give written notice to the employee of the action to recommend termination/non-renewal of contract.~~
- ~~3. The local conference board of education shall take action regarding the recommendation for termination/non-renewal of contract.~~
- ~~4. The superintendent of schools shall communicate the decision of the local conference board of education to the employee, the principal and the local school board. If the employment is terminated or contract is not renewed the notice shall indicate the effective date(s) for discontinuance of employment and discontinuance of salary and any benefits.~~

E15-136 Completion of Contract of Employee on Non-Regular Status, Post-Retirement Employment [New Policy]

A. Definition

The completion of a contract of employment without the offer of a subsequent contract of employment.

B. Procedure

224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279

To offer an employee a subsequent contract, the local conference office of education in consultation with the local school board shall submit a recommendation to the local conference board of education. The superintendent of schools/designee shall be present when any recommendation is voted.

**E15-138 Termination of Employee on Non-Regular Status,
Post-Retirement Employment [New Policy]**

A. Definition

The discontinuance of employment with or without cause on-two week notice during or at the close of the contract year.

B. Procedure

- 1. The local school board, or at the discretion of the local conference office of education a sub-committee of the local conference board of education in lieu of the local school board, shall take an action regarding termination. The superintendent of schools/designee shall be present when the recommendation is voted.**
- 2. The principal, in consultation with the superintendent of schools/designee shall give written notice to the employee of the action to terminate. The notice shall include the effective date(s) for discontinuance of employment and discontinuance of salary and any benefits.**

E15-124 Status Change [Revised 3/2012; 4/2016]

The employment status of an employee on Non-Regular Status, Post-Retirement Employment may be changed when in the best interest of the employee, the students, and/or the total school as follows:

- Resignation. [See Section E15-128.]
- Administrative Leave. [See Section E15-132.]
- Termination/Completion of Contract. [See Section E15-136.]
- **Completion of Contract. [See Section E15-136.]**
- **Termination. [See Section E15-138.]**

E16-124 Status Change [Revised 3/2012; 11/2012]

The employment status of an employee on Term Status Employment may be changed when in the best interest of the administrator, the students, and/or the total school as follows:

- Regular Status. [See Section E11-124.]
- Non-Regular Status Provisional Employment. [See Section E11-154.]
- Reassignment. [See Section E16-128.]
- Resignation. [See Section E16-132.]
- Administrative Leave. [See Section E16-136.]
- Termination. [See Section E16-140.]
- ~~Non-renewal of Term Status.~~ **Completion of Contract** [See Section E16-144.]

280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335

TK:

A14-118 Transitional K/Kindergarten Definition [New Policy 4/2015; Revised 10/2018]

Transitional kindergarten (**TK**) is defined as the first of a two-year kindergarten program. References to kindergarten in the *Education Code* may include transitional kindergarten programs. **TK is considered a grade separate from Kindergarten. As such, it must have a curriculum separate from kindergarten. The curriculum is to be the adopted North American Division Early Childhood Education Curriculum, which is aligned with the North American Division Early Childhood Developmental Standards.**

The entrance age requirement for transitional kindergarten is defined as **4 years 9 months as of September 1.** ~~by the state law. Each local conference shall develop a Transitional K policy in alignment with applicable state law.~~ **Students completing TK should advance to K unless accelerated through the prescribed process.**

Schools wishing to add a TK program must have the program approved by the local conference office of education. Such programs must follow state law, Education Code, and local conference policy.

In states where the law allows for students younger than 4 years 9 months to be enrolled in TK, the local conference may approve acceptance of these students after verifying that the following requirements are in place:

- A. Entrance age must be in accordance with state law.**
- B. A classroom with TK students younger than 4.9 must maintain an adult to student ratio of 1:10.**
- C. A classroom with TK students younger than 4.9 may not exceed 20 students.**
- D. A classroom with TK students younger than 4.9 may be combined only with a K classroom.**
- E. In addition to the expectation that all teachers hold appropriate SDA Teacher certification, it is required that teachers of TK students younger than 4.9 hold one of the following:**
 - 1. 24 semester units/36 quarter units in academic disciplines of early childhood education, or childhood development, or both.**
 - 2. Professional experience in a classroom setting with preschool age children meeting the criteria established by the local conference board of ed as comparable to the 24 semester/36 quarter units of education and verified by the employing conference.**
 - 3. A North American Division Early Childhood Education Professional Development Level 3 certificate.**

C17-132 Teaching Assignment and Load [Revised 10/2018]

A. Kindergarten **or Transitional kindergarten (TK)** Teacher Load

Two half-day daily sessions of kindergarten **or TK** is considered a full-time load for a kindergarten/TK teacher. When a school has only one half-day daily session, additional duties, equivalent to those of other faculty members shall be assigned by the administrator for a teacher to be classified full-time.

B. Elementary School Teacher Load

- 1. Maximum number of grades

336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390

Six grades are the recommended maximum load for the elementary school teacher. A multi-grade classroom may include more than six grades if approval is granted by the local conference office of education. The need for a teacher assistant shall be determined in consultation with the local conference office of education.

2. Maximum number of students per teacher (See B.2.d.) [Revised 10/2018]

a. Single Grade Classroom

<u>Grade Level</u>	<u>Maximum Number of Students</u>
TK (under age 4.9)	10
TK (4.9 or older)	20
K	20
1	22
2	25
3	30
4	30
5	32
6	32
7	34
8	34

b. Combination (two-grade) Classroom (See B.2.e. Student Equivalent)

<u>Grade Levels</u>	<u>Maximum Number of Students</u>
TK/K	20
1-2	25
3-4	28
5-6	32
7-8	32

c. Multi-grade Classroom (See B.2.e. Student Equivalent)

<u>Grade Levels</u>	<u>Number of Grades</u>	<u>Maximum Number of Students</u>
Lower grades	Three or more grades	20
Upper grades	Three or more grades	20
Any combination of grades	Three or more grades	20
Any combination of grades	Six grades	18

d. Notes

- (1) Up to a maximum of five students may be added to a classroom (single grade, combination or multi-grade) if teacher assistant time of one hour per day for each additional student is provided. ***In classrooms with TK students younger than 4.9, the adult to student ratio of 1:10 must be maintained.***

391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446

(2) ***A classroom with TK students younger than 4.9 may only be combined with K.***

(2) (3) The number of students with special needs may warrant an adjustment in the class load.

(3) (4) Any variation to the above policies requires the approval of the local conference office of education.

e. Student Equivalent [Revised 10/2018]

(1) When determining student load in a combination or multi-grade classroom each transitional kindergarten, kindergarten or first grade student counts as 1 1/2 students.

Example: In a combination room 10 first graders and 12 second graders would be counted as 27 students (10 x 1.5 = 15 first graders plus 12 second graders for a total of 27 students).

(2) The number of primary grade students in a multi-grade classroom may necessitate an adjustment in the class load and/or teacher assistant time.

JUNIOR ACADEMY:

A14-122 Junior Academy [Revised 11/2011; 11/2014; 11/2015; 4/2018; 5/2019; 12/2019; 4/2020]

A. Definition

A junior academy is a unit authorized by the union board of education and administered by the local conference office of education. It offers an organized education program (K-9 or K-10).

B. The organizational plan for a junior academy is to be based on one of the following options:

1. ~~The multi-grade classroom grades 7-9.~~

~~The multi-grade classroom grades 7-9 is one that is organized to include grade 9 in a classroom with grades 7-8. [See Section A14-124.]~~

2. The standard program grade 9.

The standard program grade 9 is one in which grade 9 is organized as a separate unit of the educational program. [See Section A14-128.]

3. The standard program grades 9 and 10.

The standard program grades 9 and 10 is one in which grades 9 and 10 are organized as separate units with specific courses offered at each grade level. [See Section A14-132.]

4. The subject alternation program grades 9 and 10.

447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500

The subject alternation program grades 9-10 is one in which grades 9 and 10 are organized as a single unit with designated subjects offered in alternating years. [See Section A14-136.]

In selecting one of the options, consideration is to be given to the number of students, the needs of the students, and the ability of the community and the local conference to support the program.

C. Criteria for Establishing and Operating a Junior Academy
[Revised 11/2015; 4/2018; 4/2020]

A school requesting authorization for junior academy status must meet the following criteria and standards:

1. ***In consultation with the school, local conference office of education, and union office of education, a*** demonstrated educational need ~~is to exist~~ which is not currently met by Seventh-day Adventist schools in the area ***will be assessed.***
2. Adequate financial support for secondary education is to be provided without weakening the elementary school program.
3. The prospective continuing enrollment is to be adequate for the financial and curricular needs of the educational program.
4. An adequate physical plant is available with appropriate instructional equipment and materials for the grades and courses to be offered.
5. An adequate ~~library collection is~~ ***media resources are*** available ~~as stipulated~~ for the size and type of school.
6. Acceptable financial practices are implemented, including adequate budget controls.
7. An adequate number of certificated teachers are employed for the size and type of school with proper subject-area endorsements valid for the junior academy.
8. The educational program is organized to effectively utilize the teacher's preparation and special skills. The program may be departmentalized in grades 7-10. Teacher assignments to meet special subject-area needs in the other grades is permitted.
9. Course offerings for grades 9 and 10 are to be based on the union adopted curriculum and approved annually using the procedures outlined in Section C18-108.
10. Textbooks are to be selected from titles in the latest annual NAD *Secondary Textbook List*.
11. Teacher load is to be based on the provisions of the *Education Code*. Elementary and secondary subjects shall be weighted on an equivalency basis in determining teacher load.
12. Student permanent records are to be kept in accordance with the procedures outlined in the *Education Code*. ***[See Sections A26-104 to A26-116.]***
13. The union adopted standardized testing program is to be followed.
14. The Carnegie Unit is to be used for reporting course credit in grades 9 and 10.
15. Courses are to meet the weekly time requirements as stated in Section C20-108.
16. The NAD subject-area standards are to be the basis for the instructional program for each course.

501
502
503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556

17. The school accreditation of the junior academy ~~is to~~ **must** be planned in cooperation with the union office of education to ensure union conference representation.
18. The school is to provide assurance to the local conference board of education that the above criteria, the specific criteria for the type of school, and the additional specific standards listed in the *Education Code* will be met.
19. For library and instructional media center criteria see Section C12.

D. Authorization Procedure for Junior Academy Status

The following procedure is to be followed when initiating and processing a request for junior academy status.

1. ***Consultation with the local conference of education and the union office of education should take place prior to any formal discussions at the local school.***
- ~~4.~~ 2. A formal action supporting the request for extension of the educational program to include grade 9 or grades 9 and 10, is to be voted by both the school constituency and school board.
- ~~2.~~ 3. The application is to be prepared using the application/request form obtained from the ~~local~~ **union** conference office of education.
- ~~3.~~ 4. The application is to be submitted to the local conference for review.
- ~~4.~~ 5. The application is to be reviewed by the local conference board of education. If it is denied, the school board is to be so notified, including the reason(s) for the denial. If the application is approved, it is to be submitted to the union office of education by ~~March~~ **December** 1 prior to the academic school year in which the junior academy plans to operate.
- ~~5.~~ 6. The union office of education will appoint a visiting committee to conduct an onsite evaluation and submit its report regarding the request to the union board of education.
- ~~6.~~ 7. The visiting committee will submit its report and recommendation regarding the request, including the stipulations that are to be met if approval is granted by the union board of education.
- ~~7.~~ 8. The union board of education will review the visiting committee report and the recommendations of the local conference board of education when considering approval or denial of the request.
- ~~8.~~ 9. The local conference office of education will receive written notification of the action of the union board of education.
- ~~9.~~ 10. The local conference office of education will notify the school of the action by the union board of education **and provide the school with a copy of the visiting committee report.**

E. Probationary Period of Approval for Junior Academy Status
[Revised 11/2011; 5/2019]

Initial authorization/approval to operate a junior academy is for a three-year probationary period. During the probationary period the school shall seek accreditation from the Accrediting Commission for Schools of the Western Association of Schools and Colleges. **The school must work with the union office of education to begin the process for the WASC initial visit.**

The school is also to submit the following reports annually to the local conference office of education:

1. Annual Curriculum and Accreditation Review.

557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610
611
612

2. Progress report on implementation of the stipulations as voted by the union board of education.

An on-site visit shall be conducted **by the union office of education** each year of the probationary period prior to the initial WASC accreditation visit following receipt of the annual progress report. The committee shall be composed of the local superintendent and/or associate(s) and a representative from the union. The purpose of the annual on-site visit is to verify the information contained in the progress report and to serve as the basis for a recommendation to the local conference board of education regarding the continuation of grade 9, or grade 9 and 10, beyond the probationary period.

F. Annual Authorization for Course Offerings in the Junior Academy
[Revised 11/2011]

A school that is authorized to continue beyond the probationary period is to submit ~~to the local conference office of education~~ the Annual Curriculum and Accreditation Review **document** ~~prior to March 1 for review by~~ **to** the local conference curriculum review committee, and receive approval annually for the course offerings. [See Section C18-108.]

G. Re-Authorization of Junior Academy [New Policy 11/2011]

A school that had been previously approved to offer grades 9 and 10 but had ceased to operate as a junior academy must seek re-authorization to offer grades 9 and 10 and meet the criteria and follow the process outlined in A14-122.C. and D. above.

~~A14-124 Multi-grade Classroom Grades 7-9 [Revised 11/2013; 11/2014]~~

~~A. Definition~~

~~The expansion of an elementary program to include grade 9 requires an authorization by the local conference board of education subsequent to an evaluation by a committee appointed by the local superintendent of schools, and including representation from the union office of education.~~

~~B. Criteria for Multi-grade Classroom Grades 7-9~~

~~In addition to the General Criteria [See Section A14-122], the following specific criteria for the multi-grade classroom grades 7-9 are to be met:~~

- ~~1. A minimum of one full time teacher or the equivalent is required in a multi-grade classroom which includes grade 9. [See Section C17-132 for the policy regarding teacher load for grades 1-8.]~~
- ~~2. A person assigned teaching responsibility in grade 9 shall hold a valid denominational teaching certificate with a subject endorsement for each course taught. A teacher holding a certificate with the elementary endorsement or secondary subject endorsement(s) may obtain additional subject endorsement(s) valid for the junior academy by completing 18 quarter hours in a subject area.~~
- ~~3. For library and instructional media center criteria see Section C12.~~

A14-128 Standard Program Grade 9 [Revised 11/2013]

613
614
615
616
617
618
619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667

A. Definition

The standard program grade 9 is one in which grade 9 is organized as a separate unit of the educational program.

B. Criteria for the Standard Program Grade 9

In addition to the General Criteria [See Section A14-122], the following specific criteria are to be met for a standard program grade 9.

1. A minimum of one full-time teacher or equivalent is required for the ninth grade. The instructional program may be departmentalized in grades 7-9 in terms of teacher preparation and special skills.
2. Each person assigned teaching responsibilities in grade 9 shall hold a valid denominational teaching certificate with a subject endorsement for each course taught. A person holding a certificate with elementary endorsement or secondary subject endorsement(s) may obtain additional subject endorsement(s) valid for the junior academy ~~by completing 18 quarter hours in a subject area.~~
3. For library and instructional media center criteria see Section C12.

A14-136 Subject Alternation Program Grades 9-10 [Revised 11/2013]

A. Definition

The subject alternation program grades 9-10 is one in which grades 9 and 10 are organized as a single unit with designated subjects offered in alternating years.

B. Criteria

In addition to the General Criteria [See Section A14-122], the following specific criteria for the subject alternation program grades 9 and 10 are to be met:

1. A minimum of one full-time teacher, or equivalent, is required for the subject alternation program, grades 9 and 10. The instructional program may be departmentalized in grades 7-10 in terms of teacher preparation and special skills.
2. Each person assigned teaching responsibility in grades 9 and 10 shall hold a valid denominational teaching certificate with a subject endorsement for each course taught. A person holding a certificate with elementary endorsement or secondary subject endorsement(s) may obtain additional subject endorsement(s) valid for the junior academy ~~by completing 18 quarter hours in the subject area(s).~~
3. For library and instructional media center criteria see Section C12.
4. Sufficient laboratory equipment and materials are to be provided for laboratory courses.
5. Course offerings may include both required and elective courses. The proposed offerings are to be approved annually based on the provisions of the Sections C18-116 and C18-120.

668
669
670
671
672
673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723

A. ~~Purpose of Secondary School Affiliate Program~~

~~It is the objective and commitment of local conferences within the union territory to provide fully accredited, quality Christian education to as many Seventh-day Adventist youth as is possible at the lowest cost to parents. The secondary school affiliate program makes it possible for students in grades 9 and 10 in a junior academy to receive transcripts from a secondary school that is accredited by the Accrediting Commission of Seventh-day Adventist Schools and Colleges (AAA) and by the Western Association of Schools and Colleges (WASC). Authorization for establishing an affiliate program is a function of the union board of education.~~

B. ~~Criteria for Establishing a Secondary School Affiliate Program~~

- ~~1. Affiliate programs may be considered only in connection with established secondary schools within the local conference except in those local conferences that do not have an established secondary school.~~
- ~~2. Support for the affiliate program must be demonstrated by a formal action of approval by the respective boards of the junior academy, the sponsoring secondary school, the local conference board of education, and the union office of education.~~
- ~~3. Staff with certification and appropriate subject endorsements, curriculum, plant facilities and equipment must be available on the junior academy campus to meet the provisions as stated in the *Education Code*.~~
- ~~4. The junior academy agrees to pay the secondary school affiliation fees for services rendered.~~
- ~~5. The secondary school agrees to provide curriculum oversight, academic guidance and maintain a transcript for the students in grades 9 and 10 of the affiliate campus.~~

C. ~~Authorization Procedure~~

~~The following procedure is to be followed when initiating and processing a request for a secondary school affiliate program:~~

- ~~1. A formal action supporting the request is to be voted by the junior academy school board and the sponsoring secondary school board.~~
- ~~2. An application is to be completed using the application/request form obtained from the local conference office of education.~~
- ~~3. The application is to be submitted to the local conference office of education to allow time for processing to be received at the union office of education on or before April 1 of the calendar year in which authorization is requested to operate a secondary school affiliate program.~~
- ~~4. The application is to be reviewed by the local conference board of education and, if approved, is to be submitted with recommendations to the union office of education.~~
- ~~5. The union office of education will notify the NAD office of education and the Western Association of Schools and Colleges/WASC of this substantive change. [See Section A15-120.]~~
- ~~6. The secondary school will include the affiliate campus in its accreditation self-study.~~

A14-148 ~~Secondary School Extension Program [Revised 4/2018]~~

A. ~~Definition~~

724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772
773
774
775
776
777
778
779

~~Provision is made for structuring an extension program on the campus of an established junior academy. The extension program for grade 11 or grades 11 and 12 may be sponsored by an established secondary school in the local conference, Griggs University/Griggs International Academy, or an online/distance education program that has been approved by the NAD.~~

~~B. Criteria for Establishing and Operating a Secondary School Extension Program~~

- ~~1. Extension programs may be considered only in connection with established 10-grade junior academies and must have the approval of the sponsoring secondary school board, the local conference board of education, and the union board of education.~~
- ~~2. The proposal must provide evidence of sound fiscal responsibility on an on-going basis. The proposed budget must be approved by the local conference office of education.~~
- ~~3. Support for the extension program must be demonstrated by a formal action of approval by the school constituency and the school board.~~
- ~~4. Adequate plant facilities and equipment must be available on the junior academy campus.~~
- ~~5. The staff and curriculum requirements are to meet the provisions stated in the *Education Code*.~~
- ~~6. Initial approval to operate a secondary school extension program shall be contingent upon assurance of the junior academy board and the local conference board of education that the school can and will meet the stipulations voted by the union board of education contained in the visiting committee report within the two-year probationary period.~~

~~C. Authorization Procedure~~

~~The following procedure is to be followed when initiating and processing a request for a secondary school extension program:~~

- ~~1. A formal action supporting the request is to be voted by each of the following; the school constituency, the junior academy school board, and the sponsoring secondary school board.~~
- ~~2. An application is to be prepared using the application/request form obtained from the local conference office of education.~~
- ~~3. The application is to be submitted to the local conference office of education by the date specified, but early enough to allow time for processing. It must be received at the union office of education on or before March 1 of the calendar year in which authorization is requested to operate a secondary school extension program.~~
- ~~4. The application is to be reviewed by the local conference board of education and, if approved, is to be submitted with recommendations to the union office of education. If the application is denied by the local conference board of education, the school board is to be so notified, including the reason(s) for denial.~~
- ~~5. The union office of education will appoint a visiting committee to conduct an onsite evaluation.~~
- ~~6. The visiting committee will submit its report and recommendation(s), including the stipulations that are to be met if approval is granted to the union board of education.~~
- ~~7. The union board of education will review the visiting committee report and the recommendation of the local conference board of education as the basis for approval or denial of the request.~~

780 8. ~~Written notification of the official action of the union board of education,~~
781 ~~including the stipulations that are to be met, will be sent to the local~~
782 ~~conference office of education.~~

783 9. ~~The local conference office of education will notify the school and appoint~~
784 ~~the members of the coordinating committee.~~

785
786 D. ~~Probationary Period of Approval~~

787
788 ~~Initial approval to operate a secondary school extension program is for a two-year~~
789 ~~probationary period. During the probationary period the school is to submit a~~
790 ~~progress report each year to the union and local conference offices of education.~~

791
792 ~~The progress report is to be submitted on or before April 1, including details of the~~
793 ~~implementation of the stipulations as voted by the union board of education.~~

794
795 ~~An onsite visit shall be conducted each of the two years of the probationary period~~
796 ~~following receipt of the annual progress report. The committee shall be composed~~
797 ~~of the local superintendent and/or associate(s) and a representative from the union~~
798 ~~office of education. The purpose of the annual onsite visit is to verify the information~~
799 ~~contained in the progress report and to serve as the basis for a recommendation~~
800 ~~to the union and conference boards of education regarding continuation of the~~
801 ~~extension program beyond the probationary period.~~

802
803 E. ~~Periodic Review of Authorization~~

804
805 ~~The approval status of an extension school is to be reviewed once each three~~
806 ~~years to determine:~~

- 807
808 1. ~~Whether the school should seek approval to operate as a full secondary~~
809 ~~school.~~
810 2. ~~Whether the school is meeting the criteria for an extension school and~~
811 ~~should continue to operate as an extension school.~~
812 3. ~~Whether the school should discontinue the extension program for grades~~
813 ~~11 and 12 and return to junior academy status.~~

814
815 ~~This review should be conducted by a committee that includes, but is not~~
816 ~~necessarily limited to, the local superintendent or designee as chair, the principal~~
817 ~~or designee of the sponsoring school, the principal of the extension school, and a~~
818 ~~representative from the union office of education.~~

819
820 ~~The local conference board of education should review the recommendation of the~~
821 ~~review committee and determine the future status of the school.~~

822
823 F. ~~Administration of the Secondary School Extension Program~~

824
825 1. ~~A coordinating committee appointed by the local conference board of~~
826 ~~education is to have responsibility for supervision of the secondary school~~
827 ~~program. The committee will include the following:~~

- 828
829 a. ~~Chair — Representative from the local conference office of~~
830 ~~education.~~
831 b. ~~Co-chair — Principal of the sponsoring school.~~
832 c. ~~Secretary — Extension school coordinator.~~
833 d. ~~The principal(s) of the junior academy(ies) where extension~~
834 ~~classes are offered.~~

835
836
837
838
839
840
841
842
843
844
845
846
847
848
849
850
851
852
853
854
855
856
857
858
859
860
861
862
863
864
865
866
867
868
869
870
871
872
873
874
875
876
877
878
879
880
881
882
883
884
885
886
887
888
889
890

e. ~~One member of the instructional staff of the sponsoring secondary school.~~

f. ~~One member of the instructional staff of each junior academy where a secondary school program is offered.~~

g. ~~A representative from the union office of education.~~

h. ~~Other as approved by the local conference board of education.~~

2. ~~The coordinator of the extension program shall be a member of the faculty of the sponsoring school. The coordinator shall be recommended to the sponsoring school board by the principal in counsel with the chair of the coordinating committee. The coordinator shall be qualified by both experience and preparation and shall be granted release time from duties on the secondary school campus to permit adequate supervision and coordination of the extension program(s). The pro-rating of time for responsibilities as coordinator of the extension program shall be determined by the board of the sponsoring school after considering the recommendation of the coordinating committee.~~

3. ~~The coordinating committee and the school board of the sponsoring school shall approve the job description for the coordinator.~~

4. ~~The curriculum for the extension program will be projected initially and reviewed annually by the sponsoring school, in consultation with the junior academy administration.~~

5. ~~Teaching personnel needed for the extension program will be provided by the junior academy. Each teacher is to have the appropriate certificate and subject area endorsement(s) for the assignment.~~

6. ~~Evaluation of teachers of extension classes is to be the shared responsibility of the coordinator and/or the local conference superintendent of schools or designee.~~

7. ~~Plans for the graduation exercises shall be reviewed by the sponsoring school. The issuance of diplomas will be the function of the sponsoring school.~~

8. ~~Periodic orientation sessions for extension school personnel will be conducted to assist in coordination of the extension school program with that of the sponsoring school.~~

G. ~~Financial Structure~~

1. ~~The board of the sponsoring school and local conference board of education in counsel with the coordinating committee will determine the costs for the extension program that are to be assumed by the junior academy.~~

2. ~~The sponsoring school will bill the extension school for services through the conference office of education. The junior academy will make payments for extension services as prescribed by the local conference office of education.~~

3. ~~Teacher costs involved in the extension program will be borne by the junior academy but paid through and subsidized by the local conference office of education.~~

4. ~~Capital expenditures are the responsibility of the junior academy.~~

5. ~~Financial feasibility will require an adequate enrollment on an on-going basis. A program for less than 15 to 20 students per grade level is not ordinarily considered financially feasible.~~

H. ~~Credits and Records~~

- 891 1. ~~Registration of students enrolled in extension classes will be the~~
892 ~~responsibility of the sponsoring organization.~~
893 2. ~~Grades for extension students will be issued by the teacher and recorded~~
894 ~~in the office of the registrar of the sponsoring organization. Transcripts and~~
895 ~~diplomas will be issued by the sponsoring organization.~~
896

897 I. ~~Curriculum for the Secondary School Extension Program~~

898
899 ~~The extension school curriculum must meet the requirements as published in the~~
900 ~~Education Code.~~

901
902 J. ~~Graduation Requirements~~

903
904 ~~An extension school must meet the graduation requirements as outlined in the~~
905 ~~Education Code or the graduation requirements of a sponsoring organization~~
906 ~~outside the union.~~
907

908 K. ~~Minimum Enrollment for Each Grade Offered~~

909
910 ~~After initial approval has been granted, the school is to maintain enrollment based~~
911 ~~on the following:~~

- 912
913 1. ~~There is to be a minimum of six students for each year offered (grades 11~~
914 ~~and 12). Minimum enrollment for online/distance education will be~~
915 ~~established by the sponsoring organization.~~
916 2. ~~At the annual spring meeting of the coordinating committee, the projected~~
917 ~~enrollment by grade for the following year is to be reviewed. The actual~~
918 ~~enrollment by grade is to be reviewed at the fall meeting of the committee.~~
919 ~~If the projected or actual enrollment for either grade 11 or grade 12 is fewer~~
920 ~~than six students, the committee will notify the local conference office of~~
921 ~~education for referral to the local conference board of education.~~
922 3. ~~The local conference board of education will determine the status of the~~
923 ~~grade(s) for the next school year and the stipulations that are to be met for~~
924 ~~continuing either one or both grades.~~
925

926 L. ~~Accreditation [Revised 4/2018]~~

927
928 ~~The extension school's accreditation is through the institution that issues the~~
929 ~~diploma. To insure that the entire program of an extension school campus is~~
930 ~~included in the accreditation process, the following provisions are to be followed.~~

- 931
932 1. ~~The extension school is to participate in the accreditation program~~
933 ~~conducted by the local conference office of education.~~
934 2. ~~The entire school is to be accredited on a six year cycle and, so far as~~
935 ~~possible, be concurrent with the accreditation cycle of the sponsoring~~
936 ~~organization.~~
937 3. ~~The onsite visit is to be a minimum of two days and is to be scheduled by~~
938 ~~the local conference office of education in consultation with the union office~~
939 ~~of education.~~
940 4. ~~The visiting committee is to be composed of an adequate number of~~
941 ~~members to adequately review both the elementary and secondary~~
942 ~~grades. The committee membership is to be based on the guidelines~~
943 ~~adopted by the union office of education.~~
944 5. ~~The self study procedures and reports are to be based on the guidelines~~
945 ~~adopted by the union office of education. [See Section A15.]~~
946

947
948 A15-112 Regional Accreditation [Revised 4/2016]
949

950 In addition to denominational accreditation, all secondary schools shall seek and maintain
951 regional accreditation from the Accrediting Commission for Schools, Western Association of
952 Schools and Colleges (WASC/AAA). **All interactions with WASC will be coordinated by the**
953 **union office of education.** Secondary schools in California must also obtain University of
954 California approval for their courses of study.

955
956 The current version of the document, *Focus on Learning*, WASC/SDA is to be used as the
957 basis for development of the self-study for joint WASC/AAA accreditation. ~~On-site accreditation~~
958 ~~visits are to be determined in counsel in the local conference and union offices of education.~~

959
960 Elementary schools and junior academies may also seek regional accreditation after
961 consultation with the local conference office of education and the union office of education.

962
963
964 **A15-132 Affiliate and Extension Schools [New Policy]**
965

966 **Schools previously approved as affiliate and/or extension schools will be accredited**
967 **by both denominational accreditation through Accrediting Commission of Seventh-day**
968 **Adventist Schools and Colleges (AAA) for the school status TK-8/TK-10 and by regional**
969 **accreditation through Western Association of Schools and Colleges (WASC) in conjunction**
970 **with the sponsoring school.**

971
972
973 **SECTION A:**
974

975 A12-108 Functions of the Union Office of Education [Revised 4/2018; 11/2022]
976

977 The administrative, supervisory and leadership functions of this office are to:

- 978 A. Coordinate a cohesive school system within the union.
- 979 B. Foster a climate of inquiry and research in which surveys, reports, plans, etc., are
980 seen as critical ingredients of the educational administrative process.
- 981 C. Establish and convene education councils.
- 982 D. Develop job descriptions for the union office of education.
- 983 E. Act as the NAD credentialing agency for education personnel within the union.
- 984 F. Advise the union board of education on educational policies, standards, and
985 practices.
- 986 G. Facilitate school accreditations.
- 987 H. Prepare and submit statistical and financial reports as required by the NAD office
988 of education.
- 989 I. Use the NAD standards as guidelines to operate the TK-12 system.
- 990 J. Cooperate with Pacific Union College and La Sierra University in the pre-service
991 preparation of elementary and secondary school personnel.
- 992 K. Maintain effective working relationships with Pacific Union College and La Sierra
993 University.
- 994 L. Provide leadership and acquaint the constituency of the union with the imperatives
995 of Adventist education.
- 996 M. Develop and maintain effective working relationships with local and state offices of
997 education and regional accrediting associations.
- 998 N. Serve as member(s) and/or consultant(s) to union subcommittees in matters
999 pertaining to education.
- 1000 O. Serve as ex officio members of the local conference boards of education within the
1001 union.
1002

- 1003 P. Serve as ex officio members of all secondary school boards within the union.
 1004 Q. Provide leadership in the development and maintenance of an *Education Code*.
 1005 R. Develop and administer the union-approved budget for TK-12 education.
 1006 ~~S. Provide assistance in the supervision of instruction.~~
 1007 T. Participate with the local conference offices of education and schools in providing
 1008 in-service education programs.
 1009
 1010
 1011 A12-120 B. Meetings of the Education Council
 1012
 1013 The union Education Council ~~shall~~ **will** meet semi-annually in the Fall and Spring
 1014 at the time and place determined by the union office of education in counsel with
 1015 the Educational Leadership Council.
 1016
 1017
 1018 A12-124 B. Meetings of the Educational Leadership Council
 1019
 1020 The Educational Leadership Council ~~shall~~ **will** meet a minimum three times
 1021 annually; two meetings in connection with the Education Councils and one meeting
 1022 in winter at a location to be determined by the union office of education in counsel
 1023 with the Educational Leadership Council.
 1024
 1025
 1026 A12-128 Superintendents' Council (Cont'd)
 1027
 1028 B. Meetings of the Superintendents' Council
 1029
 1030 The Superintendents' Council ~~shall~~ **will** meet a minimum of two times annually:
 1031 one meeting in winter and one meeting in a retreat format.
 1032
 1033
 1034 A13-108 Functions of the Local Conference Office of Education
 1035 [Revised 3/2012; 11/2012; 11/2014; 4/2015; 4/2018; 10/2018; 4/2020]
 1036
 1037 The administrative and supervisory functions of the local conference office of education
 1038 are the responsibility of the superintendent of schools.
 1039
 1040 A. The Administrative Functions are to: [Revised 4/2018; 10/2018; 4/2020]
 1041
 1042 1. Serve as executive secretary and agent of the local conference board of
 1043 education in administering, coordinating, and supervising TK-12
 1044 education within the local conference in accordance with the educational
 1045 policies of the union board of education.
 1046 2. Serve as the agent of the local conference board of education in the
 1047 employment of all education personnel, assuming responsibility for the
 1048 coordination and implementation of recruitment, placement, transfer,
 1049 and/or termination of education personnel in consultation with school
 1050 administration, committees, and/or boards.
 1051 3. Prepare job descriptions and establish areas of responsibility for each
 1052 member of the local conference office of education staff.
 1053 4. Counsel school boards in the selection of non-certificated personnel such
 1054 as teacher assistants (aides) administrative assistants, and to recommend
 1055 for employment to the local conference board of education.
 1056 5. Ensure that all education personnel are properly certificated.

- 1057
1058
1059
1060
1061
1062
1063
1064
1065
1066
1067
1068
1069
1070
1071
1072
1073
1074
1075
1076
1077
1078
1079
1080
1081
1082
1083
1084
1085
1086
1087
1088
1089
1090
1091
1092
1093
1094
1095
1096
1097
1098
1099
1100
1101
1102
1103
1104
1105
1106
1107
1108
1109
1110
1111
6. Encourage professional growth for all education personnel and provide leadership in planning and implementing annual in-service education programs.
 7. Provide for an annual orientation for new personnel.
 8. ~~Provide *The Journal of Adventist Education* to certified education personnel.~~
 9. Provide leadership in the development of short and long-range plans for education in areas such as budgeting, school accreditation, curriculum, facilities, personnel, establishment of new schools, or consolidation or closure of existing schools.
 10. Maintain an effective working relationship with the local conference administration and the constituency.
 11. Acquaint the constituency with the imperative of Seventh-day Adventist Christian education.
 12. Develop long-range educational plans for the local conference TK-12 school system.
 13. Maintain an effective working relationship with the union office of education participating in union-wide councils and program development.
 14. Develop and maintain effective working relationships with the local ~~or state~~ offices of education, ~~regional accrediting associations, and private school organizations.~~
 15. Foster positive relationships between home and school and actively promote the Home and School Association.
 16. Prepare a master calendar providing for the required number of school days, legal holiday observance, teacher in-service meetings, pre- and post-school teacher work days, school accreditations, and other special conference-wide school activities.
 17. Ensure implementation of procedures for the maintenance and safekeeping of student attendance and scholarship records as required by law.
 18. ~~Supply each school with essential record-keeping materials.~~
 19. Assume responsibility for the preservation of all records of discontinued schools.
 20. Assume responsibility for the development and maintenance of school health and safety programs aligned with governmental requirements.
 21. Provide teachers with the approved list of textbooks and other curriculum materials.
 22. ~~Ensure that teachers and administrators are informed of and provided in-service training in adopted technology to facilitate student learning and school administration.~~
 23. Gather data and process reports required by the union and NAD office of education and government agencies.
 24. Compile and present requests to the union conference for permission to teach secondary subjects in junior academies.
 25. Consider applications for the establishment of new elementary schools in consultation with the local conference board of education.
 26. Process requests for the establishment of junior and secondary schools and make recommendations to the union conference board of education.
 27. Plan and lead elementary school accreditation visits and collaborate with the union office of education in junior academy evaluations.
 28. Arrange periodic in-service meetings for local school board personnel.
 29. ~~Place the union and NAD and college/university department of education on the mailing list for bulletins and other professional materials.~~
 30. Provide general oversight of early childhood education utilizing the union Associate Director for Early Childhood Education.

- 1112 31. Ensure appropriate background screening for all employees and
1113 volunteers involved in the schools.
1114 32. Ensure that each school has an annually board voted student handbook.
1115

1116 B. The Financial Functions are to:

- 1117
1118 1. Counsel with the local school boards in the preparation of annual school
1119 budgets to ensure adequate funding for school operations.
1120 2. Develop an annual TK-12 conference education budget in cooperation
1121 with the local conference treasurer/chief financial officer which includes,
1122 but is not limited to such items as salaries and wage-related expenses at
1123 the currently approved wage rate factors, school subsidies, funding for
1124 curriculum development and professional in-service programs, and
1125 contingencies.
1126 3. Submit the annual TK-12 conference education budget for approval and
1127 funding to the local conference board of education and conference
1128 executive committee.
1129 4. Work in cooperation with the local conference treasurer ensuring that
1130 schools are audited annually in accordance with General Conference and
1131 NAD policies and that copies of the audited statements are filed in the local
1132 conference office of education.
1133 5. ~~Ensure that monthly financial statements and annual audited statements~~
1134 ~~of secondary schools are filed in a timely manner with the local conference~~
1135 ~~and union conference offices of education.~~
1136

1137 C. The Curricular Functions are to:

- 1138
1139 1. Provide leadership in developing and implementing an Adventist
1140 curriculum involving the board of education, administrators, teachers, and
1141 constituency members.
1142 2. Consider recommendations of the union conference curriculum advisory
1143 and implement curriculum policies and practices adopted by the union
1144 conference office of education.
1145 3. Approve requests for **innovative** experimental programs to meet specific
1146 needs and evaluate implementation. [See Sections C11-144 and C11-
1147 152.]
1148 4. Conduct or participate in pilot studies/programs in cooperation with the
1149 union and/or NAD offices of education.
1150 5. Initiate and conduct research projects and surveys as needed.
1151 6. Coordinate participate of local conference personnel in curriculum study
1152 committees at the local conference, union conference, and NAD levels.
1153 7. Provide leadership in the supervision and evaluation of educational
1154 personnel in harmony with employment policies.
1155 8. Inform schools of current state, or federal legislation pertaining to
1156 educational requirements.
1157

1158
1159 ~~A13-120 ——— Local Conference and School Curriculum Committees [Revised 11/2015]~~
1160

1161 ~~A distinctive curriculum based on the Seventh-day Adventist philosophy is to be~~
1162 ~~implemented in the local conferences and schools of the union. Local conference and school~~
1163 ~~curriculum committees are to assist in this implementation.~~
1164

1165 ~~The responsibilities and functions of local conference and/or school curriculum committees~~
1166 ~~are to include, but are not limited to, the following:~~
1167

- 1168 A. ~~Assist in the development and implementation of a distinctive curriculum based on~~
1169 ~~the Seventh-day Adventist philosophy of education.~~
1170 B. ~~Explore and identify ways to organize resources to improve learning opportunities.~~
1171 C. ~~Assist in the implementation of subject-area standards.~~
1172 D. ~~Evaluate and authorize proposals for innovative programs which may be initiated~~
1173 ~~by individual teachers and/or schools.~~
1174 E. ~~Cooperate with local conference office of education personnel in initiating,~~
1175 ~~conducting, and/or coordinating in-service education programs.~~
1176 F. ~~Assist in implementing an effective program of pupil evaluation.~~
1177 G. ~~Assist in establishing and implementing competency requirements for students~~
1178 ~~prior to completion of elementary and secondary schools.~~
1179 H. ~~Assist in the selection and evaluation of textbooks for the union textbook lists.~~
1180 I. ~~Assist in the evaluation of teacher-selected alternate textbooks.~~
1181

1182
1183 A14-112 ~~School Curriculum Committee~~

1184
1185 ~~[See Section A13-120 for responsibilities and functions of local conference and/or school~~
1186 ~~curriculum committees.]~~
1187

1188
1189 A14-120 Elementary School [Revised 4/2018; 4/2020]

1190
1191 A. Definition

1192
1193 The elementary school is a unit of the local conference educational system
1194 authorized by the local conference board of education and administered by the
1195 local conference office of education. It offers an organized education program
1196 which may be structured in a variety of ways in terms of community needs, such
1197 as TK-6, 1-6, TK-8, and 1-8.
1198

1199 B. Standards for Elementary Schools

1200
1201 For a detailed statement regarding standards for elementary schools consult
1202 publications of the NAD.
1203

1204 C. Criteria for Establishing and Operating an Elementary School [Revised 4/2020]

1205
1206 A request for authorization to establish and operate an elementary school is to
1207 meet the following criteria:
1208

- 1209 1. A demonstrated educational need not currently met by presently
1210 established schools.
- 1211 2. An adequate physical plant and appropriate equipment for the education
1212 program.
- 1213 3. Proof of ability to provide adequate financial support.
- 1214 4. Curricular offerings **consistent with the Education Code and** approved
1215 by the local conference board of education.
- 1216 5. A denominationally certificated faculty of sufficient size to provide an
1217 effective education program **[See Section C17-132.]**
- 1218 6. Adequate curricular materials for the proposed curriculum.
- 1219 7. A prospective continuing enrollment adequate for the financial and
1220 curricular needs of an effective education program.
- 1221 8. A principal (in a multi-teacher school) whose assignment includes time for
1222 administrative and leadership responsibilities in proportion to the size of
1223 the school.

- 1224 9. ~~Teacher load in accordance with policy as stated in Section C17-132.~~
1225 10. ~~Subject offerings and class period time allotments consistent with the~~
1226 ~~Education Code.~~
1227 11. Specific policies regarding organization, administration, finance,
1228 curriculum, and personnel consistent with the *Education Code*.
1229 12. For library and instructional media center criteria see Section C12.
1230 13. A school accreditation visit must be completed within the first two years of
1231 operation.
1232 14. The union adopted standardized achievement testing program is to be
1233 used for all students in grades 1-8. Testing of students in Kindergarten is
1234 optional.
1235

1236
1237 A23-116 Student Medical Examinations
1238

1239 Physical examinations are required of all students as follows:

- 1240
1241 A. Upon entering school for the first time.
1242 B. At grade 7 (this ~~shall~~ **should** include the scoliosis examination).
1243 C. At least once in grades 9 through 12.
1244 D. At other grades, when required by the local conference office of education.
1245

1246
1247 A25-104 ~~Definition of Employee~~
1248

1249 ~~For the purposes of the NAD Working Policy E 70, all individuals receiving remuneration~~
1250 ~~from denominational organization payrolls are 38 hours, but no less than 1,950 hours per year.~~
1251

1252
1253 A25-128 ~~Calls for Education Personnel~~
1254

1255 ~~The following protocols relate to the contacting of and/or placing calls to education~~
1256 ~~personnel.~~
1257

1258 ~~An educational institution or local conference that may have interest in placing a call for an~~
1259 ~~education employee employed by another denominationally operated TK-12 school or~~
1260 ~~college/university, shall observe the following procedure. Informal contacts to ascertain possible~~
1261 ~~interest by an employee in accepting a call to another institution or conference may be pursued~~
1262 ~~without permission of the current employer. When an administrator is at the point of obtaining formal~~
1263 ~~references or interviewing a prospective education employee, the prospective employee's current~~
1264 ~~administrator or local conference office of education must be notified. The prospective employer~~
1265 ~~must be careful to enquire from the current or previous employer of possible indebtedness~~
1266 ~~according to NAD Working Policy E 45-72.~~
1267

1268 ~~If a prospective employee has not signed an employment agreement with the current~~
1269 ~~employer for the next year, another educational institution or local conference is free to offer the~~
1270 ~~prospective employee an employment agreement without the current employer blocking the call.~~
1271 ~~However, if the employee has signed an employment agreement for the next school year with the~~
1272 ~~current employer, the calling party must have the consent of the administrator or local conference~~
1273 ~~office of education before contacting an employee for an interview or placing a call.~~
1274

1275 ~~Every effort should be made on the part of the school administrators to cooperate with the~~
1276 ~~General Conference in filling emergency overseas calls which may arise at any time for teachers~~
1277 ~~or employees working in denominational schools.~~
1278
1279

1280 A25-138 Suspension or Revocation of a Certificate (Cont'd)
1281
1282 1. The certificate may be suspended or revoked for any of the following:
1283
1284 a. Moral or personal conduct not in accordance with the principles of
1285 the Seventh-day Adventist Church.
1286 b. Conviction of a crime that is a felony or involves moral turpitude.
1287 c. Persistence in advocating, practicing, or teaching beliefs, and/or
1288 philosophy contrary to the basic tenets, standards, and doctrines
1289 of the Seventh-day Adventist Church.
1290 d. The use of alcohol, tobacco, marijuana, or misuse of other
1291 dangerous drugs.
1292 e. A condition~~al~~ of health detrimental to the welfare of students.
1293
1294

1295 A25-138 Suspension or Revocation of a Certificate (Cont'd)
1296
1297 2. Procedure [Revised 11/2022]
1298
1299 a. The local conference office of education and the union office of
1300 education will collaborate to determine whether a request should
1301 be made for revocation or suspension of a certificate.
1302 b. The request will be considered by the local conference board of
1303 education. If affirmed, supporting documents will be sent to the
1304 union office of education.
1305 c. The union Vice President for Education shall give notice to a
1306 certificate holder of the proposed action to suspend or revoke the
1307 certificate including the right to an ~~appeal~~ **hearing** by the union
1308 Certification Review Committee.
1309 d. The union Certification Review Committee shall conduct an
1310 ~~appeal~~ **hearing** if such is requested by the certificate holder and
1311 shall act on the recommendation of the local conference board of
1312 education.
1313 e. The union board of education shall have the final decision
1314 regarding suspension or revocation.
1315

1316 E10-188 Suspension or Revocation of a Certificate (Cont'd)
1317
1318 2. Procedure [Revised 11/2022]
1319
1320 a. The local conference office of education and the union office of
1321 education will collaborate to determine whether a request should
1322 be made for revocation or suspension of a certificate.
1323 b. The request will be considered by the local conference board of
1324 education. If affirmed, supporting documents will be sent to the
1325 union office of education.
1326 c. The union Vice President for Education shall give notice to a
1327 certificate holder of the proposed action to suspend or revoke the
1328 certificate including the right to an ~~appeal~~ **hearing** by the union
1329 Certification Review Committee.
1330 d. The union Certification Review Committee shall conduct an
1331 ~~appeal~~ **hearing** if such is requested by the certificate holder and
1332 shall act on the recommendation of the local conference board of
1333 education.
1334 e. The union board of education shall have the final decision
1335 regarding suspension or revocation.

1336 A27-124 Identification of "Seventh-day Adventist" Institutions

1337
1338 Denominationally-owned and operated educational institutions in the union should identify
1339 themselves as Seventh-day Adventist institutions.

1340
1341 ~~Privately-owned institutions are to refrain from the use of denominational names such as~~
1342 ~~"Seventh-day Adventist," "SDA" or "Adventist" in nomenclature and promotion.~~

1343
1344
1345 A27-128 ~~Infectious Blood Borne Diseases Policy~~

1346
1347 A. ~~Preamble~~

1348
1349 ~~The schools shall strive to protect the safety and health of students.~~

1350
1351 ~~The evidence is overwhelming that the risk of transmitting infectious blood borne~~
1352 ~~disease, including but not limited to human immuno-deficiency virus (HIV),~~
1353 ~~acquired immuno-deficiency syndrome (AIDS), and Hepatitis B and C, is~~
1354 ~~extremely low in school settings when current guidelines are followed. The~~
1355 ~~presence of a person living with or diagnosed with a blood borne infection poses~~
1356 ~~no significant risk to others in school or school athletic settings.~~

1357
1358 ~~The Christian response to someone with an infectious, blood borne disease~~
1359 ~~should remain personal, compassionate, helpful, and redemptive.~~

1360
1361 B. ~~School Attendance~~

1362
1363 ~~A student with an infectious, blood borne disease shall be given the same~~
1364 ~~opportunity to attend school as any other student, and will be subject to the same~~
1365 ~~rules and policies. Any decision that would affect a student's attendance or~~
1366 ~~participation in any school-sponsored activity shall be based on the same criteria~~
1367 ~~as for any other chronic health problem and shall be made in consultation with the~~
1368 ~~student's physician and parent or guardian and shall respect the student's and~~
1369 ~~family's privacy rights.~~

1370
1371 C. ~~Employment~~

1372
1373 ~~The schools of the union do not discriminate on the basis of HIV infection or~~
1374 ~~association with another person with HIV infection. In accordance with the~~
1375 ~~Americans with Disabilities Act of 1990, an employee with an infectious, blood~~
1376 ~~borne disease is welcome to continue working as long as able to perform the~~
1377 ~~essential function of the position, with reasonable accommodation.~~

1378
1379 D. ~~Privacy~~

1380
1381 ~~Pupils or staff members are not required to disclose HIV infection status or any~~
1382 ~~other medical information to anyone in the educational system. HIV antibody~~
1383 ~~testing is not required for any purpose.~~

1384
1385 ~~All personal health information, including that related to blood borne infections, is~~
1386 ~~confidential. No information regarding a person's HIV status will be divulged to any~~
1387 ~~individual or organization without a court order or the informed, written, signed, and~~
1388 ~~dated consent of the person with HIV infection (or the parent or legal guardian of~~
1389 ~~a minor). The written consent must specify the name of the recipient of the~~
1390 ~~information and the purpose of the disclosure.~~

1391

1392 ~~All health records, notes, and other documents that reference a person's HIV~~
1393 ~~status will be kept under lock and key. Access to these confidential records is~~
1394 ~~limited to emergency medical personnel and to those whose names appear in~~
1395 ~~written permission from the person (parent or legal guardian). Information~~
1396 ~~regarding HIV status will not be added to a student's permanent educational or~~
1397 ~~health record.~~

1398
1399 E. ~~Infection Control~~
1400

1401 ~~All employees are required to consistently follow infection control guidelines in all~~
1402 ~~settings and at all times, including playgrounds and field trips. Schools will operate~~
1403 ~~according to the standards promulgated by the U.S. Occupational Safety and~~
1404 ~~Health Administration (US-OSHA) for the prevention of blood borne infections.~~
1405 ~~Equipment and supplies needed to apply the infection control guidelines will be~~
1406 ~~maintained and kept reasonably accessible.~~

1407
1408 ~~A school staff member is expected to alert the person responsible for health and~~
1409 ~~safety issues if a student's health condition or behavior presents a reasonable risk~~
1410 ~~of transmitting an infection.~~

1411
1412 ~~If a situation occurs at school in which a person might have been exposed to an~~
1413 ~~infectious agent, such as an instance of blood-to-blood contact, school authorities~~
1414 ~~shall counsel that person (or if a minor, alert a parent or guardian) to seek~~
1415 ~~appropriate medical evaluation.~~

1416
1417 F. ~~HIV and Athletics~~
1418

1419 ~~School authorities will make reasonable accommodations to allow students living~~
1420 ~~with HIV infection or other infectious blood borne diseases to participate in school-~~
1421 ~~sponsored physical activities. General health, not HIV status, will help determine~~
1422 ~~a student's eligibility for participation in athletic activities.~~

1423
1424 ~~Physical education teachers and athletic program staff will be instructed in first aid~~
1425 ~~and injury prevention, including implementation of infection control guidelines.~~

1426
1427 a. ~~HIV Prevention Education~~
1428

1429 ~~The goals of HIV Prevention education are to promote healthful living and~~
1430 ~~discourage the behaviors that put people at risk of acquiring infectious blood borne~~
1431 ~~diseases. The educational program will:~~

- 1432
1433 1. ~~Be taught at every grade level, 7 through 12.~~
- 1434 2. ~~Be consistent with Seventh-day Adventist standards.~~
- 1435 3. ~~Follow content guidelines prepared by the Centers for Disease Control and~~
1436 ~~Prevention.~~
- 1437 4. ~~Build knowledge and skills from year to year.~~
- 1438 5. ~~Stress the benefits of abstinence from sexual activity and drug use.~~
- 1439 6. ~~Include accurate information on reducing risk of infectious blood borne~~
1440 ~~diseases.~~
- 1441 7. ~~Address students' personal concerns.~~
- 1442 8. ~~Involve parents and families as partners in education.~~

1443
1444 ~~Parents and guardians will be given opportunity to preview curricula and materials~~
1445 ~~to be used in instruction of infectious blood borne disease prevention. If a parent~~
1446 ~~or guardian submits a written request to a principal that a student not receive~~

1447 ~~instruction in specific infectious blood borne disease prevention topics at school,~~
1448 ~~the student shall be excused without academic penalty.~~

1449
1450 H. ~~Hepatitis B Vaccination~~

1451
1452 ~~Any employee considered to be at risk of acquiring Hepatitis B due to an~~
1453 ~~occupational exposure to blood borne pathogens, will be given opportunity to be~~
1454 ~~vaccinated with Hepatitis B vaccine at no charge to the employee.~~

1455
1456 ~~If an exposure to blood borne pathogens should occur, a comprehensive post-~~
1457 ~~exposure evaluation and follow up process will be followed to ensure that~~
1458 ~~employees receive the best and most timely treatment.~~

1459
1460
1461 A27-132 ~~Infectious Blood Borne Diseases Policy for Employees~~

1462
1463 ~~See the following for the policy related to Infectious Blood Boone Diseases for employees.~~

1464
1465 A. ~~Infectious Blood Borne Diseases Policy — Certificated Personnel~~
1466 ~~—— [See Section E10-196.]~~

1467
1468 B. ~~Infectious Blood Borne Diseases Policy — Classified Personnel~~
1469 ~~—— [See Section E18-152.]~~

1470
1471
1472 E10-196 ~~Infectious Blood Borne Diseases Policy — Certificated Personnel~~

1473
1474 A. ~~Preamble~~

1475
1476 ~~The schools of the union shall strive to protect the safety and health of students in~~
1477 ~~their care, as well as their families, employees and the general public. Staff~~
1478 ~~members shall cooperate with public health authorities to promote these goals.~~

1479
1480 ~~School staff members will always strive to maintain a respectful school climate and~~
1481 ~~not allow physical or verbal harassment of any individual or group by another~~
1482 ~~individual or group. This includes taunts directed against a person living with HIV~~
1483 ~~infection, a person perceived as having HIV infection, or a person associated with~~
1484 ~~someone with HIV infection.~~

1485
1486 ~~The evidence is overwhelming that the risk of transmitting infectious blood borne~~
1487 ~~disease, including but not limited to human immuno-deficiency virus (HIV),~~
1488 ~~acquired immuno-deficiency syndrome (AIDS), and Hepatitis B and C, is extremely~~
1489 ~~low in school settings when current guidelines are followed. The presence of a~~
1490 ~~person living with or diagnosed with a blood borne infection poses no significant~~
1491 ~~risk to others in school.~~

1492
1493 B. ~~Employment~~

1494
1495 ~~The schools of the union do not discriminate on the basis of HIV infection or~~
1496 ~~association with another person with HIV infection. In accordance with the~~
1497 ~~Americans with Disabilities Act of 1990, an employee with an infectious, blood~~
1498 ~~borne disease is welcome to continue working as long as the employee is able to~~
1499 ~~perform the essential function of the position, with reasonable accommodation.~~

1500
1501 C. ~~Privacy~~

1502

1503 ~~Teachers and staff members are not required to disclose HIV infection status or~~
1504 ~~any other medical information to anyone in the educational system. HIV antibody~~
1505 ~~testing is not required for any purpose.~~

1506
1507 ~~All personal health information, including that related to blood borne infections, is~~
1508 ~~confidential. Willful or negligent disclosure is punishable by law.~~

1509
1510 ~~D. Infection Control~~

1511
1512 ~~All employees are required to consistently follow infection control guidelines in all~~
1513 ~~settings and at all times, including playgrounds and field trips. Schools will operate~~
1514 ~~according to the standards promulgated by the U.S. Occupational Safety and~~
1515 ~~Health Administration (US-OSHA) for the prevention of blood borne infections.~~
1516 ~~Equipment and supplies needed to apply the infection control guidelines will be~~
1517 ~~maintained and kept reasonably accessible. Each school shall have a designee~~
1518 ~~that shall implement the precautions and investigate, correct, and report on~~
1519 ~~instances of lapse.~~

1520
1521 ~~A school staff member is expected to alert the person responsible for health and~~
1522 ~~safety issues if a student's health condition or behavior presents a reasonable risk~~
1523 ~~of transmitting an infection.~~

1524
1525 ~~If a situation occurs at school in which a person might have been exposed to an~~
1526 ~~infectious agent, such as an instance of blood to blood contact, school authorities~~
1527 ~~shall counsel that person (or if a minor, alert a parent or guardian) to seek~~
1528 ~~appropriate medical evaluation.~~

1529
1530 ~~E. Staff Development~~

1531
1532 ~~School staff members will be given opportunity to participate in infectious blood~~
1533 ~~borne disease education programs that:~~

- 1534
1535 1. ~~Convey factual and current information.~~
1536 2. ~~Provide guidance on infection control procedures.~~
1537 3. ~~Inform about current laws and school policies concerning infectious blood~~
1538 ~~borne diseases.~~
1539 4. ~~Assist staff to maintain productive parent and community relations.~~
1540 5. ~~Include annual review sessions.~~

1541
1542 ~~It is recommended that certain employees receive additional specialized training~~
1543 ~~as appropriate to individual positions and responsibilities.~~

1544
1545 ~~F. Hepatitis B Vaccination~~

1546
1547 ~~Any employee considered to be at risk of acquiring Hepatitis B due to an~~
1548 ~~occupational exposure to blood borne pathogens, will be given opportunity to be~~
1549 ~~vaccinated with Hepatitis B vaccine at no charge to the employee. The~~
1550 ~~vaccinations consist of a series of three inoculations over a six month period.~~

1551
1552 ~~If an exposure to blood borne pathogens should occur, a comprehensive post-~~
1553 ~~exposure evaluation and follow-up process will be followed to ensure that~~
1554 ~~employees receive the best and most timely treatment.~~

1559
1560
1561
1562
1563
1564
1565
1566
1567
1568
1569
1570
1571
1572
1573
1574
1575
1576
1577
1578
1579
1580
1581
1582
1583
1584
1585
1586
1587
1588
1589
1590
1591
1592
1593
1594
1595
1596
1597
1598
1599
1600
1601
1602
1603
1604
1605
1606
1607
1608
1609
1610
1611
1612
1613
1614

A. Preamble

~~The schools of the union shall strive to protect the safety and health of students in their care, as well as their families, employees and the general public. Staff members shall cooperate with public health authorities to promote these goals.~~

~~School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.~~

~~The evidence is overwhelming that the risk of transmitting infectious blood borne disease, including but not limited to human immunodeficiency virus (HIV), acquired immunodeficiency syndrome (AIDS), and Hepatitis B and C, is extremely low in school settings when current guidelines are followed. The presence of a person living with or diagnosed with a blood borne infection poses no significant risk to others in school.~~

B. Employment

~~The schools of the union do not discriminate on the basis of HIV infection or association with another person with HIV infection. In accordance with the Americans with Disabilities Act of 1990, an employee with an infectious, blood borne disease is welcome to continue working as long as the employee is able to perform the essential function of the position, with reasonable accommodation.~~

C. Privacy

~~Teachers and staff members are not required to disclose HIV infection status or any other medical information to anyone in the educational system. HIV antibody testing is not required for any purpose.~~

~~All personal health information, including that related to blood borne infections, is confidential. Willful or negligent disclosure is punishable by law.~~

D. Infection Control

~~All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and field trips. Schools will operate according to the standards promulgated by the U.S. Occupational Safety and Health Administration (US-OSHA) for the prevention of blood borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. Each school shall have a designee that shall implement the precautions and investigate, correct, and report on instances of lapse.~~

~~A school staff member is expected to alert the person responsible for health and safety issues if a student's health condition or behavior presents a reasonable risk of transmitting an infection.~~

~~If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or if a minor, alert a parent or guardian) to seek appropriate medical evaluation.~~

1615
1616
1617
1618
1619
1620
1621
1622
1623
1624
1625
1626
1627
1628
1629
1630
1631
1632
1633
1634
1635
1636
1637
1638
1639

~~E. Staff Development~~

~~School staff members will be given opportunity to participate in infectious blood borne disease education programs that:~~

- ~~1. Convey factual and current information.~~
- ~~2. Provide guidance on infection control procedures.~~
- ~~3. Inform about current laws and school policies concerning infectious blood borne diseases.~~
- ~~4. Assist staff to maintain productive parent and community relations.~~
- ~~5. Include annual review sessions.~~

~~It is recommended that certain employees receive additional specialized training as appropriate to individual positions and responsibilities.~~

~~F. Hepatitis B Vaccination~~

~~Any employee considered to be at risk of acquiring Hepatitis B due to an occupational exposure to blood borne pathogens, will be given opportunity to be vaccinated with Hepatitis B vaccine at no charge to the employee. The vaccinations consist of a series of three inoculations over a six-month period.~~

~~If an exposure to blood borne pathogens should occur, a comprehensive post-exposure evaluation and follow-up process will be followed to ensure that employees receive the best and most timely treatment.~~