



**Pacific Union Conference
EDUCATION CODE REVISIONS**

**Approved by the Union Board of Education
on November 1, 2023**

COMPLETION OF CONTRACT:

- E12-136 Completion of Contract of Employee on Non-Regular Status, Provisional Employment [Revised 4/2016; 11/2023]
- A. Definition [Revised 4/2016]
- The completion of a contract of employment without the offer of a subsequent contract of employment.
- B. Procedure [Revised 11/2023]
1. 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 subsequent contract so that the employee may be notified in writing on or before May 1 if a subsequent contract is not to be 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 a subsequent contract is not to be offered.
- E16-144 Completion of Contract of a Term Status Employee [Revised 11/2011; 4/2016; 11/2023]
- 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 [Revised 11/2023]
1. 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 the recommendation is voted.
 2. The local conference board of education shall take action regarding the recommendation for a subsequent contract.
 3. 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 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; 11/2023]

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

A. Completion of Contract. [See Section E19-130.]

E19-130 Completion of Contract of Salaried Classified Employee [New Policy, 11/2023]

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 [Deleted 11/2023]

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

E14-132 Completion of Contract of Employee on Non-Regular Status, Part-time Employment [Revised 4/2016; 11/2023]

A. Definition [Revised 4/2016; 11/2023]

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

B. Procedure [Revised 11/2023]

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 11/2023]

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.

E15-136 Completion of Contract of Employee on Non-Regular Status,
Post-Retirement Employment [Revised 4/2016; 11/2023]

A. Definition [Revised 4/2016; 11/2023]

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

B. Procedure [Revised 11/2023]

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 11/2023]

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; 11/2023]

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.]
- Completion of Contract. [See Section E15-136.]
- Termination. [See Section E15-138.]

E16-124 Status Change [Revised 3/2012; 11/2012; 11/2023]

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.]
- Completion of Contract. [See Section E16-144.]

TK:

A14-118 Transitional K/Kindergarten Definition [New Policy 4/2015; Revised 10/2018; 11/2023]

Transitional kindergarten (TK) is defined as the first of a two-year kindergarten program. References to kindergarten in the *Education Code* 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. 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; 11/2023]

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

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.
- (2) A classroom with TK students younger than 4.9 may only be combined with K.
- (3) The number of students with special needs may warrant an adjustment in the class load.
- (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; 11/2023]

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 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.]

2. 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.]

3. The subject alternation program grades 9 and 10.

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; 11/2023]

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 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. Adequate media resources are available 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.
17. The school accreditation of the junior academy 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 [Revised 11/2023]

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.
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.
3. The application is to be prepared using the application/request form obtained from the union conference office of education.
4. The application is to be submitted to the local conference for review.
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 December 1 prior to the academic school year in which the junior academy plans to operate.

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.
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.
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.
9. The local conference office of education will receive written notification of the action of the union board of education.
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; 11/2023]

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.
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; 11/2023]

A school that is authorized to continue beyond the probationary period is to submit the Annual Curriculum and Accreditation Review document 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 [Deleted 11/2023]

A14-128 Standard Program Grade 9 [Revised 11/2013; 11/2023]

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.
3. For library and instructional media center criteria see Section C12.

A14-136 Subject Alternation Program Grades 9-10 [Revised 11/2013; 11/2023]

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.
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.

A14-144 Secondary School Affiliate Program [Deleted 11/2023]

A14-148 Secondary School Extension Program [Deleted 11/2023]

A15-112 Regional Accreditation [Revised 4/2016; 11/2023]

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

The current version of the document, *Focus on Learning*, WASC/SDA is to be used as the basis for development of the self-study for joint WASC/AAA accreditation.

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

A15-132 Affiliate and Extension Schools [New Policy 11/2023]

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

SECTION A:

A12-108 Functions of the Union Office of Education [Revised 4/2018; 11/2022; 11/2023]

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

- A. Coordinate a cohesive school system within the union.
- B. Foster a climate of inquiry and research in which surveys, reports, plans, etc., are seen as critical ingredients of the educational administrative process.
- C. Establish and convene education councils.
- D. Develop job descriptions for the union office of education.
- E. Act as the NAD credentialing agency for education personnel within the union.
- F. Advise the union board of education on educational policies, standards, and practices.
- G. Facilitate school accreditations.
- H. Prepare and submit statistical and financial reports as required by the NAD office of education.
- I. Use the NAD standards as guidelines to operate the TK-12 system.
- J. Cooperate with Pacific Union College and La Sierra University in the pre-service preparation of elementary and secondary school personnel.
- K. Maintain effective working relationships with Pacific Union College and La Sierra University.
- L. Provide leadership and acquaint the constituency of the union with the imperatives of Adventist education.
- M. Develop and maintain effective working relationships with local and state offices of education and regional accrediting associations.
- N. Serve as member(s) and/or consultant(s) to union subcommittees in matters pertaining to education.

- O. Serve as ex officio members of the local conference boards of education within the union.
- P. Serve as ex officio members of all secondary school boards within the union.
- Q. Provide leadership in the development and maintenance of an *Education Code*.
- R. Develop and administer the union-approved budget for TK-12 education.
- S. Participate with the local conference offices of education and schools in providing in-service education programs.

A12-120 B. Meetings of the Education Council

The union Education Council will meet semi-annually in the Fall and Spring at the time and place determined by the union office of education in counsel with the Educational Leadership Council.

A12-124 B. Meetings of the Educational Leadership Council

The Educational Leadership Council will meet a minimum three times annually; two meetings in connection with the Education Councils and one meeting in winter at a location to be determined by the union office of education in counsel with the Educational Leadership Council.

A12-128 B. Meetings of the Superintendents' Council

The Superintendents' Council will meet a minimum of two times annually: one meeting in winter and one meeting in a retreat format.

A13-108 Functions of the Local Conference Office of Education

[Revised 3/2012; 11/2012; 11/2014; 4/2015; 4/2018; 10/2018; 4/2020; 11/2023]

The administrative and supervisory functions of the local conference office of education are the responsibility of the superintendent of schools.

A. The Administrative Functions are to: [Revised 4/2018; 10/2018; 4/2020; 11/2023]

1. Serve as executive secretary and agent of the local conference board of education in administering, coordinating, and supervising TK-12 education within the local conference in accordance with the educational policies of the union board of education.
2. Serve as the agent of the local conference board of education in the employment of all education personnel, assuming responsibility for the coordination and implementation of recruitment, placement, transfer, and/or termination of education personnel in consultation with school administration, committees, and/or boards.
3. Prepare job descriptions and establish areas of responsibility for each member of the local conference office of education staff.
4. Counsel school boards in the selection of non-certificated personnel such as teacher assistants (aides) administrative assistants, and to recommend for employment to the local conference board of education.
5. Ensure that all education personnel are properly certificated.
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 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.
9. Maintain an effective working relationship with the local conference administration and the constituency.
10. Acquaint the constituency with the imperative of Seventh-day Adventist Christian education.
11. Develop long-range educational plans for the local conference TK-12 school system.
12. Maintain an effective working relationship with the union office of education participating in union-wide councils and program development.
13. Develop and maintain effective working relationships with the local offices of education.
14. Foster positive relationships between home and school and actively promote the Home and School Association.
15. 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.
16. Ensure implementation of procedures for the maintenance and safekeeping of student attendance and scholarship records as required by law.
17. Assume responsibility for the preservation of all records of discontinued schools.
18. Assume responsibility for the development and maintenance of school health and safety programs aligned with governmental requirements.
19. Provide teachers with the approved list of textbooks and other curriculum materials.
20. Gather data and process reports required by the union and NAD office of education and government agencies.
21. Compile and present requests to the union conference for permission to teach secondary subjects in junior academies.
22. Consider applications for the establishment of new elementary schools in consultation with the local conference board of education.
23. Process requests for the establishment of junior and secondary schools and make recommendations to the union conference board of education.
24. Plan and lead elementary school accreditation visits and collaborate with the union office of education in junior academy evaluations.
25. Arrange periodic in-service meetings for local school board personnel.
26. Provide general oversight of early childhood education utilizing the union Associate Director for Early Childhood Education.
27. Ensure appropriate background screening for all employees and volunteers involved in the schools.
28. Ensure that each school has an annually board voted student handbook.

B. The Financial Functions are to: [Revised 11/2023]

1. Counsel with the local school boards in the preparation of annual school budgets to ensure adequate funding for school operations.
2. Develop an annual TK-12 conference education budget in cooperation with the local conference treasurer/chief financial officer which includes, but is not limited to such items as salaries and wage-related expenses at the currently approved wage rate factors, school subsidies, funding for

curriculum development and professional in-service programs, and contingencies.

3. Submit the annual TK-12 conference education budget for approval and funding to the local conference board of education and conference executive committee.
4. Work in cooperation with the local conference treasurer ensuring that schools are audited annually in accordance with General Conference and NAD policies and that copies of the audited statements are filed in the local conference office of education.

C. The Curricular Functions are to: [Revised 11/2023]

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

A13-120 Local Conference and School Curriculum Committees [Deleted 11/2023]

A14-112 School Curriculum Committee [Deleted 11/2023]

A14-120 Elementary School [Revised 4/2018; 4/2020; 11/2023]

A. Definition

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

B. Standards for Elementary Schools

For a detailed statement regarding standards for elementary schools consult publications of the NAD.

C. Criteria for Establishing and Operating an Elementary School [Revised 4/2020; 11/2023]

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

1. A demonstrated educational need not currently met by presently established schools.
2. An adequate physical plant and appropriate equipment for the education program.
3. Proof of ability to provide adequate financial support.
4. Curricular offerings consistent with the *Education Code* and approved by the local conference board of education.
5. A denominationally certificated faculty of sufficient size to provide an effective education program [See Section C17-132.]
6. Adequate curricular materials for the proposed curriculum.
7. A prospective continuing enrollment adequate for the financial and curricular needs of an effective education program.
8. A principal (in a multi-teacher school) whose assignment includes time for administrative and leadership responsibilities in proportion to the size of the school.
9. Specific policies regarding organization, administration, finance, curriculum, and personnel consistent with the *Education Code*.
10. For library and instructional media center criteria see Section C12.
11. A school accreditation visit must be completed within the first two years of operation.
12. The union adopted standardized achievement testing program is to be used for all students in grades 1-8. Testing of students in Kindergarten is optional.

A23-116 Student Medical Examinations [Revised 11/2023]

Physical examinations are required of all students as follows:

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

A25-104 Definition of Employee [Deleted 11/2023]

A25-128 Calls for Education Personnel [Deleted 11/2023]

A25-138 Suspension or Revocation of a Certificate (Cont'd)

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.

A25-138 Suspension or Revocation of a Certificate (Cont'd)

2. Procedure [Revised 11/2022; 11/2023]

- 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.
- b. The request will be considered by the local conference board of education. If affirmed, supporting documents will be sent to the union office of education.
- c. The union Vice President for Education shall give notice to a certificate holder of the proposed action to suspend or revoke the certificate including the right to a hearing by the union Certification Review Committee.
- d. The union Certification Review Committee shall conduct a hearing if such is requested by the certificate holder and shall act on the recommendation of the local conference board of education.
- e. The union board of education shall have the final decision regarding suspension or revocation.

E10-188 Suspension or Revocation of a Certificate (Cont'd)

2. Procedure [Revised 11/2022; 11/2023]

- 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.
- b. The request will be considered by the local conference board of education. If affirmed, supporting documents will be sent to the union office of education.
- c. The union Vice President for Education shall give notice to a certificate holder of the proposed action to suspend or revoke the certificate including the right to a hearing by the union Certification Review Committee.
- d. The union Certification Review Committee shall conduct a hearing if such is requested by the certificate holder and shall act on the recommendation of the local conference board of education.
- e. The union board of education shall have the final decision regarding suspension or revocation.

A27-124 Identification of "Seventh-day Adventist" Institutions [Revised 11/2023]

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

A27-128 Infectious Blood Borne Diseases Policy [Deleted 11/2023]

A27-132 Infectious Blood Borne Diseases Policy for Employees [Deleted 11/2023]

E10-196 Infectious Blood Borne Diseases Policy – Certificated Personnel [Deleted 11/2023]

E18-152 Infectious Blood Borne Diseases Policy – Classified Personnel [Deleted 11/2023]