



Pacific Union Conference
EDUCATION CODE REVISIONS

Recommended by the Education Code Committee
on September 7, 2022 and November 1, 2022
to the Educational Leadership Council

Recommended by the Educational Leadership Council
on November 7, 2022 to the Fall Education Council

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A12-108 Functions of the Union Conference Office of Education (Cont'd)

- V. Process applications for the establishment of new junior academies and secondary schools.
- W. ~~Assume responsibility for~~ **Support** the development and publication of a **NAD** list of approved textbooks and other curriculum materials.

A12-132 ~~Union TK-12 Curriculum Committee~~ **Curriculum Advisory** [~~Revised 10/2018~~]

A. ~~Committee~~ Membership

~~The Curriculum Committee is composed of the combined membership of the Union Elementary and Secondary Curriculum Committees.~~
Advisory shall include the following:

1. **Union Associate Directors of Education – Secondary, Elementary, ECE – Co-chairs.**
2. **Superintendent and/or associate superintendents from each local conference.**
3. **One representative from La Sierra University School of Education Department of Curriculum and Instruction.**
4. **One representative from Pacific Union College Department of Education.**
5. **Invitees – As determined by the union office of education.**

B. Meetings

~~The Curriculum Committee shall meet a minimum of twice annually, semi-annually as approved by the union board of education. Recommendations and proposals are to be submitted to the Education Council and the union board of education for consideration and adoption.~~
Advisory Committee shall meet a minimum of twice annually.

C. ~~Responsibilities and Functions~~

~~The Curriculum Committee~~ **Advisory** ~~has the following responsibilities and functions are to:~~

1. Assist in the development and **promotion of continuous school improvement that positively impacts student learning** ~~implementation of a distinctive Seventh-day Adventist curriculum.~~
2. **Develop plans and procedures for orientation and implementation of curriculum materials.**
3. **Develop curriculum in-services and/or special curriculum studies as needed.**

- 58 4. Recommend revisions to policy and practice regarding curriculum
- 59 issues.
- 60 5. Receive reports and review curriculum proposals and
- 61 recommendations from local conference offices of education.
- 62 6. Support local conferences and the NAD in implementing and
- 63 maintaining a distinctive SDA curriculum.
- 64 ~~2. Promote curricular innovations in the local conferences and schools of the~~
- 65 ~~union.~~
- 66 ~~3. Review curriculum proposals, projects and practices.~~
- 67 ~~4. Identify and research curriculum needs.~~
- 68 ~~5. Establish *ad hoc* committees for special curriculum studies.~~
- 69 ~~6. Develop procedures to assure the articulation of the curriculum.~~
- 70 ~~7. Recommend basic graduation requirements.~~
- 71 ~~8. Review recommendations and proposals from the Elementary and~~
- 72 ~~Secondary Curriculum Committees.~~

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75 ~~A12-136 Union Secondary Curriculum Committee~~

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77 ~~A. Responsibilities and Functions~~

78
79 ~~The Secondary Curriculum Committee is responsible for educational planning with~~
80 ~~emphasis on 9-12 curriculum development and articulation.~~

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82 ~~B. Membership~~

83
84 ~~The members of the Secondary Curriculum Committee shall be nominated by the~~
85 ~~employing organization and appointed by the union board of education upon the~~
86 ~~recommendation of the union office of education and shall include the following:~~

87
88 ~~Ex officio~~

- 89
- 90 ~~1. Union Associate Director of Education Secondary, Chair.~~
- 91 ~~2. One superintendent/associate superintendent of schools from each local~~
- 92 ~~conference who is responsible for supervision of secondary curriculum.~~
- 93 ~~3. One representative from La Sierra University School of Education~~
- 94 ~~Department of Curriculum and Instruction.~~
- 95 ~~4. One representative from Pacific Union College Department of Education.~~

96
97 ~~Appointed~~

- 98
- 99 ~~1. One secondary school principal from each local conference.~~
- 100 ~~2. One junior academy principal from each local conference (optional with a~~
- 101 ~~small conference).~~
- 102 ~~3. Invitees As determined by the union office of education.~~

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104 ~~C. Term~~

105
106 ~~The members, other than ex officio members, shall serve for a term of three years.~~
107 ~~Appointed members may be recommended for a second three-year term.~~

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110 ~~A12-140 Functions of the Union Secondary Curriculum Committee [Revised 4/2016]~~

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112 ~~A. Meetings~~

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114 ~~The Secondary Curriculum Committee shall meet concurrently with the~~
115 ~~Elementary Curriculum Committee when possible.~~

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~~B. Responsibilities and Functions~~

- ~~1. Develop plans and procedures for orientation and implementation of curriculum materials.~~
- ~~2. Recommend *ad hoc* committees for special curriculum studies to the Curriculum Committee.~~
- ~~3. Receive reports and review curriculum proposals and recommendations from local conference curriculum committees.~~
- ~~4. Assist the local conferences and cooperate with the NAD in implementing and maintaining a distinctive Seventh-day Adventist curriculum.~~
- ~~5. Develop and/or review plans for in-service education.~~
- ~~6. Study proposals from the NAD Curriculum Committee for possible implementation.~~
- ~~7. Function with the Elementary Curriculum Committee as the union K12 Curriculum Committee.~~

~~A12-144 Union Elementary Curriculum Committee [Revised 3/2012; 4/2020]~~

~~A. Responsibilities and Functions~~

~~The Elementary Curriculum Committee is responsible for educational planning with emphasis on curriculum development and improvement of instruction K-8.~~

~~B. Membership [Revised 4/2020]~~

~~The members of the Elementary Curriculum Committee shall be nominated by the employing organization and appointed by the union board of education upon the recommendation of the union office of education and shall include the following:~~

~~Ex officio~~

- ~~1. Union Associate Director of Education-Elementary, Chair.~~
- ~~2. The Union Associate Director of Education of Early Childhood Education (ECE).~~
- ~~3. Up to two superintendents/associate superintendents of schools from each local conference who have responsibility for supervision of elementary curriculum and instruction.~~
- ~~4. One representative from La Sierra University School of Education Department of Curriculum and Instruction.~~
- ~~5. One representative from Pacific Union College Department of Education.~~

~~Appointed~~

- ~~1. A local conference associate superintendent from one of the California Conferences who has responsibility for supervision of small schools in the conference.~~
- ~~2. Up to two elementary principals from each local conference.~~
- ~~3. One junior academy principal to be nominated on a rotating basis from among the local conferences.~~
- ~~4. Up to two elementary teachers in grades one through four who teaches one or more of the grades on a rotating basis from among the local conferences.~~
- ~~5. Up to two elementary teachers in grades five through eight who teaches one or more of the grades on a rotating basis from among the local conferences.~~
- ~~6. Invitees-To be determined by the union office of education.~~

174 C. ~~Term~~

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176 The members, other than ex officio, shall serve for a term of three years.
177 Appointed members may be recommended to a second three-year term.
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180 A12-148 ~~Functions of the Union Elementary Curriculum Committee [Revised 4/2016]~~
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182 A. ~~Meetings~~

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184 The Elementary Curriculum Committee shall meet concurrently with the
185 Secondary Curriculum Committee when possible.
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187 B. ~~Responsibilities and Functions~~

- 188
- 189 1. ~~Assist the local conferences and cooperate with the NAD in implementing~~
- 190 ~~and maintaining a distinctive Seventh-day Adventist curriculum.~~
- 191 2. ~~Review recommendations from local conference curriculum committees.~~
- 192 3. ~~Develop plans and procedures for orientation and implementation of~~
- 193 ~~curriculum materials.~~
- 194 4. ~~Develop and/or review plans for in-service education.~~
- 195 5. ~~Recommend ad hoc committees for special curriculum studies to the~~
- 196 ~~Associate Director for Elementary Curriculum and Instruction.~~
- 197 6. ~~Review innovative curriculum programs and proposals.~~
- 198 7. ~~Serve as a clearinghouse and agency for reporting local conference~~
- 199 ~~curriculum services and developments that can be made available union-~~
- 200 ~~wide.~~
- 201 8. ~~Function with the Secondary Curriculum Committee as the union K-12~~
- 202 ~~Curriculum Committee.~~

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205 A23-152 Expulsion of Students (Cont'd)

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207 In addition, a student may be expelled when the principal, appropriate school
208 committee, or school board, considering the totality of circumstances, include the
209 history of parental or guardian conduct, determines: 1) that a parent or guardian's
210 and/or school employee's misconduct is serious enough to constitute a threat to
211 the safety and/or welfare of students, a substantial disruption of the school
212 environment, and/or a serious violation of a generally accepted practice or tenet of
213 the Seventh-day Adventist Church; and 2) the parent or guardian is not amenable
214 to improving behavior.
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216 D. Procedure [Revised 12/2018]

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218 The principal or school committee **takes an action to recommend** ~~makes a~~
219 ~~recommendation of~~ expulsion to the school board. The student and parents/legal
220 guardian shall be notified of the recommendation and of the right to a hearing.
221

- 222 1. A deadline for the students and parents/legal guardian to submit a written
- 223 request for a hearing.
- 224 2. The fact that expulsion is ~~begin~~ **being** recommended.
- 225 3. The factual basis for the expulsion.
- 226 4. Any written documents that shall be used by the school board or hearing
- 227 body in deciding the issue.
- 228 5. A copy of this policy.

229
230 ~~The time and place of the hearing and the body conducting the hearing shall be~~
231 ~~forwarded to the student and parents/legal guardian. If a student and parent/legal~~

232 guardian do not request a hearing, the board will consider the
233 recommendation for expulsion.

234
235 The student is suspended from school during this process. [See Section A23-148.]
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237 E. Hearing [Revised 12/2018]
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239 If requested in writing a hearing shall be scheduled. **The time and place of the**
240 **hearing and the body conducting the hearing shall be forwarded to the**
241 **student and parents/legal guardian.** The hearing shall be conducted by the
242 school board or a committee authorized by the school board. The body conducting
243 the hearing shall make the final decision. The following procedures shall be used.
244

245 1. The hearing is closed. Only members of the board/committee may attend.
246 The parents/legal guardian and student may be present until the
247 conclusion of the evidence. The student may have persons who have
248 relevant evidence speak to the committee. These persons shall be
249 excluded except during testimony. The student or parents/legal guardian
250 may not bring an attorney.
251

252 2. At the hearing the principal or a school representative shall present the
253 recommendation for expulsion and the evidence supporting the
254 recommendation.
255

256 3. The student and parents/legal guardian may:

- 257 a. Hear the evidence.
- 258 b. Ask questions of any witnesses or the school representative.
- 259 c. Present relevant evidence including witnesses.
- 260 d. Make a summary statement.
- 261

262 4. The body conducting the hearing shall, at the conclusion of the
263 presentation of evidence and statement on behalf of the student, dismiss
264 the student and parents/legal guardian. No further evidence shall be
265 presented. The body shall deliberate and reach a conclusion. This
266 decision is final.
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270 A25-138 Suspension or Revocation of a Certificate

271 [New Policy 5/2013; Revised 11/2014; 10/2018; 5/2019]
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273 A. The certificates subject to suspension or revocation are; **Conditional**, Basic,
274 Standard, Professional, Administrator, and Designated Subjects/Services.
275

276 B. A certificate will automatically be revoked for any of the following:
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278 1. Any admission of guilt pertaining to sexual abuse, or of the following
279 sexual misconduct.

- 280 a. Actual or attempted sexual contact with a minor or with any person
281 where there exists a relationship with inequality of power.
- 282 b. Actual or attempted rape or sexual contact by force, threat, or
283 intimidation.
- 284 c. Criminal behavior of a sexual nature.
- 285 d. Possession, manufacture, distribution or access with intent to view
286 child pornography.
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2. Any criminal conviction or plea of guilty, nolo contendere (no contest), or its equivalent for crimes of violence, sexual abuse, sexual misconduct, or possession, manufacture, distribution or access with intent to view child pornography.
 3. Withdrawal or removal from membership in the Seventh-day Adventist Church.

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C. A certificate will automatically be suspended upon filing of criminal charges of any of the following: [New Item 10/2018]

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1. Sexual contact with a minor.
 2. Behaviors of sexual nature.
 3. Crimes of violence.
 4. Possession, manufacture, distribution or access with intent to view child pornography.

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In the event of an acquittal or the dismissal of criminal charges, reinstatement of the certificate will be reviewed by the union certification committee.

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D. Suspension or Revocation of a Certificate [Revised 10/2018; 5/2019]

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1. The certificate may be suspended or revoked for any of the following:
 - a. Moral or personal conduct not in accordance with the principles of the Seventh-day Adventist Church.
 - b. Conviction of a crime that is a felony or involves moral turpitude.
 - c. Persistence in advocating, practicing, or teaching beliefs, and/or philosophy contrary to the basic tenets, standards, and doctrines of the Seventh-day Adventist Church.
 - d. The use of alcohol, tobacco, marijuana, or misuse of other dangerous drugs.
 - e. A condition of health detrimental to the welfare of students.
 - f. The willful failure to report an instance of child abuse or neglect.
 - g. Insubordination as evidenced by persistent violation of, or refusal to cooperate with policies and assignments.
 - h. Membership in an organization advocating the overthrow of the government by force or subversion.
 - i. When a contract has been prematurely terminated without the employer's consent.
 - j. When an employee resigns and fails to repay money owed to employer such as but not necessarily limited to the following; advanced salary, unamortized graduate study assistance, unamortized moving, housing loans.
 - k. Acting in a manner that seriously jeopardizes the health and safety of students or failing to act in a manner that ensures the health and safety of students.

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2. Procedure

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- a. **The local conference office of education and the union office of education will collaborate to determine whether a request should be made for revocation or suspension of a certificate.**
 - ~~a. b. The request will be considered by the local conference board of education. If affirmed, supporting documents should be sent to the union office of education. Following action by the local conference board of education recommending suspension or revocation of the certificate, a formal request with supporting documents shall be sent to the union office of education.~~

- 347 ~~b. c.~~ The union director of education shall give notice to a certificate
 348 holder of the proposed action to suspend or revoke the certificate
 349 including the right to an appeal by the union Certification Review
 350 Committee.
 351 ~~e. d.~~ The union Certification Review Committee shall conduct an
 352 appeal if such is requested by the certificate holder and shall act
 353 on the recommendation of the local conference board of
 354 education.
 355 ~~d. e.~~ The union ~~Certification Review Committee~~ **board of education**
 356 shall have the final decision regarding suspension or revocation,
 357 including the length of time for suspension or revocation.

359 3. Request for Reinstatement

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 361 The certificate holder may submit a request for reinstatement to the union
 362 Certification Review Committee after 90 days have elapsed following the
 363 decision regarding suspension or revocation.
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366 E10-188 Suspension or Revocation of a Certificate

367 [Revised 11/2012; 5/2013; 11/2015; 10/2018; 5/2019]

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 369 A. The certificates subject to suspension or revocation are; **Conditional**, Basic,
 370 Standard, Professional, Administrator, and Designated Subjects/Services.
 371
 372 B. A certificate will automatically be revoked for any of the following:
 373
 374 1. Any admission of guilt pertaining to sexual abuse, or of the following
 375 sexual misconduct.
 376 a. Actual or attempted sexual contact with a minor or with any person
 377 where there exists a relationship with inequality of power.
 378 b. Actual or attempted rape or sexual contact by force, threat, or
 379 intimidation.
 380 c. Criminal behavior of a sexual nature.
 381 d. Possession, manufacture, distribution or access with intent to view
 382 child pornography.
 383
 384 2. Any criminal conviction or plea of guilty, nolo contendere (no contest), or
 385 its equivalent for crimes of violence, sexual abuse, sexual misconduct, or
 386 possession, manufacture, distribution or access with intent to view child
 387 pornography.
 388
 389 C. A certificate will automatically be suspended upon filing of criminal charges of any
 390 of the following: [New Policy 10/2018]
 391 1. Sexual contact with a minor.
 392 2. Behaviors of sexual nature.
 393 3. Crimes of violence.
 394 4. Possession, manufacture, distribution or access with intent to view child
 395 pornography.
 396
 397 D. Suspension or Revocation of a Certificate [Revised 11/2015; 10/2018; 5/2019]
 398 1. The certificate may be suspended or revoked for any of the following:
 399 a. Moral or personal conduct not in accordance with the principles of
 400 the Seventh-day Adventist Church.
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- b. Conviction of a crime that is a felony or involves moral turpitude.
- c. Persistence in advocating, practicing, or teaching beliefs, and/or philosophy contrary to the basic tenets, standards, and doctrines of the Seventh-day Adventist Church.
- d. The use of alcohol, tobacco, controlled substances without a prescription, or the misuse of drugs.
- e. A condition of health detrimental to the welfare of students.
- f. The willful failure to report an instance of child abuse or neglect.
- g. Insubordination as evidenced by persistent violation of, or refusal to cooperate with policies and assignments.
- h. Membership in an organization advocating the overthrow of the government by force or subversion.
- i. When a contract has been prematurely terminated without the employer's consent.
- j. When an employee resigns and fails to repay money owed to employer such as but not necessarily limited to the following; advanced salary, unamortized graduate study assistance, unamortized moving, housing loans.
- k. Acting in a manner that seriously jeopardizes the health and safety of students or failing to act in a manner that ensure the health and safety of students.

2. Procedure

- a. **The local conference office of education and the union office of education will collaborate to determine whether a request should be made for revocation or suspension of a certificate.**
- ~~a-b.~~ **The request will be considered by the local conference board of education. If affirmed, supporting documents should be sent to the union office of education.** ~~Following action by the local conference board of education recommending suspension or revocation of the certificate, a formal request with supporting documents shall be sent to the union office of education.~~
- ~~b-c.~~ The union director of education shall give notice to a certificate holder of the proposed action to suspend or revoke the certificate including the right to an appeal by the union Certification Review Committee.
- ~~c-d.~~ The union Certification Review Committee shall conduct an appeal if such is requested by the certificate holder and shall act on the recommendation of the local conference board of education.
- ~~d-e.~~ **The union Certification Review Committee board of education shall have the final decision regarding suspension or revocation, including the length of time for suspension or revocation.**

3. Request for Reinstatement

The certificate holder may submit a request for reinstatement to the union Certification Review Committee after 90 days have elapsed following the decision regarding suspension or revocation.

A27-108 Safety of Students on Campus [Revised 5/2014; 11/2016]

Each local conference office of education should develop student health and safety policies in compliance with state law as they apply to private schools.

A. Drills

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464 Safety drills should be effectively conducted throughout the school year as
465 required by state and local law and at a minimum should include fire drills,
466 earthquake drills, and lockdown drills.

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468 B. Emergency Planning

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470 Each school shall have an annually updated Emergency Plan in place and should
471 review it with staff at the start of each school year. Ensure that the plan addresses
472 natural hazards, technological hazards, biological hazards, and adversarial,
473 incidental, and human-caused threats. It shall address prevention/ protection,
474 mitigation, response, and recovery. **The plan will also include safety processes
475 for First Aid and CPR.**

476
477 C. ~~First Aid Equipment and Emergency Supplies~~

478
479 ~~Every classroom should have a small first aid kit containing supplies regularly used~~
480 ~~in the classroom throughout the year. Some emergency supplies should also be~~
481 ~~kept in each classroom. Additionally there should be a cache of supplies (water,~~
482 ~~first aid, sanitation supplies, tools, food, etc.) for the whole school.~~

483
484 See supply lists recommended by the Red Cross at:
485 www.redcross.org/disaster/masters/supplies.html.

486
487 A majority of the teachers in each school should have current First Aid and CPR
488 certification.

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491 C29-116 Teacher Load

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493 **A full load generally consists of six or seven teaching periods and no more than five**
494 **subject preparations.** ~~Five subject preparations per day and six or seven teaching periods will~~
495 ~~generally constitute a teaching full load with no more than five subject preparations. for a teacher~~
496 ~~in grades 9-12. Supervisory and co-curricular duties in addition to the teaching load will be assigned~~
497 ~~by the school administrator as part of the professional responsibility of a teacher. Care should be~~
498 ~~exercised equally in the equal distribution of supervisory and co-curricular duties.~~

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501 C20-140 Teacher Load

502
503 **A full load generally consists of six or seven teaching periods and no more than five**
504 **subject preparations.** ~~Five subject preparations per day and six to seven teaching periods will~~
505 ~~generally constitute a teaching load for a junior academy teacher. In a departmentalized program~~
506 ~~the major elementary subject areas and secondary subjects are to be considered equivalent when~~
507 ~~determining teacher load. Supervisory and co-curricular duties will be assigned by the school~~
508 ~~administrator as part of the teacher's professional responsibilities. **Care should be exercised in**~~
509 ~~**the equal distribution of supervisory and co-curricular duties.** [See Sections A14-124.B., A14-~~
510 ~~128.B., A14-132.B., and A14-136.B. for the minimum number of full-time teachers or equivalent~~
511 ~~based on the organizational plan of the junior academy.]~~

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514 C27-124 Advanced Placement, **Honors**, and/or ~~Honors~~ **Dual Credit** Courses [Revised 11/2013]

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516 C. Dual Credit

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518 1. Refer to C26-108 for information regarding Dual Credit courses.
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520 2. The GPA for Dual Credit courses is to be based on a 5.0 scale:
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A = 5; B = 4; C = 3

NOTE: A letter grade of “D” may be recorded but no GPA advantage is allowed.

3. **The dual credit courses will be subject to review by the local conference office of education annual curriculum and accreditation review committee**

~~C20-144 Proficiency (Basic Competency) Requirements~~

~~Junior academies and secondary schools are to incorporate programs and/or courses as an integral part of the curriculum which will assist students who are deficient in computational skills and in such areas of language arts as reading, composition, spelling, and grammar to achieve at least a ninth grade (9.0 grade equivalency) proficiency level prior to graduation from the twelfth grade. [See Sections C25-132 and C25-136 for criteria and guidelines for implementing the proficiency (basic competency) requirements.]~~

C21-110 English Support for International Students [New Policy 11/2013]

- D. Schools with five (5) or more secondary students needing additional language support will be expected to have an identified English as a Second Language (ESL) program on campus. Such a program will include these minimum standards:
1. A teacher with an ESL endorsement or Advanced TESOL certificate.
 2. Two years of ESL courses (as approved by the local schools' academic standards committee) such as:
 - a. English (not more than two years of ESL English shall be counted towards graduation; at schools in California ESL English must be approved by the University of California).
 - b. Introduction to Christianity (one or two years may be counted towards graduation).
 - c. Introduction to American Culture.
 - d. ESL Orientation.
 3. ESL courses should be included for approval with the local conference office of education annual curriculum and accreditation review committee.
 4. Graduation requirements ~~and proficiency requirements~~ as outlined in the *Education Code*. [See Sections C25-104 ~~and C25-132.~~]

~~C24-128 Recording Proficiency (Basic Competency)~~

~~The following procedures are to be used in recording the proficiency (basic competency) on the student permanent record.~~

- ~~A. The proficiency (basic competency) level achieved in the basic skills as specified in Section C25-132 is to be recorded on the transcript.~~
- ~~B. When a waiver of the proficiency requirement is granted, the information is to be recorded on the transcript giving the date and the grade placement when granted,~~

579 the basic skill(s) for which the waiver is granted, the actual achievement level, and
 580 the test used to determine the achievement level.

581
 582 C. The data should be recorded and placed on the transcript during the school year
 583 in which the proficiency is achieved. The date used should be that date when the
 584 test(s) was (were) administered.

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 586
 587 C25-104 Graduation Requirements, Minimum
 588 [Revised 11/2013; 11/2014; 4/2020; 5/2020; 12/2021]

589 **Effective Freshman Class 2014-2015. Local school board approval for date of**
 590 **effectiveness for other classes.**

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 592
 593 Two graduation diploma tracks are available to students in the union. Course expectations,
 594 minimum proficiency and total Carnegie Units of credit required for each diploma are shown below.
 595 If the conventional curriculum is used, the maximum credit given for any class is 1 Carnegie Unit
 596 (10 semester periods). [See Sections C24-116 and C29-104.]
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Subject Area	General Diploma	College Prep/Advanced Diploma	Clarification
A. Basic			
Bible/Religion	4 Carnegie Units	4 Carnegie Units	See Note 1
English	4 Carnegie Units	4 Carnegie Units	See Note 2
Health Education	.5 Carnegie Unit	.5 Carnegie Unit	See Note 3 2
Mathematics	2 Carnegie Units	3 Carnegie Units	See Note 4 3
Modern Language		2 Carnegie Units	See Note 5 4
Physical Education	3 Carnegie Units	3 Carnegie Units	See Note 6 5
Science	2 Carnegie Units (1 may be non-lab)	3 Carnegie Units	See Note 7 6
Social Studies	3 Carnegie Units	3 Carnegie Units	See Note 8 7
Subtotal	18.5 Carnegie Units	22.5 Carnegie Units	
B. Cognates			
Computer Applications	.5 Carnegie Unit	.5 Carnegie Unit	See Note 9 8
Career Education	Required	Required	See Note 10 9
Community Service	Required	Required	See Note 11 10
Family Living	Required	Required	See Note 12
Fine Arts	.5 Carnegie Unit	2 Carnegie Units	See Note 13 11
Subtotal	1 Carnegie Unit	2.5 Carnegie Units	
Total	19.5 Carnegie Units	25 Carnegie Units	
Electives – Total (Courses from Basic, Cognates, and/or other electives offered by the school)	4.5 Carnegie Units	2 Carnegie Units	See Note 14 12
Senior Project			See Note 15 13
Minimum Credits Required for Diploma	24 Carnegie Units	27 Carnegie Units	
Minimum Competency	<i>Both Language Usage and Reading 220 RIT score; and Math 230 RIT Score based on union adopted standardized tests.</i>	<i>Both Language Usage and Reading 225 RIT Score; and Math 240 RIT Score based on union adopted standardized tests.</i>	

600 **Note 2 – English** [Revised 5/2020]

601
602 Evidence of a minimum proficiency on the standardized achievement test in language
603 usage and reading must be demonstrated. The criteria and guidelines for implementation
604 of the proficiency (basic competency) requirements are contained in Sections C25-132 and
605 C25-136.
606

607 **Note 3-2 – Health Education** [Revised 4/2020]

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609 **Note 4-3 – Mathematics** [Revised 5/2020; 12/2021]

610
611 A college prep/advanced diploma includes mathematics courses from the following:
612 Algebra I, Algebra II, Geometry, Probability, Statistics or Trigonometry.
613

614 Evidence of a minimum proficiency on the standardized achievement test in mathematics
615 must be demonstrated. The criteria and guidelines for implementation of the proficiency
616 (basic competency) requirements are contained in Sections C25-132 and C25-136.
617

618 **Note 5-4 – Modern Language** [Revised 4/2020]

619
620 **Note 6-5 – Physical Education** [Revised 11/2015; 4/2020]

621
622 **Note 7-6 – Science** [Revised 11/2014; 4/2020]

623
624 **Note 8-7 – Social Studies** [Revised 4/2020]

625
626 **Note 9-8 – Computer Applications** [Revised 4/2020]

627
628 **Note 10-9 – Career Education**

629 The career education requirement is to be met by completion of the following:

630
631
632 a. Classroom instruction in career education

633
634 Classroom instruction in career education is to be offered through one of the
635 following options:

636
637 (1) As a separate course

638
639 (2) As a part of a Religion Course ~~(the unit "Choices and Challenges" for~~
640 ~~grades 11 and 12 may be used)~~

641
642 (3) Other plans as approved by the local conference office of education in
643 consultation with the union.
644

645 b. Each secondary school is to establish the minimum time and credit requirement
646 for the classroom instruction in career education and evidence of completion.
647

648 **Note 11-10 – Community Service**

649
650 **Note 12 – Family Living** [Revised 4/2020]

651 The Family Living Requirement is to be met by completion of one of the following:

652
653
654 a. ~~———— A nine week, one quarter unit in the Senior Bible/Religion course.~~
655

656 ~~When Family Living is included as one of the units in the Senior Bible/Religion~~
657 ~~course, no additional credit beyond the one Carnegie Unit for Religion is granted.~~
658 ~~The unit is to be based on the course outline and textbook(s) adopted by the union.~~

659
660 b. ~~A separate one-semester course (one-half Carnegie Unit).~~

661
662 ~~When Family Living is offered as a separate course, it is to be based on the course~~
663 ~~outline and textbook(s) adopted by the union.~~

664
665 **Note 13 11 – Fine Arts**

666
667 This requirement can be met by completion of fine arts courses such as art appreciation,
668 photography, videography, cinematography, music appreciation, general art courses,
669 music performance organizations, and private music lessons.

670
671 **Note 14 12 – Electives**

672
673 This requirement can be met by the completion of courses such as, like skills, fine arts,
674 home economics, business education, computer education, study skills, and technology
675 education.

676
677 **Note 15 13 – Senior Project [Revised 4/2020]**

678
679 Up to one Carnegie Unit of credit may be granted depending on the specific expectations
680 of the senior project, which may include a multi-media or other form of presentation of the
681 senior project to the school/community.

682
683 Each secondary school is to establish the policies for the senior project and how credit will
684 be granted. Senior project credits will be in addition to the 270 credits necessary for the
685 college prep/advanced diploma.

686
687
688 C25-108 **Waiver Provision – Subject-area Graduation Requirement [Revised 4/2020]**

689
690 The graduation requirements listed in Section C25-104 are the minimum expected of each
691 student. However, since the primary concern and focus of the educational program is on the welfare
692 of the student, a specific subject-area requirement, except the Bible/Religion requirement, may be
693 waived or substituted when;

- 694
695 A. The requirement is unrealistic or unattainable for the student, or
696
697 B. The student has proficiency/competency in the specific course(s) as assessed by
698 appropriate evaluation. ~~[See Section C25-112.B.2. for details on challenge of a~~
699 ~~course for credit or exemption.]~~

700
701 A secondary school may develop and implement a waiver policy based on the following
702 criteria:

- 703
704 A. The plans and procedures are developed and approved by the appropriate faculty
705 committees and/or the faculty and adopted by the school board.
706
707 B. The minimum number of twenty-one (21) Carnegie Units plus physical education
708 are required of each student for graduation.
709
710 C. ~~The criteria and guidelines listed in Section C25-112 are used as the basis for~~
711 ~~implementation of the waiver of a subject-area requirement.~~

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The following criteria and guidelines identify the basic elements for implementing the waiver provision for a specific subject-area graduation requirement.

A. ~~Criteria for granting a waiver of a specific subject-area graduation requirement.~~

A. 1. A waiver is to be requested in writing by the student and supported by the parent(s) or guardian.

B. 2. Documentation **such as an IEP/ISP, standardized achievement test scores, and/or demonstrated proficiency**, supports the need for a waiver of a graduation requirement. ~~which may include, but is not necessarily limited to, such reasons as the following: [Revised 5/2020]~~

a. ~~The student's score on the union adopted standardized achievement test has been at or below the 25th percentile for a minimum of three years.~~

b. ~~The student has a physical impairment which makes it difficult or impossible to meet the requirement or for the school to obtain valid data on which to evaluate the student's achievement or ability level.~~

c. ~~The student demonstrates evidence of a mental alertness as determined by teacher observation over an extended period of time, but observation and testing indicates that there is an impairment which has resulted in a performance problem.~~

d. ~~The student has verified by testing a proficiency/competency in a specific course and it would be in the best interest to substitute another course for the specific subject-area requirement. See B. 2. for details on challenge of a course for credit or exemption.~~

B. ~~Guidelines for documenting a waiver of a subject-area graduation requirement for the following.~~

1. ~~A student with a learning disability.~~

~~The administration and faculty should identify a student who may have difficulty meeting a subject-area graduation requirement as early as possible after the student has enrolled in a junior academy or senior academy. This is to be done by, but not necessarily limited to the following:~~

a. ~~Teacher observation of general attitude and performance of the student.~~

b. ~~Evaluation of attendance records, achievement test results, and general academic progress to determine whether the present status is of recent origin or a continuation of problems over a number of years.~~

c. ~~Evaluation of parental attitude and support.~~

d. ~~Test results on the standardized achievement tests.~~

e. ~~When the initial evaluation has been completed, the director of guidance services should obtain additional testing results and~~

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other data which will identify as accurately as possible a student's actual achievement level. [See Section C25-136.B.2. for the testing recommendations and procedures.]

2. ~~_____ A student who wishes to challenge a specific requirement for credit or for exemption.~~

~~A student who verifies proficiency/competency may be granted a waiver of, or challenge credit for, a specific subject requirement.~~

~~The criteria and standards adopted by the union for verifying proficiency/competency in a specific subject area are to be used. In the absence of such criteria for a subject area criteria and standards are to be developed and approved by the appropriate faculty committee(s) and/or the faculty and adopted by the school board.~~

C. ~~_____ Guidelines for recording the waiver of a subject area requirement on the permanent record.~~

~~The waiver request form should become a part of the student's permanent record and should include:~~

1. ~~_____ The specific subject area requirement to be waived, including the reason for the request.~~

2. ~~_____ Signatures of the student and the parent(s) or guardian(s).~~

3. ~~_____ The action voted by the faculty; the documentation for the waiver, if granted; the course substituted, if applicable.~~

~~When a waiver of a specific requirement is granted the following should be recorded on the transcript:~~

1. ~~_____ The specific requirement that is waived.~~

2. ~~_____ Date the waiver was voted by the faculty.~~

C25-132 ~~_____ Proficiency (Basic Competency) Requirements [Revised 5/2020]~~

A. ~~_____ Prior to graduation, each student is to demonstrate the following, based on the results of the union adopted standardized achievement test:~~

1. ~~_____ A RIT score of 220 in both Language Usage and Reading; and a RIT score of 230 in Mathematics for the basic diploma.~~

2. ~~_____ A RIT score of 225 in Language Arts and Reading; and a RIT score of 240 in Mathematics for the college prep/advanced diploma.~~

B. ~~_____ The requirement may be waived if it has been determined that it is not realistic or attainable for an individual student. Waiver plans must be approved by the local conference office of education.~~

~~The following criteria and suggested calendar may be used as a guide in the development and implementation of the above action. The plans should be based on criteria such as, but not limited to, the following:~~

- ~~1. The plans and procedures should be developed through cooperative efforts of the faculty and approved by the local conference office of education.~~
- ~~2. The methods of instruction should be based on diagnosis, prescription, and evaluation of the needs of the individuals.~~
- ~~3. The program should be developmental as well as remedial.~~
- ~~4. Individual student abilities and needs are to be determined by, but not limited to, the following: performance on a standardized test battery, teacher observation and results of additional psychological testing as needed, with consideration given to such factors as learning deficiencies and disabilities, and other psychological factors and physical disabilities.~~

C25-136 Guidelines for **Remediation** Implementation of Proficiency (Basic Competency) Requirements

~~A. Clarification of the Intent of the Proficiency (Basic Competency) Requirement~~

- ~~A. 1. The school assumes responsibility for helping students who are deficient in the basic skills to reach a minimum level of competency by incorporating programs and/or courses as an integral part of the curriculum.~~
- ~~B. 2. The programs and/or courses developed and the instructional methods employed focus the emphasis of the instructional process on the individual student needs and utilize the techniques of diagnosis, prescription, and evaluation of those student needs.~~
- ~~3. The waiver provision of this policy will be an accepted procedure when it is determined that the requirement is unrealistic or unattainable for a student and will be granted without jeopardizing the issuance of a diploma to such a student.~~
- ~~C. 4. The emphasis of this requirement is on assisting of students to meet the proficiency requirement rather than on the denial of graduation.~~

~~B. Methods and Procedures for Identification of, and Assistance to, Students Who Have Not or Can Not Achieve the Proficiency Requirements in the Basic Skills.~~

~~1. Initial Identification of Students~~

~~The administration is to identify the students who may have difficulty meeting the basic competency requirement in one or more of the areas (reading, mathematics, language) as early as possible after the student has enrolled in a junior academy or secondary school. This is to be done by, but not necessarily limited to the following;~~

- ~~a. Teacher observation and evaluation of academic progress, the attendance record, and the general attitude of the student toward self and school.~~
- ~~b. Evaluation of information contained in the cumulative record.~~
- ~~c. Test results on the standardized achievement tests.~~

~~2. Testing Recommendations and Procedures [Revised 4/2020]~~

886 When the initial evaluation has been completed the director of guidance
887 services should obtain additional testing results and other data which will
888 identify as accurately as possible a student's actual achievement level in
889 the basic skills.

891 The following procedures are recommended for testing students who are
892 identified as having a learning problem.

894 a. Out-of-level testing may be done using the level which will provide
895 the most accurate description of the actual achievement level.

897 b. When additional diagnostic information is needed, regarding
898 cognitive abilities, test(s) should be selected from the following.

900 (1) *Wechsler Intelligence Scale for Children (WISC)**

901 (2) *Wechsler Adult Intelligence Scale (WAIS)**

902 (3) *Stanford-Binet Intelligence Scale**

904 *This test is to be administered and evaluated only by a
905 person qualified to administer individual intelligence tests.

907 c. Subsequent achievement testing of a student should be done
908 using the same level of the test(s) as that used for the initial
909 testing.

911 3. School Program to Meet Student Needs

912
913 The student who has not achieved the proficiency (basic competency)
914 requirement is to be enrolled in a program or course designed to assist the
915 student to meet the requirement. The student is to be enrolled in a program
916 or course each year of attendance until the competency level is achieved
917 or until a waiver is granted up to and including the end of the first semester
918 of the senior year.

920 C. Criteria for Waiver of the Proficiency Requirement [Revised 4/2020]

921
922 One or more of the criteria may be used as a basis for granting a waiver. The
923 following criteria are to be used to determine whether a waiver of the proficiency
924 requirement should be granted:

925
926 1. The student lacks fluency in reading, writing, or speaking English because
927 it is a foreign language to the student.

928
929 2. The student has a physical impairment, such as, but not limited to, the loss
930 of sight or hearing which makes it difficult or impossible to obtain valid data
931 on which to evaluate the achievement or ability level.

932
933 3. The student demonstrates evidence of a mental alertness as determined
934 by teacher observation over an extended period of time but, observation
935 and/or testing indicates that there may be a physical or psychological
936 disorder which is interfering with the learning process.

937 938 D. Procedure for Recording the Proficiency Level Achieved on the Permanent 939 Record

941 [See Section C24-128 for procedure for recording the proficiency level on the
942 permanent record.]

943

944 F17-120 Employee Moving Allowances [Revised 5/2019]

945
946 The moving and transportation expense of certificated administrative and instructional, and
947 salaried administrative classified personnel is paid by the employing organization under the
948 following provisions:

949
950 A. Allowance

951
952 When an employee is requested by an employing organization to move to a new
953 location or a person is being called into denominational service, the employer may
954 provide the following assistance:

- 955
956 1. An amount to cover freight/van charges and insurance up to maximums
957 established by the employer.
- 958
959 2. Travel expense and per diem as per current policy and 100 percent of the
960 regular mileage allowance to move the employee's car or up to two cars
961 for employee and spouse to the new place of employment.
- 962
963 3. A flat amount rounded up to the nearest \$10 to cover packing and other
964 moving costs **at 33 percent of the Remuneration Factor.** ~~as follows:~~

965
966 Employee — ~~16.5 percent of the Remuneration Factor~~

967 Spouse — ~~16.5 percent of the Remuneration Factor~~

968
969 ~~A single parent with dependent children may be granted 33~~
970 ~~percent of the Remuneration Factor as a moving allowance.~~