

EDUCATION CODE

for

Seventh-day Adventist Church in Canada



Adventist Education

A JOURNEY TO EXCELLENCE

FAITH  WISDOM  SERVICE

**SDA Church in Canada
Office of Education
1148 King Street East
Oshawa, Ontario L1H 1H8**

Introduction

The **Code** consists of voted policies and guidelines to promote and uphold the mission of Seventh-day Adventist education and is intended to assist those in areas of administrative responsibility and to serve as the chief source of information for educational data.

While there are certain requirements that provide identification of a Seventh-day Adventist education system, there are also guidelines and recommendations which permit the union conference and/or the conference boards of education to adapt according to specific needs.

It is the intent of the SDA Church in Canada Office of Education that the **Code** assist Seventh-day Adventist educators, administrators, and constituents in understanding the operational procedures of the system of Seventh-day Adventist education and in reaching the goals and objectives that the church has for its schools.

To keep this **Code** current, it must be updated regularly. Decisions relating to updating the **Code** are made at the North American Division (NAD) and Seventh-day Adventist Church in Canada Offices of Education.

Several sources have been reviewed to compile this **Code** which include but are not limited to:

1. The North American Division Working Policy.
2. The Union Codes used by the 8 other Unions.
3. Legal Counsel.

The task of updating will be undertaken by a standing committee appointed by the SDA Church in Canada Education Council and in consultation with the SDA Church in Canada Office of Education. Proposed revisions will be submitted to the SDA Church in Canada Board of Education for approval and adoption.

In the North American Division, the co-ordination, supervision, and promotion of Seventh-day Adventist Education is delegated to the constituent union conferences, each with its own office of education. Basic education policies are established in harmony with North American Division Board of Education guidelines and NAD *Working Policy*. Union conferences, in turn, are comprised of local conferences, each with its own office of education which assumes direct responsibility for the operation and management of the approved Seventh-day Adventist preK-12 schools and ECE programs within their territories.

The SDA Church in Canada System of Education is comprised of the following conferences and boarding academies:

1. Newfoundland and Labrador Mission.
2. Maritime Conference.
3. Quebec Conference.
4. Ontario Conference.
5. Manitoba/Saskatchewan Conference.
6. Alberta Conference.
7. British Columbia Conference.
8. Kingsway College.

The union office of education is responsible to the SDA Church in Canada constituency in session and to the SDA Church in Canada Board of Directors between sessions through the SDA Church in Canada Board of Education.

Note: Regarding Kingsway College

While Kingsway College (KC) operates according to the *Education Code* as adopted by the SDACC Board of Directors, it is not under the auspices of a conference and is a separately incorporated entity. References in this document to **"Superintendent of Education,"** and **"Officers of the Conference,"** are understood to be read as **"Principal/President"** and **"Board of Trustees/Operating Board"** when referring to KC.

I-000

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I-004 North American Division; Philosophy, Mission, and Vision**The Approach and Philosophy of Adventist Education**

The Seventh-day Adventist Church recognizes God as the ultimate source of existence, truth, and power. In the beginning God created in His image a perfect humanity, a perfection later marred by sin. Education in its broadest sense is a means of returning human beings to their original relationship with God. The distinctive characteristics of this Adventist worldview built around creation, the fall, redemption, and re-creation, are derived from the Bible and the inspired writings of Ellen G. White.

The aim of true education is to restore human beings into the image of God as revealed by the life of Jesus Christ. Only through the guidance of the Holy Spirit can this be accomplished. An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—spiritual, physical, intellectual, and social-emotional—a process that spans a lifetime. Working together, homes, schools, and churches cooperate with divine agencies to prepare learners to be good citizens in this world and for eternity.

Mission

To enable learners to develop a life of faith in God, and to use their knowledge, skills, and understandings to serve God and humanity.

Vision

For every learner to excel in faith, learning, and service, blending biblical truth and academic achievement to honor God and bless others.

I-006 Seventh-day Adventist Church in Canada; Philosophy Mission, and Vision**Vision**

To inspire in each student a life of faith, wisdom, and service.

Mission

The mission of the Seventh-day Adventist school system in Canada is to inspire in each student a life of faith, wisdom, and service. We will seek to do this by:

- Providing daily opportunities for students to see Jesus, through curricular and extracurricular programs, through healthy relationships, and through service.
- Striving for excellence through a variety of challenging academic activities that engage learners and promote their success.
- Maintaining a safe learning environment that reflects Adventist values, respects diversity, and promotes collaboration.
- Planning for continuous school improvement by making strategic use of various assessment data, research, and input from school stakeholders.
- Acting ethically and professionally, promoting fairness, transparency, trust, and the wholistic wellbeing of every student.

Our goal is that every student who attends a Seventh-day Adventist school in Canada will graduate with:

- the confidence that God loves them and has a plan for their lives
- an ever-deepening relationship with Jesus
- a wide range of transferrable skills and abilities that will equip them for further education or the workplace of their choice

- the ability to think critically and act compassionately
- a passion for lifelong learning and service

I-008 Purpose

The purpose of the *Education Code for the SDACC* is to provide policy and guidelines for the **ECE-12** Seventh-day Adventist education system in Canada. All local conference and school policies (e.g., constitution and bylaws), must be developed in compliance with the *Education Code for the SDACC*.

I-010 Variance to Education Code Policy

Any request for variance to *Education Code* policy must be made through the conference Board of Education to the **SDACC** Board of Education.

I-012 Authority

The **SDACC** Office of Education derives its authority from the **SDACC** Board of Directors. It is responsible for policy development and the support of conferences, schools, and employees in the **SDA** educational system in Canada, and also serves as an arm of the **North American Division Office of Education**, particularly in the areas of school **accreditation** and the certification of educators.

I-014 Board of Education

“Board of Education” as used in this **Code**, refers to the educational governing boards for the ECE-12 Adventist education system at division (North American Division of Seventh-day Adventists), union (Seventh-day Adventist Church in Canada) and local conference levels.

I-016 Revision of Policies

The Seventh-day Adventist Church in Canada Board of Education retains the right to amend and revise this *Education Code* for all employees at any time when, in its judgement, conditions warrant such a move. Policy changes will become effective as voted.

I-018 Criteria Which Identify the Seventh-day Adventist School System as Ministry of the Church

1. The school and the church have an identical mission--redemption. (*Education*, pp. 15-16.)

According to the gospel commission, Matthew 28:18-20, the primary task of the church is an educational one. The redemption and education of the children and youth is the basic task of the Seventh-day Adventist school system. In attempting to achieve this task, the school influences the children and youth more continuously than any other agency of the church.

The church's school system is operated to ensure that the children and youth receive a balanced spiritual, physical, mental, moral, social, and practical education. Each educational institution is to reflect accurately and uphold the principles of the SDA church, preparing the youth to become effective witnesses and workers in the world-wide outreach program of the church. Of primary concern is the optimum development of the whole child both for this life and the one hereafter.

2. Titles to church school and academy property are to be held by the conference except in the case of Kingsway College or any other separately incorporated entity.
3. The faculty/staff are to be Seventh-day Adventists in regular standing and receive appointments to service in the same manner as does the pastoral ministry. Employment qualifications, licenses and credentials, wages, benefits, and retirement provisions are all established and regulated in the same manner as for other denominational workers.
4. Seventh-day Adventist education has a two-fold mission. The school's primary role is to educate and to spiritually strengthen Seventh-day Adventist youth. In addition, the school is to serve as a mission outreach to the community. When a school and its constituency recognize its potential ministry to the community, non-Seventh-day Adventist youth may be enrolled subject to the following considerations:
 - Orientation of church members, teachers, parents, and students to their role as Christian witnesses.
 - Orientation of parents of prospective students to the goals and objectives of Seventh-day Adventist education.
 - Seventh-day Adventist **curriculum** and school standards shall be maintained.
 - Character and scholastic ability should be considered before the student is accepted into the program.
5. The financial support of the Seventh-day Adventist school system comes from the church and its members.

The following are the primary sources of support:

- Student tuition.
- Local church subsidies.
- Subsidies from the conference, **SDACC**, and **NAD**.
- In those provinces where government funding is available, leadership should continue to encourage membership support.

Note: When a local conference or institution is authorized to accept financial assistance from government, the union conference **Executive Committee** shall establish a ceiling in terms of a budgetary percentage which, in its judgement, provides a reasonable protection against fiscal dependence upon government. (Taken from NAD *Working Policy* FL 01 25 "Limits, Ceilings and Guards Against Dependence.")

6. School boards and conference boards of education are made up of Seventh-day Adventist constituent members, as well as church and conference officers.

School boards are composed of members of the SDA church who:

- i. Represent a cross-section of the school constituency.
- ii. Are supportive of Seventh-day Adventist education and have their own school-age children enrolled in Seventh-day Adventist approved schools.

The **SDACC** and conference boards of education are composed of church officials, representatives of various church institutions, and other members of the church.

7. The **curriculum** is uniquely designed in that:

At all levels, it reflects Seventh-day Adventist beliefs and educational philosophy.

Church leaders and members at all levels are involved in **curriculum** development in order to help achieve the church's objectives.

It includes Christian witnessing and/or service activities at all levels.

I-020 Terms and Acronyms

Accreditation – The process by which schools are held accountable to meet the standards for Seventh-day Adventist schools within the North American Division. An accredited school is one that meets these standards as verified by an external review completed on behalf of the **Adventist Accrediting Association (AAA)**. [see <https://support.datarollup.info/category/accreditrac/getting-started/1221> for more information].

Accreditation Status – The status cycle and follow-up visit schedule granted to a school following an accreditation visit.

Administrative Leave – A temporary leave from a job assignment, initiated by the employer, where pay and benefits remain intact.

Adventist – Seventh-day Adventist.

Adventist Accrediting Association (AAA) – The denominational authority for all educational institutions operated in the name of the Seventh-day Adventist Church.

Allowances and Benefits – Funding assistance or programs provided to the employee for specific purposes (e.g., healthcare or housing).

Appeal – A request made to a designated committee or individual to review and potentially change a decision made by a lower body.

Adventist Risk Management (ARM) – The insurance carrier for many Adventist institutions.

Assignment – An employee's work location, tasks, duties and responsibilities.

Boarding Academy – An educational institution which provides residency opportunities for students which are recognized by the SDACC.

BOD – Board of Directors.

Breach of Contract – The act of breaking the terms set out in a contractual agreement.

Budget – An annual estimate of revenue and expenses.

CPP – Means Canada Pension Plan.

Certificated Personnel – Employees whose positions require a teaching or administrative certificate.

Classified Personnel – Non-instructional employees who do not require a teaching certificate in order to perform their duties. Classified personnel may be hourly or salaried.

Certification – The basis by which an educator is granted the right to teach/administer within the Seventh-day Adventist education system in the North American Division.

Church – The Seventh-day Adventist Church.

Co-Curricular – Activities or programs that complement the school curriculum.

Code – The Education Code for the Seventh-day Adventist Church in Canada. This document provides the framework for the Adventist preK-12 educational entities in Canada.

Communicable Disease – Any disease or infection that can be directly (through casual contact) or indirectly (through air or inanimate objects) transmitted from one to another.

Conference – The administrative unit within the Seventh-day Adventist Church in Canada responsible for the operation of preK-12 schools and the employer of all preK-12 education employees.

Conference Superintendent – The individual(s) who are responsible for Education as assigned by the local conference.

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

Cumulative Records – The permanent academic record of the student.

Curriculum – The course of studies offered in a school.

Curriculum Standards – The learning standards that students are expected to meet.

Dismissal for Cause – The act of dismissing an employee on evidentiary grounds.

Educator – A teacher who is directly responsible for the instruction of students, development of curriculum, and assessment of learning in a classroom setting or an administrator who oversees the education process at the school and/or conference.

EC – Education Council.

ECE – Early Childhood Education.

ECE-12 – The Adventist education system in Canada from early childhood through grade 12.

EI – Employment Insurance.

Elementary School – Schools operating grades preK-8 or 9 depending upon when the province defines the beginning of high school as either grade 9 or 10.

Employer – The organization (local conference) who employs all school personnel.

Employment Agreement – A formal agreement defining the conditions of the relationship between the employee and the employer.

Employment Status – The status granted a certificated employee as described in Sections E-310 – E-320

ERI – Economic Research Institute, the company that sets a cost of housing index for geographical locations and is used by the North American Division to set the cost of housing allowances for employees.

Ex Officio – A committee member who serves by virtue of their elected or appointed position.

Executive Committee – A subcommittee authorized to conduct business between scheduled meetings.

Extra-Curricular – Activities offered by the school which do not directly meet school curriculum outcomes.

Financial Exigency – The imminent financial crisis which threatens the survival of the institution as a whole and which cannot be alleviated with less drastic means than to terminate all contracts.

Fixed Assets – Assets that have a tangible value and replacement cost.

FTE – Full Time Equivalence

GC – General Conference.

HBA – Health Benefits Administration in the Seventh-day Adventist Church in Canada.

Head Teacher – The teacher who carries the leadership role for a school in day-to-day issues but does, not hold administrative authority.

Home and School Association – An organization with the purpose of building relationships within the community and supporting the school program (sometimes known as a Parent Teacher Council or Parent Teacher Association).

Hourly Classified – An employee who is paid an hourly rate.

In person – A meeting where attendees are physically in attendance.

Junior Academy – Schools offering any grades up to grade 10.

KC – Kingsway College.

Kindergarten – The educational programming the year preceding grade 1.

NAD – North American Division.

NADOE – North American Division Office of Education.

NADWP – North American Division Working Policy.

Parent/Legal Guardian – For the purpose of this Code, the parent/legal guardian is an individual who has legal guardianship of a minor child as defined by law.

PreK – The educational programming the year preceding kindergarten (in some provinces PreK may be known by other terms such as [JK] Junior Kindergarten or Junior Primary).

Principal – The principal/teaching principal who carries the administrative duties of the elementary school, junior academy, or senior academy in which they are employed.

Professional Learning – Activities that provide ongoing opportunities for individuals to increase their knowledge and improve their skills.

Probationary Status – The status of an employee whose provisional or regular status has been rescinded to provide time to improve his/her professional service.

Provisional Status – The status of an employee who has completed fewer than three years of denominational service and is the initial period of time during which a certificated full-time employee is to demonstrate professional competency and fitness for their job.

Reduction in Force – The act of non-renewal of some contracts for the purpose of reducing the work force in an effort to reduce costs.

Regular Status – The status granted an employee who has satisfactorily completed the provisional period.

Remuneration – The wages paid to an employee.

Resignation – The request by an employee to cease employment.

Reversion funds – Funds that the NAD returns to the Union for specified uses.

Salaried Classified – An employee who is employed full time in a management or supervisory position and is paid a salary rather than hourly.

SDA – Seventh-day Adventist.

SDACC – Seventh-day Adventist Church in Canada.

SDACCEC – Seventh-day Adventist Church in Canada Education Council.

SDACCOE – Seventh-day Adventist Church in Canada Office of Education.

Senior Academy – Schools offering all high school grades through grade 12. (in Quebec, all grades through grade 11)

Service Record – The record of employment service rendered by the employee to the employer.

Small School – A school with three teachers or less.

Suspension (employee) – Suspension is the immediate removal of an employee from all duties but with no effect on salary.

Suspension (student) – The removal of a student from school attendance for a set amount of time.

Termination of Employment – The cessation of employment initiated by the employer.

Tele/video conference – A meeting where attendees are remotely in attendance and where attendees can hear and be heard.

Transcript – An official record of a student's work, showing courses taken, grades achieved and conferred degrees.

Transfer Status – The status of a previously regular status employee who has transferred from a different employing organization within the denomination.

Union – The Seventh-day Adventist Church in Canada also referred to as the SDACC.

Union Wage Scale – The Seventh-day Adventist Church in Canada Education Worker's Salary Scale.

Administration and Structure

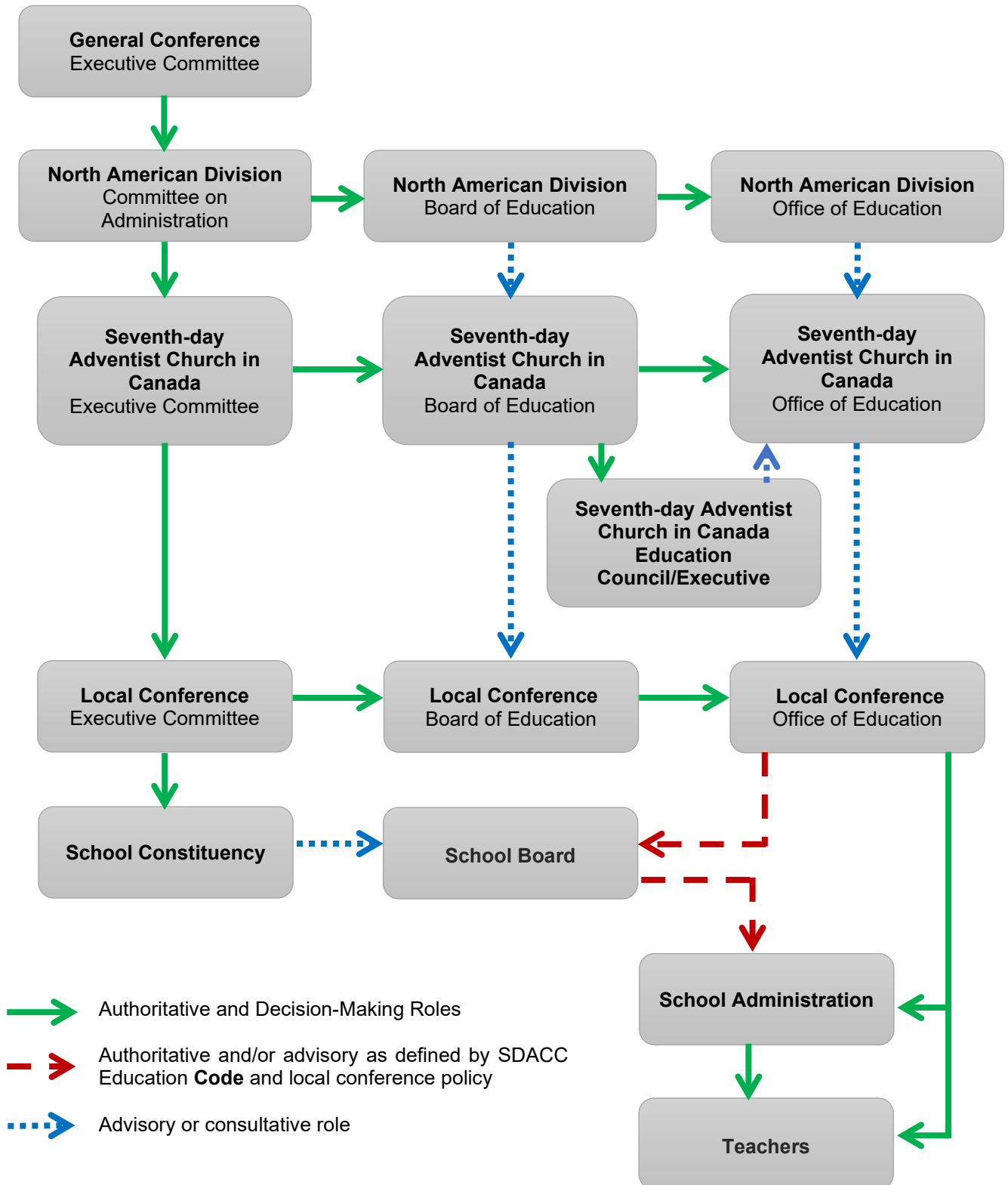
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A-100 – SDACC Office of Education – Education Structure

A-102 Organizational Model for the System of Seventh-day Adventist Education, ECE-12 North American Division *(Adapted for the Seventh-day Adventist Church in Canada)*



A-104 SDA Church in Canada Office of Education (SDACCOE) – Identity

The Seventh-day Adventist Church in Canada Office of Education is an administrative entity operating within a structure authorized by the Seventh-day Adventist Church in Canada Board of Directors using North American Division guidelines in the operation of all Adventist PreK-12 schools and Early Childhood Education Centres.

A-106 SDA Church in Canada Office of Education (SDACCOE) – Personnel

The personnel of this office may include the following:

1. Director of Education.
2. Associate or Assistant.
3. Certification Registrar.
4. Education Specialist.
5. Secretary.

A-108 SDA Church in Canada Office of Education (SDACCOE) – Functions

The administrative and supervisory functions of this office include the following:

1. Lead in the development and maintenance of the *Education Code for the Seventh-day Adventist Church in Canada*, which governs the relationship between the SDACCOE and the SDA conferences and schools
2. Develop and maintain a cohesive program of ECE-12 education, involving school and conference education personnel.
3. Develop and administer the SDA Church in Canada-approved **budget** for ECE-12 education.
4. Provide leadership in acquainting the constituency with the imperatives of Seventh-day Adventist Christian education.
5. Establish and maintain regularly scheduled Education Councils considering a wide array of policies, programs, and professional practices.
6. Advise the SDA Church in Canada Board of Education on educational policies, standards, practices, and problems.
7. Co-operate with the North American Division Office of Education in developing and co-ordinating the **curriculum** in ECE-12 schools.
8. Consult with superintendents on various issues of **curriculum**, instruction, and administration.
9. Participate with the conference offices of education and academies in providing ongoing **professional learning** and in-service education programs.
10. Lead and assist with school evaluations.

11. Apply North American Division standards as guidelines in processing applications from junior academies to teach secondary subjects.
 12. Act as the denominational certification agent for educational personnel (see section E-304 – E-308).
 13. Process applications for the establishment of new junior academies and make recommendations to the Board of Education.
 14. Process applications for the establishment of new senior academies, make recommendations to the Board of Education, and if approved, submit to the North American Division Office of Education.
 15. Develop job descriptions for each member of the office of education staff.
 16. Prepare and submit statistical and financial reports as required by the North American Division Office of Education subject to all applicable federal and provincial privacy laws.
 17. Submit copies of minutes of the S.D.A. Church in Canada Board of Education to the North American Division Office of Education.
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A-110 SDA Church in Canada Board of Education – Identity

The Seventh-day Adventist Church in Canada Board of Education is the policy-formulating body for the PreK-12/Early Childhood Education (ECE) education program of the Seventh-day Adventist Church in Canada. It derives its authority from the Seventh-day Adventist Church in Canada Board of Directors.

A-112 SDA Church in Canada Board of Education – Membership

The membership of the Seventh-day Adventist Church in Canada Board of Education shall include representation from the following members:

Ex Officio

1. Seventh-day Adventist Church in Canada president, chair.
2. Seventh-day Adventist Church in Canada Vice-President for Administration, vice chair.
3. Seventh-day Adventist Church in Canada Director of Education, executive secretary.
4. Seventh-day Adventist Church in Canada Treasurer/Vice-President for Finance.
5. Seventh-day Adventist Church in Canada Associate Director of Education.
6. Burman University President.
7. Burman University School of Education Chair.
8. Conference Presidents.
9. Conference Directors/Superintendents of Education and their Associates/Assistants.
10. Kingsway College President.
11. K-12 teacher or administrator employee representative(s) on the SDACC Board of Directors.

Appointed

12. A selection of **principals** appointed to a three (3) year term (as determined by the SDACC Education Council Executive according to the formula below).

Conferences with 1-4 schools shall have one (1) representative.

Conferences with 5-8 schools shall have two (2) representatives.

Conferences with 9 or more schools shall have three (3) representatives.

13. Lay members on the SDACC Board of Directors.

Invitees (Voice, No Vote)

14. All other elected church employees and permanent invitees on the **BOD** not listed above.

A-114 SDA Church in Canada Board of Education – Meetings

The board of education shall be scheduled at such a time and place as deemed appropriate at least once a year.

1. Meetings will be scheduled by the Director of Education for the SDACC in consultation with the chair of the Board of Education.
2. Meetings may be held in person or via **tele/video conference**.

A-116 SDA Church in Canada Board of Education – Functions

The functions of the Board of Education are to:

1. Establish, review, and amend policies for the SDA Church in Canada Education Code.
2. Act on recommendations from the Education Council and Education Council Executive.
3. Review and approve applications for establishing new senior academies.
4. Authorize the establishment of junior academies as recommended by the conference boards of education.
5. Receive **accreditation status** summary reports.
6. Approve **accreditation status** of for junior academies.
7. Review and approve accreditation extension requests.
8. Authorize the teaching of secondary subjects in junior academies.
9. Authorize **curriculum** development where necessary.
10. Review progress reports of the educational program.
11. Act on recommendations from the Certification Review Committee for the **suspension** and/or revocation of teaching and/or administrative certificates.
12. To accept the Education Employee's Salary Scales as recommended by the NAD and SDACC Board of Directors.

13. Approve a **budget** for the distribution of PreK-12/ECEC funds.
14. Oversee the employment policies of educational personnel and recommend to the SDA Church in Canada Board of Directors policy variances and changes to the NAD Working Policy as needed.

A-118 SDA Church in Canada Board of Education Executive

The Board of Education **Executive Committee** shall meet as necessary and function on behalf of the Board of Education between meetings of the board. Meetings shall be called as necessary by the Director of Education for the SDACC. The membership for the Education Board Executive shall be the Officers, Director of Education, and Associate Director of Education of the SDA Church in Canada.

A-120 SDA Church in Canada Education Council – Identity

The SDA Church in Canada Education Council serves as an advisory body on educational planning and policies for the SDA Church in Canada Office of Education and Board of Education.

A-122 SDA Church in Canada Education Council – Membership

The membership of the Seventh-day Adventist Church in Canada Education Council may include:

1. Seventh-day Adventist Church in Canada Director of Education, chair.
2. Seventh-day Adventist Church in Canada Associate Director(s) of Education.
3. Seventh-day Adventist Church in Canada Administrator Representative.
4. **Conference Superintendents** of Education and their Associate Superintendent (or an Assistant Superintendent if no associate has been appointed).
5. North American Division Office of Education personnel, as available.
6. Kingsway College president
7. All **principals/teaching principals** of Seventh-day Adventist schools in Canada.
8. Burman University school of education chair.
9. Educator representative on the SDACC Board of Directors. (As selected by the Education Council Executive when more than one educator is a member of the Board of Directors)

A-124 SDA Church in Canada Education Council – Meetings

The Education Council be scheduled at such a time and place as deemed appropriate at least once each year.

1. Meetings shall be called by the Director of Education for the SDACC.
2. Meetings may be held in person and/or via **tele/video conference**.

A-126 SDA Church in Canada Education Council – Functions

The functions of the Seventh-day Adventist Church in Canada Education Council are:

1. To receive reports and recommendations.
 2. To study educational issues, trends, pilot programs, and innovative practices which affect the educational program.
 3. To initiate, review, and revise policies and proposals.
 4. To submit recommendations to the Seventh-day Adventist Church in Canada Office of Education and Board of Education.
 5. To give direction and guidance regarding curricula within the ECE-12 educational system.
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A-128 Education Council Executive

An **executive committee** shall meet as necessary and function on behalf of the Education Council between meetings of the Education Council. The membership for the Education Council Executive shall include:

1. The Director of Education of the SDACC, Chair
 2. The Associate Director of Education of the SDACC, Secretary
 3. Conference Directors/Superintendents of Education
 4. Conference Associates/Assistants directors/superintendents of education
 5. Kingsway College president
 6. Burman University school of education chair
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A-130 SDA Church in Canada Accreditation Review Committee – Identity

SDA Church in Canada **Accreditation** Review Committee is to review the **accreditation** of SDA Church in Canada K-10 (**junior academies**) and **elementary schools**. It derives its authority from the SDA Church in Canada Board of Education.

A-132 SDA Church in Canada Accreditation Review Committee – Membership

The Seventh-day Adventist Church in Canada Education Council Executive serves as the **Accreditation** Review Committee.

A-134 SDA Church in Canada Accreditation Review Committee – Meetings

The SDA Church in Canada **Accreditation** Review Committee shall meet at least once a year before the North American Division Commission on **Accreditation**. Meetings may be held in person or **via tele/video conference**.

A-136 SDA Church in Canada Accreditation Review Committee – Functions

1. Review and consider for the purpose of approval or denial the full evaluation reports of visiting committees for **elementary schools** and junior academies, and receive visiting committee reports for senior academies.
 2. Receive, reports of interim visiting committees for early childhood centres, **elementary schools**, junior academies, and senior academies.
 3. Receive progress reports on continuous improvement from early childhood centres, elementary schools, junior academies, and senior academies.
 4. Recommend **junior academy** status cycle term(s) to the SDA Church in Canada Board of Education.
 5. Review the annual SDA Church in Canada school **accreditation** report before it is sent to the North American Division Office of Education.
 6. Consider any PreK-12/ECEC school **accreditation** needs of the SDA Church in Canada school system.
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A-138 SDA Church in Canada Certification Review Committee – Identity

The purpose of the Seventh-day Adventist Church in Canada Certification Review Committee is to study and resolve problems pertaining to teacher certification. The North American Division Office of Education provides counsel to the SDACC certification review committee.

A-140 SDA Church in Canada Certification Review Committee – Membership

1. Seventh-day Adventist Church in Canada Director of Education, chair.
 2. Seventh-day Adventist Church in Canada Associate Director of Education, secretary.
 3. Seventh-day Adventist Church in Canada Certification Registrar.
 4. Conference directors/superintendents of education and their associates (or assistant).
 5. Kingsway College President Burman University School of Education chair.
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A-142 SDA Church in Canada Certification Review Committee – Meetings

The SDA Church in Canada Certification Review Committee meetings shall be scheduled at such a time and place as necessary by the chair. Meetings may be held in person or via **tele/video conference**.

A-144 SDA Church in Canada Certification Review Committee – Functions

1. To act on certification questions that may have more than one interpretation.
 2. To act on questions which are not covered in the NAD *PK-12 Educators Certification Manual*.
 3. To make exceptions for specific cases, and requests for any alternatives or additional requirements.
 4. Make recommendations to SDACC Board of Education for the **suspension** and/or revocation of teaching and/or administrative certificates.
 5. Matters needing further clarification shall be forwarded by the SDACC Certification Review Committee to the North American Division Office of Education for counsel.
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A-200 – Conference Education Structure

A-202 Conference Office of Education – Identity

The conference office of education is an administrative office operating within a structure approved by the conference constituency and/or conference **executive committee**.

A-204 Conference Office of Education – Personnel

The administrative personnel of the conference office of education may include the following:

1. Superintendent of schools.
 2. Associate and/or Assistant Superintendent(s) of schools.
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A-206 Conference Office of Education – Functions

The administrative and supervisory functions of the conference office of education are the responsibility of the Superintendent.

The administrative functions of the Superintendent, or as delegated by the Superintendent to the Associate and/or Assistant Superintendent(s), are to:

1. Be the Conference President's chief advisor and spokesperson in all matters of education.
2. Serve as secretary of the conference board of education.
3. Approve all aspects of employment with respect to educational employees on a person-by-person basis in consultation with the conference administration
4. Prepare job descriptions and establish areas of responsibility for each member of the office of education staff.
5. Counsel school boards in their selection of non-certificated personnel such as teacher assistants (aides), administrative assistants, and others.
6. Ensure that all education personnel are properly certificated.
7. Encourage professional growth for all education personnel and provide leadership in planning and implementing annual in-service education programs.
8. Provide for an annual orientation for new personnel.
9. Provide leadership in the development of short and long-range plans for education in areas such as budgeting, school evaluation, **curriculum**, facilities, personnel, establishment of new schools, and consolidation or closure of existing schools.
10. Maintain an effective working relationship with the conference administration and constituency.
11. Acquaint the constituency with the imperatives of Seventh-day Adventist Christian education.
12. Develop long-range educational plans for the conference ECE-12 school system.
13. Maintain an effective working relationship with the Seventh-day Adventist Church in Canada Office of Education participating in union-wide councils and program development.

14. Develop and maintain effective working relationships with the local, state or provincial offices of education and 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 observances, teacher in-service meetings, pre- and post-school teacher work days, school evaluations, 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 as required by law.
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 Seventh-day Adventist Church in Canada and North American Division Offices of Education and government agencies.
24. Compile and present requests to the Seventh-day Adventist Church in Canada Office of Education for permission to teach secondary subjects in junior academies.
25. Consider applications for the establishment of new **elementary schools** in consultation with the conference board of education.
26. Process requests for the establishment of junior and senior academies in accordance with the Seventh-day Adventist Church in Canada and North American Division protocols.
27. Plan and lead **elementary school** evaluation visits and collaborate with the Seventh-day Adventist Church in Canada Office of Education in **junior academy** evaluations.
28. Arrange periodic in-service meetings for local school board personnel.

The Financial Functions of the Superintendent, or as delegated by the Superintendent to the Associate and/or Assistant Superintendent(s), are to:

1. Counsel with local school boards in the preparation of annual school **budgets** to ensure adequate funding for school operations.
2. Develop an annual conference education **budget** in co-operation with the conference treasurer/chief financial officer which includes but is not limited to such items as salaries and wage-related expenses at the currently approved rate factors, school subsidies, funding for **curriculum** development and professional in-service programs, and contingencies.
3. Submit the annual conference education **budget** for approval and funding to the conference board of education and conference **executive committee**.

4. Work in cooperation with the conference treasurer ensuring that schools are audited annually in accordance with General Conference and North American Division policies and that copies of the audited statements are filed in the conference office of education.
5. Ensure that monthly financial statements and annual audited statements of academies are filed in a timely manner with the conference and Seventh-day Adventist Church in Canada office of education.

The Curricular Functions of the Superintendent, or as delegated by the Superintendent to the Associate and/or Assistant Superintendent(s), are to:

1. Provide leadership in developing and implementing an Adventist **curriculum** involving the board of education, administrators, teachers, and constituent members.
2. Consider recommendations of the Seventh-day Adventist Church in Canada Curriculum Committee and implement **curriculum** policies and practices adopted by the Seventh-day Adventist Church in Canada Board of Education.
3. Approve requests for experimental programs to meet specific needs and evaluate implementation.
4. Conduct or participate in pilot studies/programs in co-operation with the Seventh-day Adventist Church in Canada Office of Education and/or NAD offices of education.
5. Initiate and conduct research projects and surveys as needed.
6. Coordinate participation of conference personnel in **curriculum** study committees at the local conference, Seventh-day Adventist Church in Canada, and North American Division levels.
7. Provide leadership in the supervision and evaluation of educational personnel in harmony with employment policies.
8. Inform schools of current state, provincial, or federal legislation pertaining to educational requirements.

A-208 Conference Board of Education – Identity

The conference board of education is the body authorized by the constituency and/or the conference **executive committee** to administer the conference ECE-12 school system in accordance with the policies adopted by the Seventh-day Adventist Church in Canada Board of Education.

Members of the conference board of education shall be elected by the constituency and/or the conference **executive committee** for specified terms of office.

A-210 Conference Board of Education – Membership

The membership of the conference board of education may include:

1. Conference president or designee, chair.
2. Superintendent of education, executive secretary.
3. Conference secretary.
4. Conference treasurer.
5. Conference education associate and/or assistant superintendent(s).

6. Additional members from the conference committee.
7. Seventh-day Adventist Church in Canada director of education or designee.
8. Academy **principals**.
9. A minimum of eight additional members selected from the following categories: pastors, laity, school board chairs, elementary/junior academy **principals**, and teachers representing K-12.

A-212 Conference Board of Education – Meetings

The conference Board of Education shall meet at least twice each year.

A-214 Conference Board of Education – Functions

The functions of the conference Board of Education are to:

1. Assume general administrative authority for long-range planning of the conference ECE-12 school system.
2. Approve the annual **budget** for the school system and recommend same to the conference **executive committee** for its consideration and approval.
3. Consider and act on the recommendations of the superintendent of education in the employment, transfer, and dismissal of education personnel.
4. Review wages of education personnel to determine compliance with the approved wage schedules.
5. Receive data annually from the conference office of education regarding **elementary school** evaluations, evaluate the data, and determine approved and non-approved schools, including term and conditions.
6. Adopt a school calendar which meets Seventh-day Adventist Church in Canada and provincial requirements. The calendar will also include the date when teachers are to report for work and the date of their last day at the school. This is generally about one week before school begins and a week after school closes as scheduled. There may be occasions, however, when an earlier time may be set.
7. Arbitrate school-related **appeals** and grievances. For any **appeal** from conference Board of Education arbitrations, parties must adhere to the process set out in the **North American Division Working Policy**.
8. Evaluate facility needs and project an overall long-range plan for school plant development.
9. Receive and consider applications from **elementary schools** and junior academies requesting permission to teach secondary subjects as submitted by the superintendent of schools and make recommendations to the Seventh-day Adventist Church in Canada.
10. Consider applications for the establishment of new schools, the expansion of existing schools to higher grade status, and the consolidation of schools.
11. Appoint subcommittees as needed to expedite the work of the conference Board of Education.
12. Review and make provision for implementation of **curriculum** policies approved by the Seventh-day Adventist Church in Canada Board of Education.

13. Approve local school operating **budgets**.
14. Review and approve all local school constitution and bylaws, ensuring that all changes are approved prior to regular constituency meetings.
15. Receive **accreditation** reports, evaluation visiting committee reports and interim visiting committee reports.

A-215 Conference and Boarding Academy Board of Education Minutes

The Conference Office of Education/Kingsway administration will send a copy of all approved Board of Education minutes to the SDACC Office of Education.

A-216 Conference Board of Education Executive

The conference board should designate a board of education executive or committee in order to expedite the transaction of official business between regular sessions. The Board of Education **Executive committee** shall operate within the powers delegated to it by the conference Board of Education.

A-218 Conference Curriculum Committee – Identity

The local conference curriculum committee is a standing committee which gives direction and guidance regarding curricula at the local conference and school level.

A-220 Conference Curriculum Committee – Membership

The members of the local conference curriculum committee shall be appointed by the conference Board of Education upon recommendation of the superintendent of education and may be composed of:

1. Superintendent of education, chair.
 2. Associate superintendent(s).
 3. Elementary and secondary classroom teacher.
 4. Elementary and junior academy **principals**.
 5. Curriculum committee chairs of senior academies.
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A-222 Conference Curriculum Committee – Meetings

The local conference **curriculum** committee should meet at least once each year.

A-224 Conference Curriculum Committee – Functions

The functions of local conference **curriculum** committee are to:

1. Explore and identify ways of organizing resources for the purpose of improving learning opportunities.
2. Develop appropriate performance objectives for the various subject areas or disciplines.

3. Evaluate and authorize proposals for innovative programs which may be initiated by individual schools.
 4. Provide leadership in conducting in-service education.
 5. Explore ways of achieving an articulated **curriculum** in designated subject matter areas. Resource personnel for this program should include representation from ECE-16.
 6. Make recommendations to the Seventh-day Adventist Church in Canada Curriculum Committee.
 7. Co-operate with the Seventh-day Adventist Church in Canada Curriculum Committee in providing leadership for and maintenance of an ongoing program of **curriculum** development.
 8. Implement **curriculum** policies of the Seventh-day Adventist Church in Canada Board of Education.
 9. Conduct pilot studies in co-operation with the North American Division Office of Education and the Seventh-day Adventist Church in Canada Office of Education.
 10. Initiate and conduct research projects and surveys.
 11. Examine textbooks, multi-media, teaching materials and basic doctrinal books to ensure that content and philosophy are in harmony with the church's stand on brotherhood and human relations. Teachers' workshops, institutes and retreats shall give attention to multi-cultural issues.
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A300 – PreK-12/ECE School Organization and Structure

A-302 School Constituencies

1. Definition and Membership

- a. The local school constituency consists of the church or churches which operate the school.
- b. The constituencies of boarding academies are defined by each academy's constitution and bylaws.

2. Delegates

Delegates to the constituency meeting should be selected as specified in the school constitution and bylaws. In addition to school board members (including ex-officio), delegates may include constituent church members, denominationally certificated teaching staff, and constituent church pastors who are not school board members.

3. Meetings

The local constituency shall meet annually or as specified in the school constitution and bylaws.

4. Functions

The functions of the school constituency are to:

- a. Receive reports of the school operation.
- b. Provide adequate financing for the general operating costs.
- c. Approve financial plans for major capital improvements as recommended by the conference Board of Education or school board.
- d. Encourage the development and maintenance of a **Home and School Association**.
- e. Establish and adopt constitution and bylaws, in harmony with denominational policies and approved by the conference, that defines the principles and guidelines by which the school will be operated and to make needed amendments as circumstances warrant, subject to the approval of the conference.

A-304 School Board – Definition and Identity

In every school within the Seventh-day Adventist Church in Canada school system there shall be an organized school board elected by the constituent church(es). The school board is responsible for the operation of the school within the guidelines and policies adopted by the conference board of education and the school constituency as stated in the school constitution and bylaws. The employment, assignment, transfer, retirement, termination or dismissal of school personnel is the function of the conference board of education. The school board has authority only when meeting in official session; individual members may not speak for the school board. All actions of the school board are implemented through its executive secretary (school **principal**) in co-operation with the board chair.

A-306 School Board – Membership

The school board shall be composed of members of the Seventh-day Adventist Church in regular standing who represent a cross section of the school constituency and who are supportive of Seventh-day Adventist education. School board members (other than **ex officio** members) are to be elected by the constituent church or churches in accordance with school constitution and bylaws. **Ex officio** members on all education/school boards are considered to be voting members of the board. This membership may include:

- i. Chair (elected by school board).
- ii. Vice-chair (elected by school board).
- iii. Executive Secretary (**principal/ex officio**).
- iv. Treasurer (elected by school board).
- v. Constituent church(es) pastor(s).
- vi. Home and school association leader.
- vii. Union and conference officers and office of education personnel (**ex officio**).
- viii. Other church members as appointed.

Note: The school board chair and vice-chair shall not be an employee of the school.

A-308 School Board – Meetings

The school board shall meet at a regular time and place at least six times during the school year and as often as needed during the summer months.

School Board Code of Ethics

Board meetings should be conducted in a Christian manner and in harmony with the principles outlined in Matthew 5:23-24 and 18:15-19.

A code of ethics is a standard of personal conduct. In fulfilling their responsibilities, school board members will:

1. Maintain Christian ethics of honesty, trust, fairness and integrity.
2. Base decisions on the philosophy and mission of the Seventh-day Adventist education system.
3. Demonstrate attitudes and personal conduct that reflect the standards of the Seventh-day Adventist Church. Refrain from actions or involvements that might prove embarrassing to the church or the school.
4. Work unceasingly to improve the understanding and support of Adventist education.
5. Learn and practice the art of compromise without sacrificing principle.
6. Support and protect the civil rights of all members of the school community.
7. Recognize that the authority of the board is only expressed by its actions as a board. Individual members may act or speak on behalf of the board only when authorized to do so.
8. Take no private action that will compromise the school system, the board, or the administration.

9. As a condition of service on the school board, members shall not do anything that results in a conflict of interest and shall each sign a conflict-of-interest statement annually which shall be provided to the conference office for their records.
10. Base decisions on facts and independent judgment, not deferring to the opinions of individuals or special interest groups.
11. Work with other board members in a spirit of decency, harmony, and cooperation.
12. Uphold all board decisions, regardless of any personal disagreement.
13. Maintain confidentiality of all matters that, if disclosed, would needlessly injure individuals or the school.
14. Recognize that each member's responsibility is not to run the school but, together with fellow board members, to see that it is well run.
15. Refer all complaints to the school administrator for appropriate processing.

A-310 School Board – Functions

The functions of the school board are to:

1. Ensure the implementation of policies and plans of the conference office of education.
2. Develop, through counsel with its various stakeholders, a clear, practical set of objectives in harmony with the Seventh-day Adventist philosophy of education.
3. Develop and implement a continuous school improvement plan.
4. Develop policies in accordance with provincial and conference guidelines including but not limited to:
 - a. Use of school property.
 - b. Bus schedules and routes.
 - c. Purchasing procedures.
 - d. Tuition and/or other methods of support.
 - e. Admission requirements.
 - f. Equipment and maintenance of school plant.
 - g. Textbook purchases (pupil or school-owned).
 - h. Criteria for selection and use of various technologies.
 - i. Dress and social behaviour.
5. Receive reports from the **principal** (or teaching principal) concerning the administration of the school
6. Ratify or modify the recommendations of the school administration in situations involving serious disciplinary cases and serve as the ultimate authority in the dismissal of students. Committee consideration of dismissal recommendations must be in closed or executive sessions.
7. Work, in consultation with the conference office of education personnel, regarding recommendations for the employment of **certificated personnel**.

8. Recommend to the conference the employment of **classified personnel** as needed.
9. Support the **Home and School Association**.
10. Ensure that official minutes of each meeting of the school board or subcommittees be kept and to file one copy with the conference office of education. Academy boards are to file copies of minutes with the NAD, Seventh-day Adventist Church in Canada, and conference offices of education.
11. Consider **appeals** and answer questions regarding the operation of the school.
12. Participate in the process of school evaluation as scheduled by the Seventh-day Adventist Church in Canada Office of Education or conference office of education.
13. Co-operate with the conference office of education in in-service education.
14. Consider, in consultation with the superintendent of education, a proposed plan of school organization including a constitution and bylaws, an administrative organization, and a basic **curriculum** plan for the school.
15. Adopt the recommended conference-wide school calendar. (Any modification or contemplated change must receive prior approval from the conference office of education).
16. Authorize the preparation of a school bulletin which shall include such items as:
 - a. Financial information.
 - b. School regulations.
 - c. School calendar.
 - d. Course offerings.
 - e. Statement on non-discrimination.
17. Assume responsibility for the planning and funding of an annual operating **budget** including:
 - a. Administrative expenses.
 - b. Curriculum materials.
 - c. Playground and physical education supplies.
 - d. Media centre materials.
 - e. School supplies.
 - f. Insurance.
 - g. Indebtedness.
 - h. Other operating expenses.
18. Assume responsibility for planning and funding a capital improvements **budget**.
19. Consult the conference guidelines for construction procedures.
20. Co-operate with the Seventh-day Adventist Church in Canada and conference offices of education in matters of **curriculum** development.

21. Appoint subcommittees as needed such as personnel, finance, etc.
 22. Approve school operating bank accounts and signatories.
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A-312 Functions of the School Board Chair

The functions of the school board chair are to:

1. Call and preside over board meetings.
2. Serve as a consultant to the secretary (**principal**) in preparing an agenda for committee meetings.
3. Become acquainted with parliamentary procedures.
4. Encourage discussion which is relevant to agenda items.
5. Become acquainted with the school program and confer with the **principal** on items pertaining to the operation of the school.
6. Support the **principal** in the administration of the school.
7. Act as liaison with individual churches to ensure communication and the presentation of school items pertinent to each church constituency.

Note: The school board chair and vice-chair shall not be an employee of the school.

A-314 Home and School Association

An active **Home and School Association** should be maintained by the parents and teachers for the purpose of advancing the cause of Adventist education in the home and school. See NAD *Working Policy* FEA 30 40. The home and school leader should be a member of the school board. For more information see the *Seventh-day Adventist Church Manual*.

Note: The **home and school association** may be known by other names such as Parent Teacher Council (PTC), Parent Teacher Association (PTA), etc.

A-316 Adventist Education Leader

According to the *Seventh-day Adventist Church Manual* each church should appoint an individual to serve as Adventist Education Leader. Where there is a **Home and School Association**, the Adventist Education Leader shall be a member of its **executive committee** and shall work in co-operation with the Association. It is recommended that the Adventist Education Leader serve in an advisory capacity to the local church board and the school board.

The Adventist Education Leader's duties may include:

1. Contacting all Seventh-day Adventist homes where there are school-age children to encourage attendance at the church school, or at a Seventh-day Adventist secondary school, college, or university, and to suggest solutions to possible problems.
2. Contacting members who have no school-age children and encouraging them to support families who need financial assistance.

3. Maintaining contact with students from the church who are in attendance at Seventh-day Adventist schools away from the home church.
 4. Making sure that all students are actively integrated into the program of the church.
 5. Developing a well-rounded and interesting program of spiritual and recreational activities for students attending non-Seventh-day Adventist schools.
 6. Helping students to find the best possible way of witnessing to their companions and teachers in the non-Seventh-day Adventist schools.
 7. Making every reasonable effort, where church schools are not available, to encourage the church to provide Seventh-day Adventist education in the area.
 8. Maintaining an up-to-date census of all the children and youth of the church, subject to applicable privacy, legislation, and regulations.
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A-400 – School Administrative Personnel

A-402 School Administrative Personnel – Identity

The organization for administrative services will depend on the size and type of school.

A-404 Principal

The **principal** is the chief administrator of the school with responsibilities and functions listed below and other functions as may be assigned by conference and school board policies. The **principal** should hold a valid Administrator's Certificate with proper endorsement(s).

The responsibilities and functions include the following:

1. Serve as executive secretary of the school board.
2. Represent the school board in administering the school in accordance with the Seventh-day Adventist Church in Canada *Education Code*, and any additional policies adopted by the conference Board of Education and the school board.
3. Provide leadership for the religious program and activities, and in the development and maintenance of a positive spiritual climate.
4. Be responsible for the organization of the school program including:
 - a. Implementation of the annual school calendar adopted by the conference Board of Education.
 - b. Planning of regularly scheduled staff meetings.
 - c. Assignment of teaching responsibilities and other duties to the members of the school staff.
5. Serve as fiscal manager and operate the school on a sound financial basis within the approved **budget**, including leadership in control of accounts and preparation of the monthly financial statement.
6. Serve as, or designate, the chair for each of the following (if applicable):
 - a. Staff and faculty meetings.
 - b. Administrative council.
 - c. Admissions committee.
 - d. Discipline committee.
 - e. Curriculum committee.
 - f. Others as needed.
7. Develop and maintain a record-keeping system to ensure the security of all school records in accordance with applicable legislation and regulations and direction of the conference, including but not limited to:
 - a. Student scholastic, health, and immunization records (in accordance with provincial requirements).

- b. Minutes of faculty meetings and faculty committees.
- c. Minutes of the school board and board committee meetings.
- 8. Prepare and forward copies of board minutes, monthly financial statements, and scholastic and statistical reports as requested to the conference and Seventh-day Adventist Church in Canada Office of Education, subject to applicable privacy laws.
- 9. Maintain attendance records in accordance with provincial regulations, and report when required, the names of students who discontinue attendance.
- 10. Develop and implement plans and procedures for school safety including regular fire, disaster, and lockdown drills
- 11. Provide staff training in emergency procedures.
- 12. Provide leadership in the school **accreditation** process in cooperation with the conference and SDA Church in Canada Office of Education.
- 13. Assume responsibility for the recruitment of students.
- 14. Provide leadership of the educational program through:
 - a. Regular classroom visitations.
 - b. Formal teacher evaluations.
 - c. Conferences with teachers.
 - d. **Curriculum** planning with individual teachers, departments, and the faculty.
 - e. Assistance in classroom management.
 - f. In-service and professional growth activities for the staff.
- 15. Provide leadership in **co-curricular** programs and off-campus activities and tours.
- 16. Serve as agent of the school board in working with the conference office of education in the employment of school personnel.
- 17. Co-operate with the conference office of education in conducting an annual pre-service orientation for all teachers new to the Seventh-day Adventist school system.
- 18. Maintain student conduct consistent with guidelines set by the conference board of education and specific regulations adopted by the school board.
- 19. Maintain discipline in accordance with Christian principles.
- 20. Develop and maintain positive community relations as the school's official spokesperson to the stakeholders of the school, the school board, and the general public.
- 21. Articulate and communicate to the school board and to the constituency the education plans and programs of the school.
- 22. Arrange orientation programs for prospective students.
- 23. Provide copies of policies and procedures relative to the operation of the school to parents and other stakeholders.

24. Ensure the periodic inspection and maintenance of buildings, grounds, and equipment for operating efficiency, and provide for safety of operation throughout the school plant.
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A-406 Vice-Principal

The school board may designate, upon recommendation of the principal, an individual as vice-principal to assist the principal in the performance of duties as specifically assigned by the principal and/or school board.

A-408 Teaching Principal

In the operation of some **elementary schools** or junior academies, it is the practice to appoint a teaching principal who is charged with the responsibility of performing the duties of a **principal** in addition to the teaching assignments as established by the local conference office of education in consultation with the school board. The teaching load of this individual will be reduced proportionately to the administrative responsibilities assigned.

A-410 Business Manager

The business manager is responsible for the business affairs of the school which include, but may not necessarily be limited to, purchasing, financial planning, budgeting, and credit control.

The **principal** ordinarily acts as business manager. However, in the case where the principal is not the business manager, the business manager is responsible to the **principal**.

A-412 Treasurer/Accountant

The treasurer/accountant generally does not have managerial or discretionary responsibilities.

Duties:

1. Keep all financial records, assuring accuracy and ready accessibility in accordance with applicable legislation and regulations.
 2. Bill and collect school tuition and fees, and/or assign the task to a board approved designee.
 3. Pay authorized bills.
 4. Present a complete, accurate and up-to-date financial report at each board meeting.
 5. Prepare and present to the board annual **budgets** in collaboration with the **principal/teaching principal** and finance committee.
 6. Provide a final and balanced annual **budget**, and timely monthly financial statements to the conference office of education.
 7. If required, arrange and prepare for, in collaboration with the school **principal/business manager**, an annual financial audit of school operation.
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A-414 Residence Hall Dean

The residence hall dean has the responsibility for maintaining the dormitory as a respectable home for students and providing services for their spiritual and social development.

A-416 Director of Food Service

In schools that operate a cafeteria the director of food service is the administrative employee responsible for the planning and preparation of nutritious meals. The director of food services is responsible for the proper care of food service facilities and equipment and the management of personnel.

A-418 Director of Industrial Services

Schools operating industries to provide vocational education and/or student labour are to employ personnel with management skills as needed for the efficient operation of such industries. Industrial supervisors are to be selected on the basis of job training, experience, and ability to manage personnel and business.

A-420 Director of Plant Services

Custodial, grounds, and maintenance services shall be supervised by qualified individuals. Such supervisors shall be selected on the basis of job training, experience, and ability to manage personnel and maintain the school plant.

A-422 Director of Guidance and Counselling Services

It is important for schools to provide students with access to guidance and counselling services. If a person is hired for this role, he/she should hold a valid applicable denominational certificate with an endorsement in Guidance and/or Counselling.

A-424 Registrar

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

A-500 – School Instructional and Instructional Support Personnel

A-502 Certificated Instructional Personnel

Certificated instructional personnel are those persons employed as classroom teachers in PreK through grade 12. Instructional personnel should hold a valid teaching certificate with the appropriate endorsement(s).

A-504 School Personnel – Expectations

1. Church Membership

School personnel are to be participating and supporting members of the Seventh-day Adventist Church and exemplify high standards of Christian conduct. They are encouraged to maintain membership in a church within the employing conference and constituency of the school.

2. Civic Responsibility

School personnel are to accept the responsibilities and privileges of community and to recognize the basic rights of other individuals.

3. Professional Responsibility

Principals and instructional personnel are to maintain a valid denominational certificate in addition to provincial **certification** (if required by the province). (Refer to the current edition of the NAD *K-12 Educators' Certification Manual*).

Principals and instructional personnel are to follow the NAD Leadership Standards and Teacher Standards which describe a common vision for leading, teaching, and learning in Adventist schools and are intended to guide professional practice. (Refer to the NAD *Adventist Education K-12 Leadership Standards* and *Adventist Education K-12 Teacher Standards*.)

A-506 Certificated Instructional Personnel - Duties and Responsibilities

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

1. Provide a dynamic environment with emphasis on Christian living and effective learning.
 2. Establish and maintain effective classroom organization.
 3. Assume responsibility for ongoing **professional learning**.
 4. Develop effective relationships with parents, colleagues, and other stakeholders.
 5. Secure and maintain adequate records as required by the school administration and the conference office of education.
 6. Co-operate with the administration in caring for school property.
 7. Report for duty on dates and time as stipulated by the school administration and conference office of education.
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A-508 Assigned Teaching and Co-Curricular Responsibilities

School personnel are to be assigned responsibilities based on professional and personal qualifications and experience.

A-510 Prekindergarten Teacher Assignment

A full-time load for a prekindergarten teacher is a full-day program. In order for a teacher to be designated as full time when a school only offers half-day sessions, additional duties equivalent to those of other faculty members shall be assigned by the administrator.

A-512 Elementary School Teacher Assignment

Six grades with 15 students are to be the maximum load for the elementary school teacher.

This maximum shall be assigned only under extreme circumstances. Where the maximum becomes a necessity, consideration is to be given to providing a teacher assistant (aide).

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

A-514 Junior Academy Teacher Assignment

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

A-516 Music Teacher Load

A full teaching load for music teachers is considered to be 45 half-hour lessons per week with a deduction of 9 lessons per week for each class or musical organization assigned to the teacher.

A-518 Academy Teacher Assignment

A secondary teacher's load generally consists of five class preparations and six teaching periods per day with **extra-curricular** activities as assigned by the school administrator. Three semestered courses per semester should be the maximum teaching load for teachers in that type of system.

When a school has been granted permission to implement an innovative program, the teacher load shall be defined in the proposal and approved by the school board. Supervisory and **co-curricular** duties will be assigned by the school administrator as part of the teacher's professional responsibilities.

A-520 Teacher Assistant Non-Certificated

1. They are to be approved by the conference Board of Education in consultation with the superintendent and the school board.
 2. They shall not replace the classroom teacher or take responsibility for any of the teacher's functions. The classroom teacher is responsible for the planning, the delivery of the lesson, and the evaluation of the students' learning.
 3. They work under the supervision of the teacher.
 4. The duties and responsibilities of the teacher assistant/volunteer may include, but are not restricted to, the following:
 - a. Distributing and collecting materials.
 - b. Maintaining learning materials resource files.
 - c. Issuing materials, equipment, and supplies.
 - d. Performing clerical duties in the office or library.
 - e. Monitoring hallways, lunchrooms, playgrounds, bus loading, assemblies, field trips, etc.
 5. The **conference superintendent** of education needs to clarify with the employee regarding insurance coverage, **service record**, and criminal record.
 6. Support staff are to be members of the Seventh-day Adventist Church and exemplify high standards of Christian conduct.
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A-600 – School Support Staff

A-602 Non-Instructional Support Staff – Identity

Non-instructional support staff are employees not counted as instructional or administrative staff and are not required to hold teaching certificates.

A-604 Non-Instructional Support Staff – Qualifications

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

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T-100 – Identity, Establishment, and Discontinuance of Schools

T-102 The School – Identity [see FEA 25 10]

A school is a group of learners pursuing defined studies at specific levels and receiving instruction from one or more educators.

Set out below is a detailed list of Seventh-day Adventist educational centres and schools including descriptions of the same within the Canadian Seventh-day Adventist Educational system:

1. Early Childhood Education Centres

Early Childhood Education Centres are an extension of the Christian home, providing opportunities for children to strengthen habits such as reverence, respect, obedience, self-control, responsibility, and skills in motor and perceptual development.

A conference-authorized program Early Childhood Education Centres is an integral part of the conference system of education and may be sponsored, controlled, and financed as a part of the elementary education program. It may also be considered a standalone program separate and financed independently from the elementary education program.

2. Prekindergarten/Kindergarten

Prekindergarten is an extension of the Christian home, providing opportunities for children to strengthen habits such as reverence, respect, obedience, self-control, responsibility, and skills in motor and perceptual development.

A conference-authorized program of prekindergarten education is an integral part of the conference system of education and should be sponsored, controlled, and financed as a part of the elementary education program.

Note: Provinces use various terms to refer to kindergarten programs such as PreK, Junior K, Senior K.

3. Elementary School

An **elementary school** is a unit authorized by the conference Board of Education and administered by the conference office of education. It offers an organized education program which may be structured in a variety of ways in terms of community needs such as K-6, 1-6, K-8, 1-8.

Note: In some provinces grade 9 is part of the elementary program.

4. Junior Academy

A **junior academy** is a unit authorized by the Seventh-day Adventist Church in Canada Board of Education and administered by the conference office of education. It offers an organized education program (K-10) that generally includes a combination of the last two years of the elementary level and the first two years of the secondary level.

Note: In Quebec high school education is completed in grade 11, students wishing to obtain a university degree in Quebec then attend CEGEP as a bridge between high school and university. Currently high schools in Quebec are recognized as junior academies by the North American Division.

5. Senior Academy

A **senior academy** is a school authorized by the North American Division Board of Education of Education to offer an education program to meet the needs of students for grades 9-12. It is operated by a school board in accordance with the policies of the Seventh-day Adventist Church in Canada and conference boards of education.

Note: Many senior academies are PreK-12 institutions.

T-104 Identification of "Seventh-day Adventist" Institution

Denominationally owned and operated institutions in the SDA Church in Canada should identify themselves as Seventh-day Adventist Institutions.

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

T-106 Establishing a School

In establishing a school, it is the responsibility of the local church(es) to determine its/their specific goals and objectives in terms of the needs and interests of its constituency and in harmony with policies of the Seventh-day Adventist Church in Canada Board of Education. Basic to all other requirements for the establishment of a school, the church(es) shall:

1. Provide a statement of commitment to Seventh-day Adventist beliefs and educational philosophy included in their application.
2. Provide a statement of commitment to assume responsibility for the educational process included in their application.
3. Provide a statement of commitment to co-operate with other denominational agencies in the achievement of broad objectives of the school and the Seventh-day Adventist Church included in their application.
4. Assume the financial responsibility for the support of professionally qualified educational personnel appropriate to their positions.

T-108 Guidelines for Establishing Denominational Seventh-day Adventist Schools

1. The institution must be wholly under the control of and operated by the applicable Seventh-day Adventist church entity:
 - a. The buildings and equipment shall be wholly denominationally owned, and the land owned or secured by a lease of at least 25 years, or
 - b. The use of the property shall be assured on a continuing basis over an extended period of time, and the church shall have full responsibility for the policies, administration, and finance, and the freedom to operate the institution according to Seventh-day Adventist beliefs and standards.
 - c. If separately incorporated, its Articles of Incorporation and Bylaws shall provide:
 - i. That it is an integral part of the Seventh-day Adventist church with its primary purpose in relationship to the mission of the church clearly stated.

- ii. That the members of its corporate body be composed of members from specific denominational constituencies, boards or **executive committees** of organizations that are listed in the current *SDA Yearbook*.
 - iii. In case of dissolution, the net owned assets of the institution shall be transferred to a Seventh-day Adventist organization which is registered as a charity under the Income Tax Act.
- 2. The **remuneration** of employees of the institution shall be in harmony with the denominational wage scale for the North American Division and the Seventh-day Adventist Church in Canada. If, because of unusual conditions, an exception to this provision is needed, it must be approved by the North American Division Committee on Administration after being reviewed by the SDA Church in Canada Board of Education and in accordance with applicable legislation and regulations.
- 3. New institutions shall apply to the following organizations in the order listed below, when applying for denominational status:
 - a. Local conference **executive committee** via the local conference board of education.
 - b. SDA Church in Canada Board of Education.
 - c. North American Division Board of Education.
 - d. Retirement Plan Committee.
 - e. North American Division Committee on Administration.
- 4. Institutions in the SDA Church in Canada that wish to have their names appear in the *SDA Yearbook* must participate in the Retirement Plan.

T-110 Adequate Space Per Child

Schools shall maintain adequate space (square footage) for each child based on their student numbers and grades offered in accordance with provincial and municipal regulations.

T-112 School Closure/Program Discontinuance

When the closure of a school or the discontinuance of junior or **senior academy** programs is being considered the following procedures are to be followed:

- 1. The school board shall work closely with the church board(s) of the constituent church(es) to determine the appropriate course of action.
- 2. A two-thirds vote of the school board, in session in which a quorum is declared and at which a representative from the local conference office of education is present, is required to recommend school closure to the local conference board of education.
- 3. The official school board action recommending closure of the school, or the discontinuance of junior or **senior academy** programs shall be sent to the conference board of education.
- 4. The closure of the school, or the discontinuance of junior or **senior academy** programs shall be by action of the conference Board of Education.
- 5. Whenever a school is closed, or a program discontinued, alternative options for accessing Adventist Education should be communicated with parents.

6. The retention of pupil records for closed schools shall be transferred to the conference office of education in accordance with applicable legislation and regulations
 7. If a new school succeeds one that is discontinued the school records shall be transferred to the new school, subject to applicable legislation and regulations.
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T-114 School Name and Name Change

The school's full legal name must be used in all official communication and registered with all appropriate organizations including but not limited to the Canadian Revenue Agency (CRA), provincial governments, e-Adventist, the NAD, the SDACC, and the local conference.

When a school is initially named or will be undergoing a name change, the following process should be followed before officially using the name.

1. The name is voted by the local school board.
 2. The name is voted by the local constituency.
 3. The name is voted by the local conference.
 4. Work with legal counsel to ensure that the name is not in legal use elsewhere in Canada. Schools are also encouraged to choose a name not currently in use by other Adventist entities.
 5. Work with legal counsel to ensure that the name is registered with the Canadian Revenue Agency (CRA) and all required federal and provincial government organizations.
 6. Once the name has been fully and legally registered, then the name should be registered with all appropriate Adventist organizations.
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T-116 Substantial Program Change

Any Adventist school that plans a substantial change in its educational program or organizational structure at any time during a term of accreditation, must seek prior approval for such change in program. In collaboration with the local conference office of education, notice is to be filed with the union conference office of education of the impending change.

A substantial change in program may result in a request for additional evidentiary documents and/or an onsite visit.

T-200 – Establishment of Elementary Schools

T-202 Authorization to Operate and Establish Elementary Schools, PreK-8/9

Authorization to operate an **elementary school** is granted by the conference board of education. Standards for the **elementary school** are available from the conference office of education.

T-204 Procedures for Authorization to Operate an Elementary School

1. Application is made to the conference office of education by the constituent church(es) proposing the establishment of an **elementary school**.
 2. Initial application necessitates a study of the proposal (including building plans), the planned program, and an on-site evaluation of existing school facilities by a committee appointed by the **conference superintendent** of education.
 3. The recommendation of the on-site evaluation committee shall be submitted to the conference Board of Education for approval.
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T-206 Criteria for the Establishment and Operation of an Elementary School

- a. A demonstrated educational need not currently met by presently established schools.
 - b. An adequate physical plant, play area, and equipment for an **elementary school** in accordance with applicable laws.
 - c. Proof of ability to provide adequate financial support.
 - d. Adequate **budget** control.
 - e. A constituency-voted constitution and bylaws reviewed and approved by the local conference.
 - f. Curricular offerings approved by the local conference board of education and Seventh-day Adventist Church in Canada Board of Education and provincial ministries of education.
 - g. A denominationally certificated faculty of sufficient size to provide effective instruction.
 - h. Adequate curricular materials for the proposed offerings.
 - i. A prospective continuing enrolment adequate for the financial and curricular needs of an effective educational program.
 - j. A **principal** whose teaching assignment is in proportion to the required administrative duties.
 - k. Teacher load in accordance with the policy of the Seventh-day Adventist Church in Canada *Education Code*.
 - l. Subject offerings and class period time allotments in agreement with policies of the Seventh-day Adventist Church in Canada *Education Code* and/or provincial requirements.
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T-208 Prekindergarten/Kindergarten

Seventh-day Adventists believe that the lessons learned by a child during the first seven years of his/her life have more to do with the formation of character than all s/he will learn thereafter (*Child Guidance*, p. 193). During this period, "the field or garden is the best schoolroom, the mother the best teacher and nature the best lesson book" (*Education*, p. 208).

So great is this sacred responsibility of parents (*Education*, p. 276) that they are counselled to "be careful how you relinquish the government of your children to others," since "no one can properly relieve you of your God-given responsibility" (*Child Guidance*, p. 288).

Present-day home conditions and provincial compulsory school attendance laws frequently interfere with this ideal, with the result that some children are sent to school at an age earlier than what the Spirit of Prophecy recommends. Consequently, the church has a special responsibility to support the work of the parents by taking "special care of the lambs of the flock, exerting every influence . . . to win the love of the children and bind them to the truth" (*Adventist Home*, pp. 358-359).

For this purpose the pre/junior/kindergarten program with its unstructured emphasis on the development of physical skills and spiritual values forms a desirable part of the education program of the SDA Church in Canada, geared specifically toward the needs of children in their last years of infancy (*Selected Messages*, Vol. 2, pp. 436-437).

When a conference-authorized program of pre/junior/kindergarten education is adopted, it shall become an integral part of the conference office of education and shall be fostered, controlled, and financed in the same way as the regular elementary education program.

Seen as an extension of the Christian home, the pre/kindergarten program shall provide opportunities for children to:

1. Strengthen habits such as reverence, respect, obedience, self-control, responsibility, etc.
2. Develop motor and perceptual skills.

Standards of **certification** for pre/kindergarten teachers have been established by the North American Division Office of Education. (For details, see the current edition of the NAD manual *Certification Requirements, K-12*.)

T-300 – Establishment of Junior Academies

T-302 Authorization to Operate and Establish Junior Academies

Elementary schools that wish to include **junior academy** grades must apply for **junior academy** status. Authorization to operate a **junior academy** is granted by the SDA Church in Canada Board of Education. After initial authorization has been granted, annual progress reports are to be submitted to the SDA Church in Canada Office of Education. Contingent upon satisfactory annual progress reports, authorization will be continuous. (Application Form is available as a part of the **code** resources)

T-304 Procedures for Authorization to Operate a Junior Academy

- a. Application is made by the school constituency to the local conference Board of Education. This application necessitates an on-site evaluation of school facilities and programs by a committee appointed by the SDA Church in Canada director of education.
 - b. If approved by the conference Board of Education, the application will be presented to the SDA Church in Canada Office of Education for consideration by the SDA Church in Canada Board of Education.
 - c. Schools making application for **junior academy** status are to meet the following general standards:
 - a. A demonstrated educational need not currently met by presently established schools.
 - b. An adequate physical plant and equipment for a secondary school program, grades 9 and 10.
 - c. Demonstrated financial support for secondary education which will not weaken the **elementary school** program.
 - d. Adequate **budget** control.
 - e. A constituency-voted constitution and bylaws reviewed and approved by the local conference.
 - f. Curricular offerings approved by the SDA Church in Canada Board of Education.
 - g. A faculty of sufficient size and training to provide effective instruction.
 - h. Adequate curricular materials for the proposed offerings.
 - i. A prospective continuing enrolment adequate for the financial and curricular needs of a strong educational program.
 - j. Adequate library and multi-media materials for the size and type of school.
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T-306 Criteria for the Operation of a Junior Academy

- a. A minimum of two full-time teacher equivalents with valid denominational **certification** shall be employed for the combination **junior academy**, grades 7 through 10.
- b. The **curriculum** shall be structured in accordance with the policies and guidelines of the SDA Church in Canada Education Code, SDA Church in Canada Board of Education, the local conference office of education, and in accordance with applicable legislation and regulations.

- c. Departmentalization of the **junior academy** program should not be considered below grade 7 in the core subject areas except where the teacher(s) is/are appropriately certificated.
 - d. Student permanent records shall be kept in accordance with the policies of the provincial ministry of education.
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T-400 – Establishment of Senior Academies

T-402 Authorization to Operate and Establish Senior Academies

Seventh-day Adventist senior academies are authorized by the North American Division Office of Education and the Seventh-day Adventist Church in Canada Board of Education to offer an educational program to meet the needs of students from grades 9-12. It is operated by a school board under the direction of the conference Board of Education.

Note: Many senior academies are PreK-12 institutions.

T-404 Criteria for Authorization/Approval for Senior Academy Status

The following areas identify criteria that must be met by the requesting body to receive authorization/approval for **senior academy** status.

a. Philosophy, Mission, and Goals

Statements of philosophy and mission with appropriate goals that support the statements are to be adopted by the school board. They are to be developed through the co-operative efforts of the constituency, school board, administration, and faculty.

b. Organization and Administration

The following elements of organization and administration are required.

i. School Bylaws

School bylaws are to be developed by the requesting body in consultation with the Superintendent of Education and appropriate legal counsel and adopted by the constituency. Such bylaws shall identify the roles and functions of the constituency, the school board, the administration, and the faculty, and the relationships between/among the entities.

ii. Policies governing the areas of organization and administration, finance, **curriculum**, and personnel.

The policies related to organization and administration, finance, **curriculum**, and personnel are to be based on the general and specific policies for a **senior academy** contained in the NAD *Working Policy*, the SDA Church in Canada *Education Code*, and local conference policy handbooks.

iii. A functioning school board.

The school board should consist of representatives of the constituent church(es) who are elected in harmony with the provisions of the school bylaws.

c. Finance

The following provisions related to finance are required of the requesting body.

i. A financial plan for the support and operation of the school as a **senior academy** that includes the following:

- (1) An annual operating **budget** approved by the school board that identifies the following:

- (a) The income that is to provide the financial resources needed to operate the school on a sound financial basis from sources such as, but not necessarily limited to, the following:
 - (i) Tuition.
 - (ii) Subsidies from the constituent church(es).
 - (iii) Appropriations from the local conference.
 - (iv) Other sources such as grants, gifts, endowments.
 - (v) Government funding (if applicable).
- (b) The specific areas of expenditures for salaries and related salary expenses and other costs of operating the school.
- (2) A capital expenditures **budget** that provides for the initial and ongoing capital needs of the school.
- (3) Adoption and implementation of **budget** controls that will ensure regular review of the financial status of the school. This includes the preparation of monthly financial statements that are reviewed by administration and the school board.
- ii. Implementation of the accounting procedures stipulated in the *Seventh-day Adventist Accounting Manual, 2011*.
- iii. Completion of the form *North American Division Application for Senior Academy Status* "Application for Denominational Status Approval for Educational Institutions" that is required of senior academies.

d. Curriculum

A **curriculum** is to be offered that includes the required and elective course offerings in the subject areas specified by the SDA Church in Canada *Education Code*. The curricular offerings are to be comprehensive in scope so that students can meet the SDA Church in Canada and any applicable provincial requirements for graduation and the general requirements for college/university entrance. The electives should be selected with reference to the philosophy and mission of the school and the needs and interests of the students.

e. Faculty and Staff

A qualified faculty and staff are to be employed who hold valid teaching and/or administrative certificates and endorsements and have the personal and professional qualifications for the assigned positions/responsibilities as outlined by the *NAD Teacher/Leadership Standards* and in accordance with applicable legislation and regulations.

The size of the faculty and staff is to be adequate for the size and type of school and should include, but not necessarily be limited to, the following:

i. Principal

The **principal** should hold a valid Administrator Certificate with a **principal** endorsement and have the essential leadership qualifications and skills for the position. A suggested list of qualifications and duties/responsibilities are provided in the SDA Church in Canada *Education Code* Section A-404: and in the North American Division *Principal's Handbook*.

ii. Vice-Principal

A vice-principal may be designated as needed, based on the size and type of school, with allocation of time for administrative duties and responsibilities based on the SDA Church in Canada, local conference, and school board policies Section A-406.

iii. Business Manager/Assistant Business Manager or Treasurer

The business manager/assistant business manager or treasurer is responsible for the fiscal management and for overseeing the business affairs under the direction of the **principal** Section A-410.

iv. Certificated instructional faculty

An adequate number of qualified persons who hold valid certificates with endorsements for the subject areas and/or courses in the assigned teaching load are to be employed as instructional faculty. The **certification** requirements are detailed in the current edition of the *NAD K-12 Educators' Certification Manual Certification Requirements, K-12*.

v. Registrar

The registrar is responsible for the official academic records such as, but not limited to, **transcripts**, reports of student progress, student attendance Section A-512.

vi. Media Centre Director/Librarian

The media centre director/librarian is responsible for maintaining a media-centre/library which meets the criteria and guidelines of the SDA Church in Canada *Education Code* and the applicable accrediting association and/or provincial ministry of education.

vii. Director of guidance and counselling services

The director of guidance and counselling services should hold the appropriate credential for the position. The time allocated for counselling and guidance services should be based on the size and type of school. The duties and responsibilities are to be based on the SDA Church in Canada *Education Code* Section A-520, local conference, and school policy, and the applicable accrediting association and/or provincial ministry of education.

viii. Ancillary/support staff

Qualified ancillary/support staff are to be provided for duties and responsibilities necessary for the support services. This includes, but is not necessarily limited to, secretarial, custodial, maintenance, grounds, cafeteria, accounting, and instructional aides.

f. Facilities and Equipment

Adequate facilities and equipment needed to implement the academic program for grades 9-12 are to be provided. Criteria for facilities and equipment are contained in the evaluation instrument *Evaluative Criteria for Seventh-day Adventist Secondary Schools*. If the **senior academy** is to be located on the same site as an **elementary school**, the facilities are to be allocated so as to make it possible to identify grades 9-12 as a distinct unit. While facilities for physical education or classrooms for specialized areas may be shared with the **elementary school** or grades 7 and 8, the classrooms and laboratories for grades 9-12 should be located so as to maintain the **senior academy** as a separate unit in so far as it is possible to do so.

The following facilities with appropriate equipment are to be provided:

- i. Administrative offices.
- ii. Adequate number of appropriately sized classrooms for the curricular offerings.

- iii. Specialized facilities and laboratories for subject areas such as, but not necessarily limited to, physical education, music, science, technology education, home economics family studies, computer education, and business education.
 - iv. Media-Centre/Library.
 - v. Cafeteria (if meal service is provided).
 - vi. Ancillary/support service (i.e., custodial, grounds, maintenance, transportation).
 - vii. Residence halls (for a boarding school only).
- g. Accreditation

A **senior academy** must achieve and maintain status as an accredited school with the Accrediting Association of the North American Division. A school that is granted authorization for **senior academy** status must complete the online self-study report on Accreditrac and participate in an on-site evaluation by a visiting committee no later than the third year of operation as a **senior academy**. The appropriate document, *Standards for Accreditation of Seventh-day Adventist Schools Evaluative Criteria for Seventh-day Adventist Secondary Schools grades 9-12 or Evaluative Criteria for Seventh-day Adventist Schools K-12* is to be used as the basis for the self-study report.

The school may also elect to seek **accreditation** with the appropriate regional accrediting association and/or province. If the school is required to use the regional accrediting association evaluation instrument as the basis for the self-study report, the school must also complete the instrument *Evaluative Criteria for Seventh-day Adventist Secondary Schools--Supplement* as part of the self-study documents.

T-406 Procedure for Obtaining Authorization for Senior Academy Status

The following procedure for obtaining authorization/approval for senior academy status is taken from the *North American Division Application for Senior Academy Status*.

Authorization to establish a **senior academy** is contingent upon the approval of local conference, union, and division boards of education as well as the local conference **executive committee**. The process for establishing a **senior academy** is described below. A timeline for application procedures should be prepared to ensure an orderly progression through the steps toward final approval.

1. The local school board will receive the *Pre-Qualification Checklist for Achieving Senior Academy Status* and the *Application for Senior Academy Status*. Both forms are available at www.nadeducation.org.
2. Working in consultation with the local conference office of education, the school will complete the *Checklist*, review the application form, and develop the Justification Statement.
3. If both the school board and the local conference office of education consider the results of the *Checklist* and the review of the application requirements to be positive and the school board has approved the Justification Statement, the local conference office of education will request a review of the *Checklist* and Justification Statement by the local conference Board of Education.
4. If the local conference Board of Education approves the *Checklist* and Justification Statement, the school board will formally fill out the *Application for Senior Academy Status*.

5. Upon completion of the *Application for Senior Academy Status*, the school board will submit it to the school constituency for action.
6. Upon approval of the application by the school constituency, the local conference office of education, through the SDACC Office of Education, will request an NAD on- site committee to visit the school. The on-site committee includes the following members:
 - a. A representative from the NAD Office of Education, who chairs the committee
 - b. The SDACC director of education or designee
 - c. One out-of-union director of education
 - d. One out-of-conference financial administrator
 - e. One member-at-large appointed by the chair
 - f. The local **conference superintendent** of schools as an invitee

The travel expenses of the out-of-union director of education, the out-of-conference financial administrator, and the member-at-large will be paid by the local conference office of education.

1. The NAD on-site committee will report its findings and make whatever recommendations it deems necessary to the local conference board of education, with a copy to the local school board. The local school board will submit documentation to the local conference board of education showing appropriate compliance with the recommendations made by the NAD on-site committee.
2. Upon receipt of the *Application for Senior Academy Status*, the on-site committee report, and the school's response to the committee report, the conference board of education will make a recommendation to the local conference **executive committee** to approve or deny the application.
3. The local conference **executive committee** will act on the recommendation from the local conference board of education and, if the action is favorable, recommend approval of the proposed **senior academy** to the union Board of Education.
4. The SDACC Board of Education will act on the recommendation from the local conference **executive committee** and, if favorable, recommend approval of the proposed **senior academy** to the NAD Board of Education.
5. The NAD Board of Education will act on the recommendation from the union board of education.
6. Initial approval by the NAD to operate a **senior academy** will be for a three-year provisional period. During the third year, an evaluation by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities will be conducted, at which time the school will be expected to meet the standards for **accreditation** identified in the NAD Evaluative Criteria and any regional **accreditation** requirements that apply.

T-500 – Establishment of Distance/Online Schools

T-502 Guidelines for Establishing a Distance Learning/Online Learning School

Process

The consortium of Adventist Distance Education document has been reviewed and accepted by the local school board and conference office. Establishment of standalone distance learning/online learning schools will follow the same procedure as establishment schools listed above with the addition of the following list:

Philosophy and Goals

1. The school has a philosophy which is based on the tenets of Adventist education, the needs of both the local constituency and the recipients of the distance education program.
2. The philosophy has been revised to reflect the specific educational goals of a distance education program.
3. The school has a mission statement which encompasses and gives direction to the distance education program.
4. The school goals reflect Adventist Educational philosophy and meet the needs of the students, parents, and community at the partner site.
5. The school must provide proof of intentionality to ensure that social and spiritual activities are planned at the partner sites.
6. The school must consult with the local conference office so that school administration and board understand the limits of their transcription authority.
7. The decision to operate a distance education program is based upon real and measurable benefits expected to be experienced by the host school.

Organization and Administration

1. An administrative process has been developed to facilitate oversight of the distance education program and to effectively address the specific needs and challenges of such a program.
2. The policies related to organization and administration, finance, **curriculum** and personnel follow guidelines established in the *NAD Working Policy*, the union education code and local conference policy.
3. A process in place to ensure that decisions of the local operating school board take into consideration the needs and concerns of partner campus constituencies.
4. Adequate record-keeping procedures are available to ensure the safety and confidentiality of all academic records, including **transcripts**, attendance, etc., of students at partner sites.
5. Adequate administrative resources are allocated to ensure effective management and oversight of the distance education program.
6. A clearly outlined process has been established for instructors to receive and return student work in an efficient and timely manner.
7. The school has appropriate denominational **accreditation**.

8. A plan has been developed to ensure appropriate supervision of partner sites, including regular on-site visits by school/conference personnel. Supervision should cover adequacy of facilities, technology, facilitators, etc.
9. *Best Practices* is the foundation for the development and operation of the distance education program.
10. The plan to establish a distance education program has been reviewed and approved by the conference board of education, conference, SDACC and NAD. It is understood that any site wishing to receive distance education services from the school must have the approval of their local conference and union leadership.
11. A process is in place to ensure compliance with all state and local regulations regarding distance education for both ends of the partnership.

Finance

The school should be prepared to implement a financial plan for the support and operation of the distance education program which includes but is not limited to the following:

1. An adequate **budget** has been developed to operate the distance education program so that it does not negatively impact the local school program by siphoning off resources that would otherwise be committed to local needs.
 2. Provision is made to meet the requirements of the *NAD Academy Accounting Manual*, including budgeting for funding of partner campus employee retirement, medical, educational, and other benefits.
 3. Tuition rates and other fees are established to meet budgetary needs specific to the distance education program.
 4. Rates established for the distance education program have received, or will receive, the formal approval of the financially responsible entity at each partner site.
 5. A plan for the hiring and compensation of partner sites facilitators has been developed and approved by the local school board, local conference, and partner sites' boards.
 6. The plan to establish a distance education program has been reviewed by the local board and conference.
 7. The host school has a technology plan in place that specifies and funds the needed resources.
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T-600 – Establishment of Early Childhood Educational Programs

T-602 Authorization to Operate and Establish Early Childhood Educational Programs

Authorization to operate an Early Childhood Educational Centres is granted by the conference board of education.

Standards for an Early Childhood Educational Centres are available from the SDACC Office of Education.

T-604 Procedures for Authorization to Operate Early Childhood Educational Programs

- a. Application is made to the conference office of education by the constituent church(es) proposing the establishment of an Early Childhood Educational Centre.
 - b. Initial application necessitates a study of the proposal (including building plans), the planned program, and an on-site evaluation of existing school facilities by a committee appointed by the **conference superintendent** of education.
 - c. The recommendation of the on-site evaluation committee shall be submitted to the conference board of Education for approval.
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T-606 Criteria for the Establishment and Operation of an Early Childhood Educational Programs

- a. A demonstrated educational need not currently met by presently established schools.
 - b. An adequate physical plant, play area, and equipment for an Early Childhood Educational Centre.
 - c. Proof of ability to provide adequate financial support.
 - d. Adequate **budget** control.
 - e. Curricular and activity offerings approved by the Seventh-day Adventist Church in Canada Board of Education and provincial ministries of education.
 - f. A denominationally (and if required provincially) certificated faculty of sufficient size to provide effective instruction.
 - g. Adequate curricular and activity materials for the proposed offerings.
 - h. A prospective continuing enrolment adequate for the financial and curricular needs of an effective educational program.
 - i. A director whose teaching assignment is in proportion to the required administrative duties.
 - j. Provincial and Federal government compliance.
 - k. Specific policies, in agreement with the conference office of education, regarding administration, finance, **curriculum**, and personnel.
-

T-700 – Home School

T-702 Responsibility of Home School

Home schools are not considered part of the conference formal school structure, nor are local conferences responsible for their supervision.

T-704 Conference Assistance of Home School

Local conferences may choose to assist home schooling families (in accordance with provincial regulations) by establishing protocols for their schools to do one or more of the following:

1. Include the children in the conference testing program.
 2. Share **curriculum** materials if available.
 3. Invite homeschool families to participate in individual classes or extracurricular activities such as music, swimming, field trips, and community outreach etc. Note: when home school children participate in school activities, the policies of the school relating to conduct and organization apply. Homeschooling families must provide evidence of medical/accident insurance coverage.
 4. Share information about the Adventist distance learning programs available as an option for families who desire an Adventist education that can be accessed from their homes.
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General Policies and Guidelines

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P-100 – School Accreditation

P-102 North American Division School Accreditation (AAA) [FEA 25 50]

The **Adventist Accrediting Association (AAA)** is the denominational accrediting authority for all educational institutions operated in the name of the Seventh-day Adventist Church. It fosters close cooperation among the educational institutions of the Adventist system and effective working relationships with other educational organizations or institutions, accrediting agencies, and government departments of education.

The AAA provides a process by which the educational community holds an institution accountable for its own objectives. It assures the church and constituency that an accredited Adventist educational institution offers programs of quality to the youth of the church and provides professional personnel who meet both church and national/provincial standards. This process ensures a basis for reciprocity among Adventist schools. The Standards for **Accreditation** of Seventh-day Adventist Schools are the basis for the evaluation and **accreditation** of all educational institutions in the North American Division.

Evaluative instruments have been designed to provide guidelines by which constituencies and schools may systematically explore their beliefs about school organization, students, curricula, and the unique characteristics of their respective institutions. The use of these instruments should ultimately identify the degree of success with which the school community is meeting its objectives.

It is the responsibility of the Seventh-day Adventist Church in Canada and conference offices of education to implement regularly scheduled programs of conference and Pre/K-12 school and ECE evaluations, utilizing instruments developed by the North American Division Commission on **Accreditation**. **Accreditation** of secondary schools is a function of the **Adventist Accrediting Association (AAA)**.

SDACC and conference Boards of Education shall review evaluation reports and recommend terms of **accreditation** to the NAD Commission on **Accreditation** for ECE, Pre/K-10 and Pre/K-8/9 schools. Review of Pre/K-12 and 9-12 secondary schools is a function of the NAD Commission on **Accreditation** which approves terms of **accreditation** for all schools, Pre/K-12, as the authorised agent of the Association of Seventh-day Adventist Schools, Colleges, and Universities in North America.

Approval of **elementary schools** is a function of the local conference. Data to indicate the approval granted to the school is sent by the Seventh-day Adventist Church in Canada Office of Education to the North American Division Commission on **Accreditation**.

While the value of provincial **accreditation** is recognized, denominational evaluation and subsequent **accreditation** demands priority consideration.

Note: National Council for Private School **Accreditation** (NCPSA) is granted through AAA visits, the term granted by AAA will be the same for NCPSA.

Schools that don't have, fail to gain, or lose SDA **Accreditation** will not be considered as part of the SDACC Educational system.

P-104 School Accreditation Team Members' Expenses

1. Travel, per diem, and substitute teacher expenses for secondary and junior academy school evaluation team members shall be paid by each team member's employing organization. Lodging, local transportation, and meals are provided by the host school. The SDACC selects team members from entities across Canada.
2. Travel, per diem, lodging, and substitute teacher expenses for elementary school evaluation team members shall be paid by each team member's employing organization. Meals are provided by the host school. The local conference selects team members from entities within their conference.

P-200 – School Responsibility

P-202 Governance During Times of Emergency School Closure

Conferences and school boards shall develop policies and incorporate in their bylaws and procedures to ensure that continued governance and operation of the school can take place during emergency closures. This shall include procedures to ensure the continuance of board and constituency meetings.

P-204 Academic Operation During Time of Emergency School Closure

Conferences and school boards shall develop policies and procedures to ensure that academic instruction can continue during emergency school closures. This may include shelter in place strategies during events that make it unsafe to leave the school (e.g., weather, active shooter) or distance learning strategies during events that may require the school to close for a time (e.g., fire, pandemic). Considerations include, but are not limited to, alternate delivery, class schedule adjustments, alternate grading and evaluation, and alternate attendance collection and recording. Provincial guidelines should be followed where applicable.

P-206 School Policies

In addition to SDACC and conference policies, schools are to maintain their own policies regarding, but not limited to:

1. School safety (facility, fire, severe weather, lockdown, etc.)
2. Abuse (physical, sexual, mental, etc.)
3. School trips and off campus events
4. Parent code of conduct
5. Bullying
6. Academics (promotion, grading, plagiarism, etc.)
7. Special needs
8. Non-discrimination
9. Social media and internet usage
10. Behaviour/discipline
11. Admission/attendance
12. Finances

A full list of required policies shall be determined in consultation with the local conference and government official.

P-300 – Health and Safety

P-302 School Bus Safety and Operations

Any school buses or other vehicles operated by the school to transport students shall be in full compliance with all applicable provincial laws including the licensure of drivers, inspections, and maintenance.

P-304 Playground Safety

While students are using the playgrounds, they shall be under the direct supervision of a teacher or aide at all times. Since playground safety is an ongoing process, school staff must regularly inspect all playground equipment and space as part of playground supervision. In addition, each school board is to select an individual who is qualified to inspect all playground equipment and space during each summer. The Maintenance/Inspection sheet will be used for this inspection. A copy of this completed form is to be sent to the conference office of education each September with the Opening Report. All school use, supervision, maintenance, and inspection of all school playground equipment and space shall be done and in accordance with applicable legislation and regulations.

P-306 Safety/Emergency Drills

Fire and other emergency (e.g., earthquake, severe weather, nuclear emergency) drills are required during the first week of school until satisfactory proficiency is attained and monthly thereafter or as recommended by local fire authorities and/or provincial and municipal regulations.

Each school will conduct two lockdown drills per year (fall and spring), informing the local conference, local authorities, and parents of such drills in advance.

A written record must be kept on file of all safety and emergency drills as they are completed.

P-308 First Aid, CPR, and AED Training

Each local conference/Kingsway College will create policies regarding First Aid, CPR, and AED training for educational employees. Provincial and local public health guidelines should be followed. The following guidelines should be considered:

1. Schools should have, at a minimum, one employee trained in First Aid, CPR, and AED for every 50 students or fraction thereof.
 2. Employees that must be trained include resident deans, industrial arts instructors, and dedicated physical education instructors/coaches.
 3. In the case that a school has multiple unconnected buildings there should be trained employees in each building.
 4. There must be at least one trained employee on any off-campus trips.
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P-400 – School Sponsored Events and Functions

P-402 School-Sponsored Public Functions

Public functions such as school programs, graduation functions, and all other activities for which the school bears direct or indirect responsibility shall be conducted in accordance with the philosophy and goals of the school and conform to the religious beliefs, practices, and standards of the Seventh-day Adventist Church in Canada system of schools.

P-404 Guest Presenters

Schools are to notify the conference office of education in advance of any groups or individuals outside the school who will be conducting activities which involve teachers and/or students and provide full information with respect to the nature of the activities and the subject matter that will be covered. All such activities must be approved by the superintendent.

P-406 Use of Denominational Facilities by Other Organizations

If denominational facilities are leased, rented, or loaned to non-denominational organizations, they shall be required to provide a certificate evidencing general liability insurance and an additional insured endorsement naming the corporate entity holding the title to the facility as an additional named insured. In addition, the non-denominational organization shall sign an agreement holding the denominational owner harmless from any liability resulting from use of the facility. Insurance shall be from an insurer rated A Class VII or better from AM Best (a global credit rating agency).

Coverage shall remain in force for the duration of the usage. (NAD *Working Policy*, Section S 60 51.) All activities in denominational owned facilities must be consistent with the religious beliefs and teachings of the Seventh-day Adventist Church.

P-408 Inter-School Activities/Competition

Adventist schools that participate in an interscholastic athletic program shall have a written sports plan that will be reviewed and approved annually by the faculty and school board. The scriptures remind us, "Whatever you are doing, put your whole heart into it, as if you were doing it for the Lord and not for men, knowing that there is a Master who will give you your heritage as a reward for your service" – (Col 3:23, NEB)

1. The opportunity for developing student's character and physical giftedness through athletics is aligned with the school's mission.
2. The goals of the athletic program are integral to achieving student learning standards.
3. The allocation of time and resources for athletics does not minimize the focus on spiritual, academic, or social programs.
4. Students, parent, and coaches are educated and empowered to positively impact the community.

Required training is completed by all coaches, paid or volunteer, at all levels (elementary and secondary) to ensure the academic, physical, and spiritual safety of the students before they begin coaching of any sport.

P-410 Inter-Conference Activities

Any activities involving school time in which more than one conference/boarding academy participates shall be authorized by the respective local conferences and school boards.

P-500 – Off Campus Activities/Trips

P-502 Off-Campus Tours and Activities

All off-campus tours and activities are to be planned, organized, and conducted so as to ensure the health and safety of students. Each tour and activity are to be approved by the school administrator and the appropriate board(s) and shall be in accordance with **Adventist Risk Management** policy, protocols, and procedures, insurance coverage restrictions as well as any applicable legislation and regulations.

P-504 Same-Day Off-Campus Field Trips and Activities

1. Definition

A same day off-campus field trip or activity is one which is limited to one day or portion thereof and may include travel outside of the conference boundaries but does not require overnight accommodations.

2. Preliminary Planning

The teacher should discuss proposed plans for a same day off-campus field trip or activity with the school administrator prior to discussing the plans with students.

3. Authorization

Proposed plans for a same day off-campus field trip or activity are to be approved by the school administrator, superintendent, and school board prior to the event.

Plans submitted for approval must include the following:

- a. Purpose of field trip or activity.
 - b. Transportation arrangements (as per section P-516.)
 - c. Insurance coverage of vehicles and students (as per section P-518 and P-520.)
 - d. Safety requirements (as per section P-522.)
 - e. Signed parental consent and release from liability forms.
 - f. Supervision arrangements and a detailed supervision plan (including criminal records and vulnerable sectors clearance for all volunteers.) The number of supervisors will be determined by the age level of the students and type of activity according to local conference and Adventist Risk Management policy and in accordance with applicable legislation and regulations.
 - g. Proposed funding.
 - h. Health forms including health card numbers for participating students.
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P-506 Intra-Conference Overnight Tours and Activities

1. Definition

An intra-conference overnight tour or activity is one that is within the conference boundaries but extends beyond one day and involves overnight accommodations for one or more nights.

2. Preliminary Planning

Proposed plans for an overnight tour or activity are to be discussed with the school administrator prior to discussing the plans with students.

3. Authorization

Proposed plans for an intra-conference overnight off-campus tour or activity are to be approved by the school administrator, the school board, and the local **conference superintendent** of education.

Plans submitted for approval are to include the following:

- a. Purpose of tour or activity.
- b. Itinerary.
- c. The total trip duration including number of school days.
- d. Transportation arrangements (as per section P-516.)
- e. Insurance coverage for vehicles and students (as per section P-518 and P-520.)
- f. Safety requirements (as per section P-522.)
- g. Supervision arrangements including a detailed supervision plan (including criminal records and vulnerable sectors clearance for all volunteers.) The number of supervisors will be determined by the age level of the students and type of activity according to local conference and **Adventist Risk Management** policy. The supervision plan must account for regular supervision of overnight arrangements, having adequate supervisors of both genders as appropriate for the number of students by gender participating in the tour or activity.
- h. Housing plans. (Billeting in individual homes is strongly discouraged)
- i. Signed parental consent and release from liability forms.
- j. Proposed funding.
- k. Health forms including health card numbers for participating students.

4. Number of School Days for the Tour or Activity

The number of school days authorized for any intra-conference overnight tour or activity is not to exceed the maximum number of days for the type of activity as per Section P-514

P-508 Out-of-Conference Tours and Activities

1. Definition

An out-of-conference tour or activity is one which involves travel within the Seventh-day Adventist Church in Canada but outside the conference boundaries in which the school is located and may or may not involve overnight accommodations.

2. Preliminary Planning

Proposed plans for an out-of-conference overnight tour or activity are to be discussed with the school administrator prior to discussing the plans with students.

3. Authorization

Proposed plans for an out-of-conference overnight tour are to be approved by:

- a. The school administrator.
- b. The school board.
- c. The local **conference superintendent** of education.

Plans submitted for approval are to include the following:

- d. Purpose of tour or activity.
- e. Itinerary.
- f. The total trip duration including number of school days.
- g. Transportation arrangements (as per section P-516).
- h. Insurance coverage for vehicles and students (as per section P-518 and P-520.)
- i. Safety requirements (as per section P-522.)
- j. Supervision arrangements including a detailed supervision plan (including criminal records and vulnerable sectors clearance for all volunteers.) The number of supervisors will be determined by the age level of the students and type of activity according to local conference and **Adventist Risk Management** policy. The supervision plan must account for regular supervision of overnight arrangements, having adequate supervisors of both genders as appropriate for the number of students by gender participating in the tour or activity.
- k. Housing plans if the tour activity requires overnight accommodations. (Billeting in individual homes is strongly discouraged)
- l. Signed parental consent and release from liability forms.
- m. Proposed funding.
- n. Health forms including health card numbers for participating students.
- o. Out-of-province health coverage.

4. Number of School Days for the Tour or Activity

The number of school days authorized for an out-of-conference tour or activity is not to exceed the maximum for the type of tour or activity as per Section P-514.

P-510 Out-of-Union Tours and Activities (Including to the United States)

1. Definition

An out-of-union tour or activity involves travel outside Canada, including the U.S., and may or may not involve overnight accommodations.

2. Preliminary Planning

Proposed plans for an out-of-union tour or activity are to be discussed with the school administrator prior to discussing plans with students. In a **small school**, the **principal** should consult the school

board chair.

3. Authorization

Proposed plans for an out-of-union overnight tour or activity are to be approved by:

- a. The school administrator.
- b. The school board.
- c. The Superintendent of Education.
- d. The conference Board of Education.

Plans submitted for approval are to include the following:

- e. Purpose of the tour or activity.
- f. A copy of the latest Travel Advice and Advisories from the Government of Canada (<http://www.travel.gc.ca/travelling/advisories>) including any warnings. This is to be reviewed within 48 hours prior to leaving on the trip.
- g. Itinerary.
- h. The total trip duration including number of school days.
- i. Transportation arrangements (as per section P-516).
- j. Insurance coverage for vehicles and students (as per section P-518 and P-520.)
- k. Safety requirements (as per section P-522.)
- l. Supervision arrangements including a detailed supervision plan (including criminal records and vulnerable sectors clearance for all volunteers.) The number of supervisors will be determined by the age level of the students and type of activity according to local conference and **Adventist Risk Management** policy. The supervision plan must account for regular supervision of overnight arrangements, having adequate supervisors of both genders as appropriate for the number of students by gender participating in the tour or activity.
- m. Housing plans if the tour or activity requires overnight accommodations. (Billeting in individual homes is strongly discouraged)
- n. Signed parental consent and release from liability forms.
- o. Proposed funding.
- p. Health forms including health card numbers for participating students.
- q. Out-of-country health coverage/travel insurance.

NOTE: A tour that has as its purpose a special mission project is to be completely self-sustaining while at the location of the mission project.

4. Number of School Days for the Tour or Activity

The number of school days authorized for an out-of-union overnight tour or activity is not to exceed the maximum for the type of tour or activity as per Section P-514.

P-512 Out of Division Trips

Out of Division trips sponsored by Seventh-day Adventist educational institutions or organizations shall be coordinated through the North American Division Office of the Secretariat. All processing of out of division trips request forms shall occur in close cooperation with the North American Division Office of Education. This form can be found at <https://hesaidgo.org/en/>.

Tours that need to be coordinated include the following:

1. Trips organized by secondary schools, colleges, and universities including mission trips.
2. Trips of school organizations at the secondary or tertiary level which have received an official invitation from an out of division denominational, cultural, or government organization.

All trips that leave the North American Division must have prior approval by the respective institutional or organizational board or committee, the Superintendent of Education, and if required by conference or union policy, the approval of the higher organization's board or committee.

Out of Division Trip Forms shall be received by the North American Division Office of the Secretariat no later than sixty (60) days prior to the date of the trip.

P-514 Number of School Days for Off-Campus Tours and Activities

The number of days (school days, weekends, regularly scheduled vacation days) authorized for off-campus tours and activities is identified according to the local conference/**boarding academy** and provincial guidelines.

P-516 Transportation of Students for Off-Campus Activities and Tours

1. Ground Transportation

Where possible, transportation of students for an off-campus tour or activity is to be in a provincially certified bus. When a certified bus is not available, students may be transported in a private vehicle which meets the requirements of the vehicle code of the province in which the school is located. However, under no circumstances are students to be transported in the cargo area of a vehicle. Each vehicle is to have at least one adult authorized by the school administration as the driver in accordance with conference policy and applicable legislation and regulations.

2. Air or Water Transportation

Transportation by air must be by commercial airlines only. Arrangements for transportation of students by air or water for all off-campus tours or activities are to be approved by the school board prior to travel.

P-518 Insurance Coverage for Vehicles - Off-Campus Tours and Activities

1. Employee Vehicles

Employee vehicles used for off-campus activities and tours are required to carry required coverage which shall be the greater of that required by provincial law or denominational policy (See Section F-512.)

2. Institution-Owned Vehicles

All vehicles, including those operated by the churches and schools, should be registered in the name

of the conference and insured under a policy which is appropriate for the vehicle type and usage according to ARM policy and in accordance with applicable legislation and regulations. A non-ownership liability endorsement should also be attached to the above policy.

3. Non-employee Vehicles

Non-employee vehicles of non-employees used for off-campus activities and tours must carry required coverage which shall be the greater of that required by provincial law or denominational policy. (See Section F-512.) The use of any non-institutional owned vehicles requires a prior approval or authorization of the school board.

4. Travel in Mexico or the United States

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

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

Vehicles used for transportation of students in the U.S. must have insurance coverage which is valid in the U.S.

P-520 Insurance Coverage for Students - Off-Campus Tours and Activities

Each student participating in an off-campus tour or activity is to be covered with student accident insurance. Special coverage for activities not included in the student accident insurance is to be obtained. Air travel cancellation insurance coverage is optional for a tour or activity which includes travel by airline. In addition, students are to obtain as necessary, out-of-province or out-of-country health coverage/travel insurance for the number of days the students will be out of the country.

P-522 Safety of Students - Off-Campus Tours and Activities

Care for the safety of students for off-campus activities shall include:

1. Supervision

Each off-campus activity and tour is to be planned, organized, and conducted so as to ensure the health and safety of students. The number of supervisors will be determined by the age level of the students and type of activity according to local conference and **Adventist Risk Management** policy. The supervision plan must account for regular supervision of overnight arrangements (if applicable), having adequate supervisors of both genders as appropriate for the number of students by gender participating in the tour or activity.

2. Parental Consent

Assumption of risk forms and releases are to be signed by parents or guardians for students planning to participate in off-campus tours and activities. Contact your local conference office for parental consent forms.

3. Operation of Vehicles

All drivers must have a valid and current driver's license per type of vehicle, a clean driving record, be 21 years of age or older, and observe all federal and/or provincial regulations pertaining to the safe operation of vehicles. All vehicle used for the transportation of students must meet provincial regulations for maintenance and operation.

P-600 – Documentation, Employee Records, and Reporting

P-602 Reporting of Potential Legal Claims

Any incident which carries with it a potential legal claim must be reported to the SDACC Office of Education immediately, irrespective of any other denominational reporting. This could include, but is not limited to, wrongful dismissal claims, discrimination or human rights claims, other claims made against the employer, claims of abuse or assault, injury, etc.

P-604 Employee Conflict of Interest

All employees are required to sign a *Conflict-of-Interest Statement* at the time of initial employment and at the beginning of each subsequent year of employment. This statement will be provided by the conference superintendent/Kingsway College president.

P-606 Board Member Conflict of Interest

All members of the school board are required to sign a *Conflict-of-Interest Statement* at initial board appointment and at the beginning of each subsequent year as a board member. This statement will be provided by the conference superintendent/Kingsway College president.

P-608 Retention of Employee Files

Employee files and documents including, but not limited to, contracts, performance evaluations, letters, and commendations will be retained by the employer (conference/Kingsway College) according to their policies and in accordance with applicable legislation and regulations.

P-610 Retention of Certification Records

Employee certification files and documents will be retained by the Seventh-day Adventist Church in Canada, Office of Education, either in digital or hardcopy format, according to SDACC retention policies and in accordance with, and to the extent permitted by, applicable personal information and protection of privacy legislation and regulations.

P-612 Opening and Closing Reports

All schools will submit annually an Opening and Closing report, through NAD Dashboard under Data Rollup. In addition to the online submission of Opening Reports, worksheets are to be submitted to the conference and SDA Church in Canada by the end of the third week of school. Closing Reports must be submitted online by the last day of school.

P-700 – Commissioning of Teachers

P-702 Criteria

As denominational employees all Seventh-day Adventist educators in Seventh-day Adventist schools at all levels shall be classified and accredited by the employing organization according to the categories listed below. A separate and distinct PreK-12 educators' **certification** process has also been established by the NAD Office of Education to recognize personal and professional qualifications and continuing education requirements for educational employees. Employing organizations shall verify that PreK-12 educators are Seventh-day Adventist members and qualified for working in a school environment as prescribed by all applicable policy.

1. **Commissioned Ministry of Teaching Credential**—To educators with a life-long commitment to and significant experience in the Seventh-day Adventist ministry of education, usually not fewer than 6 years, with demonstrated proficiency in assigned responsibilities. Such educators will also exhibit Christian responsibility for nurturing and leading students to Christ, consistently upholding Christ as the focal point of all curriculum and instruction, and demonstrating positive interpersonal relationships, thus providing an environment of social, spiritual, and emotional stability.
2. **Commissioned Ministry of Teaching License**—To licensed/certificated educators with not fewer than 3 years of satisfactory service, who have demonstrated a commitment to long-term service in the Seventh-day Adventist ministry of education, who support the fundamental beliefs of the Church, and are in regular standing in the Church, and who practice a Seventh-day Adventist lifestyle.
3. **Ministry of Teaching License**—Generally to entry-level teachers or teachers initiating their work into the Seventh-day Adventist ministry of education. This is a provisionary status for all newly employed Seventh-day Adventist teachers.

P-704 Procedures

- a. Candidates eligible for Ministry of Teaching credentials and licenses shall be reviewed and recommended by their respective employing boards (PreK-12 or college/university boards) to the appropriate issuing authority.
- b. Employees holding a Commissioned Ministry of Teaching License may be eligible for the Commissioned Ministry of Teaching Credential after five years of satisfactory full-time service.
- c. It is recommended that a commissioning service be conducted when an employee is granted a Commissioned Ministry of Teaching Credential.

P-706 Renewal

After the initial period of approval, renewal of such credentials and licenses shall be in harmony with the provisions of E 10 of the NAD Working Policy.

Instructional Program

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C-100 – Curriculum and Instruction

C-102 Definition of Curriculum

Curriculum refers to the instructional components (essential questions, content/big ideas, skills, assessment, activities, and materials) of a particular course of study. Standards, what learners should know (content) and be able to do (skills), serve as the framework for **curriculum** development.

A natural, brain-friendly cycle of learning suggests that learners learn best when they can connect to personal experience (connect), develop a conceptual understanding (explain), practice and apply new knowledge (apply), and synthesize to create new ideas (extend). This model promotes teaching methods that meet the needs of individual learners and that ensure whole-person learning (i.e., spiritual growth, intellectual and practical competence, physical and mental health, social sensitivity, and aesthetic responsiveness), all within the context of the Adventist worldview.

Curriculum materials produced and/or adopted by the SDA Church in Canada and NAD offices of education should be used as far as they are permitted by provincial ministries of education. The Bible *Encounter* program is required for use in all schools, Gr. 1-12, for all Bible classes.

C-104 PreK-12 Areas of Study and Authorization of Curriculum

In addition to adhering to provincial guidelines and credit requirements for high school, adopted courses of study shall incorporate NAD Standards and where applicable textbooks, and include instruction based on the concept of God as our Creator and Sustainer. Bible/Religion instruction shall utilize the NAD prescribed Bible **Curriculum**. Authorization of **curriculum** is granted by the local conference Board of Education, subject to regulatory requirements. Senior academies are accredited by the North American Division **Adventist Accrediting Association**, their curricular offerings are subject to periodic review. Areas of study are to be in harmony with the Seventh-day Adventist Church in Canada Office of Education and provincial guidelines and requirements.

C-106 Curriculum Standards

The **curriculum** used in Adventist schools should meet both the NAD and provincial standards.

C-108 Resource Access (Library/Media Centre)

Adequate provision is to be made to allow students access to supplementary **curriculum** and reading materials. This may include the use of individual classroom libraries, a central library/media centre, or digital access. Sufficient access to materials shall be considered based on the school size and grades offered. A library record system/policy should be in place to ensure that materials are tracked and organized. The use of a librarian/media specialist may be considered. Hardcopy and/or digital resources should include an appropriate collection of the following:

1. General library books
2. Periodicals
3. Reference books
4. Newspaper access
5. Instructional materials

C-110 Learning Resources

It is expected that schools will use NAD **curriculum** where possible. When the local province has prescribed **curriculum**, NAD **curriculum** should be utilized as an added resource and included in yearly and lesson planning. Local conferences should create policies regarding all **curriculum** usage including approval of any additional learning resources or alternate textbooks.

C-112 Instructional Materials and Equipment

All instructional materials and equipment shall be included in the school's inventory list which should be reviewed and updated annually.

C-114 Spiritual Activities

Spiritual activities are an essential part of education and are therefore an integral part of the school program. Spiritual activities may include but are not limited to:

1. Week of Spiritual Emphasis (one each semester)
 2. Prayer Bands – Students
 3. Chapel Services
 4. Daily Worship
 5. Baptismal Class
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C-116 Co-Curricular Activities

Co-curricular activities are those school-sponsored student activities which supplement the learning experiences of the formal classroom instruction.

C-200 – Assessment

C-202 Purpose of Assessment

Assessment is the means by which both teachers and students monitor progress toward meeting learning standards. Formative assessment refers to tools and strategies used throughout a class or course that identify misconceptions and learning gaps while assessing ways to close such gaps. It is used to inform instruction; ideally, formative assessment strategies are used to improve teaching and learning simultaneously and are often not formally graded. Summative assessment evaluates student learning at the end of a unit or course and is almost always formally graded.

Teachers use assessments both to provide feedback to students about their progress and to guide decisions about next steps in the learning process. The operative word in this definition is process, in that formative assessment happens throughout the learning, as opposed to summative assessment, which is often a one-time event that occurs at the end of a learning unit and is used to make judgments about student competence.

C-204 Types of Assessment

Progress toward learning goals may be determined by:

1. Teacher observation of the student's ability to reason and to express ideas logically.
 2. Teacher, self, and peer assessment of academic progress through formative assessment strategies.
 3. Teacher evaluation of academic progress through summative assessment strategies.
 4. Standardized achievement test scores
 Note: copies of results should be forwarded to the conference office of education and in accordance with regulatory requirements.
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C-206 Academic Achievement Reports

Schools are to use the provincially approved progress report. In instances where there is no provincial requirement schools are to use the local conference progress reports provided by the conference office of education. These reports, as well as standardized test results and other recommended approaches, will communicate information regarding the student's progress in the subject areas, attendance, citizenship, and social relationships to the parent or guardian.

The student progress reports are to be distributed at the close of each grading period. Interim report forms are recommended to be used as needed for special reporting purposes.

C-208 Elementary Grades Completion

The completion of elementary grades will be recognized by the distribution of conference diplomas. Completion of elementary grades differs from province to province and education personnel should be sensitive to this fact.

C-210 Completion of Course Requirements

All schoolwork must be completed before the student may receive a diploma unless otherwise stipulated by provincial regulations.

C-212 Graduation Requirements for Senior Academies

Requirements for graduation from secondary schools should be determined by the province in which such academies are located and by NAD requirements; both sets of requirements should be met.

C-214 Grade Retention

A student who is unable to achieve grade-level expectations must be given special consideration. The teacher and/or **principal** are to counsel with the parents and the student to ensure understanding and co-operation in the student's placement. In instances where retention at a given grade level is under consideration, the teacher and/or **principal** is to consult the **conference superintendent** of education and ensure that provincial regulations are being met.

C-300 – Administration of the Instructional Program

C-302 Evaluation of Teachers

Teachers will be evaluated in accordance with the terms of the local conference and Seventh-day Adventist Church in Canada Office of Education guidelines. Reporting to regulatory bodies that certify or accredit teachers will be done as and to the extent required by provincial legislation and regulations.

C-304 Supervision of Instruction and the Academic Program

The conference superintendent of education is responsible for the supervision of instruction and for the PreK-12 academic program.

C-306 Parent-Teacher Conferences

The teacher should be in regular communication with parent(s)/guardian(s) throughout the school year. It is also recommended that the school schedule a minimum of two personal conferences during the school year. The purposes of the personal conferences are to:

1. Report the progress of the students in the various aspects of their school experience.
 2. Gain insights from the parents which may assist the school in furthering the progress of the student.
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C-308 Criteria for Academic Acceleration

When considering acceleration at the elementary level, the following should be considered:

1. Since the elementary grades are fundamental, a horizontal in-depth approach rather than acceleration is more suitable and advisable.
 2. Acceleration should not be based solely on mastery of the academics.
 3. The student must demonstrate satisfactory evidence of physical, emotional, and social readiness for acceleration.
 4. Consideration should be given to age, maturity, and self-motivation, difficulty of work, types of instruction and interaction, differences in over-all expectations, and level of transition between the grades involved and the subsequent grades to be entered.
 5. Students at the elementary level should be limited to one acceleration experience, if any.
 6. Extreme caution should be exercised when contemplating acceleration. A decision to accelerate requires thorough evaluation by the teacher, and should be finalized only after consultation with teachers, the **principal**, the conference office of education, and the parents.
 7. An accelerated secondary program is defined and approved at the local school and conference levels.
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C-310 Secondary Credit for Elementary Students

The **elementary school** may permit the student to take certain high school subjects for secondary credit. In doing so, the following options are available:

1. Release-time to attend classes at an attached junior or **senior academy**.
2. Correspondence courses.

Criteria for each opportunity will be:

1. Student performs at a level equal to a completed elementary subject area.
 2. Approval of school administration and conference office of education be obtained.
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C-312 Credit by Challenge

In special cases students may earn credit by examination or by demonstrating that they have reached the level of proficiency required, except where prohibited by provincial requirements.

C-314 Work Experience Courses

Where provincially acceptable, a school may establish course work based on the work experience available to students. These work experiences may be provided by the school industries or departments, or they may be provided by industries or businesses in the community.

C-316 Academic Advisement

Schools offering secondary classes shall provide appropriate academic advisement to support students in understanding postsecondary options and requirements.

C-318 Honouring Students

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

C-320 Length of School Year

The school calendar shall comply with provincial days and/or hours. Wherever possible, calendars should be aligned with the provincial datelines.

C-322 Four Day School Week

Where permitted by the province, schools may operate on a four-day week, provided they meet provincial or NAD requirements (whichever is greater) for the number of instructional days and/or hours. Approval must be granted by the Conference Board of Education.

C-324 School Day and Schedule

The time devoted to or the scheduling of the different subject areas may vary based on provincial and conference office of education requirements, and according to the learning activities required.

It is the responsibility of the conference office of education to keep informed of current provincial legislation pertaining to the length of the school day and classes as well as the minimum number of school days required. The local conference office of education shall create policies that ensure that the school is meeting all conference and provincial school day, hour, and scheduling requirements.

Should the conference office of education minimum instruction time exceed the provincial minimums, the school will meet conference office of education minimums.

Students

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S-100 – Admission, Withdrawal, and Records

S-102 Non-discrimination Policy - Admission of Students

The Seventh-day Adventist Church in all of its church schools, admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and does not discriminate in a manner prohibited by applicable human rights laws in the administration and management of education policies and schools including in respect of applications for admission, scholarship or loan programs, delivery of educational programs, disciplinary decisions, or extracurricular programs.

S-104 Admission of Students

Seventh-day Adventist schools are open to the admission of students who desire a Christian education founded on a biblical worldview as expressed in the religious beliefs and practices of the Seventh-day Adventist Church. The school's purpose is to educate and spiritually nurture the youth of the church and provide this ministry to families in the community who wish that their children be educated in this environment and with this spiritual purpose.

All those seeking to enroll a student in an Adventist school must demonstrate:

1. A commitment by the parent(s)/guardian(s) and student to cooperate with the mission and purpose of Seventh-day Adventist education.
2. A commitment by parent(s)/guardian(s) and student to support the student learning goals and objectives of the school's faith-based **curriculum**.
3. A commitment by parent(s)/guardian(s) to uphold, and student to meet, the school's standards for personal Christian conduct.
4. A positive attitude and a developing moral character.
5. A readiness for learning—academically, socially, emotionally, and physically.

Admission of a student may be denied if any of the above are not met or for any reason that would be cause for dismissal/expulsion. Admission may also be denied if there is insufficient space and/or staffing to accommodate additional students, if the student is not legally eligible to study in Canada, or if the school is unable to meet the student's learning needs.

S-106 Admission of Students with Special Needs

Adventist schools are encouraged to extend the ministry of Christian education to students with diverse learning abilities. In some circumstances, however, Seventh-day Adventist schools may not have the resources necessary to accommodate students with special learning needs.

Upon application for admission parents/guardians must provide full disclosure of all relevant information, which may include diagnostic reports — (medical, psychological, and educational) where necessary for the school to understand the individual needs and abilities of the student – for review by the school admissions committee. Additional testing may be required prior to admission to inform the admission decision.

If a student is accepted, parent(s)/guardian(s) and school personnel are encouraged to explore all local resources and collaborative support services that may be available to meet the learning needs of students and accommodate any physical or mental disabilities. The following recommendations should be considered to the point of imposing undue hardship on the school:

1. Seek special funding from other sources.
2. Utilize the student testing services available to assess student needs and abilities and the most appropriate education program.
3. Encourage teachers to take courses and attend seminars specific to special needs education.
4. Utilize community resources to assist in providing a program to meet the specific needs of these students.
5. Purchase equipment and programs designed to assist in the delivery of a special needs program.
6. Work cooperatively with parent(s)/guardian(s) in developing an individualized education program for the student, and in the implementation of the specific program.
7. Refer parents to other options when the school is unable to meet the specific needs of the student.

NOTE: For further information see the North American Division REACH Manual.

S-108 Admission of International Students

Schools enrolling international students must develop a school board-approved and conference-approved international student policy that meets federal and provincial requirements and guides school decisions in serving international students. This policy should include:

1. Description of program being offered
 2. Admission standards
 3. Percentage of international students on campus
 4. Living arrangements (if any are offered or arranged by the school)
 5. Financial implications for school operations
 6. Effective strategies for achieving spiritual, social, and academic goals
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S-110 Academic Placement of Students

Subject to applicable regularly requirements, placement will be determined by the **principal**, in consultation with the parents and teachers, and based on the student's needs and current educational status.

The following will be considered when determining the academic placement of a student;

1. Provincial requirements
2. Academic transcripts
3. School and teacher assessments of academic achievement
4. Emotional, physical and social development
5. Age

S-112 Admission of Students with Unpaid Accounts

Students who owe on an account in one school will not be accepted by another school until the account is paid or the student has made satisfactory arrangements with the former school. The accepting school has the responsibility for getting financial clearance from the school previously attended.

S-114 Eligibility for Class Membership

Participating in class functions is the privilege of students with satisfactory work, scholastic, and citizenship reports.

S-116 Student's Withdrawal from School

In accordance with applicable legislation and regulations and conference policies, the school **principal** should report to the local Ministry of Education office, when required, the names of students who discontinue attendance.

S-118 Cumulative Student Records

A cumulative folder for each student is to be kept which includes the information requested by the province and/or conference. The permanent record for each student is to include information on scholarship, attendance, health, work experience, and any other items which the administration considers necessary for the guidance of the student. These records must be kept in a locked fireproof storage cabinet. The cumulative folder should be forwarded to the next school when a student transfers in accordance with applicable legislation and regulations. All records will be kept in accordance with the requirements of applicable privacy laws.

S-120 School Register

The school register is a legal document which each teacher is required to keep in accordance with provincial regulations. The school register may be provided by the conference office of education and may be a physical book or an online program. The teacher is required to record all details stipulated by the conference office of education and/or province. A form of this register is to be used by the teacher for attendance during all disaster drills.

S-122 Attendance Records

Attendance records shall be kept in accordance with provincial and local conference requirements.

S-200 – Health and Safety

S-202 Communicable Diseases

Purpose

The purpose of this policy is to promote and protect the health and safety of our students and employees by implementing guidelines for **communicable disease** prevention and education.

General Statement of the Policy

1. Conferences and schools must follow the guidelines and applicable legislative and regulatory requirements established by their province for handling incidents of **communicable diseases**. This may include but is not limited to:
 - a. Terms, conditions, and guidelines for student and employee attendance.
 - b. School cancellation and/or postponement.
 - c. Alternate forms of education delivery either to individual students or entire classes.
2. If the health status of a student deteriorates enough to interfere with their ability to attend school, or in a manner that may present a serious health or safety risk to others in the school, the **principal** must request a physician's note to establish the safety and appropriateness of attending school, subject to applicable laws and regulations.
3. If the health status of an employee deteriorates to the extent that it interferes with their ability to perform their work, or in a manner that may present a serious health or safety risk to other in that school, the conference may require a physician's note in order to establish whether the employee is fit for duty, subject to applicable laws and regulations.
4. Health data relating to students is private data and as such will not be released without the consent of the student's parent or guardian the student if s/he is of the age of majority, unless permitted by the applicable privacy legislation and regulations. The storage, use and, disclosure of such information must be in compliance with applicable laws and regulations.
5. Health data relating to employees is private data and will not be released without the consent of the employee, unless permitted by the applicable privacy legislation and regulations. The storage, use, and disclosure of such information must be in compliance with applicable laws and regulations.

Policy Definition

A **communicable disease** is any disease that can be directly (through casual contact) or indirectly (through air or inanimate objects) transmitted from one to another.

Communicable Disease Prevention Education

Each Conference will develop a comprehensive education plan to prevent the spread of **communicable diseases**.

Components of the program will include the following:

1. Age-appropriate information from K-12.
2. Knowledge building from year to year.
3. Accurate information sharing.

4. School **curriculum** plans.
5. Involvement of parents/guardians.
6. Sensitivity to the student's cultural background, developmental level and behaviours.
7. Consistencies with provincial standards.

Staff Development

All staff will be trained with current information regarding blood-borne pathogen exposure and procedures for handling blood exposure in the school setting. Employees whose positions require additional training relevant to their positions and responsibilities will receive the training needed.

Staff with the responsibility for teaching students about **communicable disease** prevention will receive the necessary training and materials to assist students to develop the knowledge, attitudes and behaviours that will help prevent **communicable diseases**.

Attendance Exclusions

A student with a **communicable disease** or infection that poses an unacceptable risk to others within the school should not attend school without written notice from an attending physician indicating s/he is no longer contagious, or the risk of transmission is at a level that is acceptable to participate in face-to-face interaction. For the protection of all students and school personnel, the school administration reserves the right to send a student home if s/he is exhibiting symptoms of a **communicable disease** or infection. A list of recommended exclusions and return to school protocol can be found in the Education Code resources.

S-204 Immunizations

Immunization requirements of the respective provinces apply to the Seventh-day Adventist schools.

It is the responsibility of the **principal** to ensure compliance with applicable regulations.

S-206 Accommodating Students with Severe Allergies

Seventh-day Adventist schools in Canada shall develop admissions, attendance, safety, and training policies to address severe allergies in order to protect students' health and safety. Schools should not deny admission or access to learning opportunities except in the very rare circumstance that a student with a severe allergy cannot be accommodated without the school incurring undue hardship. Schools should work with parents/guardians to explore all possible accommodations that will keep such students' safe.

S-208 Health and First Aid Resources

Each school shall have in place a policy with respect to students who become ill during the school day which is in accordance with applicable legislation and regulations.

Each classroom should have access to a first aid kit containing items used in cleaning and dressing wounds and a current book of first aid instructions.

When going on field trips or excursions, each group is required to carry a first aid kit. When necessary teachers may apply dressings to wounds while awaiting professional assistance.

S-210 Administering Medications

The administration of medication at school shall only occur where no other options are available, and where the school has received complete information from the parent/guardian about the medication as recorded on the *Administration of Medication at School* form. The **principal**, or designate, is responsible for the administration of medication to students in accordance with the procedures below and in accordance with applicable legislation and regulations:

(Note: these procedures are intended for students who require adult support and/or supervision for the administration of medication which is required during school hours and activities.)

1. The parent/guardian must complete, sign, and submit a school-provided *Administration of Medication at School* form. This form shall be completed any time a new medication is required, or when a change to medication is required. In the case of ongoing and unchanged medication needs, this form shall be completed annually prior to the beginning of each school year.
2. All prescription medications must be provided in the original pharmaceutical containers with appropriate labels, including any additional instructions given by the physician or pharmacist.
3. The school administrator will ensure that a medication plan of action is developed which includes the following:
 - a. The names of staff members responsible for the administration of medication.
 - b. Location of secured medication.
 - c. Recording procedures including a medication administration log.
 - d. School administrator's signature.
 - e. Other pertinent information.
4. If the nature of the medication requires training, it is the responsibility of the school administrator to arrange appropriate training with public health.
5. School administration is responsible for maintaining a master list of students who are required to take medication during school hours or activities. This master list is to be kept secured with the medications.
6. Any changes in medication should be reviewed by school administration and may require a new *Administration of Medication at School* form.
7. No medication is to be stored at the school during summer months.
8. Non-prescription medication is not the responsibility of the school and should generally not be administered by the school staff. Exceptions would require the completion and submission of an *Administration of Medication at School* form and permission from the parent/guardian prior to each administration. School staff should keep a written record of any verbal permission that is granted.
9. Schools shall implement policies to ensure that students do not share medication, prescription or non-prescription.

S-212 Student Hygiene

1. Particular care shall be taken to provide proper hygienic conditions in laboratories, drinking fountains, toilets, locker rooms, lavatories, and dormitories.

2. The school shall have in place standards regarding neatness and personal cleanliness of students. If these standards are not met, the student may be sent home to make the necessary changes acceptable to the school.

S-214 Student Health Records

A school health record (including immunizations) is to be maintained and kept in a safe and secure location for each student in accordance with applicable legislation and regulations. No information kept on the health record may be released without the consent of the student's parent or guardian, or the student if s/he is of the age of majority, unless permitted by the applicable privacy legislation and regulations. The storage, use, and disclosure of such information must be in compliance with applicable laws and regulations.

S-216 Safety Provisions

Policies must be implemented to safeguard students and employees from injuries in laboratories, shops, gymnasiums, stairways, and in all other areas of the physical plant where accidents are likely to occur. Fire extinguishers in quantity and class as required by local law and which are frequently and regularly inspected, shall be readily accessible throughout the buildings, and fire exits shall be clearly designated. There shall be regular comprehensive inspections for fire safety, co-operating with fire officials, police inspectors and **Adventist Risk Management** personnel. All power machinery shall be equipped with protective guards. Further, all safety provisions shall be in accordance with **Adventist Risk Management** policy and applicable legislation and regulations.

S-218 Permission to Leave Campus During School Day

Seventh-day Adventist Church in Canada schools have a "closed campus" policy. A student is not to leave campus at any time during the regular school day without permission in accordance with school and conference policy.

S-220 Respectful and Safe School

The Seventh-day Adventist Church in Canada Board of Education believes that every school must provide physically safe and emotionally secure environments for all students and staff. It is the goal of the Board of Education, through this policy, to create positive learning and teaching environments.

All Conferences and Boarding Academies must establish policies and strategies that promote a safe and secure learning environment for all students and staff. These policies shall include procedures for reporting and addressing inappropriate behaviour. For an example see **Code Recourses** (Welcoming, Caring, Respectful, and Safe Teaching and Learning Environment Statement.)

S-222 Sexual Harassment of Students

Sexual harassment is any unwanted, unwelcome, or offensive behaviour of a sexual nature that adversely affects, or threatens to affect, directly or indirectly, one's personal security, education, or right to participate in school activities. Sexual harassment of any student by another student, by an employee, or by another person under the supervision of the school, is unlawful and prohibited.
(For sexual harassment or sexual misconduct committed by a teacher or other employee, see the policies and procedures in Section E-124 of the Education Code.)

Any student who engages in sexual harassment shall be disciplined, up to and including expulsion. Where the school in its sole discretion does not act on its right to discipline or expel a student(s) for sexual harassment shall in no way waive the right of enforcing this right to discipline or expel in the future.

Each school shall adopt a sexual harassment policy. This policy shall include a definition of sexual harassment and procedures for reporting and handling complaints concerning all forms of sexual harassment. In addition, each school shall adopt administrative guidelines for responding to reports of sexual harassment.

The sexual harassment policy with respect to students shall include a requirement that **Adventist Risk Management** be notified in cases of sexual violence or assault and a request made for guidance regarding further steps. This policy shall also set out directly or by reference all government guidelines, legislation, and requirements.

1. Each school's written policy shall be reviewed annually by administration and staff and published in the student handbook or bulletin and the employee handbook. (A sample school policy can be found in Education Code resources)
2. Teachers shall discuss this policy with their students in an age-appropriate way.
3. A confidential written record, including follow-up actions, should be kept for all sexual harassment allegations.

S-224 Child Abuse

All instances in which an employee or volunteer has reason to believe that a child is in need of protection, including any suspected sexual misconduct or child abuse or neglect must be reported to applicable government agencies in accordance with legislative and regulatory requirements. Immediately following this report, the **conference Superintendent** of Education shall be notified as well as appropriate school administration. Each conference shall develop a process which complies with these laws and is reviewed annually with all school personnel. Schools are encouraged to contact their local child protection agency for current information and training. In making these reports and notifications, confidentiality shall be maintained.

Where there has been a report of inappropriate behaviour towards a minor by employees or volunteers, the following actions shall be implemented:

1. Employees shall be provided written notice of **suspension** with pay pending further investigation and action by the employer.
2. Written notice of reasons for **suspension** shall be provided in accordance with legislative and regulatory requirements. Note that notice of reasons for **suspension** may be subject to police investigation.
3. Volunteers shall be suspended subject to the same protocol with the exception of payment.

S-226 Substance Abuse Policy

Substance abuse is an excessive or inappropriate use of any drug, abuse of any drug, or dependence on a drug that does not have a legitimate medical purpose as prescribed by a physician. This includes the use of any illicit or illegal substance. Adventist Education supports the right of every student to learn and achieve academic success attending a safe and drug-free school. The use of any prohibited substances on school grounds or at school functions (tobacco, alcohol, marijuana and illegal substances) is to be prohibited by the local school substance abuse policy. Every school should have a substance abuse policy that also includes but not limited to:

1. Education/Prevention: Education on substance abuse and prevention should be integrated across the **curriculum** using a prescribed program of studies which may involve families, churches, and community members.

2. Support/Referral: The school's priority is for the safety and well being of all students. If a student is found to be abusing substances, the school administration will contact parents/guardians and assist, as they are able, by providing support and referral to appropriate agencies for the student and his/her family.
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S-228 Weapons Brought to School

All weapons are banned from school and school activities. A student who brings a weapon to school or a school activity shall be immediately suspended in line with the school's disciplinary procedures. Applicable provincial and federal laws or guidelines shall be followed.

Each local conference or school will have a well-defined weapons statement, including a definition of what constitutes a "weapon", printed in its policy book and student handbook. The following definition is recommended:

Weapon Definition: (as defined by the *Canadian Criminal Code*)

A "weapon," as defined in section 2 of the *Criminal Code*, includes "anything used, designed to be used or intended for use **(a)** in causing death or injury to any person, or **(b)** for the purpose of threatening or intimidating any person."

S-300 – Discipline

S-302 Student Discipline (see FEA 45 20)

Discipline should be designed to be redemptive, remedial, and corrective rather than punitive. Corporal punishment shall not be implemented. Further, there shall be no aggressive physical behaviour toward students by educational personnel including volunteers.

The purpose of community development is to learn how to relate in an acceptable manner to others in society and to prepare for life in this world and the world to come. The **principal** and school board are responsible for establishing disciplinary procedures in consultation with the conference and teachers. All members of the school staff share in the responsibility for supervision of student conduct. Minor irregularities are handled by the individual staff members. Repeated offenses or major infractions of school rules are to be handled by the **principal**, the school discipline committee, or the board in consultation with the **conference superintendent**.

S-304 Suspension of Students

1. Procedures for **suspension** are to be developed by school administration and approved by the school board in accordance with conference guidelines. A written record of communication with parent(s)/guardian(s) and students regarding **suspension** is to be maintained, including the reason for and the length of the student **suspension**.
2. A teacher may temporarily suspend a student from class but **suspension** from school is to be done only by the **principal**, the teaching principal, or, in a one-teacher school, by the teacher in consultation with the board chair.
3. A student may be suspended for repeated offenses when other procedures have not been effective. Evidence of prior corrective measures and notifications to the parent(s)/guardian(s) should be on file in the student's file.
4. In the case of a serious overt act, or serious violation of school regulations, the **principal** may suspend a student from school even though there has been no prior serious misbehaviour. The **suspension** period is not to exceed two weeks.

S-306 Dismissal of Students

In accordance with and subject to applicable legislation and regulations and conference policies, the school board or the discipline committee, where applicable, is the final authority in the dismissal or expulsion of a student upon the recommendation of the **principal**. As a general rule, dismissal or expulsion is used only when other means of correction fail to effect a change in conduct, or the parent(s)/guardian(s) does not or will not voluntarily withdraw the students.

S-308 Grievance Procedure – Students

Any appeal body must be populated by members who were not parties in the decision or action being grieved.

1. Each school should adopt a grievance procedure for students and/or parent(s)/guardian(s) that will allow them to **appeal** matters of student discipline. All such policies shall be approved by the **conference superintendent** of education before they are implemented.

2. One step in this procedure should be the right of **appeal** to the local school board or discipline committee where applicable. Local church officers and/or conference personnel may be invited to meet with the school board or discipline committee where applicable, on such occasions.
3. A school board or discipline committee may, in accordance with its policy, establish a grievance or **appeals** committee to handle grievances and make recommendations to the school board or discipline committee for final action.

S-310 Defacing or Damaging of Property

Any student who wilfully defaces, damages, or destroys school property shall be liable to **suspension** or expulsion, according to the nature of the offense. Parents, guardians, and/or students shall be responsible for replacement cost. In the case of major acts of vandalism, legal action also may be taken, which may include reporting the matter to the police and/or seeking payment for the cost of repair or replacement of the damaged property.

S-400 – Student Leadership, Student Life, Extra-Curricular

S-402 Student Associations

A general student association may be organized in a manner best suited to the students and faculty of the school. The student association is expected to be in harmony with the religious beliefs and practices of the Seventh-day Adventist Church and the philosophy and goals of the school.

The following factors should be considered:

1. The organization membership should be open to all students and staff members.
 2. The responsibility of sponsorship assignments rests with the **principal**.
 3. A constitution should be developed and subsequently approved by the administration, staff, and students of the school.
 4. Major activities of the organization are to be approved by the administration and staff of the school.
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S-404 Student Officers

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

1. Faculty Approval

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

2. Standards

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

3. Leadership Guidance

Officers shall pursue their leadership responsibilities under the direction of specifically assigned teachers.

S-406 Student Organizations

All student organizations and student-conducted cultural, social, and recreational activities shall be under the direct supervision of the school staff. Their purpose and activities will be fully in harmony with the religious beliefs, practices, and standards of the Seventh-day Adventist Church and the school's mission and policies.

S-408 Student Leadership Conference

Each secondary school should give consideration to the advisability of holding an annual Student Leadership Conference, stressing the following objectives:

1. Improvement of school citizenship and government through instilling a more comprehensive understanding of Seventh-day Adventist religious beliefs, culture, and philosophy of life.
 2. Development of interest, enthusiasm, and self-confidence in student leaders.
 3. Provision for student leaders to develop training and experience in the skills of democratic group procedures.
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S-410 Intramural Activities

Schools are encouraged to have an intramural sports program for their students to promote physical activity and teamwork in a supervised Christian environment.

The following factors should be considered in organizing intramural activities:

1. The intramural program should be under the direction and supervision of a faculty or staff member
 2. Intramural activities should be open to all interested students.
 3. Consideration should be given to protecting the safety of all participants. For more information visit the **Adventist Risk Management** website.
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S-412 Publications

School publications are to be in harmony with the religious beliefs, practices, and standards of the Seventh-day Adventist Church and the school's mission and policies; these publications are to be the product of student leadership under the direction and counsel of the staff and administration. Among the factors to be considered are the following:

1. The editorial staff of the student publications shall meet the same qualifications as other student officers. (See Section S-404).
 2. A member of the staff shall be assigned to advise, give direction, and be responsible for the content of each student publication. The school administrator is ultimately responsible for the selection of content in each publication.
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S-414 Clubs and Special Groups

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

1. Administration and staff approval must be acquired.
 2. Purposes, objectives, or goals must be clearly stated, and these purposes must be in harmony with the religious beliefs and practices of the Seventh-day Adventist Church and with the philosophy and goals of the school.
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S-416 Social Relations

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

1. Association during academy life will emphasize group activities.
 2. All groups will be under proper supervision.
 3. The school will provide regular programs, concerts, lectures, etc., as integral parts of the social development.
 4. Attendance at non-school-sponsored social activities that are inconsistent with the religious beliefs and practices of the Seventh-day Adventist Church or do not conform to the philosophy and goals of the school should be discouraged.
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S-418 Internet Use

In order to promote the educational, safe and ethical use of Internet resources, schools will develop an Acceptable Use Policy that:

1. Conforms to the ethical and moral standards of the Seventh-day Adventist Church.
2. Provides a plan for supervision.
3. Communicates to the parents and students the use of Internet resources as a learning tool.
4. Provides opportunity for parents to understand the educational use of Internet resources.

Among the behaviours not permitted, and to be included in the Acceptable Use Policy, are the following:

1. Sending or displaying offensive messages or pictures.
2. Using obscene racist, harassing or bullying language in public or private messages.
3. Harassing, bullying, insulting, or attacking others.
4. Damaging hardware or software.
5. Violating copyright laws.
6. Obtaining or using another's password or disclosing another person's password.
7. Using the network to access or distribute obscene, pornographic, illegal, or illicit material.

Samples of "Acceptable Use Policies" and "Student Technology Contracts" can be found on the NAD Education website under TDEC resources.

S-420 Student Fund-Raising Projects

Student fund-raising projects are to be coordinated with school administration. All monies must be processed through the school financial statements to ensure fiscal responsibility.

S-422 Student Wage Rates

All student wages, hours, and working conditions are to comply with provincial and federal laws.

Employment

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E-100 – General Employment Policies and Guidelines

E-102 Employment and Personnel Policies

The responsibility for creating and amending general employment and personnel policies for K-12 educational employees resides with the Seventh-day Adventist Church in Canada Board of Education, subject always to local employment laws. The conference is the employer and conference boards of education and local Board of Education are responsible for implementing these policies and adhering to local laws.

E-104 Inherent Authority

1. The conference Board of Education derives its authority from the conference board of directors. To ensure the effective and orderly operation of the schools within the conference, the conference Board of Education delegates selected functions to school boards.
 2. Although the conference Board of Education delegates selected functions for the operation of schools to school boards, it cannot divest itself of its inherent legal obligations. Because the conference legally owns and operates schools and are therefore responsible for actions taken by the local school boards, it is required that there be close co-operation between the school boards and the conference Board of Education in the operation of schools and in all actions taken regarding school personnel.
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E-106 Employer

1. The employer for all employees is the relevant conference or Kingsway College, as the case may be. Employment assignment, transfer, retirement, non-renewal of contract, or dismissal of personnel shall be affected by authority of the conference board of directors unless that authority has been delegated to the conference Board of Education. At KC the authority resides with its governing board.
2. The **conference superintendent** of education, in consultation with the school boards, shall make recommendations to the conference Board of Education, or respective governing boards on matters relating to the employment of personnel.

The Kingsway College president shall, in consultation with its governing board make decisions on matters related to employment of personnel.

Note: The school board may only discuss personnel when in camera, and when a conference superintendent or conference officer is present.

E-108 Criminal Background Check

All employees and volunteers must have clear federal and provincial criminal background checks with respect to vulnerable sectors and without prior relevant criminal code convictions. It is the employing organizations responsibility to ensure all employees and volunteers have current clearances in accordance with governing legislations and regulations. Further, all programs that involve employees and/or volunteers shall be conducted in accordance with applicable legislation and regulations.

E-110 Conditions of Employment

The SDA Church in Canada Office of Education wishes to attract and retain highly qualified personnel for schools across Canada. Personnel selection by the relevant employing entity should be based on an assessment of the following and other relevant qualifications: character, church status, aptitude, education,

training, experience, ability, integrity, adaptability, and physical ability to perform job functions (with any required accommodations).

1. Church Membership

Employees shall be baptized, tithe-paying members in regular standing of the Seventh-day Adventist Church, providing a positive Christian role model that inspires in students a life of faith, wisdom, and service.

2. Church Teachings and Christian Lifestyle

Employees will adhere to the Bible-based teachings and Church standards and exemplify a commitment to the teachings and beliefs of the Seventh-day Adventist Church in their personal conduct and in all facets of their lives. (E 03)

3. Professional Standards

Employees will demonstrate the highest professional and ethical standards in integrity, confidentiality, work performance, loyalty, and cooperation's.

4. Commitment

Unreserved commitment and fidelity to Christian service for all employees and to commissioning or ordination calling for ministers and educators.

5. Conflicting Interests

Employees will not allow themselves to have a conflict of interests with their employer, including with respect to any outside enterprise that could result in a conflict of interest or a failure of the employee to be able to meet all of the obligations and duties of the employee's employment.

6. Prescribed Procedures

Employees will follow prescribed procedures for resolving conflicts, disputes, complaints, and grievances.

7. Certification/Licensure

Instructional employees shall hold a valid denominational certificate with endorsement(s) for the position(s) held. (The requirements are detailed in the current edition of the *NAD K-12 Educators' Certification Manual*. Some non-instructional positions may require a specific credential or license. In such cases, it is the employee's responsibility to ensure that s/he maintains such credentials.

E-112 Professional Ethics

The NAD Teacher and Leadership Standards serve to describe a common vision for leading, teaching, and learning in Adventist schools within the context of the Adventist worldview. Specific indicators for each standard can be found in the *NAD K-12 Teacher Standards (2017)* and *K-12 Leadership Standards (2017)*.

1. **Philosophy and Mission:** The teacher understands and makes visible the Seventh-day Adventist worldview and the school's philosophy and mission in the learning environment. In addition, educational leaders ensure the development, articulation, implementation, and stewardship of a shared learner-centered vision.
2. **Curriculum:** The teacher understands the spiritual, mental, physical, social, and emotional development of students and designs developmentally appropriate and meaningful learning experiences, preparing them for this world and for eternity. Educational leaders promote and support robust and meaningful curricula to assist teachers in meeting this standard.

3. Instruction: The teacher aligns the instructional program with **curriculum** design and assessment practices and provides a variety of meaningful learning experiences consistent with the school's learning goals. Educational leaders support teachers in such a **curriculum** design that actively engages learners.
4. Assessment: The teacher understands and uses assessment data to inform changes in **curriculum** and instruction that support learning outcomes. In addition, educational leaders use various assessment data to identify clear and measurable goals, to assess organizational effectiveness, and to promote learning.
5. Sustainable Leadership: The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning. Educational leaders act ethically according to professional norms and ensures the effective and successful operation of the organization.
6. School Environment/Organizational Culture: The teacher creates a learning environment that supports learner outcomes that are in alignment with the school's mission and goals. In addition, educational leaders design and maintain an organizational climate and culture that supports the organization's mission and goals.
7. Professional Learning: The teacher engages in ongoing **professional learning** and uses evidence to continually evaluate practice, particularly the effects of choices and actions on others, and adapts practice to meet the needs of each learner. In addition, educational leaders collaborate with colleagues to develop the professional capacity of all school personnel.
8. Communication and Collaboration: The teacher communicates and collaborates with constituency, learners, families, colleagues and other school professionals, and community members to ensure learner outcomes. In addition, educational leaders foster communication and collaboration among the school, constituency, and community.
9. Reflective Practice/School Improvement: The teacher engages in self-reflective practices to assess their performance, knowledge, and disposition for continuous improvement of teaching and learning outcomes. In addition, educational leaders act as the agents of continuous school improvement.

E-114 Conflicting Activities

An employee shall not engage in any business or activity, either denominational or extra-denominational which infringes on the time and efficiency of the work for which the employee has been employed or that interferes with or undermines the employee's ability to diligently and faithfully perform the duties of the employee's position.

E-116 Contract of Employment

1. Definition

Contract of employment means an agreement, in writing, entered into by an employee and the employing organization, setting out the term of employment including but not limited to: **remuneration**, job description, length of the term, **employment status**, and general duties to be performed by the employee.

2. At the time of initial hiring, a **contract of employment** will be offered to the prospective employee by the employer. Before the prospective employee is hired, this **contract of employment** must be signed by the prospective employee. The SDACC Office of Education encourages all employers to include a clause in any employment offer and in the **contract of employment** indicating that the prospective employee is not hired until an original fully executed **contract of employment** has been provided to the employer.

3. Certificated employee may not be required to sign subsequent contracts unless they are returning after a leave of absence, changing job description (e.g., transitioning from being a teacher to a **principal**), or there has been some other change in their **employment status** (such as being placed on probation.).
4. Continuance: The employer, after consultation with the **principal**, school board, and employee, will provide the employee, in writing, preferably on or before June 1, notification of status, **remuneration**, assignment, location, and other relevant information. This updated terms of employment must be signed annually by both the employer and employee. A fully executed original should be placed in the employee file not later than July 1.

E-118 Employee Service Records

An up-to-date **service record** must be maintained for each employee on the approved form. This permanent record is maintained by the employing organization. A copy of the employee's **service record** shall be given to the employee every two (2) years or more frequently on request of the employee.

E-120 Labour Laws and Work Permits

Compliance with applicable employment statutes and regulations is required.

E-122 Non-discrimination

For Seventh-day Adventists the free exercise of religion includes the right to operate educational institutions that are distinctively Seventh-day Adventist. The creation and maintenance of such institutions requires that they be staffed only by those individuals who are in complete harmony with the beliefs and practices of the SDA Church. Hence, in the employment of personnel for its educational institutions one of the occupational qualifications for any position is that the individual must be a Seventh-day Adventist member in regular standing and committed to the beliefs and practices of the SDA Church.

E-124 Sexual Misconduct in Church Relationships Involving Denominational Employees, Approved Volunteers or Endorsed Chaplains – Model Procedures (Adapted from the NAD Working Policy, E 87)

All NAD Working Policy is subject to Canadian law and any matters dealt with that are set out in the following material must be in consultation with Canadian legal counsel.

Introduction

1. *Appearances of Wrongdoing*--Denominational employees, volunteers, and endorsed chaplains shall exemplify a Christ like life and avoid all appearances of wrongdoing. They must not engage in behaviour that is harmful to themselves or others. Denominational employees, volunteers, and endorsed chaplains should respect every individual. To do otherwise is not consistent with the Christian life.
2. *Violations of Christian Principles*--Sexual Misconduct is a violation of Christian principles. Sexual Misconduct is never condoned by the Seventh-day Adventist Church. Denominational employees, volunteers, and endorsed chaplains are entrusted with sacred responsibilities which include refraining from Sexual Misconduct. It is expected that persons functioning in these roles will not engage in such behaviour.
3. *Improper Actions Compromise the Church and Its Message*--The Church and its message are compromised by improper actions of employees, volunteers, and endorsed chaplains. Church

organizations seek to respond to situations where the fitness of a person for service to the Church is called into question due to accusations of Sexual Misconduct. Church organizations also seek to advance the healing and integrity of all persons influenced by its ministry.

Purpose

1. *Model Procedures*--The purpose of this policy is to provide model procedures for use by church entities that respond effectively to allegations of Sexual Misconduct against denominational employees and volunteers. The North American Division strongly recommends that all local conferences, union conferences, educational, and health care institutions, and all other North American Division church-related entities and boards establish procedures to address Sexual Misconduct. **The employing organization has the discretion to vary these model procedures in specific circumstances upon obtaining advice of legal counsel. Any significant variances in these procedures should be communicated to involved parties at the time.**
2. *Implementation*--Organizations which adopt or decide to implement these procedures, with or without variation shall inform those responsible regarding the implementation of such procedures. These organizations shall also take reasonable steps to inform members, denominational employees, volunteers, endorsed chaplains, students, and others of these procedures. All church organizations must determine and comply with the abuse reporting requirements of their state or province. If government agencies or authorities become involved in allegations pertaining to Sexual Misconduct, all individuals are reminded of their duty to cooperate.
3. *Policy Limitations*--This policy is not intended to supersede any conflicting provisions in existing personnel policies, valid contracts, or any provisions of the *Seventh-day Adventist Church Manual*. In the event of any such conflict, the organization or entity enacting procedures to address Sexual Misconduct should consult legal counsel to eliminate the conflict.
4. *Unusual Situations*--Further, this policy will not address every Sexual Misconduct situation that may arise in a given territory. It is expected that the officials of North American Division entities using these procedures will consult their attorneys, **executive committees**, and boards when an area of conflict arises that is not specifically addressed in these procedures or where these procedures may not be appropriate in specific circumstances for any reason, in the discretion of the employing entity.

Definitions

1. *Accuser*

Any person, regardless of church membership, alleging Sexual Misconduct by a denominational employee, volunteer, or endorsed chaplain of a local entity or administration. An Accuser may also be a minor's parent or guardian, or any other representative recognized by the Sexual Ethics Committee (SEC), or the legal representative of an incompetent adult.

2. *Accused*

A denominational employee, volunteer or endorsed chaplain who is alleged to have committed Sexual Misconduct while in the course and scope of his/her employment or volunteer status.

3. *Administration*

The Executive Officers of the Local Entity, also referred to as the Designated Officers.

4. *Church*

For this policy, "church" means the local conference, union conference, or the North American Division, of which the employing or appointing entity or organization is a part.

5. *Concerned Care Practitioner Pool (CCPP)*

A group of Concerned Care Practitioners in a local conference or union conference of the North American Division of the General Conference of Seventh-day Adventists.

6. *Concerned Care Practitioners (CPPs)*

Trained professionals in the areas of theology, counselling, psychology, or other related disciplines, who will assist in the process of hearing a complaint. A Concerned Care Practitioner shall serve as an intermediary between the Accuser and the Executive Officers/Administration for the purpose of fact gathering in situations where an Accuser cannot or will not approach the Executive Officers/Administration at the local level.

7. *Denominational Employee*

Any individual who is employed by a Local Entity.

8. *Designated Officers*

The Executive Officers at the local conference, union conference, institution or North American Division of which the employing or appointing organization or entity is a part, who is responsible for initiating the procedures set forth in this policy, generally the two or three Executive Officers (i.e., President, Executive Secretary, and Treasurer/Chief Financial Officer), whichever is applicable, unless one or more of the Officers is the Accused, in which case it shall generally be the Executive Officers of the next larger administrative body, or in the case of an institution, the Chair, Vice-Chair and a board member selected by the Board of the institution. The Designated Officers shall have the authority to delegate tasks in the procedures of this policy.

9. *Discipline Committee*

The group responsible for the discipline of church employees or Volunteers. The Discipline Committee will normally be determined by the organization's Executive Officers.

10. *Endorsed Chaplain*

A person who is a duty-licensed/credentialed minister of the Church with ecclesiastical appointment to serve as a chaplain.

11. *Incompetent Person*

A person, who because of health, age, or mental capacity, is legally unable to consent.

12. *Local Entity*

The entity at which the alleged act(s) of Sexual Misconduct occurred.

13. *Member Entity*

An entity listed in the Seventh-day Adventist *Yearbook* as a member of the North American Division of the General Conference of Seventh-day Adventists.

14. *Perpetrator*

An Accused who is determined by the Sexual Ethics Committee (SEC) to have committed Sexual Misconduct.

15. *Response*

A written document(s) prepared by the Accused detailing his/her response to the allegation(s) of Sexual Misconduct.

16. *Sexual Ethics Committee (SEC)*

The committee that is appointed from the Sexual Ethics Pool (SEP) by the Designated Officers to consider complaints. The committee may be between one and five people, as determined by the Designated Officers.

17. *Sexual Ethics Committee Chair (SEC Chair)*

A member of the Sexual Ethics Committee, appointed by the Designated Officers to assume administrative responsibilities for the Sexual Ethics Committee as necessary.

18. *Sexual Ethics Pool (SEP)*

A group comprised of qualified appointees, from which Sexual Ethics Committees are selected as needed. (See Selection of Sexual Ethics Pool in E 87 25 of the NAD *Working Policy*).

19. *Sexual Harassment*

Any unwelcomed sexual advance, request for sexual favours, and/or other verbal or physical conduct, which may include, but is not limited to sexually suggestive comments or jokes, crude language, and unwelcomed physical contact which is of a sexual nature:

- a. Made either explicitly or implicitly a condition of employment or volunteer relationship;
- b. Used as a basis for affecting those relationships; and/or
- c. Creates an intimidating, hostile, and/or offensive environment.

20. *Sexual Misconduct*

Improper sexual behaviour including any of the following:

- a. Actual or attempted sexual contact with a minor or with any person where there exists a relationship with inequality of power;
- b. Actual or attempted rape or sexual contact by force, threat, or intimidation;
- c. Criminal behaviour of a sexual nature.
- d. Possession, manufacture, distribution or access with intent to view child pornography.

21. *Submission*

A written document(s) prepared by the Accuser detailing the allegations of Sexual Misconduct.

22. *Accuser*

An Accuser becomes a Victim when in consultation with the three Executive Officers or the Concerned Care Practitioner and the investigation has been concluded and the Designated Officers have determined that the Accused has committed Sexual Misconduct.

23. *Victim*

An individual whose allegation(s) of Sexual Misconduct has been determined by the Executive Officers/Administration or the Sexual Ethics Committee (SEC) to more likely to be true than untrue.

24. *Volunteer*

Any individual whose labour or service is requested by and donated to the Church, and who is under

the Church's direction or supervision. The existence of a monetary stipend for reimbursement of expenses does not negate Volunteer status.

Guiding Principles and Concepts Underlying the Development of this Policy

1. *Serious Treatment of Accusations*

All accusations of Sexual Misconduct shall be taken seriously. No accusation shall be dismissed without a response, and all shall be processed in a timely manner. The Accused and the Accuser shall be treated with respect.

2. *Paths for Review*

The Accuser may bring his/her allegations of Sexual Misconduct to the attention of the Executive Officers of the Local Entity or to the attention of the organizational Concerned Care Practitioner.

3. *Presumptions*

The filing or failure to file a complaint or denial shall not be deemed to be conclusive evidence of any issue but may be considered as part of the evidence received by the Concerned Care Practitioner or the Designated Officers.

4. *Protection of All Involved*

The confidentiality of those involved, including the Accused and the Accused's family, the Accuser and the Accuser's family, shall be respected.

5. *Discipline*

A denominational employee, volunteer, or endorsed chaplain who has engaged in Sexual Misconduct is subject to discipline as outlined in the North American Division *Working Policy, Seventh-day Adventist Church Manual*, applicable personnel policies, or employment contracts.

6. *Expenses*

The expenses incurred to implement this policy should usually be borne by agreement between church entities. The goal of this policy is the protection of the members, the employees, and the mission of the church; therefore, a primary beneficiary of these procedures is the overall church and its members.

7. *Unbiased Considerations*

To protect the integrity of the proceedings outlined in this policy, the Designated Officers and the members of the Sexual Ethics Committee (SEC) shall be free of actual or apparent bias, prejudice, predisposition or conflict of interest that may be material to the issues, proceedings, or individuals involved. Any of these individuals who are or appear to be biased, prejudiced, predisposed or have a conflict of interest, shall be replaced or excluded from appointment. The Discipline Committee should also be free of actual or apparent bias, prejudice, predisposition or conflict of interest that may be material to the issues, proceedings, or individuals involved.

8. *Local Entity Issue*

It shall be the recommendation of the North American Division that member entities address issues involving Sexual Misconduct. Such review and discussion should involve procedures in which an Accuser can state the nature and facts that constitute the accusation sufficiently to allow for an examination of the accusation and appropriate action, if factually supported. Such review and discussion may be formal or informal, but it should involve the Executive Officers.

9. *Role of the Concerned Care Practitioners (CCP)*

In situations where the Accuser feels uncomfortable in expressing his/her concerns to the Executive Officers/Administration at the Local Entity or the Accuser will not communicate directly with the Executive Officers/Administration, due to conflict of interest or other unforeseen issues, it shall be the recommendation of the other unforeseen issues, it shall be the recommendation of the North American Division that a Concerned Care Practitioner (CCP) be made available to the Accuser. Such Concerned Care Practitioner (CCP) shall have a limited role. The function of the Concerned Care Practitioner (CCP) shall be to gather facts from the Accuser and present such facts to the Executive Officers/Administration. The Concerned Care Practitioner (CCP) may be asked to maintain a role throughout any follow up investigation by the Executive Officers/Administration, where applicable, to assist in formulating questions or on any follow up questions that the Executive Officers/Administration may have to assist in resolution.

The Concerned Care Practitioner (CCP) shall not render advice on actions to be considered or conduct an investigation outside fact gathering from the Accuser. The Concerned Care Practitioner (CCP) shall agree to keep the issues revealed through the role of Concerned Care Practitioner (CCP) confidential to the extent permitted by law.

Usually, the Concerned Care Practitioner (CCP) will personally meet with the Accuser and listen to the allegations. The Concerned Care Practitioner (CCP) may ask for written account of the allegations beyond the Submission. Once the Concerned Care Practitioner (CCP) has completed the fact finding, he or she shall report to the Executive Officers/Administration. Such report may be in writing or it may be verbal at the Executive Officers/Administrations' sole discretion.

The Concerned Care Practitioner (CCP) shall advise the Accuser that while the Concerned Care Practitioner (CCP) shall endeavour to respect the Accuser's privacy, the facts revealed shall be reported to the Executive Officers/Administration. The Concerned Care Practitioner (CCP) shall advise the Accuser that copies of any documents prepared or submitted shall be shared with the Executive Officers/Administration.

The Concerned Care Practitioner (CCP) shall advise the Accuser that the Concerned Care Practitioner (CCP) is not an advocate and that there is no counselor/counselee relationship established by their relationship. The relationship is simply for the purpose of fact gathering by a neutral third party removed from the Executive Officers/Administration and such facts gathered shall be reported to the Executive Officers/Administration.

Once the Concerned Care Practitioner (CCP) has completed the fact gathering task, the Concerned Care Practitioner (CCP) shall report to the Executive Officers/Administration in a timely fashion and consistent with this policy. The Concerned Care Practitioner (CCP) shall thereafter, have no involvement in subsequent actions by the Executive Officers/Administration unless asked to provide additional assistance solely by the Executive Officers/Administration.

Selection of Concerned Care Practitioners Pool (CCPP)

1. The Concerned Care Practitioners Pool (CCPP) shall be selected by the local conference, union conference, or division **executive committee** and to the extent practicable, reflect the diversity of members. In small rural areas where a Concerned Care Practitioners Pool (CCPP) may not have sufficient members from which to select a pool, the next larger organization should be considered to provide assistance.

2. *Members Qualifications*

Members selected to serve on the Concerned Care Practitioners Pool (CCPP) shall:

- a. Be members of a local congregation in regular standing;
- b. Be free of predisposition, bias or conflict of interest that may be material to the proceedings or issues involved; and
- c. Have knowledge of the subject or Sexual Misconduct.

3. *Confidentiality Agreement*

Confidentiality of the Concerned Care Practitioners Pool (CCPP) is of utmost importance. Each member of the Concerned Care Practitioners Pool (CCPP) shall sign a confidentiality agreement from the entity where he/she is serving to ensure that the member understands the duty, extent, and nature of confidentiality.

4. *Indemnification Letter*

Each member of the Concerned Care Practitioners Pool (CCPP) shall receive an indemnification letter from the entity where he/she is serving, holding him/her harmless from suits that may arise from that service.

Procedures for the Concerned Care Practitioners (CCPs)

1. Once the Executive Officers/Administration at the local level becomes aware of an allegation of Sexual Misconduct, they shall notify the Accuser of his or her option to present the details of the accusation to the Executive Officers/Administration or to meet with a Concerned Care Practitioner (CCP) who shall, thereafter, present the facts discovered to the Executive Officers/Administration of the Local Entity.
2. The Accuser shall within ten (10) business days, elect either the Executive Officers/Administration or a Concerned Care Practitioner (CCP) for communication purposes. Election shall be in writing to the Executive Officers/Administration. If no election is made, the Executive Officers/Administration will assume that the Officers/Administration and the Concerned Care Practitioner (CCP) shall not be made available. A list of three members from the Concerned Care Practitioners Pool (CCPP) shall be provided to the Accuser from which to select. If a Concerned Care Practitioner (CCP) is elected, the Executive Officers/Administration shall assign the matter to a member of the Concerned Care Practitioners Pool (CCPP). Such assignment shall include a copy of the written submission. It may include a summary of the problem prepared by the Executive Officers/Administration as well.
3. Once the Accuser makes his or her election, the Accuser shall submit a Submission of the facts supporting the accusation. The Accuser shall be advised that the Submission is not confidential and may be shared with interested parties. The Accuser shall be advised that a Submission is required.
4. If a Concerned Care Practitioner (CCP) is elected, the Accuser shall meet with the Concerned Care Practitioner (CCP) to further explain the content of the Submission or answer any questions the Concerned Care Practitioner (CCP) may have. The Concerned Care Practitioner (CCP) will, thereafter report the facts to the Executive Officers/Administration may inquire into additional facts, but shall not contact the Accuser, except through the Concerned Care Practitioner (CCP). Moreover, the Concerned Care Practitioner (CCP) shall not conduct an investigation beyond contact with the Accuser.
5. If the Accuser elects to work with the Executive Officers/Administration, the Executive Officers/Administration shall read the Submission and meet with the Accuser. Thereafter, additional investigation may take place where appropriate including following up with the Accuser.
6. Once the investigation, if any, is complete, the Executive Officers/Administration will make a determination of findings based on the strength of the facts discovered and the nature of such facts. Any such action, such as employee discipline, shall conform to the relevant policies and processes of the Local Entity.
7. The Accuser shall agree to hold the Concerned Care Practitioner (CCP) harmless from any and all liability.
8. If the Executive Officers/Administration, after attempting to address the issue of Sexual Misconduct at the Local Entity, believes that the issue remains unresolved, then the Executive Officers/Administration, in its sole discretion may engage a Sexual Ethics Committee (SEC) as set

forth in NAD *Working Policy* E 87, beginning with the selection of the organizations Sexual Ethics Pool (SEP) if one has not already been selected.

Selection of Sexual Ethics Pool (SEP)

1. If deemed necessary, by the Designated Officers, the Sexual Ethics Pool (SEP) shall be selected by the local conference, union conference, or division **executive committee** and to the extent practicable, reflect the diversity of members.
2. *Members Qualifications*--Members selected to serve on the Sexual Ethics Pool (SEP) shall:
 - a. Be members of a Seventh-day Adventists congregation in regular standing;
 - b. Be free of predisposition, bias or conflict of interest that may be material to the proceedings or issues involved; and
 - c. Have knowledge of the subject of Sexual Misconduct.
3. *Confidentiality Agreement*—Confidentiality of the Sexual Ethics Pool (SEP) is of utmost importance. Each member of the Sexual Ethics Pool (SEP) shall sign a confidentiality agreement from the entity where he/she is serving to ensure that the member understands the duty, extent, and nature of confidentiality.
4. *Indemnification Letter*--Each member of the Sexual Ethics Committee (SEC) shall receive an indemnification letter from the entity where he/she is serving, holding him/her harmless from suits that may arise from that service.

Preliminary Process for a Sexual Ethics Committee (SEC)

1. *Activate the Process*--Upon receiving a report or learning of alleged Sexual Misconduct by an employee, volunteer or endorsed chaplain, the Accused's immediate supervisor or chief administrative officers of the institution or entity involved shall activate the appropriate process as outlined, if other attempts at resolution have not been successful:
 - a. For allegations, suspicions, or knowledge of Sexual Misconduct (abuse) involving a child:
 - (1) Notify the Designated Officers of the report or knowledge; and
 - (2) Immediately report all allegations or knowledge of Sexual Misconduct/abuse involving a child to local authorities as necessary to comply with applicable child abuse reporting statutes, and to **Adventist Risk Management**, Inc. and applicable liability insurance carriers;
 - (3) Inform the individual of the accusation, allegation, or suspicion of child sexual abuse; and an appropriate individual may be made available to the Accused early on in the process to serve as an interpreter of the process. This appropriate individual shall explain to the Accused the process to be followed in the response to the complaint.
 - (4) Review E 87 50-4, *Response in Situations Involving Minors* in the NAD *Working Policy*, for more information regarding situations involving minors. (See E 87 10-2, *Implementation* in the NAD *Working Policy* for information on cooperation with government agencies and authorities).
 - b. For child Sexual Misconduct alleged to have taken place in prior years when the Accuser was a minor.
 - c. For Sexual Misconduct alleged to have taken place when the Accuser and Accused are adults. In a, b, and c, complaints should be lodged with and addressed by the organization where the employee/volunteer currently serves.

2. *Integrity of the Affected Entities*--The Designated Officers shall take steps to maintain the integrity of the affected institution or entity and those involved in the dispute. This may include recommending to the disciplinary body that the Accused be placed on **administrative leave** with pay and without prejudice, or that a Volunteer be prohibited from carrying on his/her volunteer duties. Under such circumstances, the Accused shall not engage in any church-related duties until the investigation has been concluded and findings have been issued. Other prudent courses of action must also be considered.
3. *Meet With the Accuser*--When notified, the Designated Officers shall immediately convene a meeting with the Accuser to:

- a. Hear the allegations.
- b. Request the Accuser to file a written complaint which shall include the name of the Accused, details including the date(s), place(s), nature of the offense(s), and verification by the Accuser. The complaint shall be verified as follows:

I, _____, do verify and affirm that the within factual accusations of Sexual Misconduct are true and correct to the best of my knowledge.

Dated this _____ of _____, 20____,

At _____
(City)

(State or Province)

(Signature of Accuser)

(Signature of Designated Officer/Administrator)

- c. Inform the Accuser that the facts gathered from the written complaint and/or verbal statements, and his/her name will be disclosed in discussion with the Accused.
- d. Request the Accuser to appear before the Sexual Ethics Committee (SEC), if applicable, and
- e. Explain to the Accuser the process to be followed in response to the complaint and provide a copy of this policy.
- f. Report the initiation of these proceedings:
 - (5) For an Accused employee, to the Accused's employing entity or organization and the local conference, union conference, or the North American Division of which it is a part; or
 - (6) For a Volunteer, to the Accused's appointing organization and the church board of the congregation of which the Volunteer is a member.
 - (7) For an Endorsed Chaplain: to the Accused's endorsing office, Adventist Chaplaincy Ministries.
- g. Explain to the Accuser that if the Accuser at any time chooses not to participate, the process shall continue if there appears to be sufficient evidence to believe that an act of Sexual Misconduct may have occurred.

4. *Meet With the Accused*--As soon as practicable, the Designated Officers shall convene a meeting with the Accused to:
 - a. Discuss the allegations made in the verified written complaint.
 - b. Explain to the Accused the process to be followed in response to the complaint and provide a copy of this policy; and
 - c. Request that the Accused submit a verified written Response to the complaint and discuss with the Designated Officers any additional verbal response the Accused may wish to have considered. The written Response shall be verified as follows:

I, _____, do verify and affirm that the within factual statements and denials set forth in this answer are true and correct to the best of my knowledge.

Dated this _____ of _____, 20____,

At _____
(City)

(State or Province)

(Signature of Accused)

(Signature of Designated Officer/Administration)

- d. After meeting with the Accused, the Designated Officers shall review all of the facts and issue a decision (such as in a case where the facts are not disputed by the Accused), or if necessary, begin the process of selecting the five-member Sexual Ethics Committee (SEC).
5. *Investigative Process Omitted*--Should the Designated Officers alone, or in consultation with the organizations' administrative leadership or with the selected Sexual Ethics Committee (SEC) members and the concurrence of a majority of those members, determine that the allegations of the Accuser are of a nature that could be best resolved between the parties, and there is no factual dispute, then the investigative process may be omitted, provided the Accuser, Accused, and the applicable disciplinary body agree. The notification procedure contained in the decision process, and the disciplinary process, shall be followed as necessary. Should this process not be successful, the matter shall be referred back to the Designated Officers, who shall then initiate the investigative process.

Investigative Process

The Sexual Ethics Committee (SEC), meeting as a group only, may be enlisted to investigate the allegations through information and documentation from the Accuser, the Accused, and other appropriate sources. At its discretion, the Sexual Ethics Committee (SEC) may meet with parties and witnesses, receive and consider written documents, photographs, and other relevant materials; consider any court or administrative proceedings, including criminal convictions and pleas; and may determine the manner and form in which such evidence is received. Because these proceedings are administrative in nature, if the Sexual Ethics Committee (SEC) is involved, it shall have complete control over the hearing format including whether cross-examination of parties will be prohibited, and what evidence will be admitted.

1. *Convene Meeting of All Parties*--After reviewing the verified written complaint (Submission) of the Accuser and the Response of the Accused, the Sexual Ethics Committee (SEC) may convene a meeting of the parties to gather information to determine whether the factual allegations as set forth in the verified written complaint were more likely to be true than untrue.

- a. The parties may bring other persons who have knowledge of the allegations and who may provide statements under oath. The Sexual Ethics Committee (SEC) may hear and consider the allegations and receive any such additional evidence necessary to support or defeat the verified written complaint. Written statements if requested from either party, should have notarized signatures, as provided for in the written complaint and denial.
 - b. Members of the Sexual Ethics Committee (SEC) may ask questions as necessary. The Sexual Ethics Committee (SEC) may, upon a determination of good cause, prohibit cross-examination of parties or witnesses. If cross-examination is not allowed, the Sexual Ethics Committee (SEC) may accept written questions from the Accused or Accuser, and the Sexual Ethics Committee (SEC) may question the party(ies) or witness(es) protected from cross-examination.
2. *Attendance at Meeting of Sexual Ethics Committee (SEC)*--Once the Sexual Ethics Committee (SEC) is convened by the Executive Officers/Administration to take jurisdiction over a case, the Sexual Ethics Committee (SEC) members, the Accuser, the Accused, as well as the parents/guardians, or legal representatives of a minor or an incompetent adult, and with permission of the Sexual Ethics Committee (SEC), qualified therapists of the Accuser and/or the Accused, or legal counsel of the Accuser or the Accused, may attend the Sexual Ethics Committee (SEC) meetings. Any other individuals may attend only upon invitation of the Sexual Ethics Committee (SEC) consent of both parties, or while giving testimony or providing other evidence. The Sexual Ethics Committee (SEC) may seek counsel and advice from therapists, attorneys, or any other experts to assist the Sexual Ethics Committee (SEC) in its investigation of the charges or administration of the proceedings.
 3. *Additional Meetings of Sexual Ethics Committee (SEC)*--The Sexual Ethics Committee (SEC) may convene additional meetings as may be necessary to fulfill its duties and responsibilities. Reasonable efforts will be made to provide notice to both the Accuser and the Accused of these meetings.
 4. *Witness Invitation or Recall*--The Sexual Ethics Committee (SEC) may invite or recall witnesses on its own initiative or at the request of the Accuser or the Accused as often as is necessary to determine the facts.
 5. *Recording of Sexual Ethics Committee (SEC) Meetings*--The Sexual Ethics Committee (SEC) meetings shall not be recorded by videotaping, audiotape recording, or the preparation of a verbatim transcript by a court reporter or stenographer.
 6. *Reporting of Verdict*--Upon any criminal disposition adverse to the Accused, whether by verdict or pleas of guilt or no contest, of charges based upon Sexual Misconduct, the Sexual Ethics Committee (SEC) shall presume the allegations involving the disposition substantiated and the Designated Officers shall report the finding to the disciplinary body for appropriate disciplinary action. A finding of not guilty in the criminal court will not of itself affect the process, findings, or disposition under this policy.
 7. *Uncooperative Accuser*--If the Accuser at any time chooses not to cooperate, the process shall continue if there appears to be sufficient evidence to believe that an act of Sexual Misconduct may have occurred.
 8. *Resignation of Volunteer*--If the Accused Volunteer chooses to resign his/her membership and volunteer position, the Sexual Ethics Committee (SEC) shall consult with and seek the advice of an attorney regarding legal issues concerning continued disciplinary action against the Volunteer.

Decision Process

If it is determined that the Sexual Ethics Committee (SEC) needs to hear a case, it shall then determine whether the charges contained in the Accuser's complaint are supported by evidence showing that the charges are more likely than not to be true. Unless otherwise agreed to by the parties in writing, if applicable, the Sexual Ethics Committee (SEC) shall issue a finding within thirty (30) business days from the date of the final hearing.

Sexual Ethics Committee (SEC) Actions--Based upon its conclusion; the Sexual Ethics Committee (SEC) shall take one of the following actions:

1. If the allegations of Sexual Misconduct are found to be more likely untrue than true, no further investigatory action shall take place, and reasonable efforts shall be made to exonerate the Accused and clear his/her name, including placing the Designated Officers' or the Sexual Ethics Committees' (SEC) findings in the Accused's personnel file, if applicable. These findings may also be placed in the Accuser's records as appropriate. The Sexual Ethics Committee (SEC) and the Designated Officers shall communicate and explain the Sexual Ethics Committee (SEC) findings with the Accuser and the Accused, separately. All entities or organizations which were notified of the initiation of these proceedings, shall also be notified of the Sexual Ethics Committee (SEC) findings to the satisfaction of the Sexual Ethics Committee (SEC) in consultation with the Accused.
2. If the allegations of Sexual Misconduct are found to be more likely true than not, the Sexual Ethics Committee (SEC) shall report its findings to the Designated Officers, who shall then relay the findings to the appropriate disciplinary body. Upon request, the Sexual Ethics Committee (SEC) may make its members available to meet with the Discipline Committee. All entities and organizations which were notified of the initiation of these proceedings, shall also be notified of the Sexual Ethics Committee (SEC) findings.

Disciplinary Process

1. *Factors to Consider*--The Discipline Committee shall consider the following factors in determining the appropriate discipline:
 - a. Severity of the offense(s).
 - b. Frequency of the offense(s).
 - c. Severity of the injury(ies).
 - d. Number, age(s), and gender of victim(s).
 - e. Attitude of the Perpetrator (Is he/she contrite?).
 - f. Duration of the injury(ies); and
 - g. Nature of the relationship between the parties.
2. *Discipline May Include*--Based upon these factors, discipline shall be imposed, and may include one or more of the following:
 - a. Educative warning.
 - b. Written reprimand.
 - c. Public censure.
 - d. Mandatory counselling.
 - e. **Suspension** and/or
 - f. **Termination of employment** or volunteer relationships.
 - g. Revocation of endorsement and withdrawal of credentials and/or **certification** (see section 1.4.2 and 4.10 in *K-12 Educator's Certification Manual*)
 - h. Require that the Perpetrator reimburse the expenses incurred by the parties or the Sexual Ethics Committee (SEC), or

- i. Any other discipline determined to be appropriate by the Discipline Committee.
3. *Discipline Committee to Communicate with All Parties*--The Discipline Committee or its designated representative(s) will communicate with the Victim(s) and the Perpetrator, separately, to explain the action(s) taken.
4. *Personnel File Record*--If the Perpetrator is an employee of a church entity, the Designated Officers shall ensure that notations have been placed in his/her personnel file that a complaint had been made, and that the findings of fact and the action taken by the Discipline Committee are placed in the personnel file.
5. *Volunteer Perpetrators*--If the Perpetrator is a Volunteer, the findings of fact and any action taken by the Discipline Committee or the Sexual Ethics Committee (SEC) shall be reported by the Designated Officers to the church entity or organization which appointed him/her as a Volunteer and to the church board and local conference in which he/she holds membership.
6. *Endorsed Chaplain*--If the perpetrator is an endorsed Chaplain, the findings of fact and any action taken by the Discipline Committee or the Sexual Ethics Committee (SEC) shall be reported by the Designated Officers to the Secretary of the North American Division in his role as Chairperson of the Credentials Committee and to the Chairperson of the North American Division Chaplaincy Ministries Committee.

Responses

Once the Discipline Committee has made its determination and decided upon the disciplinary action, the following steps shall be taken.

1. *Response to the Accused--The following appropriate responses to the Accused may take place:*
 - a. Implement Discipline Committee action.
 - b. Remove the Accused employee from service, if applicable.
 - c. Assuming continuation of employment is possible, require therapeutic counselling and/or treatment to be utilized in combination with any of the responses listed above. A therapist who is qualified to deal with Sexual Misconduct, and who is sensitive to issues of professional ethics, should be selected by the Accused and approved by the Designated Officers. Assistance shall be made available for the spouse and family where needed and approved. The therapy requirement shall be clearly communicated and monitored as appropriate.
 - d. For minor offenses where it is concluded that the Accused is sufficiently capable of effective service again, possible reinstatement of the Accused shall be dependent upon the recommendation(s) of the therapist, supervisor, and members of the Discipline Committee.
 - e. Limit the service of the Accused during the rehabilitation process and appoint a trained supervisor to monitor his/her duties. Any such rehabilitation plan needs to be approved by a qualified therapist to protect other potential Victims.
2. *Response to the Accuser(s)*
 - a. Advise the Accuser of the Discipline Committee action.
 - b. A list of qualified therapists shall be provided to the Accuser(s) to be utilized at his/her/their choice. While this does not imply financial responsibility on the part of the organization, financial support for this purpose may be offered without implying guilt.
3. *Response to the Congregation, Institution, or Church-related Entity*

- a. The Designated Officers shall relate the results of the hearing process and the action of the Discipline Committee to the conference, church, institution, or church-related entity to communicate the results of the hearing process. At this meeting special attention shall be given to the disciplinary action taken and its implications.
- b. A trained resource person shall be made available to assist the institution or congregation in whatever was necessary to address their concerns and to bring healing.

4. *Response in Situations Involving Minors*

- a. In the event that a complaint involves allegations of Sexual Misconduct with a minor, the person who receives the complaint is required by law to:
 - (8) Immediately report the suspicion of sexual abuse against a minor to the local law enforcement authority (i.e., district attorney, child protection services, etc.);
 - (9) Proceed with the investigation outlined in this policy.
- b. If charges are filed involving criminal acts against a minor and the Accused is prosecuted, two members of the Sexual Ethics Committee (SEC) may be assigned to monitor the trial proceedings and report regularly to the Sexual Ethics Committee (SEC).
- c. If the Accused is convicted in court of criminal charges against a minor, the Sexual Ethics Committee (SEC) or the Designated Officers shall recommend to the Discipline Committee removal from denominational employment or service.
- d. If the complainant does not choose to pursue a formal written complaint with the conference, the Designated Officers shall continue the investigation if there appears to be sufficient evidence that Sexual Misconduct has occurred such as to cause concern for the well-being of other minors.

Appeal

Because Sexual Misconduct policies are developed to make the process as fair and impartial as possible, the findings of the Sexual Ethics Committee (SEC) are considered final, resulting in no further **appeals** through the church.

Education and Prevention

The North American Division, in partnership with **Adventist Risk Management**, the General Conference Human Resources, and the General Conference Office of General Counsel, seeks to educate employees and volunteers that Sexual Misconduct is disapproved by the Church and violates the law of the land. To carry out this educational goal, the North American Division publishes this policy for its office and field, institutions, boards, and church-related entities and affiliates; develops appropriate instructions/standards for moral conduct and prevention of Sexual Misconduct; and endeavours to inform all employees, volunteers and members of the process of bringing a complaint of Sexual Misconduct.

The North American Division encourages the establishment of education and prevention programs in churches, schools, and other institutions. Lists containing names of employee and lay resource persons who have indicated that they can provide seminars, sermons, and educational programs may be obtained from the Office of Human Relations of the North American Division.

E-126 Harassment

(Based on the SDACC Adaptation of the NAD Policy E 84)

(Employer harassment policies take precedence)

Maintaining a Harassment-free Environment

Employers are morally and legally responsible for maintaining a harassment-free workplace

Accordingly, the employer shall take the following steps:

1. Develop a harassment policy and accompanying complaint procedure in accordance with governing legislation and regulations and this Harassment Policy section of the Education Code.
2. Designate an individual as a designated Conduct Officer, to whom complaints of harassment may be made in addition to the Superintendent of Education.
3. Employers shall take steps to educate employees that harassment violates the law and is strictly prohibited. Examples include in-service, posters in staff rooms, printed copies of policies.
4. Employers shall develop appropriate disciplinary response for misconduct including termination.
5. Each employee shall receive a copy of the harassment policy and complaint procedure.
6. Each employee shall provide their signature in exchange for receipt of the policy and complaint procedure. The signature indicating receipt of the policy shall be maintained in the employee's personnel file.
7. Employers shall inform employees of the process available to them for reporting complaints of harassment.

Note: Employees who make harassment complaints will not be subjected to retaliation by supervisors or co-workers. Employees may be disciplined for making malicious false complaints.

Employee Personal Conduct

Employees should not engage in behaviour that is harmful to themselves or others. Personal attire, posters, banners, bumper stickers, tags, flags, and other symbols whose message, historically or currently, is, or could reasonably be construed to be, one of prejudice, hate, or discrimination that is needlessly inflammatory or that is inconsistent with the religious teachings of the Seventh-day Adventist Church, must not be displayed anywhere on the premises of the Seventh-day Adventist Church in Canada or its organizations, or any location while employed by or while formally or informally representing the Seventh-day Adventist Church in any capacity. Employees should respect and uplift one another. Employees should never be placed in a position of embarrassment, harassment, ridicule, belittlement or disrespect. To do so would be a violation of God's law and civil laws protecting human rights and governing workplace conduct.

Depending on the facts, a confirmed incident of harassment may be grounds for immediate dismissal.

Sexual Harassment

Sexual harassment includes, but is not limited to: inappropriate sexual advances, requests for sexual favours, and any other inappropriate verbal, written, visual, or physical conduct or communication of a sexual nature, including but not limited to:

1. Statements of a sexual nature (e.g.; kidding, teasing, jokes, degrading or offensive sexual comments, sexual pranks).
2. Direct or indirect requests or pressure for inappropriate prolonged meetings with only two people present while diverting from work focus to that of a personal, romantic, or sexual nature.
3. Inappropriately insisting on the physical presence of a co-worker or subordinate in meetings during work or after work hours which cannot be justified for legitimate work reasons.
4. Direct or indirect pressure for sexual activity.
5. Inappropriate communication whether by word or look that would objectively be seen to be of a romantic or sexual nature.

6. Inappropriate touching of a sexual or abusive nature (e.g., patting, pinching, hugging, repeated brushing against another person's body).
7. Inappropriate communication that creates embarrassment or suggests an interest in sexual activity (e.g., looks, gestures, displaying sexually explicit images).
8. Suggestions, threats, or demands for sexual favours; and
9. Displays of sexually suggestive content, whether worn on person, displayed in offices, or on personal vehicles

Sexual harassment affects the work environment when any of the following takes place but is not limited to the list set out below:

1. Submission to or rejection of such conduct is made either explicitly or implicitly the basis of important work-related decisions, a term or condition of an employee's promotion, peaceful enjoyment of work-place premises, or employment;
2. Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment; and
3. Direct or indirect threats or suggestions are made that employment, future promotions, etc. or wages, depend upon whether or not the employee submits to sexual demands or tolerates harassment.

Other Forms of Harassment

Improper conduct by the employer, co-workers, or non-employees includes, but is not limited to:

1. Displays of a derogatory nature related to irrelevant personal characteristics whether worn on person, displayed in offices, or on personal vehicles.
2. Derogatory statements. (For example, kidding, teasing, degrading jokes or offensive comments or tricks).
3. Demeaning or degrading comments about an individual's personal characteristics, or person's loved ones or family.
4. Denying an employee, the opportunity to participate in training or education for inappropriate reasons related to personal characteristics.
5. Limiting opportunities for promotion, transfer or advancement for inappropriate reasons related to personal characteristics.
6. Requiring an employee to perform more difficult tasks or less desirable work assignments for no legitimate work purpose in order to cause discomfort or to force him/her to retire or resign from employment.

Procedures for handling harassment complaints

1. Reporting Incidents
 - a. Employees who believe that they have been harassed OR who are aware of incidents of harassment by supervisors, fellow employees, clients, or non-employees who are visiting the worksite, should immediately report the incident to a Conduct Officer. When a report is made to a non-designated person, it should not end there. There is an obligation on the person to whom the alleged harassment was communicated to report the alleged harassment to the Conduct Officer.

- b. After receiving an initial report of an alleged incident(s) of harassment, the Conduct Officer will draft a written statement describing the report and append a list of potential witnesses. The Conduct Officer will provide the draft description and list to the complainant for review and amend where necessary and then both the complainant and the Conduct Officer will sign and date the written statement.
- c. The employer reserves the right to pursue a complaint in appropriate circumstances if the complainant does not wish to pursue it.
- d. The Conduct Officer shall report the alleged harassment to the employing organization administration and shall also provide to them a copy of the written statement and list of potential witnesses. The Conduct Officer will not discuss the alleged harassment with any other individuals and should maintain the harassment complaint in confidence.
- e. The respondent must be given a copy of the written complaint with details of the allegations and provided an opportunity to submit a written response and a list of any witnesses;
- f. The Conduct Officer shall not take any further steps until directed by the superintendent.
- g. **The employing organization should seek legal counsel before taking any further steps in order to ensure that no outstanding legal obligations exist and to receive any guidance that may not be set out in governing policy and procedures. Each situation is different and there may be circumstances that the employing organization has not contemplated for which legal counsel is required**
- h. **Whenever there is potential for a claim arising out of a complaint of harassment in the workplace, the employing organization should inform Adventist Risk Management immediately and inquire as to whether there are any specific instructions from Adventist Risk Management. This is done to ensure that the employing organization will maintain its insurance coverage.**
- i. For the protection of an employee alleging harassment, it is advised that, outside of family, they share their experience only with safe people who have a legal obligation to confidentiality. Some safe people may include, but are not limited to: the Conduct Officer, administration in their employing organization, and mental health experts

Note: Where it has been confirmed that a report of alleged harassment was malicious, spiteful, false, or vindictive and the person(s) responsible for the report are employees, they will be subject to disciplinary action that may include termination.

2. Investigation

- a. All complaints of harassment shall be investigated by the Conduct Officer in accordance with a clear written direction to investigate by the employing organization and shall always be subject to the advice and guidance of Canadian legal counsel.
- b. An investigation will include confidential interviews with all involved persons; and, as appropriate, signed written statements regarding the incident(s) (including the initial written report of the allegation and the written response of the respondent). The investigation and results will be documented in writing.
- c. Where it is advisable or where it is required by law, an investigation may be suspended or be closed. An example of this may be when a legal investigation by the police is ongoing.
- d. The employing organization or their designee shall review the results of an internal investigation with the complainant alone. A review of the investigation results will also be conducted with the individual against whom the allegation of harassment has been made.

Within two (2) business days, a written letter shall be provided to the parties summarizing the respective meetings.

- e. The employing organization shall take steps to address the allegations including disciplinary action where appropriate. Decisions with respect to discipline shall be made in consultation with the employing organization, **Adventist Risk Management**, Canadian legal counsel, the superintendent, and the school administration. **A final determination with respect to discipline shall be taken by the appropriate authority in accordance with that school and local conference policies and processes.**
- f. The parties shall be informed of the decision regarding discipline either in person or, if necessary, by telephone or video conference that is in real time, as early as possible after a decision has been reached by the employing organization. The employing organization shall organize these final meetings with the parties separately and shall provide as early as possible written summaries of the final decision regarding any action taken by the employing organization.

3. Corrective/Disciplinary Action

Depending upon advice from legal counsel and any direction from **Adventist Risk Management** the corrective and/or disciplinary action may range from a written warning, which will be placed in the employee's personnel file, to immediate dismissal.

4. Appeal

An employee may **appeal** a decision by referring to the NAD *Working Policy* (B 90), *Conciliation and Dispute Resolution Procedures*. A request to initiate an **appeal** may be made, in writing, within fifteen (15) working days of receiving notice of the decision, to the Vice-President for Administration of the Seventh-day Adventist Church in Canada.

5. Retaliation

Retaliation, intimidation, vindictiveness, and harassment because a complaint was made shall not be tolerated. Such behaviour will result in prompt disciplinary action, up to immediate dismissal.

E-128 Conciliation and Dispute Resolution

(Taken from NAD *Working Policy*, BA 42)

All NAD Working Policy is subject to Canadian law and any matters dealt with that are set out in the following material must be in consultation with Canadian legal counsel.

Purpose

The Conciliation and Dispute Resolution Procedures were developed to provide a method whereby the Church may resolve disputes between church members, individual lay members and various church leaders, employees and church employers, church organizations (service organizations, departments, associations, etc.) and/or between conferences and institutions.

The role of the Seventh-day Adventist Church entities in resolving disputes among their members has a long historical tradition. These procedures were prompted by a doctrinal concern based on the Bible and counsel given to the Church by Ellen G White. The Conciliation and Dispute Resolution process is designed to be neutral, impartial, and independent.

Church Policy

The Conciliation and Dispute Resolution Procedures are subject to the policies recorded in the Seventh-day Adventist *Church Manual* and the General Conference and North American Division *Working Policy*. Before

applying the following procedures, all parties involved in the resolution of a dispute should read “Safeguarding the Unity of the Church” in the current edition of the *Church Manual*.

Dispute Resolution

Binding Arbitration is available to the Church (local church, local conference, union, and division) for resolving disputes in ways that lead to reconciliation. It is a quasi-legal procedure in which the parties in dispute meet voluntarily in the presence of one or more arbitrators for a hearing. The verdict of the arbitrator(s) is binding upon all parties.

Binding arbitration is not to be entered into without prior efforts to negotiate informally or mediate the dispute. It must be evident that these steps, as listed below, have been taken before a request for binding arbitration is approved:

1. *Informal Negotiation*

The parties in dispute must voluntarily meet with one another in order to resolve their differences and become reconciled (Matt. 18:15). A pastor or other spiritual counsellors may prompt the parties to meet for this purpose.

Adequate time for spiritual preparation should be allowed in order for the Holy Spirit to work in the hearts of the parties in dispute. The disputing parties must begin the conciliation and dispute resolution process with informal negotiation.

2. *Mediation*

If the informal negotiation does not suffice, the parties in dispute must voluntarily meet together with one or more mediators. The mediator(s) serve(s) to guide the negotiation as the parties seek to agree and become reconciled (Matt. 18:16).

Before the process of binding arbitration can begin, all pending lawsuits related to the dispute must be dismissed, and/or the parties involved must sign an agreement not to institute a law suit against each other.

Exemptions

The Conciliation and Dispute Resolution Procedures may not apply in situations which are deemed to be outside the jurisdiction of the Church or for which the Church agrees that it has no adequate process for orderly settlement. Examples of cases that are not covered by these procedures may include but are not limited to:

1. Settlement of insurance or self-insurance claims.
2. Issuance of decrees affecting the boundaries and ownership of real property.
3. Marital differences.
4. Awarding of custody of minor children.
5. Deciding matters involving the administration of estates.
6. Debt collection matters.
7. Individual disputes with any branch of civil government or law enforcement agencies.
8. Specific theological questions.
9. Questions regarding church discipline and the transfer or reinstatement of membership. * (Covered by policies in the Seventh-day Adventist Church Manual.)

10. Church elections.

Jurisdiction

It is the expectation of the North American Division that all grievances be resolved at the level where they arose. An in-house procedure that is equitable for all parties concerned, and which includes informal negotiation and mediation as essential first steps to resolution and reconciliation, should be used to settle the dispute.

If an in-house procedure fails to bring about resolution and reconciliation, either the grievant or the organization may request binding arbitration using the North American Division Conciliation and Dispute Resolution Procedures. The higher ecclesiastical authority over the territory where a dispute arises has jurisdiction in the resolution of the conflict when the Conciliation and Dispute Resolution Procedures are used. Requests are to be carefully reviewed by the higher body and approved in situations where to do so is in the best interests of the party(ies) concerned. In disputes involving members of different churches, and employees of different conferences, unions, and institutions, jurisdiction is with the next higher level of the church/conference/institution of the member/employee whom the claim is against. The arbitration initiation form and agreement, the binding arbitration protocol statement, and the confidentiality agreement referred to in this section are made available to the administrators of this process by the North American Division Office of Human Relations. When organizations review decisions of other organizations, they do not assume responsibility for the liabilities of any other organization.

1. *Local Church Disputes*

The local church has jurisdiction in disputes between its lay members. Disputes that affect the employment of members hired by the conference, locally funded employees of conference institutions, or the division to serve the local church are in the jurisdiction of the hiring body.

2. *Local Conference Disputes*

The local conference has jurisdiction in disputes between:

- a. Local conference employees and/or locally funded conference employees of local conference institutions or churches.
- b. Local conference and locally funded employees and the congregation.
- c. Conference and locally funded institution employees and the institution.
- d. Lay members and the local conference.
- e. Locally funded church employees, locally funded conference employees, local conference institution employees, and the local conference.
- f. Local conference churches, organizations, and/or institutions.
- g. Congregation splits within the conference.

3. *Union Conference Disputes*

The union conference has jurisdiction in disputes between:

- a. Intra-union conference employees (includes locally funded employees of local conference churches, organizations, and institutions) and/or union employees.
- b. Local conference and locally funded employees and the conference.
- c. Union institution employees and the institution.

- d. Lay members or local churches and the union conference.
- e. Local conference employees, conference and locally funded institutional employees, union conference institution employees, and the union conference.
- f. Intra-union organizations, union institutions, and/or local conferences within the union.

4. *Division Disputes*

The North American Division has jurisdiction in disputes between:

- a. Inter-union denominational employees, division employees, and/or employees of division institutions.
- b. Union conference employees and the union conference.
- c. Division institution employees and the union conference.
- d. Division employees and the division (through the Office of Human Relations rather than administration).
- e. Lay members and the division.
- f. Local and union conference institutions or division institution employees and the division.
- g. Any two denominational organizations within the division which do not come under the jurisdiction of a single union conference.
- h. Any denominational organization within the division and the division.

5. *Institution Disputes*

The next higher level of the institution has jurisdiction in resolving disputes of institutional employees that have been approved to use the Conciliation and Dispute Resolution Procedures.

Initiation Process

The following steps must be taken to initiate the Conciliation and Dispute Resolution Procedures at all levels of the North American Division.

1. *Local Church*

To initiate the procedures at the local church level, the grievant(s) shall make a written request for binding arbitration to the local church pastor or church board. Normally, within 15 working days of the receipt of the request, the pastor or church board shall respond to the grievant(s) with a written acknowledgment and statement as to how and when the request will be processed. Arbitration forms shall be enclosed for the grievant(s) to complete and return to the pastor or board as soon as possible.

2. *Local Conference*

To initiate the procedures at the local conference level the grievant(s) shall make a written request for an arbitration hearing to the secretary/human relations director of the local conference. Normally, within 15 working days of the receipt of the request, the conference secretary/human relations director shall respond to the party making the request with a written acknowledgment and statement as to how and when the request will be processed. Arbitration forms shall be enclosed for the grievant(s) to complete and return to the conference secretary/human relations director as soon as possible. These include the conciliation and dispute spiritual preparation study, the binding arbitration

protocol statement, and the confidentiality agreement statement. After the arbitration initiation forms have been signed and returned, the following steps shall be taken by the local conference secretary:

- a. Present the request and arbitration initiation forms to the local conference administrative committee (or other appropriate body) for action.
- b. Notify the grievant of the decision of the conference. If that decision is for binding arbitration, in communication with the grievant, set the date, time, and place for the hearing; and select the arbitrator(s) and observer(s). The arbitrator(s) and observer(s) must be approved by the parties in dispute.
- c. Furnish the arbitrator(s) and observer(s) a copy of the arbitration initiation agreement signed by the parties in dispute within ten (10) working days prior to the arbitration hearing date. The information contained in the agreement shall include time, place, and date of the hearing; each party's version of the facts; issues to be discussed; positions taken relative to the issues; documents of evidence, proof, or verification; names of invited witnesses; and nature of the settlement requested.

3. *Union Conference*

Union Conference personnel shall initiate the dispute process at the union conference level. To do this, the grievant(s) shall make a written request for an arbitration hearing to the secretary/human relations director of the union conference. Normally, within 15 days of the receipt of the request, the union conference secretary/human relations director should respond to the grievant(s) with a written acknowledgement and statement as to how and when the request will be processed.

Arbitration forms shall be enclosed for the grievant(s) to complete and return to the union secretary/human relations director as soon as possible. These include the conciliation and dispute spiritual preparation study, the binding arbitration protocol statement, and the confidentiality agreement statement. After the arbitration initiation forms have been signed and returned, the following steps shall be taken by the union conference secretary/human relations director:

- a. Present the request and arbitration initiation forms to the union conference administrative committee (or other appropriate body) for action.
- b. Notify the grievant(s) of the decision of the union conference. If that decision is for binding arbitration, in communication with the grievant(s), set the date, time, and place for the hearing; and select the arbitrator(s) and observer(s). The arbitrator(s) and observer(s) must be approved by the parties in dispute.
- c. Furnish the arbitrator(s) and observer(s) a copy of the arbitration initiation agreement signed by the parties in dispute within ten (10) working days prior to the arbitration hearing date. The information contained in the agreement shall include time, place, and date of the hearing; each party's version of the facts; issues to be addressed; positions taken relative to the issues; documents of evidence, proof, or verification; names of invited witnesses; and nature of the settlement requested.

4. *Division Office*

Division office personnel shall initiate the dispute process through the associate secretary of the division/Office of Human Relations director. Normally, within 15 working days of the receipt of the request, the associate secretary/Office of Human Relations director shall respond to the grievant(s) with a written acknowledgment and statement as to how and when the request will be processed. Arbitration forms shall be enclosed for the grievant(s) to complete and return to the associate secretary/Office of Human Relations director as soon as possible. These include the conciliation and dispute spiritual preparation study, the binding arbitration protocol statement, and the confidentiality agreement statement. After the arbitration initiation forms have been signed and returned, the following steps shall be taken by the associate secretary/human relations director:

- a. Present the request and arbitration initiation forms to the division administrative committee for action.
- b. Notify the grievant(s) of the decision of the division administrative committee. If that decision is for binding arbitration, in communicating with the grievant(s), set the date, time, and place for the hearing; and select the arbitrator(s) and observer(s). The arbitrator(s) and observer(s) must be approved by the parties in dispute.
- c. Furnish the arbitrator(s) and observer(s) a copy of the arbitration initiation agreement signed by the parties in dispute within ten (10) working days prior to the arbitration hearing date. The information contained in the agreement should include time, place, and date of hearing; each party's version of the facts; issues to be discussed; positions taken relative to the issues; documents of evidence, proof, or verification; names of invited witnesses; and nature of settlement requested.

Institutions

Educational and other institutions affiliated with the local and union conferences and the division are expected to have established grievance procedures that are designed to address disputes between its employees. When an in-house grievance process has failed to bring about resolution, the grievant or the administration of the institution may request a binding arbitration hearing to be administered by the next higher body. The acceptance or rejection of this request is left to the discretion of the administration at the next higher level.

When an in-house grievance process has failed in a General Conference institution based in the North American Division, the grievant or the administration of the institution may request that a binding arbitration hearing be conducted by the president or secretary of the General Conference. The General Conference officers may ask the administration of the North American Division to conduct the hearing. The acceptance or rejection of the request from the institution is left to the discretion of the General Conference administration.

The Arbitration Panel

The credibility of the arbitration panel in the eyes of the parties in dispute is of utmost importance. The panel should be perceived by the parties in dispute to be neutral, impartial, and independent.

An arbitration hearing may be conducted by either one or three persons, including the moderator; however, in either case, the parties in dispute must agree on the person(s) as well as the number of persons appointed to serve.

On the local church level, the arbitrator(s) as well as the moderator of the arbitration panel are appointed by the church board after they have been agreed upon by all parties in dispute. On the local conference, union conference, and division levels, the arbitration panel as well as the moderator are appointed by the secretary/human relations director of these organizations after they have been agreed upon by all parties in dispute.

Qualifications of the Arbitrator(s)

Arbitrators must be church members in regular standing who are trained and qualified to serve on arbitration panels and who have the potential for bringing about a resolution. A pool of volunteer arbitrators shall be formed from which individuals may be randomly selected to serve as needed. Every effort should be made to include ethnic minorities, women, non-denominationally employed persons, retired former church employees and others as appropriate to the situation.

Legal Representation

The Conciliation and Dispute Resolution Procedures are designed to be an alternative process to the court system where legal representatives are present. Since the intent is to engage in a process that is semiformal, flexible, and non-legalistic, it is therefore recommended that:

1. Legal representation be discouraged unless the attorneys are present to provide expert counsel on specific legal matters. All parties must agree on both the attendance and personnel involved.
2. Peer representation be permitted if both the attendance and personnel are agreed upon by all parties in the dispute.

Observers

To ensure that the hearing is conducted in keeping with Church policy and the arbitration agreement, an observer may be permitted only at the request of and with the consent of all parties in dispute. Observers may answer questions that are asked by either the arbitrator(s) or the parties in dispute.

Conflicts of Interest

The arbitrator(s) and observer(s) shall commit themselves to strict confidentiality and shall disclose all real or potential conflicts of interest in the dispute. When such conflicts of interest are disclosed, the person(s) involved shall be replaced.

Witnesses

Witnesses appear in an arbitration hearing at the call of the moderator. They are present in the hearing only to testify and must leave when they have completed their testimony.

Transcripts and Recordings

Formal transcripts or electronic recordings are permissible in arbitration hearings.

Duration of an Arbitration Hearing

An arbitration hearing should normally consume one day or less.

Financial Arrangements

The costs for conducting arbitration hearings are to be allocated in the following manner unless otherwise agreed to by all parties involved:

1. The parties in dispute are to pay all of the travel expenses (transportation, per diem, lodging) for themselves and the witnesses they invite.
2. The parties in dispute are to pay on a 50-50 basis the travel expenses of any lay person or retired former church employee who serves as an arbitrator.
3. The local or union conference is to pay the travel and lodging expenses for their employees who serve as arbitrators and observers.
4. When a local conference employee is asked to serve as an arbitrator or an observer in another local conference, the inviting conference pays the travel and lodging expenses.
5. When a union conference employee is asked to serve as an arbitrator or an observer in another union, the inviting union pays the travel and lodging expenses.
6. The North American Division pays the travel expenses for its employees who serve as arbitrators and observers.
7. Incidental expenses incurred by private moderators and arbitrators such as secretarial help, telephone calls, postage, etc., are to be paid by the local church, the local or union conference, or the division that appointed them.

Follow-up

After-the-fact details are to be cared for by a person(s) assigned the responsibility by the local church, the conference, or the division. These include:

1. Filing of any materials generated by the arbitration hearing with the secretary of the conference or institution that had original jurisdiction.
2. Healing relationships hurt by the dispute.
3. Effectuating and monitoring the settlement.
4. Filing annual reports of union and division arbitration hearings with the North American Division associate secretary/director of the Office of Human Relations. (See NAD *Working Policy*, BA 70)

E-130 Social Networking

Social networking (including, but not limited to, Facebook, Twitter, YouTube, blogging, wikis) has become a part of everyday life in the 21st century and provides powerful communication tools that can have a significant impact on both personal and professional reputations. Because it is easy for the lines between work and personal life to become blurred in these areas, the SDACC Office of Education has developed the following general policies and guidelines. Conferences are encouraged to develop their own social networking policies based on these broad guidelines.

It is understood that employees are expected to follow the same behavioural standards online as they would in face-to-face contexts. All conduct should be consistent with the mission, purpose, and values of the Seventh-day Adventist Church.

Policies for all social media sites, including personal sites and email:

1. Employees must protect confidential and proprietary information.
 - a. Employees are not permitted to share personal information about their employer, fellow teachers, students, student's parents, or student's family members online without their express written permission.
 - b. Employees are not authorized to use church or school logos on personal sites or posts.
2. Employees must comply with all laws and regulations, paying particular attention to laws governing intellectual property rights including copyrights and trademarks.
 - a. Employees must not post student work or pictures with students in them without permission from the student (if the student is older than the age of majority in his/her province) or his/her parents (for those not yet older than the age of majority).
 - b. Employees are expected to be aware of and obey the Terms of Service outlined by any social media platform.
3. Employees are expected to respect their employer's time and property.
 - a. Social media activities must not interfere with work commitments.
 - b. All communication transmitted from and residing on work computers is considered company property and may be monitored or viewed by the employer without the employee's consent.

- c. Security warnings and pop-ups must be heeded. Viruses are often spread through social networking sites and could cause serious damage to school equipment. Appropriate virus protection software and spyware should be installed on all school equipment.
- 4. Employees are legally responsible for anything they write or present online.
 - a. Violation of law can result in legal action.
 - b. Violation of law or policy can result in disciplinary action up to and including termination.

Best practices to protect both employee and employer:

- 1. Individuals should think twice before posting.
 - a. Anything posted on the Internet is permanent; content that would not be shared with a member of the media should not be posted online.
 - b. Caution should be used when linking to content; redirecting to another site may imply an endorsement of its content.
 - c. Individuals are advised to stick to the facts and to remember that comments, online or otherwise, can be taken and used out of context.
 - 2. Professional conduct must always be maintained.
 - a. Teachers are role models and as such, are held to a higher degree of personal standards.
 - b. All student-teacher communication in particular must be strictly professional. Parents should be included in all online communication between students and teachers.
 - c. The posting of content (including pictures) is a reflection of the individual and his/her employer. Attention should be given, not only to what is posted, but to the tone and presentation of the content.
 - d. It is strongly recommended that employers of educational personnel include in their employment contract a clause that states that disciplinary action up to and including termination will be taken if employees or volunteers make inappropriate public comments.
 - 3. Employees should identify their views as their own.
 - a. A disclaimer such as "The postings on this site are my own and do not represent the views or opinions of my employer" can help protect both the employee and the employer.
 - b. Such a disclaimer, however, does not by itself exempt an individual from personal responsibility, legal liability, or employment consequences for illegal or inappropriate conduct online.
 - 4. Privacy settings and security alerts are important.
 - a. Teachers in particular must consciously maintain the same professional distance from their students online as they do in person.
 - b. Usernames and passwords should not be shared with anyone except as directed or required by the employing organization.
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E-200 – Discontinuance of Employment

E-202 Termination of Employment

Definition: Termination of employment means the termination of an employee by the employer. Prior to any decisions being made about the termination of an employee, the employing organization (conference/Kingsway College) shall seek legal counsel.

E-204 Resignation

1. Definition

- a. **Resignation** means notice by an employee to employer to cease employment.

2. End of School Year

An employee not intending to continue employment for the following year shall indicate such intent in writing to the superintendent of education/Kingsway College president and his/her **principal**, as early as is possible but in any event no later than April 1.

3. During the School Year

- a. Should the employee require the processing of his/her **resignation** during the school year, the following procedure should be followed:
 - i. The employee shall submit in writing, to the superintendent of education/Kingsway College president and the **principal** a letter of **resignation**.
 - ii. The employing organization shall respond in writing, within seven (7) working days and shall work with the employee to determine an appropriate exit procedure which may include transition time to find a suitable replacement.
 - b. All amounts owing and due to or from the employee to the date of cessation of employment shall be paid in accordance with applicable laws.
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E-206 Termination at End of School Year

For information regarding termination, refer to specific sections outlined in section E-200s.

E-208 Breach of Contract

Once an employee has signed an employment contract (or annual employment agreement), the employee and employer have entered into a contractual agreement. Any breach thereof shall be set out in writing and provided to the breaching party. The breaching party shall be given ten (10) working days to remedy the breach, subject to local law. For very serious breaches that undermine the employment relationship, no notice of the breach need be given, and the employer may, subject to receiving legal counsel, move instead to terminate the employee with or without just cause.

E-210 Reduction in Force (RIF)

Reduction in force (RIF) means the reduction of employees by the employing organizations (conference/Kingsway College) due to low enrollment, lack of funds, or other circumstances that create financial or operational difficulties for a local school.

1. The authority to invoke a **reduction in force** shall vest with the governing board or committee, in consultation with the **conference superintendent/Kingsway College president**. The governing board or committee shall vote the non-renewal of contracts regarding specific employees. Steps will be taken by the employing organization to transfer and relocate employees who are affected. A **reduction in force** by non-renewal of contract indicates that there is no intent to replace any employee contracts.
2. **Reduction in force** may take place through non-renewal of contracts or attrition.
3. When determining an RIF plan, the school's **curriculum** and overall program will be the primary consideration. A **reduction in force** plan should be developed in consultation with the superintendent, school administration, faculty, and local board and shall be based on personal and professional qualifications of all personnel regardless of seniority or teaching experience.
4. Non-renewal of contract process must comply with the procedures for discontinuance of employment as specified in section E-200s.
5. Notification by the employer of intent not to renew a contract is to be submitted in writing to the employee as soon as possible after the Board of Education action.
6. Individuals whose employment is discontinued by non-renewal of contract may qualify for termination pay if they meet eligibility requirements as specified in section E-222.

Employing organizations should consult with legal counsel regarding termination notice or settlement in accordance with governing law.

E-212 Declaration of Financial Exigency

In the event of an unforeseen economic situation which seriously jeopardizes the reasonable operation of a school and leaves the closing of the school as the only alternative, the school board, with a representative from the conference office of education present, may, by a two-thirds vote of all elected members, request the governing board or committee to declare a **financial exigency** for the school. The governing conference board or committee must then consider the request within fifteen (15) days.

Where the governing conference board or committee declares **financial exigency**: (a) all employee contracts for that school may be cancelled or (b) an RIF may be instituted. Legal counsel should be sought. In the event that all employment contracts are cancelled, renegotiation of any contracts for the purpose of continued school operation shall be completed within thirty (30) days of the governing board or committee action. Every effort will be made by the employing organization to transfer and relocate employees who are affected. Such a displaced employee shall be transferred and/or relocated at the absolute discretion of the employer. If there is no immediate possibility of a transfer and no immediate position available, subject to local laws, the employee may be entitled to termination pay if s/he meets eligibility requirements as specified in Section E-222 and the NAD *Working Policy*, Y36 10.

E-214 Suspension Before Termination

Definition: Suspension means the immediate removal of an employee from all duties with or without effect on salary.

1. An action suspending the employee shall be taken by the superintendent of education after consultation with the governing board or committee when possible. Notification is to be given immediately to the employee being suspended, the school administration, and to the school board.
 2. Written reasons for **suspension** must be provided to the employee within two (2) working days of the action.
 3. A **suspension** is discontinued when the employee is reinstated to previous status, resigns, or is dismissed.
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E-216 Termination for Cause

1. **Termination for cause** means the separation of employee from the employer because of the misconduct or failure of duty by the employee for reasons that may include but are not limited to:
 - a. Incompetency as determined by evaluation.
 - b. Failure to correct or overcome problem area/s while on **probationary status**.
 - c. Indifference to or acting in a way that is imperils student welfare or safety.
 - d. Insubordination, which may include serious lack of cooperation with administration or supervisors.
 - e. Persistent failure to comply with conference and Seventh-day Adventist Church in Canada policies and regulations.
 - f. Unprofessional conduct and violations of professional ethics as described in Section E-110 and E-112.
 - g. Committing, aiding, advocating, or being convicted of any crime.
 - h. Failure to maintain SDA Church membership in regular standing.
 - i. Failure to maintain certifications necessary in order to teach in a Seventh-day Adventist school or as may be required by an applicable regulatory body.
 - j. A serious moral failure.
 - k. Failure to adhere to the Bible-based teachings and Church standards exemplifying personal conduct and principles in all facets of their lives. (E 03)
 - l. Advocating, practising, or teaching beliefs or philosophy contrary to the basic tenets, standards, and doctrines of the Seventh-day Adventist Church.
 - m. Social and/or moral problems which indicate unfitness to instruct or associate with children and youth.
2. Dismissal proceedings must comply with local laws as well as any applicable policy or procedures as set out in Section E-200s. Prior to alleging just cause of **termination of employment**:
 - a. Depending on the circumstances, employers may have to provide warnings, a reasonable opportunity for the employee to meet expectations of their position, and/or support for the employee;

- b. It may be necessary for the employer to conduct an investigation and to provide the employee a reasonable opportunity to respond to allegations that, if true, would amount to just cause for termination; and
 - c. Legal counsel should be sought immediately and during any investigation.
3. An employee whose employment is terminated for cause is not eligible for working notice, severance, or termination pay.

E-218 Procedures for Dismissal

The employing organization is solely responsible for the dismissal of employees whether for cause, without cause, the nonrenewal of contract due to **Reduction in Force**, or **Financial Exigency**. Where separation of employment has taken place, the employer shall, subject to legal counsel, follow the procedures set out below:

Where the dismissal of any employee is considered by a local school board, the superintendent and a conference officer must be present for discussion and final determination. Concerns regarding any employee should be directed to the superintendent through the principal or the school board chair in cases where the principal is the subject of the concern. In appropriate circumstances where dismissal is considered as a result of the failure of an employee to perform all of the duties and responsibilities of the position, the superintendent may provide the employee with a written statement detailing the reason(s) for the proposed action and setting out the right of the employee to address the local school board and/or conference Board of Education **prior** to any action by the conference Board of Education. The superintendent of education, in consultation with the school administration and the Conference officers, may suspend an employee or place him/her on probation pending a decision of the Conference. In the case of Kingsway College, dismissal of any personnel except for the Vice President for Finance shall be made by the President of Kingsway College in accordance with its policies and local law. If the President or Vice President for Finance is the subject of the concern, dismissal is made by the Kingsway College governing board.

- a. As early as possible, the Superintendent shall provide written notification of the final decision of the governing board or committee to the employee, in person. If an in-person meeting is not available, notice must be communicated over the phone and followed up by sending written notification to the employee by registered mail. In actions that may lead to **suspension** or termination, the employing organization must seek legal counsel throughout the process and again prior to providing notification to the employee.
- b. Notice of **suspension** (which may be implemented leading up to a dismissal) must include the effective date and whether the **suspension** is with or without pay.
- c. Where policy provides for an internal **appeal** process, written notification of the same must be provided to the employee at the same time as the notice of **suspension** or termination is communication.

E-220 Appeal Procedure

If an employee properly challenges a decision negatively affecting their employment, the following procedure will be followed:

- 1. An employee may **appeal** a decision regarding their employment in writing to an **appeal** board within fifteen (15) working days following receipt of the decision.
- 2. An **appeal** board or committee must be populated by individuals that were **not responsible for the decision being appealed**. The conference board of education, in consultation with the

superintendent, will vote the names of individuals to serve on the **appeal** board or committee and will designate its chair.

3. The **appeal** board chair is responsible for the scheduling of meetings and for organizing the review of all relevant material. The **appeal** board or committee must consult legal counsel during its deliberations
4. The **appeal** board or committee shall invite the employee to present relevant evidence and submissions for the **appeal** in writing or in person, as determined by the **appeal** board, either in an online forum that is visual and where communication takes place in real time, or in a face-to-face meeting.
5. The **appeal** board shall also allow any respondent person or board to provide reasons and explanation for the decision, including relevant evidence and submissions.
6. To ensure impartiality, neither (a) a member of the Board of Education; or (b) the employee, shall be present when the **appeal** board or committee discusses the **appeal** and makes its final decision.
7. In all other matters of process and procedure, the **appeal** board may make its own determination, in consultation with legal counsel.
8. Within five (5) days of receiving notice of the decision of the **appeal** board or committee, the superintendent will present the decision along with the rationale that led to the decision to the Board of Education.
9. The written decision of the **appeal** board is to be provided to the employee by registered mail or delivered by hand. The school board chair shall receive a copy of the decision.
10. The written decision must include the following:
 - a. the determination of the **appeal** on the issues raised by the **appeal**;
 - b. reasons for the determination; and
 - c. information for the employee regarding further recourse, if applicable (e.g., NAD *Working Policy* BA 42 “*Conciliation and Dispute Resolution Procedures*” including a formal legal remedies).

E-222 Termination Settlements

(Taken from NAD Working Policy, Section Y 36)

The following material is subject to Canadian law and all employment matters shall be considered by employers in consultation with a Canadian employment lawyer.

Termination Settlements

In order to provide transition funds for an involuntarily terminated full-time **regular status** Employee (“Employee”), a termination settlement may be provided under the terms of this policy. The settlement is not an earned employee benefit automatically provided in every case of employment termination.

1. *Eligibility*

A termination settlement may be granted to an involuntarily terminated employee who has worked in denominational employment for at least two years, regardless of age. A **resignation** as a result of being counseled to resign by the employer is considered an involuntary termination for the purposes of this policy.

Eligibility shall be determined according to the following criteria:

a. Eligible for Termination Settlement

- i. Closure or reduction – An employee involuntarily terminated due to closure of a denominational facility or staff reductions due to **financial exigency** or enrolment.
- ii. Lack of Performance – An employee who is terminated for failing to adequately perform the functions of the job.
- iii. Medical Condition – An employee who is unable to continue employment because of a medical condition but is not eligible for disability benefits under the Employee Disability Income Plan (Y 33).
- iv. Not Re-elected/Reappointed – An elected/appointed employee who is not re-elected/reappointed, and for whom no further assignment consistent with the employee's training and/or experience is offered by a denominational employer.
- v. Full-Time to Part-Time – An eligible employee who
 - (a) is involuntarily reduced from full-time employment to part-time employment, or
 - (b) refuses the offer of part-time employment when their status has been involuntarily reduced from full-time employment in the same organization.

b. Not Eligible for Termination Settlement

- i. Part-time employees.
- ii. Involuntary Termination – An employee terminated for violation of organizational policies and/or practices regarding misconduct, or for criminal behaviour.
- iii. **Resignation** – An employee who voluntarily resigns from employment.
- iv. Continued Denominational Employment – An employee who at the time of execution of the separation agreement (see number 6 below) has declined a full-time denominational position consistent with the Employee's training, compensation, and experience.

2. *Service Record*

A termination settlement shall be recorded on the terminated employee's **service record**. Such settlement, however, shall not increase service credit, nor shall it cancel any part of the employee's service credit.

3. *Settlement*

- a. Payment – Any termination settlement paid under this policy shall be paid by the terminating employer to the eligible employee in either a lump sum payment or in series of payments at the discretion of the terminating employer.
- b. Calculation – The settlement shall be 25% of current monthly wages multiplied by total number of years of denominational service credit up to a maximum of twenty years. Current monthly wages shall include wages and cost of living adjustments but shall not include area travel or any other allowances.
- c. Independent Transfers – In the case of the termination of an employee who has been voted an independent transfer, the settlement shall be calculated only on years of service earned as a church employee within the territory of the North American Division or as regularly appointed interdivision employee from the North American Division.

4. *Other Benefits*

Any benefits payable at the time of termination under the employer's policies or as required by law, if any, shall have no effect on the calculation of this settlement. If an employee has received a previous termination settlement under the terms listed in this policy, any subsequent termination settlement shall be calculated based on years of service credit earned since the date of the previous termination settlement.

5. *Health Care Benefits*

Health care benefits in most situations cease with the effective date of termination (see *NAD Working Policy Y 22*). However, the terminating employer may provide continued medical benefits to the terminated Employee and dependents participating in the health care assistance plan at the time of separation. This assistance may continue

- (1) As required by applicable law, or
- (2) For up to two months from the date of termination, or
- (3) Until the terminated Employee obtains health care assistance coverage, whichever occurs first.

Terminated Employees shall promptly notify the terminating employer if they obtain health care assistance coverage while eligible for assistance under this policy.

6. *Release*

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

7. *Variances*

Properly constituted governing or administration bodies of denominational employers may authorize a termination settlement at variance with the provisions of this policy in order to comply with national, state, provincial or local laws. Involuntarily terminated teachers under continuous appointment may be eligible for a termination settlement as described in *NAD Working Policy FEC 05 25-5* rather than under the terms of this policy.

E-300 – Certificated Personnel

E-302 Certificated Personnel

Employees whose positions require a teaching certificate.

E-304 Certification

The North American Division Office of Education establishes **certification** requirements for elementary and secondary education personnel. It delegates to the Seventh-day Adventist Church in Canada Office of Education authority to issue certificates on its behalf to educational personnel who meet the requirements.

E-306 Certification of Teachers

The Seventh-day Adventist Church in Canada Office of Education is responsible for the **certification** records of each PreK-12 teacher and the issuance of each teaching certificate. This is in addition to any accreditation or **certification** required by local legislation and regulations.

It is the teacher's responsibility to make sure that the required documentation is submitted to the SDACC Office of Education. First Time Applicants:

1. Complete SDA Teacher **Certification** application.
2. Official copies of transcripts from all colleges and universities attended.,
3. Current government issued ID for name and date of birth verification.
4. Verification of Employment forms from previous PreK-12 employment (teacher submits document to previous employer and previous employer submits to SDACC Office of Education.
5. Copy of provincial/state teaching certificate.

Certification Renewal:

1. Official copy of transcripts for any course(s) completed submitted directly to SDACC Office of Education from college/university attended.
2. Submission of professional development activities, for which academic credit is not given, should be submitted using the CEU Reporting Form through the conference office of education or **boarding academy** principal, to the Seventh-day Adventist Church in Canada Office of Education.

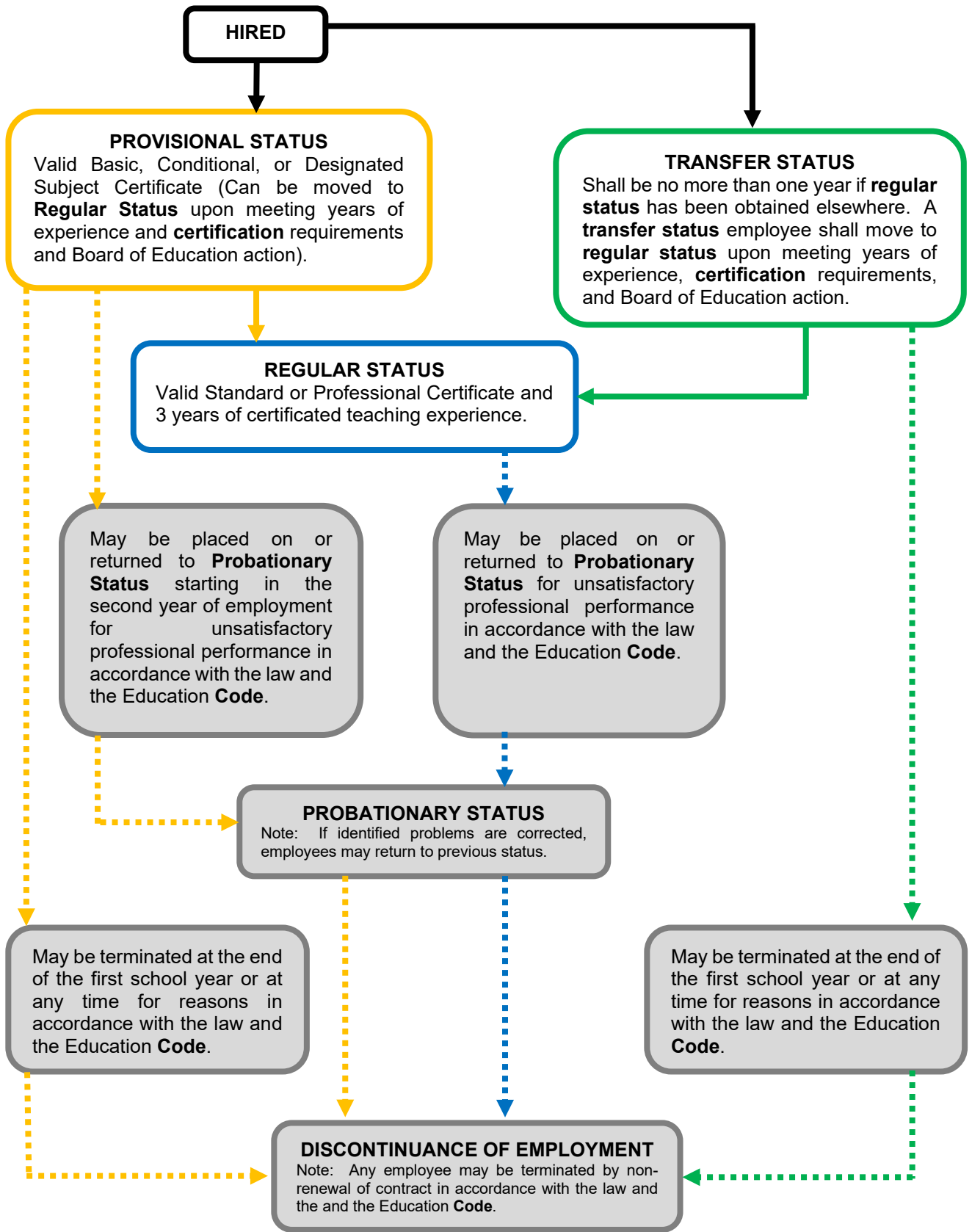
All documentation needs to be received by the Seventh-day Adventist Church in Canada Office of Education by October 30 every year.

E-308 Suspension or Revocation of a Teaching or Administrator Certificate

1. Any denominational certificate issued in accordance with the provision of the *PK-12 Educators' Certification Manual* may be suspended or revoked for any of the following:
 - a. Any cause that is grounds for **termination of employment** for cause.
 - b. Any circumstance that would cause a legitimate concern in respect of the health and safety of children, irrespective of whether a final determination has been made.
 - c. Unilateral premature termination of a contract by the employee where the employer's consent was required.
 - d. Withdrawal or removal from membership in the Seventh-day Adventist Church.
2. Procedure
 - a. The superintendent of education shall notify the employee in writing of the proposed recommendation for **suspension** or revocation of a certificate. At the same time, the superintendent shall notify the employee in writing of the right to an **appeal**.
 - b. The superintendent of education shall ensure that the SDACC Office of Education is notified whenever the withdrawal of an employee's denominational certificate must be effected or may result from the circumstances. It may be necessary to provide additional notifications. An example of this would be where the employee has been charged with a criminal offence or where a regulatory body is required to be notified in accordance with applicable laws or regulations.
 - c. The SDA Church in Canada Board of Education shall make a final determination, including the length of time for **suspension** or revocation.
 - d. The **conference superintendent** of education may notify the provincial ministry of education that the denominational certificate has been rescinded.
3. Automatic Suspension or Revocation
 - a. A certificate will be automatically revoked for employees who have been convicted of a crime or for serious misconduct, particularly if it could endanger the health or safety of children.
 - b. A certificate will be suspended for employees who are charged with a crime for serious misconduct.
 - c. The certificates for educators who request withdrawal of their church membership will be automatically revoked.
4. Request for Reinstatement

The certificate holder may submit a written request for reinstatement to the SDA Church in Canada Board of Education if the circumstances change that initiated the **suspension** or revocation of the certificate.

E-310 Employment Status Flow Chart



E-312 Summary of Status Procedures

Provisional Status

Formal Evaluation: A minimum of 2 written formal evaluations to be completed annually by the superintendent or designee.

Contract Renewal: The applicable Board of Education will vote contract renewal before first year contract expiry.

**Annual review
Re-appointment within first year**

Transfer Status

Formal Evaluation: A minimum of 1 written formal evaluation to be completed annually by the superintendent or designee.

Change to Regular Status: The Applicable Board of Education will determine and vote whether to place an employee on **regular status** prior to the completion of one year. (**Transfer Status** must not exceed one (1) year).

**Annual review
Re-appointment
To last no longer than one year**

Regular Status

Formal Evaluation (Teacher and Head Teacher): A minimum of 1 written formal evaluation every two years, to be completed by the superintendent or designee.

Formal Evaluation (Principal, Teaching Principal): A minimum of 1 written formal evaluation every two years with a focus on administrative duties and teaching duties if applicable, to be completed by the superintendent.

Probationary Status

Formal Evaluation: A written plan of action is required and shall include a minimum of 4 written formal evaluations to be completed during the probationary period and must address areas of concern. The action plan must be signed by the employee and the superintendent/Kingsway College President. Written formal evaluations must be completed by the superintendent/Kingsway College President.

Contract Renewal: The applicable Board of Education will vote with respect to continuing employment on an individual basis until the employee is removed from **probationary status** or is terminated. If a contract is renewed while **probationary status** continues, it will clearly indicate that it is a fixed term renewal with no guarantee of renewal beyond the end of the fixed term.

**Annual review
Re-appointment
Until removed from probation**

E-314 Provisional Status

1. Definition

Provisional Status means the status granted by the employer during the initial period of time during which a certificated full-time employee is to demonstrate professional competency and fitness to teach to the satisfaction of the employer.

Provisional Status is granted to a person who has completed fewer than three years of full-time service in a position that requires a SDA Teaching Certificate.

2. Criteria

To be eligible for **Provisional Status**, the employee must meet the general conditions of employment (Section E-110) hold a valid Basic, Designated Subject, or Conditional Teaching Certificate and have any **certification** required by the provincial regulatory authorities.

3. Evaluation

A teacher on **Provisional Status** shall receive a minimum of two written evaluations annually as follows:

- a. A minimum of one written summative evaluation per semester based on a minimum of one supervisory visit by the superintendent of education (Kingsway College President) or designee.
- b. An evaluation conference between supervisor and teacher based on each written evaluation stipulated in (a) above.

Note: Copies of each written evaluation shall be given to the teacher and to the **principal**, and the original shall be kept in the teacher's file at the conference office of education or Kingsway College.

4. Employment of the Teacher on **Provisional Status**

- a. The employment of a certificated employee on **Provisional status** may be terminated by the employer at the end of the first school year. In subsequent years of Provisional Employment where performance or other employee related issues arise, terminations for cause or without cause must be in consultation with legal counsel.

The SDACC Office of Education strongly recommends that employers consult with legal counsel whenever probation is being considered.

When entering into a formal process that may result in **termination of employment**, legal counsel is necessary as all interactions, conversations, etc., and documents may be a part of a legal court record.

- b. Upon completing three years of satisfactory employment as determined by evaluation, a certificated employee on **Provisional Status** shall be placed on **Regular Status** subject to eligibility requirements and vote of the applicable board.

E-316 Regular Status

1. Definition

- a. **Regular Status** means the status granted by the employer to a certificated employee who has satisfactorily completed the Provisional employment period (see E-314). The granting of **Regular Status** indicates an intent on the part of the employer of continued employment.

- b. A certificated employee on **Regular Status** is subject to evaluation and annual reappointment by the conference Board of Education, or for Kingsway College by its governing boards.
- c. A certificated employee on **Regular Status** may be placed on **probationary status** as outlined under the terms of Section E-318.

Procedures for return to **Regular Status** are to be followed in accordance with Sections E-318.

Termination of **Regular Status** employees, for cause or without cause, where performance or other employee related issues arise must be in consultation with legal counsel.

The SDACC Office of Education strongly recommends that employers consult with legal counsel whenever probation is being considered.

When entering into a formal process that may result in **termination of employment**, legal counsel is necessary as all interactions, conversations, etc., and documents may be a part of a legal court record.

2. Criteria

To be eligible for **Regular Status** the following criteria must be met in addition to the basic conditions of employment (Section E-110).

- a. Completion of a minimum of three years of full-time teaching, two of which must be consecutive.
- b. A valid denominational standard or professional teaching certificate.
- c. Evidence of competent performance as determined by evaluation.
- d. Provincial **certification** if required by regulatory authorities.

3. Granting **Regular Status**

The granting of **Regular Status** is a function of the governing. The recommendation is made by the superintendent of education/president in consultation with the governing board.

4. Evaluation

- a. The evaluation of a certificated employee on **Regular Status** shall be conducted in accordance with the conditions set out below:
 - i. The number of evaluations and person responsible vary according to position.
 - (i) Teachers and **head teachers** - A minimum of one written evaluation every (2) two years based on a supervisory visit by the superintendent of education/Kingsway President or designee.
 - (ii) Administration, **principals**, and teaching principals - A minimum of one written evaluation every two (2) years based on a supervisory visit by the superintendent of education or in the case of Kingsway College by the SDACC Director of Education.
 - ii. A meeting shall take place between the employee and the supervisor to discuss the written evaluation.
 - iii. Copies of each written evaluation shall be given to the employee. Copies may will also be provided to the **principal** except where prevented by law or policy.

- iv. Evaluation reports may be shared with the local school board, Board of Education, or the conference **executive committee** where necessary or as allowed by governing legislation and regulations.
- v. Original copies of the evaluation shall be kept on file at the conference office or Kingsway College.
- vi. The method and instrument of evaluation shall be determined and implemented by the employing organization.

5. Reappointment of **Regular Status** Personnel

An employee who holds **Regular Status** is subject to annual reappointment by the governing board. Termination shall follow procedures outlined in 1c.

E-318 Probationary Status

1. Definition

Probationary status means the status placed upon certificated employees whose provisional or **regular status** has been rescinded by action of the governing board or committee for any reason including but not limited to those listed in section 2 a-c. A recommendation for probation will be made by the superintendent of education/Kingsway College President, in consultation with the school administrator/**principal**, for a period not less than one semester to give the employee and employer time to explore and implement solutions to the identified problem area(s).

The SDACC Office of Education recommends that notice be given to the school board chair except where sharing of this information would be prevented by law or policy.

2.

The purpose of the probationary period is to provide additional support and a plan of action to assist the employee in addressing the identified areas for growth. The supervisor should work with the employee to develop such a plan which should be approved by the governing board or committee before implementation. The superintendent of education/Kingsway College president shall provide regular progress reports to the governing board or committee. Reasons for Probation

- a. Demonstration of unsatisfactory professional competency as determined by written evaluation.
- b. Unprofessional conduct or adverse influence.
- c. Persistent disregard for SDACC, conference, or school policies and protocols.

3. Plan of Action

- a. The superintendent of education/Kingsway College president, in consultation with the **principal**, and the employee, shall develop and implement a plan of action in accordance with the conditions set out below:
 - i. The plan for professional improvement and/or corrective actions to be taken shall be approved by the governing board or **executive committee**.
 - ii. The plan should clearly set out that if the employee fails to adhere to the plan or fails in achieving the goals of the plan, that the employment of the employee will be terminated.
 - iii. The superintendent of education/Kingsway College president shall provide to the employee in writing the plan no later than five (5) days after its approval.

- iv. The employee shall submit to their immediate supervisor a written report that provides evidence of the implementation of the plan in accordance with the conditions outlined in the plan.
- v. The superintendent of education/Kingsway College president shall ensure that regular supervisory assistance to the employee is in place.

4. Evaluation

The evaluation of an employee on **Probationary Status** shall be in accordance with the conditions set out below:

- a. A written plan of action which includes a minimum of 4 written formal evaluations during the probationary period addressing areas of concern. The action plan will be signed by the employee and the superintendent/Kingsway College President. Written formal evaluations are to be completed by the superintendent/Kingsway College President.
- b. An evaluation meeting must take place immediately following each evaluation. This meeting shall be attended by the employee and the superintendent/Kingsway College president. This meeting may be attended by another educator employed by the conference/Kingsway College or the SDACC.

Note: Copies of each written evaluation must be dated and signed by both the supervisor and the employee and copies shall be given to the employee and to the **principal** except where prevented by law or policy. The original shall be kept in the employee's file at the conference office of education or Kingsway College.

5. Employment of an employee on Probationary Status

An employee on **Probationary Status** is subject to evaluation, regular review, and possible annual reappointment.

6. Procedures for removal from probation, extension of probation or discontinuance of employment.

- a. The **conference superintendent** Kingsway College president, in consultation with appropriate committees may recommend return to **Regular Status**.
- b. If the employee is not returned to **Regular Status**, the **conference superintendent**/Kingsway College President in consultation with legal counsel may recommend to the governing board or committee to return the employee to **probationary status** or to terminate the employment.
- c. The governing board or committee shall consider the recommendation and provide a determining vote to be given to the employer and employee.
- d. The **conference superintendent** /Kingsway College president shall inform the employee in writing immediately following the voted action. Where an internal **appeal** process is in place, the written notification shall inform the employee of the same.

E-320 Transfer Status

1. Definition

Transfer status means the status of a teacher/administrator with **Regular status** who transfers to/from a different conference or union. The teacher/administrator will be placed on **Transfer Status** by the employing organization for a period not to exceed one year. The teacher/administrator on **Provisional Status** who transfer between employing organizations will remain on **Provisional Status** subject to applicable policies of this **code**.

2. Initiation of Transfer

Transfers may be initiated by the employee or the prospective employer

- a. If the employee initiates a transfer because they are considering a position with another employing organization, s/he shall notify his/her current employer in writing before committing to the transfer.
- b. Where a prospective employer initiates a transfer, the procedures outlined in section E 45 60 of the *North American Division Working Policy* shall be followed subject to local laws.

3. Authority for Transfers

Authority for the transfer of **certificated personnel** shall vest in the governing board or committee. The recommendation is made by the superintendent of education/Kingsway College president after consultations with the employee and the school board.

4. Evaluation

The evaluation of a certificated employee on **Transfer Status** shall include the following:

- a. A minimum of one written evaluation during the **transfer status** period at the new organization based upon their supervisory visit by the superintendent of education/Kingsway College president or designee.
- b. An evaluation conference with the certificated employee by their supervisor based on the written evaluation stipulated in (a) above.
- c. Copies of each written evaluation shall be given to the employee and to the **principal**, when applicable, and the original shall be kept in the teacher's file at the conference office of education or Kingsway College. Evaluation reports may be shared with the local school board, Board of Education, or the conference **executive committee** subject to local law.

5. Procedures for Removal from **Transfer Status**

- a. At the conclusion of the **transfer status** period the superintendent of education/Kingsway College president, in consultation with appropriate committees, shall present a recommendation to the governing board or committee that the employee be (a) returned to **Regular Status**, (b) be placed on **Probationary Status**, or (c) be dismissed with or without cause, subject to legal counsel.
- b. The governing board or committee shall consider the recommendation and vote a determination.
- c. The superintendent of education/Kingsway College president shall inform the employee in writing immediately of the voted action. If applicable, the written notification will inform the employee of his/her right to **appeal** (Section E-220)

6. Service Credit

When an employee transfers between employing organizations, steps shall be taken to avoid a lapse in the employee's service credit as applicable under the *North American Division Working Policy*.

E-322 Transfer of School Personnel

An educational institution or conference that may have interest in placing a call for an educational employee employed by another denominationally operated K-12 school or college/university shall observe the following procedure. Informal contacts to ascertain possible interest by an employee in accepting a call to another institution or conference may be pursued without permission of the current employer. When an administrator is at the point of obtaining formal references or interviewing a prospective educational employee, the prospective employee's current administrator or conference office of education must be notified. **The**

prospective employer must be careful to enquire from the current or previous employer of possible indebtedness according to E 45 72 of the NAD Working Policy.

If a prospective employee has not signed an employment agreement with the current employer for the next year, another educational institution or conference is free to offer the prospective employee an employment agreement without the current employer blocking the call. However, if the employee has signed an employment agreement for the next school year with his/her current employer, the calling party must have the consent of the administrator or conference office of education before contacting an employee for an interview or placing a call.

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

1. Deadline for Teacher Calls

The final date for a conference or school to call for the services of a teacher currently employed in another conference or school shall be May 1. (See *NAD Working Policy*, Section E 45.)

2. Teachers' Transfer Date

The period of employment of teachers transferring to another conference or school shall end August 31 unless otherwise agreed upon by the negotiating organizations. Conferences whose period of employment ends before August 31 are responsible for salaries of transferring teachers until August 31.

3. Transfer of a Teacher During Summer

If a teacher transfer occurs during the summer (as permitted by the employing organization), summer school expenses, if any, are to be assumed by the calling organization.

E-324 Assignment

1. Definition

- a. **Assignment** means the act of allotting to an employee their work location, tasks, duties and responsibilities.

2. School Placement Within a Conference

- a. At initial employment, school placement is made by the Board of Education, upon the recommendation of the superintendent of education in consultation with the school board.
Note: Initial **assignment** or reassignment at Kingsway College is made by the president in consultation with the **executive committee** of the governing board.
- b. A teacher/administrator who accepts employment with a denominational entity is making a commitment to denominational employment and not to any individual school. Therefore, the teacher/administrator is subject to transfer within the conference school system based on the needs of the system. The SDACC Office of Education strongly recommends that this condition of employment be set out in the employment contract in bold lettering.
- c. Reassignment within the conference school system is made by the conference Board of Education, upon the recommendation of the superintendent of education in consultations with the school board and the teacher/administrator.
 - i. The employing organization may transfer a teacher/administrator within the conference to an available position for which the employee is qualified when it is in the best interest of the staff, the students, and the school system.

- ii. In the event that staff reductions are required, because of insufficient enrolment or lack of funds, the factors which determine the priority for retaining teachers shall include but is not limited to:
 - (1) Professional skills and qualifications which complement those of the other teacher(s) to provide the most highly competent teaching team possible. Consideration will be given to the teacher's **certification**, status, and evaluation reports.
 - (2) Length of service to the school and/or length of educational service within the denomination.
 - (3) The staffing needs of the schools within the conference.
 - (4) A need for specialized services.

iii. Procedures

- (1) transfer may be initiated by the superintendent of education in consultation with the school administration, and the appropriate governing board.
- (2) The superintendent of education shall notify the employee in writing immediately of the intended transfer.
- (3) The superintendent of education shall notify the appropriate governing board(s) of the proposed transfer.
- (4) The superintendent of education shall present the recommendation to the conference Board of Education and/or the officers of the conference.
- (5) The superintendent of education shall notify, in writing, the employee concerned and the school board within one (1) week of the conference Board of Education decision.
- (6) A transfer cannot be effected unless there is a position open in another school for the prospective transferee. If a position is not available, the employee shall remain in his/her current position. If continuation in that position is not possible for any reason, legal counsel should be sought with respect to the possible termination of the employee.

iv. Appeal

An employee who is subject to transfer under the provisions of this section shall have the right of **appeal** through the **appeal** process as outlined in Section E-220.

3. Assignment Within a School

- a. **Assignment** within the school will be made by the school administrator in consultation with the teacher and the superintendent of education. The school board shall be notified, on an annual basis, of each teacher's **assignment**.
 - b. An employee may be subject to reassignment within a school when it is deemed by the school administration to be in the best interest of the school, provided the reassignment does not negatively affect the salary of the employee. Reassignment shall be taken into account the professional qualifications of the teacher.
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E-326 Employee Evaluation

The purpose of evaluation is to support employees in the process of continuous improvement. Formal evaluations are professional performance reviews based on one or more documented assessments (in person or virtual) by the superintendent or their designee. The number of formal evaluations varies depending on **employment status** as indicated in sections E-314 – E-320. In addition to formal evaluations, best practice includes regular feedback which can be provided in various ways.

E-328 Guidelines for Determining Certificated Personnel Wages



1. Educators who are classified as pre-baccalaureate having not yet obtained a baccalaureate degree will be paid according to the pre-**certification** wage scale (75-80%). Pre-baccalaureate teachers will remain within the pre-**certification** wage scale (75-80%) until they have obtained a baccalaureate degree.
 2. Educators with a baccalaureate degree but who do not qualify for an SDA Basic or Standard teaching certificate will be paid at the beginning (83%) of the basic wage scale until they have completed the SDA basic teacher **certification** requirements.
 3. Educators with a baccalaureate degree in education who hold a provincial/state teaching certificate from Canada, or the United States will be paid at the beginning (83%) of the basic wage scale until they have completed the SDA basic teacher **certification** requirements.
 4. Educators with a baccalaureate in education who qualify for an SDA Basic Teaching Certificate will be paid according to the basic wage scale (83-87%) based on teaching years of experience and education level. They will remain within the basic wage scale (83-87%) until they obtain an SDA Standard or Professional Teaching Certificate.
 5. Educators with a baccalaureate in education who qualify for an SDA Standard Teaching Certificate will be paid according to the standard wage scale (89-95%) based on teaching years of experience and education level. They will remain within the standard wage scale (89-95%) until they obtain an SDA Professional Teaching Certificate.
 6. Educators with a master's degree (or its equivalent, see NAD K-12 Educator's Certification Manual) but without an SDA Basic, Standard, or Professional Teaching Certificate may be paid at the beginning of the professional wage scale (92%). They will remain at the beginning of the professional wage scale (92%) until they have obtained an SDA Standard or Professional Teaching Certificate.
 7. Educators with a master's degree (or its equivalent, see NAD K-12 Educator's Certification Manual) who qualify for an SDA Professional Teaching Certificate will be paid according to the professional wage scale (92-102%) based on teaching years of experience and education level.
 8. Educators holding an SDA Standard Teaching Certificate who have been employed for 15+ years FTE (as verified by the employees NAD Service Record) in the Seventh-day Adventist school system within the North American Division may be granted the following:
 - a. fifteen (15) years service credit may be paid at 97% of the wage factor
 - b. twenty (20) years service credit may be paid at 99% of the wage factor
 - c. twenty-five (25) years service credit may be paid at 101% of the wage factor
-

E-330 Wage Percentages

In general salary is determined by the employee's denominational **certification** status and years of teaching experience. Salary is calculated as a percentage of the Base Wage Factor that is voted annually by the SDACC Board of Directors. The following chart displays the salary percentages (of the Base Wage Factor) for certificated educational personnel. For non-instructional salaried administrative personnel see (section E-406). Note, however, that all **remuneration** is determined and voted locally by the employer (conference/Kingsway College), taking into consideration the following factors:

1. Starting wage placement and subsequent increases
2. Cost of living (ERI)
3. Acceptance of SDACC annual Base Wage Factor
4. Job description
 - a. 100% employee (i.e., **principals** and **teaching principals**)
 - b. 95% employee (i.e., teachers and **head teachers**)

Note: wage placement is not determined by **employment status** (Provisional, Transfer, Regular, and Probationary).

Certification 	Pre-Baccalaureate	Basic	Standard	Professional
Years of Experience 				
1	75%	83%		
2	77%	85%		
3	80%	87%		
4	Wages remain at this level until the employee qualifies for the next level of certification.		89%	92%
5			91%	95%
6			93%	97%
7			95%	102%
Note: PreK-12 entry level scale for personnel with a university baccalaureate degree is 83%, these employees will remain at 83% until all requirements for a Basic SDA Teaching Certificate are met.				

In Summary, **remuneration** is calculated using two percentages:

1. Job description (either 95% or 100%)
2. **Certification** and years of experience (a % of the Base Wage Factor shown in the chart above).

E-332 Special Financial Provision of 95% of Wage Factor Employees

1. Certificated instructional personnel who are employed after the employment date and before the designated "report to work" date are to receive full wages at the 95% factor. A certificated employee employed after the designated "report to work" date is to receive salary proportionate to the number of weeks employed. [Example: a certificated employee employed on October 15 (nine weeks late) and the "report to work" date is August 15, would receive 33/42 of the salary for the appropriate salary-step placement based on full wages at the 95% factor.]
 2. **Certificated personnel** on the 10-month **assignment** plan who do not complete their full **assignment** shall have their salary adjusted to the actual time worked.
 3. **Certificated personnel** who are reimbursed at 95% of the wage factor are not granted additional salary for attendance at summer school.
-

E-334 Remuneration of Certificated Personnel

The salary rates for **certificated personnel** (employed as classroom teachers or administrators) are determined annually by employing organizations, generally in accordance with the Seventh-day Adventist Church in Canada salary scale and in compliance with applicable federal and provincial laws. A certificated employee may be offered The Statement of Employment requiring either 95% or 100% of the Wage Base Factor as described below.

The following payment plans have been adopted for use in the Seventh-day Adventist Church in Canada.

1. 100% Wage Base Factor **Assignment**

Certificated personnel employed on a 100% Wage Base Factor **Assignment** plan will receive monthly or bi-weekly salary payments based on established annual salary rates. For details contact your local conference.

All **principals/teaching principals** will be employed at 100% of the Wage Base Factor.

2. 95% Wage Base Factor **Assignment**

Certificated personnel employed on the 95% Wage Base Factor **Assignment** plan, in accordance with the policy as published in the financial section of the *Education Code*, will receive 12 equal monthly or 26 equal bi-weekly payments.

Teachers will be employed at 95% of the Wage Base Factor.

3. Salary Criteria

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

- a. Type of denominational certificate.
 - b. Years of service.
-

E-336 Salary Adjustment Resulting from Certification Change

1. Salary Change Due to Upgrading Certification

Placement on the salary scale will be determined by the conference, depending on the teacher's **certification**. Certificates will be updated when all official documents are received by the SDACC Office of Education. It is the employee's responsibility to ensure that all official documents are

received in a timely manner to avoid a lapse in **certification**. Increase in salary will become effective the month following the issuance of a new certificate; however, the employing organization may issue retroactive pay if requirements were completed prior to September 1.

2. Expiration of Certificate Policy

If a certificate has expired, the teacher may be placed on **Probationary Status** until the certificate is updated. In accordance with section E-318, the employee's pay increase schedule will be paused until the **certification** has been updated. No retroactive pay adjustment will be made for the period during which the teaching certificate has lapsed. A certificate will be issued when all official **transcripts** are received by the SDACC Office of Education. If a certificate has expired for more than two (2) years, additional academic renewal credit will be required, see *PK-12 Educators' Certification Manual*

E-338 Allowances and Benefits Certificated Employees

In addition to the annual salary, certain **allowances and benefits** are granted when the employee qualifies. For more information regarding access to specific benefits and requirements contact the local employer (conference office/Kingsway College) and see sections F-302 – F-330. Some benefits may be distributed on a prorated basis for part-time employees.

E-340 Employment of Retired Personnel

Retired personnel, who are employed either full time or part time, should be reimbursed according to their **certification**, work **assignment**, and receive benefits in accordance with policy. This policy does not negate the possibility of those employed part time from providing service on a voluntary basis. In this case, however, an agreement must be signed by the employer and the employee confirming how this arrangement will be implemented. For specific policies regarding employment of retired personnel, contact the Retirement Department of the Seventh-day Adventist Church in Canada. **Service credit will not be granted to volunteers.**

E-342 Vacations and Holidays for Certificated Personnel

1. 10-Month **Assignment** (95% Wage Base Factor)

Those employed at 95% Wage Base Factor are on a 10-month **assignment** have vacation time and holidays included in this time period. A teacher on the 10-month **assignment** receives a monthly amount which reflects the vacation policy as indicated below under the 12-month **assignment**.

2. 12-Month **Assignment** (100% Wage Base Factor)

a. Those employed at 100% Wage Base Factor are on a 12-month **assignment** are granted vacation time as follows:

- i. Three weeks annual vacation after one full year of denominational service.
- ii. Four weeks annual vacation after 9 full years of denominational service.

b. Unused Vacation Time

It is intended that vacations be taken each year. However, at the request of the employee and with the approval of the employing organization, unused vacation time may be carried over from one year to the next for an accumulated vacation not to exceed six weeks unless provincial law requirements are greater or where the employer has granted a variance in writing.

3. Holidays

The number of paid holidays granted in any one year shall be specified by the conference office of education, and any leave taken beyond that shall be treated as a part of the annual vacation.

E-344 Remuneration for Substitute/Replacement Teachers

1. Substitute Teacher

Certificated (denominationally or provincially) or degreed substitute teachers shall be reimbursed at 3% of the base wage factor (Category A) per day.

Non-certificated or non-degreed, substitute teachers shall be reimbursed at 2.33% of the wage factor per day or equivalent to provincial minimum wage which ever is greater.

2. Replacement Teacher

A replacement teacher is an individual employed to substitute for a regular contract teacher for a projected period of more than two (2) weeks. Replacement teachers are generally employed to replace contract teachers who have gone on short term disability, maternity leave or other leaves as authorized by the employing organization.

Inasmuch as a replacement teacher must be able to design courses/yearly plans, develop lesson plans, and supervise and evaluate student performance, it is necessary that replacement teachers will be individuals holding current teaching certificates. The employing organization shall inform the SDACC Office of Education upon hiring a replacement teacher.

E-400 – Classified Personnel

E-402 Authority to Employ (Locally Funded Employees)

(Taken from the NAD Working Policy, E 05 31)

All NAD Working Policy is subject to Canadian law and any matters dealt with that are set out in the following material must be in consultation with Canadian legal counsel.

While employees may be locally funded (i.e., their **remuneration** and benefits are funded by a local church or school), they are employed by the lowest level of employer in the Seventh-day Adventist church structure, the local Conference. As the lowest legal entity for employment, the local Conference is the employer for all employees in all classifications, whether assigned to the Conference office or any other Conference facility, such as a church or school.

The Locally Funded Employee Administrative Guidance is available on the North American Division Secretariat website at www.nadsecretariat.org. The Administrative Guidance document addresses how to bring locally funded employment practices into compliance with federal, state, provincial, and local statutes as employees of the Local Conference.

Locally Funded employment positions, exempt, non-exempt, full-time and part-time, include and may not be limited to Locally Funded PreK-12 instructional and non-instructional educational employees, pastors, local church/school secretaries, janitors, maintenance personnel, church/school musicians, Early Childhood Education Care Center employees, and various other employment positions as determined by the Local Conference.

Pastoral positions are exempt full-time or part-time employment positions whose job description shall be determined by the conference based on the job functions to be performed and the percentage of the workload as compared to a full-time pastor's job description. However, if the part-time pastoral work does not meet the federal guidelines for salary payment, the position will be classified as non-exempt, as determined by the conference in consultation with legal counsel.

All employees will be governed by employer policy, the applicable state, provincial, and federal employment laws with the employer being the Local Conference. For employees who divide their work time between denominational employers, each employing organization shall independently determine part-time or full-time status based on each organization's job description. Employers are required to coordinate all applicable benefits where the employee is employed by more than one denominational employer and the combined time worked by an employee equals or exceeds 38 hours per week. Except where this applies to Canada or Bermuda.

All Conference Funded and Conference Locally Funded employees who are employed for 30 or more hours per week will be eligible for health care benefits in accordance with local law, legislation. No healthcare benefits will be available for Conference Funded and Conference Locally Funded employees who work less than 30 hours per week.

Retirement benefits will be offered to eligible Conference Funded and Conference Locally Funded employees as follows:

- a) For full-time (at least 38 hours per week) Conference Funded and Conference Locally Funded employees, retirement participation includes the basic employer contribution, the employee contribution if he/she chooses to contribute, and the match of the employee's contribution up to the allowable amount.
- b) For part-time (not less than 19 hours per week) Conference Funded and Conference Locally Funded employees, retirement participation includes no basic employer contribution, the employee contribution if he/she chooses to contribute, and the match of the employee's contribution up to the allowable amount.

- c) The following Conference Funded and Conference Locally Funded employment classifications shall not be eligible to receive retirement benefits of the Adventist Retirement Plan Benefits:

- 1) a Temporary Employee;
- 2) a Student Employee;
- 3) an individual employed by a Canadian, Bermudian or Guamanian employer that has Church status; and a Regional Conference, effective as of the date such Regional Conference ceases to be a Participating Employer in accordance with applicable provisions;
- 4) an individual paid above the NADCOM **remuneration** scale and participating in an Alternate Plan;
- 5) an individual who has taken an approved leave of absence in order to pursue a course of graduate study; or
- 6) an adjunct professor employed by a NAD educational institution or an industry employee, unless such individual's documentation of employment clearly specifies eligibility to participant in the Retirement Plan.

E-404 Definition of Salaried Classified Employees

A **salaried classified** employee is one who is employed full time in a management or supervisory position and is designated as receiving a salary rather than hourly pay. Salaried employees are not entitled to overtime pay except where required by the applicable employment standards legislation and regulations.

E-406 Remuneration and Benefits Salaried Classified Employees

1. **Remuneration** for a **salaried classified** employee consists of salary and the **allowances and benefits** for which the employee qualifies.
2. The following statements on salary and allowances apply to those who are paid in accordance with governing legislation and also with the Seventh-day Adventist Church in Canada classified salary scale.

a. Salary

Salary for a **salaried classified** employee is based on the salary scale voted by the Seventh-day Adventist Church in Canada and is determined annually by the employing organization after consideration of the following factors:

- i. Years of employment.
- ii. Level of experience or expertise.
- iii. Number of assigned hours per week.
- iv. Job description.
- v. Cost of living.

b. Allowances and Benefits

In addition to the annual salary, certain **allowances and benefits** may be granted when an employee qualifies. For more information regarding access to specific benefits and requirements contact the employing organization and see sections F-302 – F-330. Some benefits may be distributed on a prorated basis for part-time employees.

E-408 Definition of Hourly Employees

An hourly employee is one who is employed in a non-teaching position such as secretary, bus driver, custodian, industrial or plant services, or teacher assistant (aide), and is paid on an hourly rate determined by the employing organization.

E-410 Remuneration and Benefits for Hourly Employee

1. Wages

Wages for an hourly employee are based on the hourly scale adopted by the conference office of education in accordance with provincial requirements and are determined annually by the employing board after consideration of the following factors:

- a. Job classification.
- b. Wage rates for that classification based on the 12-month rate.
- c. Number of working hours per week.
- d. Number of weeks of the work agreement.
- e. Cost of living.

2. Allowances and Benefits

Qualification for **allowances and benefits** for hourly employees are determined by the employing organization through Seventh-day Adventist Church in Canada and employing organization policy in accordance with federal and provincial laws. For more information regarding benefits, see sections F-302 – F-330. Some benefits may be distributed on a prorated basis for part-time employees.

E-412 Employment Agreements

1. Applications for classified positions shall be submitted to the school board. Before commencement of employment, an employment contract setting out the terms and conditions of employment along with a detailed job description will be provided to the prospective employee by the employing organization. This employment contract must be signed and returned by the employee prior to commencing employment.
2. Before providing a **contract of employment** to the prospective employee, the employing organization should take reasonable steps to conclude that the prospective employee meets the conditions of employment (section E-110).

E-414 Payroll Records

Accurate payroll records must be kept and include time worked and credit time for vacations, sick leaves, and holidays. These records must be held by the employing organization and retained in accordance with governing legislation and policy.

E-416 Financial Responsibility

The cost of **allowances and benefits** granted required by governing law and/or policies of the employing organization are the financial responsibility of the local school board. The employing organization will provide payroll and earned benefits. Where applicable, the employing organization will then invoice, the local school for these costs.

E-418 Health Benefits

Employees may be eligible for health care benefits from the employing organization in accordance with the denominational health care assistance policy and the policies of any third-party health benefits insurance provider. (For complete details, contact the employing organization.)

E-420 Paid Holidays

All hourly employees are eligible for those paid holidays in each fiscal year as specified by the employing organization in harmony with applicable employment standards, legislation, and regulations.

If work is required on a holiday, arrangements are to be made with the employing organization for appropriate compensation.

E-422 Sick Leave Pay

Hourly paid classified employees may be entitled to sick leave pay as set out by governing legislation and the employing organization-governing policy.

E-424 Vacation Pay

1. A full-time Employee (minimum of 38 hours per week) is eligible for three (3) weeks of vacation with pay after completing one (1) year of denominational employment, and four (4) weeks with pay after completing nine (9) or more years of denominational employment, as certified by the **service record**.
 2. It is intended that vacation be taken each year. However, at the request of the employee and with the approval of the employing organization, unused vacation time may be carried over from one year to the next for an accumulated vacation not to exceed six (6) weeks unless otherwise required by applicable employment standards legislation and regulations.
 3. All employees' vacations are to be worked out with the school administration or conference office of education in advance. Vacation time is granted to an employee after one (1) full year of service, subject to applicable employment standards laws. However, employees under contract for a full school year may be granted vacation time on a prorated basis.
 4. Vacation pay is computed on the employee's hourly wage rate and is received by the employee at the time s/he takes his/her vacation.
 5. Part-time employees are eligible for prorated vacation pay.
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Finance

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F-100 – PreK-12/ECE Budget

F-102 PreK-12/ECE Education Budget

The sources of funding for the SDACC PreK-12 educational **budget** include the North American Division and the SDA Church in Canada. Funding from these sources is used to support SDACC PreK-12 schools across Canada. (See NAD *Working Policies* S 86 05 and S 86 10.)

F-104 Objectives of PreK-12/ECE Education Budget

1. To subsidize operational costs.
 2. To assist conferences and Kingsway College by providing funds for school improvement, school resources, educational materials, and **professional learning**.
 3. To assist conferences and Kingsway College in providing **professional learning** opportunities (e.g. conventions, in-service in SDACC and NAD initiatives).
 4. To facilitate academic learning for education personnel by providing opportunities for graduate studies and completion of **certification** requirements
 5. To assist in the development of preK-12 **curriculum**.
 6. To provide awards and scholarships.
 7. To facilitate communication and collaboration across the union.
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F-200 – General Financial Policies and Guidelines

F-202 Financial Assistance for Classroom Resources

School Equipment Allowance for Teachers:

1. To help provide classroom resources for teachers, \$300 per full-time teacher/early childhood teacher (equivalent) will be provided on a matching basis, \$100 each from the SDACC, the local conference, and the school board. Confirmation that the school board and conference funds have been allocated is required before SDACC funds will be sent to the conference for distribution. Funding will be based on the classroom teacher/early childhood teacher FTE of the Opening Report.
 2. These funds may not be used for the purchase of textbooks, student workbooks, or capital improvements.
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F-204 Transcript Cost to Personnel

Teachers shall be responsible for the cost of all **transcripts** required for **certification** purposes.

F-206 Funding of Committees

1. North American Division Sponsored Committees

The North American Division will reimburse the employing organization for all teacher expenses incurred during participation in North American Division sponsored committees. This includes, per diem, lodging, and transportation according to current policy. A stipend may also be given.

2. SDA Church in Canada Sponsored Committees

The SDA Church in Canada will reimburse the employing organization for all expenses incurred during participation in SDA Church in Canada sponsored committees. This includes per diem, lodging, and transportation according to current policy. A stipend may also be given at the discretion of the SDA Church in Canada.

3. Local Conference Committees

Teacher expenses incurred while attending committees will be paid by the employing organization.

4. Reimbursement

Reimbursement for expenses incurred may be made directly to the employee or through the employing organization. Check with the sponsoring organization for reimbursement procedures.

F-208 Procedures for Reimbursement

1. Conferences, Workshops, or Committees

Reimbursement for expenses incurred may be made directly to the employee or through the employing organization. It is the employee's responsibility to include all receipts as required. Check with the sponsoring organization for reimbursement procedures.

2. Non-Travel Reimbursement

In the event that an employee requires non-travel reimbursement, the local employer (conference or Kingsway College) policy shall be followed.

F-210 Scholarships for Education Majors at Burman University (BU)

1. The SDACC provides up to 2 Scholarships per year that may be awarded as follows:

- a. \$2000 Junior Year or 1st year in an After degree program.
- b. \$3000 Senior Year or 2nd year in an After degree program.

2. Eligibility Criteria for Scholarships:

- a. Must be a current full-time student at BU with a minimum of 12 credits during the current and immediately preceding Fall semester.
- b. Must be registered as an education major and demonstrate exceptional leadership both spiritually and within their area of expertise.
- c. Must have a minimum GPA of 3.00.
- d. Must be eligible to work in an Adventist school in Canada.

3. Recipients will be selected by Burman University.

F-300 – Allowances and Benefits

F-302 Canada Pension Plan (CPP)

All employees are eligible for **CPP** as set out by the Federal Government in governing legislation. Contributions are shared by the employer and employee as required by law.

F-304 Employment Insurance (EI)

All employees are eligible for Employment Insurance benefits as set out in governing legislation. Contributions are shared by the employer and employee as mandated by law.

F-306 Employee Life Insurance Coverage

The Employee Health Benefits Plan provides a life insurance program as a benefit in the event of a death of an employee, spouse, or dependent child. For more information regarding this plan, contact the SDACC Health Benefits Department.

F-308 Retirement Plan

The Seventh-day Adventist Church in Canada provides a defined benefit pension plan to eligible employees of participating employers. Information regarding this plan will be shared with the employee upon becoming a member of the plan. Policies and procedures regarding the retirement plan are developed by the Pension Committee and voted by the Board of Directors of the Seventh-day Adventist Church in Canada. For further information regarding the Retirement Plan, contact with the Seventh-day Adventist Church in Canada, Retirement Department.

F-310 Leaves

The Seventh-day Adventist Church in Canada makes provisions for leaves concerned with bereavement, illness, personal reasons, jury duty, and leave of absence. Leaves for any other purpose must be approved by the employing organization, as set out in NAD *Working Policy* E45 90. However, all NAD Working Policy is subject to Canadian Law and all decisions in this respect must be made in consultation with Canadian legal counsel.

1. Bereavement

- a. A leave of up to five (5) school days with no loss of salary may be granted to an employee in case of a death in the immediate family. (Immediate family means grandparents, parents, spouse, brothers and sisters of either the employee or spouse, children and grandchildren.) Beyond the initial 5-day period, should the employee require further time to grieve and deal with family matters, the employee shall provide to the employer a physician's note to indicate further time away from work is necessary. This is dealt with in legislation that may vary between jurisdictions and legal counsel should be consulted as to the obligations with regard to accommodation and **remuneration**.
- b. Arrangements for other exceptions are to be made between the employer and the employing organization.

2. Sick leave

- a. When an employee is sick and would expose others to illness or injury, or is unable to reasonably perform regular duties, s/he may not return to work until s/he is not exhibiting any symptoms of illness, or where applicable, without a physician's note indicating that s/he may return to work.
- b. Anticipated, extended, and unexpected absences must be reported as early as possible to the **principal** and the superintendent.
- c. Illnesses resulting in more than five (5) days absence may require a physician's note.
- d. Sick leave may be granted only in the case of personal illness or injury of the employee.
- e. Elective medical, dental, or surgical appointments should be scheduled so as not to interfere with the regular work schedule. Where this is impossible, such time shall be taken for such appointments as sick leave or personal days.
- f. During the contract year, a certificated employee is eligible for sick leave in accordance with conference guidelines.
- g. Should a period of illness extend beyond seven days the employee may be eligible for Salary Continuance benefits. Consult with the employer and SDACC Health Benefits Administration for additional information.
- h. When an area travel **budget** is allocated to the employee who is unable to work due to illness, this **budget** will be suspended after one month's absence from employment.

3. Maternity/Paternity Leave

Maternity/paternity benefits will be granted in accordance with provincial laws.

Employees who are on maternity/paternity leave may be eligible for a top up of benefits. For more information contact your employer and the SDACC Health Benefits Administration.

4. Personal Leaves

Employing organizations may, at their discretion, grant an employee up to two (2) personal days per year. Employing organizations may finance the cost of the substitute teachers in the same way they do the cost of illness leaves. The employee must request permission from the school administration and/or **conference superintendent** at least five (5) days before s/he wishes to take any personal days. Personal days taken in connection with the beginning or end of administratively scheduled vacation periods are not encouraged but they may be approved in the discretion of the employer if proper arrangements can be made.

5. Jury Duty

Employees selected to serve on jury duty will immediately notify the school administration and/or the conference office of education so that proper arrangements can be made for covering their assigned positions.

6. Unpaid Leave of Absence

A certificated employee on **Regular status** may apply for an unpaid leave of absence if they have been employed by the current conference or Kingsway College for a minimum of five (5) years. A certificated employee granted unpaid leave is entitled to a position within the employing organization, though not necessarily at the same school, at the end of the term of the leave. Subject to local law no credited pension service will be accumulated during the unpaid leave period.

- a. An unpaid leave of absence must be approved in writing by the employing organization.

- b. Unpaid leaves will be granted for a period of up to one (1) school year. Extensions may be granted by the employing organization in their sole discretion, upon written request by the employee.
- c. Employees who have been granted an unpaid leave of absence must inform the employer of their intent to return to employment for the following school year by April 1.
- d. Employees must notify their employer of their intent to return on or before January 31 for the following school year.
- e. A certificated employee on an unpaid leave of absence may request continuation of allowable denominational benefits. For further information contact the SDACC Health Benefits Administration.

F-312 Tuition Assistance for Children of Employees

(Taken from NAD Working Policy, Y 24)

1. *Christian Education*

Employees are encouraged to support the Church's philosophy of Christian education by enrolling their children in Seventh-day Adventist schools for the purpose of assisting youth in making a decision for and commitment to Christ, thus perpetuating the practice of Seventh-day Adventist beliefs and teachings, enlarging the reservoir of future church employees and lay church leaders, providing a positive example, and reducing the possibility that the children adopt a lifestyle that is not in harmony with the teachings of the Church.

2. *Eligible Employees*

Regular full-time Church employees in administrative, professional, and supervisory positions (those considered to be exempt from Federal and state/provincial wage and hour laws) are expected to send their children to Seventh-day Adventist denominationally owned and operated schools and are provided assistance on the tuition expense for their children who are enrolled in denominationally owned and operated Pre-K-12 schools or liberal arts college/university levels, including a fifth year of college/university, or additional course study required to secure necessary credentials/**certification**.

3. *Students Eligible for Tuition Assistance*

To be eligible for tuition assistance the student must be:

- a. An unmarried dependent of the employee.
- b. Less than twenty-four years of age unless the student has given compulsory military service, volunteer service for the Church, or has a documented medical consideration.
- c. Eligible to be claimed as a dependent on the employee's income tax return* and meet one of the following requirements: the student must be born to, or legally adopted by, the employee and/or spouse appointed under the guardianship or legal custody (not temporary custody) to the employee or is a stepchild by marriage.

* The requirement that the student is eligible to be claimed as a dependent on an income tax return does not apply to employees in Canada as children above the age of 18 cannot be claimed as dependents on the parent's income tax return. However, the requirement that the children be financially dependent on the employee remains and is an important eligibility criterion. The employer may request reasonable evidence of dependency.

4. *Assistance*

The employer for the eligible employee may provide assistance on tuition and all required fees as follows:

- (1) College & University – 70 percent for dormitory students, and 35 percent for those not in the dormitory. Starting junior year or 5th semester, 70 percent subsidy may apply to those students residing in university/college owned off-campus housing, excluding parents' or relative's house.
- (2) Academy – 70 percent for boarding students. 35 percent for day students.
- (3) Elementary – Assistance at 35 percent, beginning with Pre-Kindergarten.

In cases where an employee's church provides a subsidy to cover the differential between constituent and non-constituent tuition rates for elementary and secondary schools, the tuition assistance from the employer shall be based on the net tuition expense to the employee. Charges for private music lessons are only covered if the course is required for credit for the student's major or minor.

5. *Professional Programs*

Assistance provided for professional programs not requiring an undergraduate degree before beginning graduate study shall be based on, and shall not exceed, the normal tuition costs for a maximum number of semesters or quarters as listed in paragraph 6 below.

6. *Limitation on Assistance*

Assistance shall be provided for a degree program for a maximum of ten semesters or fifteen quarters (or a combined equivalent).

7. *Summer Sessions*

Students who attend summer sessions shall be eligible for tuition assistance. Such attendance shall not count against the maximum semesters or quarters referred to in paragraph 6 above.

8. Tuition assistance shall be provided for studies through Griggs International Academy as per regular policy. Tuition assistance is provided on credits that are earned through the College Level Examination Program (CLEP). The assistance is 35 percent.

9. *Attending Schools Outside the NAD*

Children independently attending denominationally owned and operated colleges and universities located outside North America may be granted assistance amounting to 70 percent of the actual tuition provided the amount of assistance is not greater than the amount they would receive if attending their home college/university.

10. Adventist Colleges Abroad students receive 70% assistance based on the cost of tuition at the home campus where they are registered.

11. *Method of Payment*

Assistance for students shall be made directly to the invoicing school.

12. *Division of Assistance*

When both employee and spouse are denominationally employed by separate organizations and both provide tuition assistance according to this policy, each organization shall be responsible for one-half of the assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by the organizations concerned. Only one tuition assistance shall be provided per student.

13. *Exceptions*

This policy is intended to apply only to employees' children who attend Seventh-day Adventist denominational schools. Exceptions may be made as follows:

- a. Attendance at privately operated Seventh-day Adventist schools approved by the conference.
- b. A child, because of unique personal circumstances such as documented abuse or learning disabilities, may need to attend a non-Adventist school.
- c. In cases where an undergraduate-level program of study or trade/vocational program is not offered in a denominational school in the North American Division, the total assistance shall not exceed the amount which would normally be granted for attendance at a denominational school in the student's union.

14. *Employees Disabled*

This policy would extend tuition assistance to the dependents of employees who become disabled as outlined in Y 33 – Employee Disability Income Plan in the NAD *Working Policy*. Assistance would be continued through the school year in which the employee's elimination period occurs, but in no event would be carried more than one school year.

F-314 Adoption Expense

(Taken from NAD Working Policy Y 26)

Full-time employees may be granted assistance of 75 percent of the medical and legal expense and adoption agency fees incurred in the adoption of children if the adoption is completed. The maximum assistance to be granted shall not exceed the equivalent of up to two times the current monthly **Remuneration** Factor. This assistance shall be limited to one allowance per child.

F-316 Holiday Gifts

Employing organizations may wish to recognise the service of employees by granting an annual holiday gift according to policy.

F-318 RRSP Matching

Employing organizations may grant an RRSP matching amount according to policy.

F-320 Employee Moving Allowances

(Taken from NAD Working Policy Y23 05)

1. Assistance

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

- a. An amount to cover freight/van charges and insurance up to maximums established by the employer.
- b. Travel expense and a per diem as per current policy and 100 percent of the regular mileage allowance to move the employee's car or up to two cars for employee and spouse to the new field of employment.

- c. A flat amount rounded up to the nearest \$10 to cover packing and other moving costs as follows: Employee—16.5 percent of the **Remuneration** Factor; Spouse—16.5 percent of the **Remuneration** Factor. A single parent with dependent children may be granted 33 percent of the **Remuneration** Factor as a moving allowance.

- d. Automobile Registration and Excise Tax

Employees who are called to another province and who are required to pay duplicate excise tax/sales tax, license, and **certification**/inspection fees may report such expense on one car if they register their car within 90 days of moving to the new area. If the employee has a spouse, the above expenses may also be reported on a second car.

- e. In cases where it may be necessary to negotiate a bridge loan in order to secure a home at the new location, the bridge loan interest may be reimbursed by the new employer for the same time period during which the employee is eligible to receive duplicate housing allowance in addition to the duplicate and special housing allowance. This bridge loan interest would be considered outside of the ceiling for which special assistance may be given.

- 2. Maximum Assistance

The allowances referred to in 1. b., c., and d. above shall be limited to two vehicles and two flat moving allowances per family even though both spouses are employed.

- 3. Sharing Moving Expenses

When calls are extended to a husband and wife to join two different denominational institutional organizations in the same area, the cost of moving shall be shared by the calling organizations. However, when the initial call is for one spouse and the other spouse obtains employment, the organization that initiates the primary call shall be responsible for the full cost of the move.

F-322 Retiring Employee's Moving Allowance

(Taken from NAD Working Policy Y23 10)

A retiring employee may be granted assistance for one actual move to the place of retirement if the employee has been moved at denominational expense during his/her career.

1. *Authorized Expenses*—When an employee retires, the employing organization may arrange to pay the moving expense for household goods, and transportation expense including mileage, tolls, hotel and per diem by the most direct route based on 500 miles per day to the place of choice in the North American Division. If the employee's service credit is less than thirty years, the employing organization may pro-rate the move expense based on years of actual service credit.
2. *Other Move Policies*—The provisions of Y 23 05, paragraph 1-c., -d., and -e. do not apply to this move.
3. *Timing*—The Retirement move must occur within five years after retirement, unless other arrangements are documented by the employer prior to retirement.
4. *Form of Payment*—At the discretion of the employer, the move may be arranged by the employer, a cash settlement may be paid directly to the employee, or actual expenditures may be reimbursed.

5. *Division of Expenses*—If both spouses are denominationally employed by different employers at the time of retirement and are holding a position normally moved at denominational expense, the assistance shall be shared equally by the two employers.
6. *Tax Obligations*—The retiring employee shall be responsible for any tax obligation accruing due to such assistance provided.
7. *Other Applications*—Employers may apply the provisions of this policy in the case of a move due to the death of an eligible employee even if the death is prior to retirement or retirement eligibility.

F-324 Housing Allowance

(Taken from NAD Working Policy, Y16 05)

1. Remuneration Factor

The **remuneration** factor and the implementation of cost-of-living granted to the employee includes a provision for housing. In Canada, ERI will be used for determining adequate housing assistance, and Statistics Canada will be used for determining the non-housing components of cost-of-living. Housing assistance may be granted only by following the ERI cost-of-living indicators or Statistics Canada. No additional housing allowances may be granted, except as provided for in Y 16 06.

2. General Eligibility Requirements

It is recommended that housing provided by the employer should be charged to the employee at current community rates or at the rate indicated by the ERI/ Statistics Canada indicator for the location where the employee is employed, whichever is less. Any variance to this recommendation is to be approved by the next higher organization. In the case of **boarding academy** personnel who are requested to live in school-owned houses or dormitory quarters as a condition of employment, the rate of rent charged shall be at least 75 percent of the community rate. This same rate will apply to conference and camp caretakers.

3. Employee-Owned Housing

Employees are encouraged, whenever possible, to own housing in, and make adequate provision for housing free-of-debt by the time they are no longer in active service. When an employee purchases housing, he/she accepts the full responsibility involved in home ownership. The employee should, however, counsel with his/her employer as to the appropriate geographical area for his/her new home that will best serve his/her needs and the needs of the employer.

4. Parsonage Allowance

Where a parsonage allowance is granted to the employee under existing government regulations, the maximum amount of said allowance shall be stipulated annually by the respective union committees.

F-326 Additional Housing Assistance

(Taken from NAD Working Policy, Y16 06)

1. Duplicate Housing
 - a. *Initial Assistance*--When an employee is moved from one location to another, and because of the conditions of his/her lease or failure to sell or rent his/her home, he is required to pay housing expenses both at his/her former location and at his/her new location, an allowance may be granted to cover the time when payments are being made at both locations and both homes are habitable. The allowance may be granted under normal conditions up to three months.
 - b. *Unusual Circumstances*--In unusual circumstances when the employee has not been able to sell the home at his/her former location and evidence is presented indicating that the asking price for said home at the end of the three-month period referred to in 1. was no more than 100 percent of an appraisal provided by an independent appraiser, up to an additional three months' assistance may be granted. An independent appraiser shall be understood to be a qualified appraiser such as may be contacted through banks or home loan associations. Real estate agents shall specifically be excluded from this group. The reasonable cost of such appraisal will be reimbursed by the employing organization.
 - c. *Extreme Circumstances*--If the employee has not been able to sell the home after having received an allowance for six months because of extreme circumstances, the allowance may be continued for a further period of up to six months if the asking price for the said home is not more than 95 percent of the appraisal during this period.
 - d. *Amount*--When granted, the monthly allowance shall be the actual expense for **principal** and interest, property taxes, and insurance up to 100 percent of the cost factor (housing/utilities/property tax of the Relocation Analysis Report) as indicated by ERI/Statistics Canada for which the employee was eligible at the former location. Fifty percent of any rental income shall be deducted from the allowance.
2. *Sharing of Loss Sale*--In view of the importance of pricing a home correctly before it is placed on the market, and due to the critical importance of the first 30 days in the sale of the property, both the employee and the new employer may agree at any time during the selling process that in lieu of spending all the duplicate housing allowance provided in 5006, items 1a through d, the property may be placed for sale at less than one hundred percent of market value as determined by current appraisal. The cost of the reduction may be shared between the new employer and the employee at an agreed upon ratio on an individual basis. The employer cost is not to exceed the maximum duplicate housing allowance provision.
3. *Purchase of Employee's Home*--If in the course of transitioning an employee from one location to another, the employing organization decides that it is in its best interest to acquire the home where the employee currently lives, in order to facilitate the relocation of the individual to the new job **assignment**, the employing organization may exercise that option with the approval of the governing committee and where applicable, the association or corporation. The home shall be appraised by a third party, and the price will be set excluding realtor fees.
4. *Coordination of Benefits*--The employing organization should discuss the options available to the employee and should avoid the unnecessary multiple application of the provisions of this policy.

F-328 Employee Per Diem

Employees on approved travel to conventions or other appointments may receive a per diem allowance at a rate set annually by the Seventh-day Adventist Church in Canada but according to the employer's policy.

F-330 Mileage Rates

Auto mileage rates for all education personnel for authorized trips will be in harmony with local employer policy.

F-332 Administrator Allowance

An administrator allowance shall be paid monthly to principals and teaching principals in accordance with the following formula:

$$(4.5\% \times \text{Base RF}) + (1/4\% \times \text{Base RF} \times \text{instructional teacher FTE above 10})$$

A basic amount shall be 4.5% of the Base Remuneration Factor (RF) plus an additional 1/4% of the Base Remuneration Factor (RF) per instructional teacher Full Time Equivalent (FTE) above 10 to a maximum of 25 instructional teacher FTE.

Vice-principals, head teachers, or other administrative staff may receive a prorated amount based on their administrative FTE assignment.

Superintendents, associate/assistant superintendents, and boarding academy principals will receive the maximum rate of the Administrator Allowance or Area Travel Allowance, whichever is greater. This allowance is paid monthly.

F-400 – Professional Education Assistance

F-402 Professional Growth

The SDACC Office of Education encourages a culture of ongoing **professional learning** for every employee which contributes to continuous school improvement and increased student success.

Specific requirements for **certification** and re-certification according to **certification** status are outlined in the *K-12 Educators' Certification Manual* but ongoing learning should not be limited to these requirements. All employees are encouraged to participate in collaborative job-embedded learning activities that are relevant to their individual contexts and needs.

Local conferences are responsible for outlining protocols for identifying and documenting **professional learning** plans for their teachers, and for providing the support and the safe environment needed to encourage ongoing learning.

Some financial assistance is available to teachers at both the SDACC and conference levels. Please see Section F-406 – F-414 of this **Code** for more information.

F-404 Local Conference Events - Travel and Expense

The following is the expense policy for local conference sponsored events:

1. All transportation, meals, and lodging expenses for approved attendees shall be paid by the employer.
2. Travel per diem rates will apply to approved attendees only.
 - a. Mileage will be paid in harmony with conference guidelines.
 - b. Attendees shall be reimbursed for one nights lodging if the total distance travelled one way is greater than 800 km.
 - c. Attendee per diem policy will be in harmony with local conference policy.

F-406 Conference Continuing Education Funding

It is recommended that conferences provide continuing education funds for **certificated personnel** on a yearly basis to assist in their ongoing **professional learning**.

F-408 Professional Meetings

Personnel authorized to attend professional meetings may receive the following **remuneration** paid by the employing organization.

1. The registration fee.
2. The regular mileage policy followed within the conference or most economical air fare*, whichever is less.
3. A per diem allowance in harmony with local conference guidelines.
4. Actual lodging cost.

* If traveling by air only flight and one checked bag are reimbursed.

F-410 In-Service Teacher Education

All conferences shall allocate annually a minimum of three days for in-service activities for teachers.

F-412 Professional Growth - Summer School Attendance

Teachers or school administrators employed in the SDA Church in Canada may attend summer school at Burman University without payment of tuition upon authorization by the **conference superintendent** of education and the SDA Church in Canada Director of Education. For financial details pertaining to advanced study, see Sections F-414.

Required School Attendance

All teachers holding Conditional Certificates shall be required to secure a minimum of six semester/ nine quarter hours of course work during each year which must apply towards the requirements for the Basic or Standard Certificate.

F-414 Financial Assistance for Certification

The SDA Church in Canada (SDACC) will pay the tuition for preK-12 educators, including **conference superintendents** and associates, who have been approved to take certification or recertification courses for academic credit at approved universities by. Educators should contact their employer for application requirements.

Eligibility:

- b. Must be currently employed within the SDACC preK-12 education system.
- a. Must have submitted an application for SDA Teacher Certification and all required supplementary documents.
- b. Must receive approval from the employing organization.

Transcripts

Following the completion of course(s), it is the employee's responsibility to ensure that official **transcripts** are sent to the SDACC Office of Education.

Grace Course

If the educator does not achieve the minimum grade required by policy, the SDACC Office of Education will cover one "grace" course. If the educator does not achieve the minimum grade required by policy in a second course where the SDACC has been directly invoiced for tuition fees, the employer will be invoiced for the funding incurred by the SDACC.

Travel/Room and Board

The SDACC does not cover travel or room and board. If travel is required, educators should check with their employing organization to see if assistance is available.

Work Conflicts

Prior approval must be obtained from the employer if a course requires class attendance or internship during scheduled work hours.

Note: Charges other than those approved by the local conference are the responsibility of the teacher.

F-416 Financial Assistance for Graduate Studies

The SDA Church in Canada (SDACC) will pay tuition for preK-12 educators including **conference superintendents** and associates who have been approved to take graduate studies. Educators should contact their employer for application requirements. Those already holding a graduate degree are generally not eligible; however, individual requests may be considered.

Eligibility:

- a. Must be employed as a full-time preK-12 educator, **conference superintendent**, associate/assistant superintendent, or early childhood program director within the SDA Church in Canada.
- b. Must hold a valid SDA Teaching Certificate (Exceptions may be considered for eligible Early Childhood Directors).
- c. Must receive approval from the employing organization.

Transcripts

It is the employee's responsibility to ensure that official **transcripts** are sent to the SDACC Office of Education.

Grace Course

If the educator does not achieve the minimum grade required by policy, the SDACC Office of Education will cover one "grace" course. If the educator does not achieve the minimum grade required by policy in a second course where the SDACC has been directly invoiced for tuition fees, the employer will be invoiced for the funding incurred by the SDACC.

Travel/Room and Board

The SDACC does not cover travel or room and board. If travel is required, educators should check with their employing organization to see if assistance is available.

Work Conflicts

Prior approval must be obtained from the employer if a degree or course requires class attendance or internship during scheduled work hours.

Doctoral Assistance

Limited funding is available for doctoral degree assistance. Educators should check with their employing organization for application and eligibility requirements.

Note: Charges other than those approved by the local conference are the responsibility of the teacher.

F-418 Additional Funding

The SDACC Office of Education will also reimburse conferences up to \$2500 and boarding academies up to \$1500 for courses taken for academic or non-academic courses not covered by the policy above. Educators should check with their employing organization for funding availability and requirements. The employing organization will reimburse the employee for tuition costs and will bill the SDACC for tuition paid up to the maximum stated above.

F-500 Accounting

F-502 School Budget and Operating

1. Since the fundamental necessity of operating an educational system free from debt is recognized, every board shall be held to a policy of operating within its revenue stream.
 2. The management of every school receiving SDA Church in Canada or local conference subsidy shall prepare operating and capital improvement **budgets** and have them approved by their respective boards. These **budgets** are to be approved by the school board and reviewed and approved at the annual Conference Board of Education meeting.
 - a. Provision shall be made by the school board for adjusted operating **budgets** following registration to meet income deviations resulting from enrolment increase or decrease.
 - b. **Budget** control shall be the responsibility of the school administration.
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F-504 Conference Educational Subsidies

It is recommended that conference educational subsidies meet the following minimum equivalent tithe percentages:

5% - Burman University

10% - PreK-12 schools

Kingsway College based on tithe and average number of students from the conference.

The distribution of the conference percentages between K-12 and 9-12 may be adjusted by the respective boards of education

F-506 Joint Responsibility of Church and Conference in Payment of Teachers

1. In harmony with NAD *Working Policy*, FEA 30 20, which designates the conference as the employer, all teachers are to be paid by the conference treasurer on a plan whereby the school agrees to send salary funds promptly each month to the conference treasurer, who in turn assumes the responsibility of including the teachers' salary cheques in the monthly conference payroll.
2. To assure a clear understanding regarding payment of the teacher's salary, instruction should be given by the conference to the churches and schools covering the following:
 - a. The exact amount due from the churches and schools each month.
 - b. The amount of subsidy being given by the conference.
 - c. The monthly date when the churches' and schools' remittance are due at the conference office.
 - d. A statement of responsibility of both parties.

Note: Kingsway College is responsible for its own payroll.

F-508 Accounting Manual

The *NAD Church and School Accounting Manual* prepared by the General Conference will serve as the guideline for accounting procedures.

F-510 Depreciation of Fixed Assets

All denominational institutions are to include depreciation on land improvement, buildings, and equipment in their annual statements as an operating cost. Depreciation rates vary according to estimated life of the **fixed assets**. The following is a partial list of more commonly used depreciation rates:

1. Land Improvements
 - a. Grounds and shrubbery.....5%
 - b. Cement sidewalks, curbs, and areas.....5%
 - c. Paved roads and areas (asphalt or cement)5%
 - d. Gas, electricity, phone, water and sewer lines.....5%
 - e. Fences.....5-10%
2. Buildings
 - a. Well-constructed brick, stone, or reinforced cement buildings.....1 1/3%
 - b. Brick veneer or thin wall cement buildings.....2%
 - c. Frame stucco on good foundation.....2 1/2%
 - d. All other buildings having a life of 20 to 35 years.....3-5%
3. Equipment
 - a. School library books.....20%
 - b. Rental textbooks.....33 1/3%
 - c. General office and classroom furnishings.....8-12%
 - d. Cafeteria equipment.....10-20%
 - e. Buses.....12 1/2-20%
 - f. Computer equipment.....33 1/3%

These rates should be approved by conference treasury departments.

F-512 Building or Improvement Projects/Borrowing Funds

(Taken from NAD Working Policy, S 14 15 and S 14 20)

1. *Authorizations*--Building and financial plans for church and institutional projects shall be submitted for approval according to the following plan (amount exclusive of land):
 - a. All new construction or purchase projects shall be approved by the conference **executive committee** or institutional board.
 - b. Projects exceeding \$3,000,000 shall be approved by the union **executive committee** or the board of union institutions.
2. *Definition*—For institutional and conference building projects, improvements and equipment, 50 percent (50%) of the funds needed for the project shall be available in cash or readily convertible assets and satisfactory provision made for securing the remaining 50 percent (50%) before authorization is granted by the responsible committee or board and commitments are made. In the case of construction, the work shall proceed, and obligations shall be incurred only as funds are available. A higher percent of borrowing may be permitted to these types of projects where earned income will fund the repayment of loans on a selfliquidating basis. In cases of housing for employees where earned income will fund the repayment of loans, the union may give final approval for construction and borrowing. In all cases where the full amount of the funds needed for a project is not available, the amount borrowed shall be underwritten by the local and union conferences concerned and the plan of finance approved by the next larger organization, with the exception of health care institutions.
3. *Multiple Units*—In the case of a building or expansion program involving one or more units in one of the larger institutions, the plan for the building program for each unit with the financial plan shall be submitted to the controlling committees for approval before commitments are made. A master building plan for the institution should be developed and submitted for approval. Such financial plan shall provide for the full amount of funds required to complete the project by cash or by yearly budgetary appropriations underwritten by the local and union conferences concerned. Construction shall proceed and obligations shall be incurred only as funds are available.
Cost Estimates—Cost estimates from the project's architect concerning contemplated building and improvement projects shall be submitted by organizations for approval by the appropriate committees. The estimated operating expenses of the new facility shall also be submitted.

F-514 Operating Capital

The management of institutions are encouraged to make an earnest effort to build up adequate operating capital, assisted by the following suggestions:

1. A consistent, firm collection of student accounts policy.
2. The preparation and adherence to an economical **budget**.
3. Avoidance of over-staffing.
4. Responsible administrative procedures in regard to expenditures.
5. Systematic control of student labour **budgets**.

F-516 Student Activity Funds

All student activity funds are to be handled through the school accountant and/or treasurer. This includes all funds earned by programs and student activities. The school administration should provide for the auditing of the funds of all student organizations.

F-600 Insurance

F-602 Insurance and Loss Control

1. Each school board shall appoint a Safety Officer who shall chair a Safety Committee that will meet regularly to review the activities of the school, adequacy of janitorial services, and the condition of the premises. The safety committee will conduct a school self-inspection before each school year begins and bring recommendations to the board for action. Written records must be kept.

Note: The *School Self-Inspection Form* and procedures can be found on the **Adventist Risk Management** website.

2. All school-sponsored or faculty-sponsored activities of the school should be evaluated by the Safety Committee or by the school board as to the safety of the event for the students and faculty. The plans for the event must eliminate hazards as much as possible and provide for contingencies in advance of the event.

Note: The *Trip/Off-site Activity Planning Checklist* and procedures can be found on the **Adventist Risk Management** website.

3. Each school board and/or conference shall annually review the school's property insurance with a qualified broker to guard against over or under insuring. One hundred percent replacement cost is recommended on all school buildings.
4. Each school board shall prepare a plot plan of its property designating each building so that proper identification can be made when necessary.
5. Schools shall provide adequate student accident insurance for all students enrolled.
6. Worker's Compensation Insurance shall be carried for all employees.
7. The Safety Committee shall investigate all accidents or incidents to determine the real cause of the accident for the purpose of preventing future similar accidents or incidents from recurring.
8. The administration shall remove or adequately protect against all known hazards from school activities and premises.
9. Insurance coverage must meet the minimum limits defined in NAD Working Policy (see NAD Working Policy S 60 10)
10. Employers' liability insurance shall be carried on all employees, including teachers, and on students who are not covered by the Worker's Compensation Insurance.
11. In an endeavour to keep the premium at a minimum on all forms of insurance, the safety committee shall implement a safety program designed to minimize the cause and source of accidents and fire. Records shall be kept of these programs or meetings.
12. Students should receive instruction in safety for all physical education activities before the activity. Care for the student must be a priority for each physical activity or sport.
13. All school-owned vehicles will be covered under the conference policy. Coverage shall include bodily injury and property damages in amounts recommended by **Adventist Risk Management**. Comprehensive and collision insurance is recommended.
14. All schools that have hot water heating boilers or steam boilers should contact the conference insurance officer to make sure that the school location is on the master boiler policy for Seventh-day Adventist institutions. Boiler insurance limits shall be carried in amounts recommended by **Adventist Risk Management**.

15. Other coverage which may apply to schools include: Depositors Forgery Bond, Fidelity Bond, Directors' and Officers' Liability, Theft and Glass, Inland Marine Floater coverage, and Aircraft. School administrators should be familiar with these programs and should contact the conference insurance officer or risk manager from **Adventist Risk Management** Services concerning any questions.
16. School and conference administration should be informed promptly of any incident that may require a claim being filed for insurance coverage.

Note: Both the conference office of education and the local school board are responsible to ensure that all required insurance is in place.

F-604 Auto Insurance

Automobiles operated by educational personnel are required to carry auto insurance protection as specified by the employing organization.

1. Evidence of insurance shall be kept on file at the school and/or conference.
 2. School-owned or privately-owned vehicles used in school-related business or to transport students must carry insurance coverage as per local conference and **Adventist Risk Management** policy, and provincial law.
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F-606 Insurance

Earthquake and flood facility insurance shall be considered on all denominational property. Consideration of cost, the risk associate with earthquakes and floods in their respective areas, and all other alternatives including closing the institution in their event of a major earthquake or flood, should be carefully evaluated.

F-608 Private Planes

Personnel who want to use private airplanes insured for passengers in authorized travel must consult with conference administrators and refer to *NAD Working Policy, C 75*.