

# GENERAL OPERATING POLICY



DILLINGHAM ADVENTIST SCHOOL  
P.O BOX 182  
442 & 428 WINDMILL HILL ROAD  
DILLINGHAM, ALASKA 99576

(907)- 842- 2496  
[dillinghamsdaschool@yahoo.com](mailto:dillinghamsdaschool@yahoo.com)

## TABLE OF CONTENTS

Chapter One: Organization and Administration

Chapter Two: Instructional Support Services

Chapter Three: Students

Chapter Four: Faculty and Staff

Chapter Five: Business Services

Chapter Six: Educational Program

Appendix I: Organizational Chart

Appendix II: School Directory

Appendix III: School Calendar

Appendix IV: Tuition and Fees

Appendix V: Code of Ethics for Board Members

Appendix VI: Teacher Evaluation

Appendix VI': Personnel Procedure

Appendix VI'': Teacher Aides



## INTRODUCTION

### **Board Policy vs. Administrative Procedure**

Policies are developed for the express purpose of establishing a definite philosophical and operational framework from which courses of action are selected to guide and determine present and future decisions. This means that policy development is critical to any organization and without it there is no framework from which to make or evaluate the effectiveness of decisions on operational procedures. In the context of the Adventist school, the basic policies should be developed and adopted by a local Operating Board. Policies adopted by the Conference Board of Education will be modified to fit the local situation. Each policy must stand the test of Scripture, be true to the philosophy of Christian education, and be consistent with the definite goals envisioned for the school.

In theory, a school administrator does not set policy—he executes it.

According to the principle of the separation of policy-making and administration: The board establishes policies for the general operation of the school and the Administrator develops procedures to carry out the intent and spirit of the policy. Administrative action becomes primarily that of; developing and approving procedures, articulating and communicating instructions, resolving unforeseen conflicts, and evaluating results.

This principle is frequently violated in practice. Boards often go beyond the bounds of policy-making, thus entering the realm of administration, and administrators make decisions that, in fact, establish policy. The violation of the principle of the separation of policy-making and administration does not mean that the principle has no value. Rather, the key is to find policies and procedures which, on the one hand, enable administrators to "contribute" to sound policy set by the board and, on the other hand, to make it possible for the board to "review" administrative procedures and decisions.

As can be seen, making a clear distinction between the board functions of policy development and the administrative function of procedure development is sometimes difficult, yet the board/administrator relationship is dependent upon having a workable understanding of this principle.

# CHAPTER ONE

# CONTENTS

**CHAPTER NUMBER: 1 CHAPTER TITLE: Organization and Administration**

Section Number: 1.1

Section Title: Dillingham Adventist School

### 1.1.1 General Purpose of the Dillingham Adventist School

### 1.1.2 Statement of Faith

### 1.1.3 Philosophy of Christian Education

### 1.1.4 Why the Christian School?

### 1.1.5 Basic Educational Goals

### 1.1.6 Corporate Entity.

Section Number: 1.2      Section Title: Organizational Structure

### 1.2.1 Overview

Section Number: 1.3      Section Title: School Constituency

### 1.3.1 Definition and Membership

### 1.3.2 Meetings

### 1.3.3 Functions

Section Number: 1.4      Section Title: School Operating Board

### 1.4.1 Definition

### 1.4.2 Membership

### 1.4.3 Purpose

#### 1.4.4 Limitations

### 1.4.5 Business Meetings

### 1.4.6 Functions of the Beard

Section Number: 1.5      Section Title: School Calendar

### 1.5.1 Official School Calendar

### 1.5.2 Holidays

### 1.5.3 Length of Term

#### 1.5.4 Conference and Planning Days

### 1.5.5 Daily Session

### 1.5.6 Teacher Hours



# GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization and Administration

Section Number 1.1      Section Title: *Dillingham Adventist School*

---

Subsection

Number

Policy Statement

---

## 1.1.1 General Purpose of Dillingham Adventist School

It has always been a part of God's plan for parents to be ultimately responsible for the education and development of their children (Deuteronomy 6:6-9, Ephesians 6:4). The general purpose of the Dillingham Adventist School is to serve as an extension of the home by assisting parents with the education of children and to provide technical assistance to the parent and child in mastering academic skills and concepts. Ellen G. White, one of the founders of the Seventh-day Adventist Church, stated it best in the book *Education*, page 13:

"True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come."

The Dillingham Adventist School will guide and establish learning experiences that will assist each student to become a maturing Christian person, as well as a responsible and productive member of society.

## 1 .1 .2 Statement of Faith

- We believe that both the Old and New Testaments are the inspired Word of God, revealing the three Persons of the Godhead: Father, Son, and Holy Spirit.
- We believe in the incarnation and virgin birth of our Lord and Savior Jesus Christ as truly God and truly Man.
- We believe that man was created in the image of God, but became separated from God by sin.
- We believe that man is redeemed by grace through faith in Jesus Christ's vicarious atonement for sins, the shedding of His blood on the cross.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization and Administration

Section Number 1.1      Section Title: *Dillingham Adventist School*

---

Subsection

Number

Policy Statement

---

## **1.1.2 Statement of Faith (continued)**

- We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.
- We believe in the bodily resurrection of Christ, His imminent and literal return, and the resurrection of His people.
- We believe that the Law of God, the Ten Commandments, is still binding upon mankind, and that it can be kept in its fullness only through faith and with the power of God working in our lives.

## **1.1.3      Philosophy of Christian Education**

The Dillingham Adventist School starts with the premise that the only true education is a Christian education. This premise is based on the fact that only Christian education deals with all the dimensions of life viewed from a Biblical perspective.

### **A. Reality**

God is the personal and purposeful Creator and represents the guiding force of the universe. Reality in life involves the understanding that God is real and is active in the lives of humanity today.

### **B. Truth**

All truth is God's truth. Truth is consistent throughout the universe. Truth exists and is an absolute. God has revealed Himself through His Scriptures, through nature, and through His Son. Human understanding of truth comes through a study of the inspired Word of God, an understanding of His creation, and having a personal relationship with Jesus Christ.

### **C. Knowledge**

All knowledge must be put in the context of Biblical truth. Any knowledge or personal conviction, which serves as a guiding principle in an individual's life, must be measured against truth as revealed in God's inspired Word.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization and Administration

Section Number 1.1      Section Title: *Dillingham Adventist School*

---

Subsection

Number

Policy Statement

---

## 1.1.3 Philosophy of Christian Education (continued)

### D. Men & Women

Men and women are created in the spiritual and moral image or likeness of God. In a person's essential nature is the freedom to choose, or decide, for himself or herself what their behavior will be, what they will think, become, and do. Their inherent nature and their environment of both good and evil affect their fundamental freedom of choice. Therefore, they are in need of special help to choose good and to find fulfillment in a reconciled life made possible by Jesus Christ, the divine Son of God.

### E. Christian Education

In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge, and of humanity. Implicit in Christian education are these basic truths:

1. Humans possess a spiritual dimension, which is inseparable from the physical. (Genesis 1:26-27)
2. Education involves the total being spiritually, intellectually, physically, and socially (Proverbs 9:9, Luke 2:52).
3. Each person possesses unique, individual potential, traits, and needs (Romans 12:3-8).
4. The educational experience must involve (as a primary emphasis the development of Christian beliefs, attitudes, and skills toward zealous application.
5. An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offering.
6. Students need a steady influence while preparing to live in a complex society. Only the Bible has the answers to humanity's needs and longings, and therefore will serve as our final authority on all questions.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization and Administration

Section Number 1.1      Section Title: *Dillingham Adventist School*

---

Subsection

Number

Policy Statement

---

## **1.1.4 Why the Christian School?**

Parents are mandated by God to educate their children. Children are gifts from God (Psalm 127:3-5) Parents are responsible to "train up" their children in the way of the Lord and not in the ways of the world (Proverbs 22:6, Ephesians 6:4). God's people are told, "This is what the Lord says: 'Do not learn the ways of the nations...for the customs of the people are worthless.'" (Jeremiah 10:2-3) Clearly God explicitly instructed and warned parents as to the type of education a child is to receive.

In God's economy of things, He has ordained three basic institutions; the Family, the Church, and the State. In fulfilling parental responsibility for the education of children, the family usually seeks help and support from one of those institutions outside the home. The creation of a Christian school under the direction of the church serves as an extension of the home in assisting the parents in fulfilling their Christian responsibility to "train up" their children.

## **1.1.5 Basic Educational Goals**

- To Give God the Glory in all things
- To develop spiritual leaders in the church
- To develop an understanding of one's unique worth and responsibility to God and to one another
- To help students realize their capabilities and limitations and how to make the most of them, toward growth and service
- To equip each student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening
- To encourage creativity and curiosity
- To encourage an appreciation of the arts



# GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization and Administration

Section Number 1.1      Section Title: *Dillingham Adventist School*

---

Subsection Number	Policy Statement
----------------------	------------------

---

## 1.1.5 Basic Educational Goals (continued)

- To teach the fundamentals of physical fitness, nutrition, and hygiene
- To teach the fundamentals of Bible, Language Arts, Mathematics, Social Studies, and Science
- To enhance social growth and teach a Christian value system such that students differentiate between the consequences of valuable and harmful peer pressure and respond accordingly.

## 1 .1 .6 Corporate Entity

The Dillingham Adventist School is an integral and inseparable part of the ministries of the Dillingham Seventh-day Adventist Church of Dillingham, Alaska.

The Dillingham Seventh-day Adventist Church operates its school under the assumed name of the Dillingham Adventist School. The Corporate Constitution, Charter, and Bylaws of the Alaska Conference of Seventh-day Adventists (with headquarters in Anchorage, Alaska), and the Dillingham Seventh-day Adventist Church govern the operations and establish the legal framework for the Dillingham Adventist School.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization andAdministration

Section Number 1.2              Section Title: *Organizational Structure*

---

Subsection Number	Policy Statement
----------------------	------------------

---

## **1.2.1 Overview**

The Dillingham Adventist School is a unit administered by the Alaska Conference of Seventh-day Adventist (S.D.A.) Office of Education (headquarters in Anchorage, Alaska), under policies and guidelines established by the Conference Board of Education. The local School Operating Board is responsible for the operation of the school within the guidelines and policies adopted by the Conference Office of Education and the school constituency.

Schools of the Alaska Conference operate within a structure authorized by the North Pacific Union Conference of S.D. A. Office of Education (headquarters in Portland, Oregon) using guidelines of the North American Division of S.D.A. Office of Education (headquarters in Silver Springs, MD). (See Appendix I)

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1    CHAPTER TITLE: Organization and Administration

Section Number 1.3                      Section Title: *School Constituency*

---

Subsection Number	Policy Statement
----------------------	------------------

---

## **1.3.1 Definition and Membership**

The Dillingham Adventist School constituency consists of members of the Seventh-day Adventist Church.

## **1.3.2 Meetings**

- A. A report on the status of the school shall be given at all regularly called church business meetings.
- B. Special meetings may be called as needed.

## **1.3.3 Functions**

- a) To receive reports of the school operation.
- b) To provide adequate financing for general operating costs.
- c) To approve finance plans for major capital improvements as recommended by the Conference Board of Education or School Operating Board.
- d) To consider plans and policies for the operation of the school.
- e) To encourage the organization and maintenance of a parent/teacher organization.
- f) To establish and adopt a constitution, in harmony with denominational policies, which defines the principles and guidelines by which, the school shall be operated.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization andAdministration

Section Number 1.4              Section Title: *School Operating Board*

---

Subsection Number	Policy Statement
----------------------	------------------

---

**1.4.1 Definition**

The School Operating Board thenceforth referred to as "the Board" of the Dillingham Adventist School is responsible for the operation of the school within the guidelines and policies adopted by the Conference Board of Education and the school constituency. All actions of the Board are implemented through its executive secretary in cooperation with the board chairperson.

**1.4.2 Membership**

The board shall be composed of members of the Seventh-day Adventist Church who are supportive of Christian education and who represent a cross-section of the church constituency. (See Appendix II)

**A. Officers**

Officers of the Board shall be the chairperson, the executive secretary, the treasurer, and the pastor.

**B. Ex officio Members**

The pastor of the Dillingham S. D. A. Church, the school principal/head teacher, and the Home and School leader shall be officio (voting) members of the Board. Union and Conference officers and the Conference superintendent of education are ex officio (non-voting) members of the Board.

GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization andAdministration

Section Number 1.4              Section Title: *School Operating Board*

---

Subsection Number	Policy Statement
----------------------	------------------

---

1.4.2 Membership (continued)

C. Representatives

Four (4) representatives of the school constituency shall be members of the Board. The term of office for a representative shall be three years. Representatives may be re-elected to consecutive terms. The terms for the various positions shall be as follows:  
Positions 1 and 4 shall expire in 2021, 2024, 2027, 2030...  
Position 2 shall expire in 2022, 2025, 2028, 2031...  
Position 3 shall expire in 2023, 2026, 2029, 2032...

D. Election of Representatives

The church will fill each position for representative in business session, according to church policy. The term of office begins July 1 and ends June 30. Whenever a vacancy occurs, the church board shall appoint a new representative to serve the remainder of the term.

E. Appointment of Chairperson

The chairperson of the Board shall be chosen by the Board in its first regular meeting following June 30 with the Board secretary acting as chairperson. The chairperson (1) shall be one of the elected representatives, (2) shall serve for a term of one year, and (3) may be re-elected to consecutive terms.

GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization andAdministration

Section Number 1.4              Section Title: *School Operating Board*

---

Subsection Number	Policy Statement
----------------------	------------------

---

1.4.2 Membership (continued)

**F. Appointment of Executive Secretary**

The principal/head teacher of the school shall serve as the executive secretary of the Board.

**G. Appointment of Treasurer**

The church shall appoint the treasurer of the Board in business session for a term of one year. The term of office begins July 1 and ends June 30.

1.4.3 Purpose

The Board shall articulate the general operating policies of the Dillingham Adventist Elementary School within the guidelines and policies adopted by the Conference Board of Education and the school constituency. These policies shall define the direction, purpose, and goals for the school. It shall be the Board's responsibility to see that the school's goals, philosophy, and general direction are, in fact, Christian by nature and substance.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization andAdministration

Section Number 1.4              Section Title: *School Operating Board*

---

Subsection Number	Policy Statement
----------------------	------------------

---

## 1.4.4 Limitations

The decisions and or/ actions of individual members of the Board will not be binding on the entire Board (See Appendix V). The Board shall exercise its authority to set policy and transact business, within the guidelines of the Conference Board of Education, only in properly called business meetings. Because of legal responsibilities vested in the Conference organization as the employing agency, and because of the need to recruit and retain quality education personnel within policies and practices which respect their professional status, the employment, assignment, transfer, retirement, termination, or dismissal of certified personnel is the function of the Conference Board of Education. When the Operating Board becomes involved in making recommendations in the above areas of concern, the Conference Superintendent of Schools will be represented.

## 1.4.5 Business Meetings

### A. Open Meetings

All meetings of the Board are open to all interested parties, except when the Board is in executive session as hereafter provided.

### B. Regular Meetings

Regular meetings are held the third Thursday of each month at 7:00 pm. All Board meetings will be held at the Church boardroom unless notification is otherwise made.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization andAdministration

Section Number 1.4              Section Title: *School Operating Board*

---

Subsection Number	Policy Statement
<hr/> <b>1.4.5 Business Meetings (continued)</b>	

## C. Special Meeting

The chairperson may call special meetings of the Board at any time and/or upon written request by a of the members. At any special meeting, any business other than that stated in the notice will be transacted, unless all local members are present and consent to consider and transact other business.

## D. Procedure

The elected chairperson of the Board shall serve as chairperson of each regular and special meeting of the Board. Meetings shall be conducted according to the established parliamentary procedure. In the event of question of order, Robert's Rules of Order, Revised, shall apply. In the event of further question, the ruling chairperson shall be final.

## E. Order of Business

The order of business at all regular meetings shall be approximately as follows:

- Devotions
- Call to Order
- Approval of Minutes
- Approval of Financial Statement
- Principal's Report
- Home and School Report
- Old Business
- New Business
- Prayer
- Adjournment



GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization andAdministration

Section Number 1.4              Section Title: *School Operating Board*

---

Subsection Number	Policy Statement
----------------------	------------------

---

**1.4.5 Business Meetings (continued)**

**F. Voting**

**1. Routine Procedure**

All meetings of the Board shall be done by voice vote.

**2. Roll Call Vote**

All the options of the chairperson or at the request of at least one Board member, the vote shall be done by roll call. The names of the vote "yes" or "no" upon all questions, unless excused from voting by the Board for good cause.

**3. Secret Ballot**

By majority vote of the members present, the vote shall be done by secret ballot.

**4. Majority Vote**

All motions shall be declared lost unless approved by a majority of the members present.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization andAdministration

Section Number 1.4              Section Title: *School Operating Board*

---

Subsection Number	Policy Statement
<b>1.4.5 Business Meetings (continued)</b>	

---

**G. Quorum**

A majority of the entire Board shall be necessary at any meeting to constitute a quorum for the transaction of business. H. Executive Sessions  
Upon a vote of the majority of the members present, the Board may go into executive session, at which time only such persons as the Board may invite may be present. However, no voting shall be done in executive session.

Executive sessions are generally reserved for sensitive personnel matters. I. Minutes of the Meetings

The minutes of the Board shall be recorded by the executive secretary of the Board and preserved in permanent form. They shall record all motions and the vote on such motions. The minutes shall contain all resolutions, contracts awarded, employment, severance of services, policies adopted, approval of purchases and expenditures; and in general constitute the legal record of all actions of the Board. A copy of the minutes shall be sent to the Conference Superintendent of Education. The minutes of all regular and special meetings of the Board are open records, and as such shall be available at the school for inspection. The archival copy may not be taken from the school. J. Conference Representation

When the Board is dealing with an unusually serious problem, or when personnel are being discussed, the Board chairperson or principal/teacher should request that a representative from the Conference Office of Education be present, or consulted at the recommendation of the Conference administration.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization and Administration

Section Number 1.4              Section Title: *School Operating Board*

---

Subsection Number	Policy Statement
----------------------	------------------

---

## 1.4.5 Function of the Board

The Board is the controlling body of the Dillingham Adventist Elementary School, with fully vested authority and responsibility over all phases of the educational program of the school, within the guidelines of the Alaska Conference Office of Education. The Board will necessarily direct its attention to planning, evaluation and policy-making designed to provide a school ministry consistent with the vision and philosophy of Adventist Education.

### A. Spiritual Leadership

1. Pray for the school and staff
2. Provide instruction and assistance to parents to help them understand their responsibility in matters of education
3. Edify and exhort other Board members as they labor to translate Christian school philosophy into operational policies
4. Provide leadership, support, and direction to the administrator/teacher as he/she in turn leads the school.

### B. Recommending Appointment of Professional Staff.

The Board, in consultation with the Alaska Conference Department of Education, will consider prospective teachers. If possible, an interview should be conducted with the prospective teacher, the Board, and the Superintendent present. (See subsection 4.1.1 and 4.1.2) C. Implementation of Conference Policies

The Board will implement policies and plans of the Alaska Conference Office of Education.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization and Administration

Section Number 1.4      Section Title: *School Operating Board*

---

Subsection

Number

Policy Statement

---

## 1.4.5 Function of the Board

### Organization of Instruction

The Board shall implement the elementary (1-8) program of the Alaska Conference of Education.

#### C. Basic Instructional Program

1. The academic program shall be that designated by the Alaska Conference Office of Education and shall include Bible instruction, grades one through eight.
2. The educational program, to the extent possible, shall provide both formal studies to meet the general academic needs common to all students and opportunities for individual children to develop specific talents, gifts, and interests in more specific fields.
3. An atmosphere shall prevail in which Christian principles shall provide the educational foundation for personal growth and where excellence is the accepted norm.
4. The various instructional programs shall be developed and/or adopted with a view toward maintaining balanced, integrated, and sequentially articulated curricula designed to serve the needs of each individual child.
5. The teaching mode(s) utilized to instruct children shall include individualization, small group, and lecture, selected on the basis of the student's age, the objectives to be accomplished in a given lesson, and the goals to be accomplished over a period of time.
6. Christian principles shall be used as the basis for establishing study and work habits, citizenship, development of character, and sense of purpose that shall be emphasized in the classroom.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization andAdministration

Section Number 1.4              Section Title: *School Operating Board*

---

Subsection

Number

Policy Statement

---

## **1.4.5 Function of the Board (continued)**

7. The educational program, to the extent possible, shall include, Bible, language arts (reading, writing, spelling, oral and written communication), social studies, mathematics, science, keyboarding, and co-curricula studies (physical education, health, music, and art/crafts).

### **F. Curriculum Development and Adoption**

Curriculum development and adoption is to be carried out under the direction of the school administrator within the guidelines of the Conference curriculum requirements.

### **G. Evaluation of Instructional Program**

1. The Board believes that the academic quality of the school is a shared responsibility of parents, teachers, administrators, and the Board. The Board is committed to systematic evaluation of the instructional program. Prerequisites for such an evaluation system are:
  - a. The development of educational goals and objectives for each subject and grade level.
  - b. The selection of appropriate educational programs and instructional materials to meet the shared goals and objectives. NOTE: Both of these components are built into the curriculum specified by the conference Office of Education

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization and Administration

Section Number 1.4              Section Title: *School Operating Board*

---

Subsection

Number

Policy Statement

---

## **1.4.5 Function of the Board (continued)**

2. The purpose of evaluation of the instructional program shall be:
  - a. Indicate instructional strengths and weaknesses.
  - b. Show the relationship between a student's spiritual and academic growth and the stated goals and objectives of instruction.
3. The Board shall rely on the Conference Office of Education to provide continuous evaluation. The evaluation program shall include but not be limited to.
  - a. Development and maintenance of a standardized testing program for grades one to eight.
  - b. Continuous evaluation of the teaching staff through a "Teaching-Evaluation Procedure" adopted by the Board.
  - c. Continuous evaluation of the effectiveness and appropriateness of adopted and supplementary material and programs by the instructional staff.

## **H. Selection of Instructional Materials**

1. As the controlling body, the Board accepts the responsibility to determine the nature and substance of the educational program to be carried on in the school. The Board, upon recommendation from the Conference Office of Education and the teacher, will make all final decisions relating to the selection of textbooks, supplementary, and library materials.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization and Administration

Section Number 1.4      Section Title: *School Operating Board*

---

Subsection

Number

Policy Statement

---

## **1.4.5 Function of the Board (continued)**

2. Principles that apply generally to the selection of acceptable instruction materials are as follows:
  - a. Materials that are founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge, and of man.
  - b. Materials that present Bible truth as an inseparable and primary part of the total educational process.
  - c. Materials that promote the position that Christian concepts are to unified with, inseparable from and in control of the academic offerings
  - d. Materials that will help develop Christian beliefs, attitudes, and skills toward zealous application
  - e. Materials that will enrich and support the basic curriculum, taking into consideration the varied interests, abilities, and maturity levels of students served.
  - f. Materials that will stimulate growth in factual knowledge, literacy appreciation, aesthetic values, and ethical/moral standards.
  - g. Materials that meet the needs of all learners, including slow learners and the exceptionally able.
  - h. Materials that are free from the blatant or subtle influences of humanism and
  - i. Provide a balanced collection of research and reference materials, which correlate to the basic curriculum.

## **I. Finance**

1. Determine how the school will be financed
2. Approval and adoption of an annual budget
3. Approval of all current expenditures.
4. Adoption of regulations concerning accounting of funds

5. Decisions as to investment and security of monies

## GENERAL OPERATING POLICY

CHAPTER NUMBER 1      CHAPTER TITLE: Organization and Administration

Section Number 1.4      Section Title: *School Operating Board*

---

Subsection

Number

Policy Statement

---

### **1.4.5 Function of the Board (continued)**

6. Preparation of policies for purchasing and distribution of supplies and equipment.

### **J. Facilities**

1. Decisions as to where, what, and how the school will be located and housed
2. Purchasing and/or sale of site. The title deed of the property and building will be in the name of the Alaska Conference of Seventh-day Adventist.
3. Planning and contracting for building and/or remodeling of facilities
4. Employment of architects and contractors
5. Provision for custodial and maintenance services
6. Provision for adequate furnishing and equipment

### **K. Church/Community Relations**

The Board assumes the duty of developing a planned program for representing the school to the church and/or community being served.

1. Upholding the school before individuals and groups
2. Articulating the philosophical foundation and Christian education to individuals, parents, and/or community groups.

### **L. Students**

1. Determine policies concerning age of entrance, health, and personnel services, disciple, and student services.
2. Establishing student and admission policies



# GENERAL OPERATING POLICY

CHAPTER NUMBER 1    CHAPTER TITLE: Organization and Administration

Section Number 1.4                      Section Title: *School Operating Board*

---

Subsection Number	Policy Statement
<b>1.4.5 Function of the Board (continued)</b>	

---

**M.            General**

1. Determination of the school calendar (Any revisions of the conference school calendar must be approved by the Conference Office of Education)
2. Interpretation of policy to the parents and professional staff
3. Annual review and necessary revisions of existing policies
4. Annual review and necessary revisions of handbook
5. Hearing of legitimate complaints concerning the school or a staff member provided an earnest effort has been made previously to clear up the matter. Most complaints can be solved in consultation with the administrator and perhaps the school board chairperson. (See Appendix VII)

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1 CHAPTER TITLE: Organization and Administration

Section Number 1.5

Section Title: *School Calendar*

---

Subsection

Number

Policy Statement

---

## **1 .5.1 Official School Calendar**

The Board shall adopt an official school calendar annually. In most cases, the calendar will be that of the Conference Office of Education, possibly with minor variations. Any deviation from the Conference calendar must receive approval from the Conference Office of Education well in advance of the scheduled change. (See Appendix III)

## **1 5.2 Holidays**

Holidays shall be indicated on the school calendar.

## **1.5.3 Length of Term**

The annual school session begins about the last Monday in August and closes about the last Friday in May. The Conference Office of Education considers 180 student teacher contact days as a minimum term.

## **1.5.4 Conference and Planning Days**

In addition to actual student-teacher contact days, according to Conference policy, there will also be several days of teacher preparation before and after the school year according to Conference policy. Teacher in-service sessions are planned and financed by the Alaska Conference Office of Education.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 1    CHAPTER TITLE: Organization and Administration

Section Number 1.5                      Section Title: *School Calendar*

---

Subsection Number	Policy Statement
----------------------	------------------

---

## 1.5.5 Daily Sessions

The daily session is to be determined annually by the Board in cooperation with the administrator. In general, sessions will be at least 6 hours in duration, exclusive of lunch periods and recesses.

### 1.5.6 Teacher Hours

Teachers shall be on duty in the building from one-half hour before the opening of school until one-half hour after the close of the school day. Special duties may require the teacher to come earlier or stay later.

## CHAPTER TWO

### CONTENTS

## **CHAPTER NUMBER: 2 CHAPTER TITLE: Instructional Support Services**

Section Number: 2.1      Section Title: Health Services

2.1.1 School Health Services

2.1.2 Administering Medications

2.1.3 Safety Services

2.1.4 Fire safety

2.1.5 Student Hygiene

Section Number: 2.2      Section Title: Testing Services

2.2.1 Standardized Testing Program

2.2.2 Entrance Evaluation

Section Number: 2.3      Section Title: Audio-Visual Aids

2.3.1 Audio-Visual Materials and Equipment

2.3.2 Previewing Audio-Visual Presentations

## **GENERAL OPERATING POLICY**

## CHAPTER NUMBER 2    CHAPTER TITLE: Instructional Support Services

Section Number 2.1

Section Title: *Heath Services*

---

Subsection

Number

Policy Statement

---

### **2.1.1 School Health Services**

The Board shall provide for adequate health services. The services to be provided shall include:

- A. Interpreting health policies and procedures
- B. Requiring a physical examination with adequate follow-up or a health certificate from the family doctor for all students entering the school for the first time.
- C. Requiring proof of immunization for all immunizations as required by state law, or exemption thereof, according to Alaska state law, and that no child without such proof or exemption be allowed to remain in school.
- D. Conducting annual vision, hearing and TB tests for all students
- E. Interpreting health needs of pupils to parents and school personnel
- F. Providing health education to children
- G. Providing for care of emergency sickness and injury
- H. Maintaining adequate health records
- I. Requiring that no child with an infectious or contagious disease be allowed to remain in school.

## **GENERAL OPERATING POLICY**

CHAPTER NUMBER 2    CHAPTER TITLE: Instructional Support Services

Section Number 2.1

Section Title: *Heath Services*

---

Subsection

Number

Policy Statement

---

**2.1.2 Administering Medications**

Teachers should not diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statements.

- A. Any student who is required to take, during the regular school day, medication, prescribed for him/her by a physician may be assisted by designated school personnel if the school receives:
  - I. A written statement from such physician detailing the time schedules, amount, and method by which such medication is to be taken and;
  - II. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.

**GENERAL OPERATING POLICY**

CHAPTER NUMBER 2    CHAPTER TITLE: Instructional Support Services

Section Number 2.1

Section Title: *Heath Services*

---

Subsection

Number

Policy Statement

---

### **2.1.2 Administering Medications (continued)**

B. Such medication must be delivered to the school in the original container bearing the pharmacy label.

### **2.1.3 Safety Services**

The Board shall take proper precautions to safeguard students and staff from injuries inside and outside of the school building, and on field trips.

### **2.1.4 Fire Safety**

- A. An Adequate number of fire extinguishers, which are frequently and regularly inspected, shall be readily accessible.
- B. Fire exits shall be clearly designated.
- C. Fire dills will be held at least monthly throughout the year
- D. There shall be regular comprehensive inspections for fire safety, cooperating with official fire and police inspectors

## **GENERAL OPERATING POLICY**

CHAPTER NUMBER 2    CHAPTER TITLE: Instructional Support Services

Section Number 2.1

Section Title: *Heath Services*

---

Subsection

**2.1.5 Student Hygiene**

- A. The Board shall provide hygienic conditions in drinking fountains, toilets, and lavatories.
- B. The Board shall communicate to parents that neatness and personal cleanliness are required of each student. If these standards are not met, the student may be sent home to make necessary changes acceptable to the school.

**GENERAL OPERATING POLICY**

CHAPTER NUMBER 2      CHAPTER TITLE: Instructional Support Services

Section Number 2.2                      Section Title: *Testing Services*

---

Subsection	
Number	Policy Statement

---



### **2.2.1 Standardized Testing Program**

The testing program must include the administration of the Conference approved standardized achievement test battery to be given to all students. Currently the test is the MAP Growth Test. This battery of tests is administered conference wide in the Fall Semester.

### **2.22 Entrance Evaluation**

The staff of the school may evaluate students entering the school for the first time, using the WRAT or other suitable testing instrument, to establish grade level and ability.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 2      CHAPTER TITLE: Instructional Support Services

Section Number 2.3                      Section Title: *Audio-Visual Aids*

---

Subsection

Number

Policy Statement

---

## **2.3.1 Audio-Visual Material and Equipment**

Films, filmstrips, slides, sound tapes and records, and video tapes will be purchased as funds permit. Attempts should be made to utilize free and loan materials available through library systems, including the Alaska Conference and North Pacific Union conference, museums, and educational foundations. Additionally, consideration shall be given to renting audio-visual support material which directly relate to academic subjects.

## **2.3.2 Previewing Audio-Visual Presentations**

All audio-visual presentations shall be previewed prior to showing to students. These presentations shall be screened for humanism and/or other anti-Christian philosophical positions or standards. In some cases editorial comment or explanation by the teacher may be adequate.

# CHAPTER THREE

## CONTENTS

### **Chapter Number: 3**

### **CHAPTER TITLE: Students**

Section Number: 3.1            Section Title: Entrance Requirements

3.1.1 First Grade Requirement

3.1.2 Birth Certificate

3.1.3 Immunization

3.1.4 Records from Previous School

Section Number: 3.2            Section Title: Admissions and Enrollment

3.21 Admissions Policy

3.22 Non-Discrimination Policy

3.23 Enrollment Policy

Section Number: 3.3            Section Title: Attendance

3.3M Attendance Policy

Section Number: 3.4            Section Title: Student Records

3.4. 1 Enrollment and Cumulative Record Files

3.42 Release to Parent and/or Guardian

3.4.3 Eligible Students

3.4.4 School Employees with Legitimate Interest

3.4.5 Custodian of Records

3.4.6 Notification of Rights

3.47 Inspection and Review of Records

34.8 Withdrawal and Transfer of Records

Section Number: 3.5            Section Title: Student Conduct and Discipline

3.5M General Statement

3.5.2 Social Relations

3.5.3 Code of Behavior

3.5.4 Discipline

3.5.5 Damage to School Property

3.5.6 Dress Code

Section Number: 3.6            Section Title: Supervision

3.6M Supervision of Students

3.6.2 Early Dismissal or Release

# GENERAL OPERATING POLICY

## CHAPTER NUMBER 3 CHAPTER TITLE: Students

### Section Number 3.1 Section Title: *Entrance Requirements*

---

Subsection Number	Policy Statement
----------------------	------------------

---

#### **3.1.1 First Grade Requirements**

A child, who has attained the age of 6 years on or before September 15, may be admitted to first grade, provided that other admittance criteria have been met. The Board on an individual basis must approve any exceptions or deviations from this policy.

In addition to the general requirements noted above, all first-grade students must meet these prerequisites:

A. Physical Examination with required immunizations (see Subsection 3.1.3)

NOTE: The immunizations, and physicals can usually be handled through the state health department at no charge. A record of these requirements must be on file at the school before the student begins school.

#### **3.1.2 Birth Certificate**

A legible copy of a birth certificate is required for all children seeking admission.

#### **3.1.3 Immunizations**

No students will be allowed to attend the Dillingham Adventist Elementary School without meeting the legal requirements for immunization against disease (including tuberculin test), unless the student has exemption for health, religious, or personal reasons as provided by law.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 3    CHAPTER TITLE: Students

Section Number 3.1                      Section Title: *Entrance Requirements*

---

Subsection Number	Policy Statement
----------------------	------------------

---

**3.1.3 Immunizations (continued)**

Students who do not submit a certificate of immunization or present a valid exemption shall be denied admittance and/or continued attendance until such a certificate or exemption is received.

**3.1.4 Record from Previous School**

Pupils entering from other schools must present evidence of attendance, grade placement, and academic achievement in the previous school.  
Admissions and Enrollment.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 3    CHAPTER TITLE: Students

Section Number 3.2            Section Title: *Admissions and Enrollment*

---

Subsection

Number

Policy Statement

---

## **3.2.1 Admissions Policy**

Dillingham Adventist Elementary School exists to offer Christian Education in a Christian environment. Students will, therefore, be carefully selected in order to maintain a student body of high academic and moral standards. At the discretion of the administrator and/or the Board, parents may be asked to furnish the school with results of standardized tests administered by a previous school.

Acceptance of the student will be based in part on a personal interview with the parents and student, results of testing, and/or recommendations concerning character, attitude, general promise of the student and a desire to have a Christian education.

## **3.2-2 Non-Discrimination Policy**

The Dillingham Adventist Elementary School admits students of any sex, race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color or national or ethnic origin in the administration of its educational policies, admission policies, and athletic and other administered programs, except where necessitated by specific religious tenets held by the institution and its controlling body.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 3    CHAPTER TITLE: Students

Section Number 3.2            Section Title: *Admissions and Enrollment*

---

Subsection

Number

Policy Statement

---

## **3.2.3 Enrollment Procedure**

The administrator shall develop details of the enrollment procedure. The enrollment procedure should include, but not be limited to:

- A. Carefully reading the Handbook for Parents and Students
- B. Completing all enrollment forms
- C. Parents scheduling an interview with the teacher and/or Board or its representative. The student(s) should also attend this interview.
- D. Parents being notified of acceptance or rejection of the student's registration by the Administrator.
- E. Parents making the necessary financial arrangements required by the school. Previous year's financial obligations must have been paid in full or satisfactory financial arrangements must have been made. (See subsection 57.4)



# GENERAL OPERATING POLICY

CHAPTER NUMBER 3    CHAPTER TITLE: Students

Section Number 3.3

Section Title: *Attendance Policy*

---

Subsection

Number

Policy Statement

---

## **3.3.1 Attendance Policy**

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. The school feels that faithful attendance is necessary for maximum benefits.

### **A. Excused Absences**

1. Personal illness, injury, or doctor appointment which cannot be scheduled after school hours
2. Illness in the immediate family which requires the student's presence
3. Death in the family
4. Pre-planned absences must have prior approval from the teacher
5. An absence may be excused as follows:
  - a. A note or phone call of explanation from an authorized person (parent or guardian) on the day of the absence or on the return day.
  - b. Arrangements must be made with the teacher in advance of pre-planned absences for the completion of work to be missed. As much as possible, this work should be completed before the absence occurs.

# GENERAL OPERATING POLICY

## CHAPTER NUMBER 3 CHAPTER TITLE: Students

### Section Number 3.3

### Section Title: *Attendance Policy*

---

#### Subsection

#### Number

#### Policy Statement

---

### **3.3.1 Attendance Policy (continued)**

#### **B. Unexcused Absences**

Absences for shopping, haircuts, babysitting, "needed-at-home", etc. will be considered unexcused. Parents should be advised that if a student accumulates four unexcused absences the problem will be referred to the Board. If unexcused absences exceed 15% per nine -week grading period, the student's academic standing and/or continued enrollment may be in jeopardy. Three unexcused hardiness's will be defined as one unexcused absence

#### **C. Truancy**

Truancy is defined as an absence without the knowledge and consent of parents and/or school staff. This would include leaving school without permission before the end of the day, or staying out of any scheduled class without permission. Such action will not be tolerated and may be reported to the appropriate civil authority.

#### **D. Early Dismissal**

Checking out of school early is strongly discouraged. Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a child to leave school before dismissal, a request must be made in writing, or by telephone, to the school. Ho child will have permission to leave unless accompanied by a parent or by a specifically designated escort, and the school has been duly informed. At the discretion of the teacher, a responsible child may be permitted to leave, unaccompanied, if the teacher has received a telephone call or a note signed by the parents, and stating the circumstances involved.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 3    CHAPTER TITLE: Students

Section Number 3.3

Section Title: *Attendance*

---

Subsection

Number

Policy Statement

---

## **3.3.1 Attendance Policy (continued)**

### **E. Tardiness**

It is important that students always be on time to school. By being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievement; it is essential for the development of personal habits, which are characteristic of success and good citizenship in every walk of life. Each student is expected to be in the classroom when morning worship period begins.

### **F. Reporting Absences**

1. Parents must notify the school by 8:15 a.m. when a student is to be absent
2. If parents have not notified the school by phone, students must bring a written excuse to the teacher upon returning to school after an absence of one or more periods of any regular school day.
3. Any student leaving the school grounds must have permission from the teacher.

# GENERAL OPERATING POLICY

## CHAPTER NUMBER 3 CHAPTER TITLE: Students

### Section Number 3.4

### Section Title: *Student Records*

---

#### Subsection

#### Number

#### Policy Statement

---

#### **3.4.1 Enrollment and Cumulative Record Files**

In recognition of sound educational practice (and in compliance with the Family Educational Rights and Privacy Act of 1974), and in accordance with Conference policy, the Board of Dillingham Adventist School requires the maintenance of individual student cumulative records. The records maintained by the school shall contain information directly related to the student. They shall include, but not be limited to the following:

- Application for Admission
- Parent's Report on Medical History
- Physician's Report on Health
- Immunization Record
- Standardized Achievement Test Battery Scores
- Records from Previous Schools
- Permanent Record (transcript)

#### **3.4.2 Release to Parent or Guardian**

The school will presume the parent and /or Guardian has the right to inspect records upon request.

#### **3.4.3 Eligible Students**

A student who had attained the age of 18 will be permitted the right to review his/ her records upon request.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 3    CHAPTER TITLE: Students

Section Number 3.4                      Section Title: *Student Records*

---

Subsection Number	Policy Statement
----------------------	------------------

---

## **3.4.5 Custodian of Records**

The administrator is designated as the custodian of school records.

## **3.4.6 Notification of Rights**

The school will notify parents or eligible students of their rights pursuant to this policy, where they may obtain copies of this policy, and the procedures for filing complaints.

## **3.4.7 Inspection and Review Procedures**

The parent or eligible student may inspect the student's records by presenting a written request to the administrator. The administrator will provide access to those records within a reasonable period of time.

## **3.4.8 Withdrawal or Transfer of Records**

Withdrawal or transfer of any student's records will be approved and handled by the administrator. Before a file is forwarded to another school, extreme care should be taken to see that all records are current and complete. Records will be released only upon written request by the receiving school. Records will not be released directly to parents.

# GENERAL OPERATING POLICY

## CHAPTER NUMBER 3 CHAPTER TITLE: Students

### Section Number 3.5 Section Title: *Student Conduct and Discipline*

---

Subsection Number	Policy Statement
----------------------	------------------

---

#### **3.5.1 General Statement**

A lifestyle that reflects Christian principles stands out in today's society. At the Dillingham Adventist Elementary School we have standards of conduct and dress that we feel should be a part of the students' mode of living. Most of the standards are simply for the protection of our students and for the orderly operation of our school.

#### **3.5.2 Social Relations**

The Dillingham Adventist Elementary School provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships. However, all such friendships must be handled in a responsible manner. Public display of affection, such as holding hands and other physical intimacies, will be considered in poor taste and will not be allowed.

#### **3.5.3 Code of Behavior**

In order to insure spiritual and educational benefits for all students, each student will be required to conform and obey all rules and regulations of the school. Our primary objective will be to develop respect for authority and self-discipline on the part of the student. All students are subject to the authority of the teacher at any time on the school grounds during the school day or during school functions. Students will be courteous and respectful to teachers, teacher aides, secretaries, visitors, and other students at all times.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 3    CHAPTER TITLE: Students

Section Number 3.5      Section Title: *Student Conduct and Discipline*

---

Subsection

Number

Policy Statement

---

## **A. Minor Infractions**

The following infractions constitute examples of unacceptable conduct:

1. Chewing gum
2. Running in the building
3. Excessive talking
4. Tardiness
5. littering in the building or on school grounds
6. Improper behavior during school-sponsored activities
7. Minor dress-code violations
8. Minor property damage
9. Unexcused absences
10.      Possession of unauthorized items (i.e., radios, toys, tapes, etc)
11.      Consumption of food or beverages at times other than the scheduled lunch period.
12.      Disrespect of other students (teasing, name calling, etc.)

# GENERAL OPERATING POLICY

## CHAPTER NUMBER 3 CHAPTER TITLE: Students

Section Number 3.5 Section Title: *Student Conduct and Discipline*

---

Subsection

Number

Policy Statement

---

### 3.5.3 Code of Behavior (continued)

#### B. Major Infractions

The following infractions constitute examples of unacceptable behavior and will be handled with a firm and earnest manner:

1. Truancy (See Subsection 3.3.1 C)
2. Profanity, obscene or suggestive language or gestures
3. Willful destruction of property
4. Cheating or lying
5. Fighting
6. Major dress code violations
7. Disrespect for staff members or other adults
8. Willful defiance of authority
9. Major property damage
10. Rebellious or irreligious attitudes
11. Sexual misconduct
12. Theft or vandalism.
13. Possession or drinking of alcoholic beverages
14. Possession or use of tobacco
15. Possession or use of drugs
16. Leaving school without permission
17. Possession of knives or other dangerous objects



# GENERAL OPERATING POLICY

## CHAPTER NUMBER 3 CHAPTER TITLE: Students

Section Number 3.5 Section Title: *Student Conduct and Discipline*

---

Subsection

Number

Policy Statement

---

### 3.5.3 Code of Behavior (continued)

#### C. Playground Rules

1. No stone, dirt, or snowball throwing (unless part of an organized activity.)
2. There is to be no riding of bicycles or motor conveyances on the school grounds
3. No one is to play outside of the school grounds unless supervised by the teacher. If the weather is too bad for outside play, students will be allowed to stay indoors.
4. Use playground equipment as it is intended to be used
5. Authorized play equipment that is brought to school must be clearly marked with the student's name.
6. Play all playground games according to the instructor's directions. Do not change the rules
7. When a ball goes outside the school grounds, the student must get permission from the teacher to retrieve it.
8. All accidents are to be reported to the teacher immediately. The teacher will attend to minor accidents.
9. All students are expected to participate in the planned activity unless excused by the teacher, because of illness or other valid reason (such as a note from parents indicating a valid cause.)

# GENERAL OPERATING POLICY

CHAPTER NUMBER 3 CHAPTER TITLE: Students

Section Number 3.5 Section Title: *Student Conduct and Discipline*

---

Subsection

Number

Policy Statement

---

## 3.5.4 Discipline

Students and parents are asked to carefully consider these rules and regulations. Submission of and Application of Admission in an indication that both student and parents intend to comply with the rules stated.

### A. Punishment of Minor Offenses

Students should expect to be corrected by the teacher whenever they are guilty of any one of the thoughtless acts that are not in the best interest of the school. In the case of minor infractions, parents will generally not be contacted unless the teacher's action has proven unsuccessful, in which cases; parents will be involved and informed.

### B. Punishment of Major Offenses

In the case of major offense, parents will be notified of the nature of the offense and also disciplinary action taken.

### C. Disciplinary Action Alternatives

Disciplinary alternatives can be, but are not limited to the following: parent conferences, noon, recess, or after-school detention; work detail; non-participation in extra-curricular activities; suspension; and expulsion.

### D. Detention of Students

Students may be detained in school for disciplinary or other reasons for not more than one hour after the close of the regular school day. Parents are to be notified of this action prior to the detention.

## 3.5.4 Damage to School Property

It is expected that the person causing such damage, even if accidental, will acknowledge all damage, and a plan for reimbursement will be made.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 3    CHAPTER TITLE: Students

Section Number 3.5      Section Title: *Student Conduct and Discipline*

---

Subsection

Number

Policy Statement

---

## 3.5.6 Dress Code

A student's appearance should reflect the impression that formal learning is important enough to call for precision and neatness in dress. Style of clothing should indicate a serious academic purpose on the part of the student. Our standards for dress and grooming are in keeping with the high Christian ideals, which we seek to establish in those who attend the school.

The following guidelines do not attempt to embrace every conceivable situation in the realm of dress. Direct any questions about the intent or provisions of the dress code to the school administrator.

Scriptural support for a dress code may be found in I Timothy 4:12, I Timothy 2:9, Deuteronomy 22:5 and I Corinthians 6:19-20. The administrator will have the final word on all matters concerning the dress code.

# GENERAL OPERATING POLICY

CHAPTER NUMBER 3    CHAPTER TITLE: Students

Section Number 3.5      Section Title: *Student Conduct and Discipline*

---

Subsection

Number

Policy Statement

---

## 3.5.6 Dress Code

### Boys:

- A. Hair must be clean and neatly combed.
- B. Appropriate footwear must be worn at all times. (Dark shoes)
- C. Khaki, blue or black pants/shorts and blue, white or gray collared shirts. Pants and shirts must fit properly and be in good repair.
- D. Jewelry such as rings, bracelets, etc. should not be worn

### Girls:

- A. Hair must be clean and neatly combed and in keeping with feminine appearance
- B. Appropriate footwear must be worn at all times. (Dark shoes)
- E. Clothing must be neat, clean and modest in appearance. Dresses and skirts are to be at least knee length. Shirts and blouses must cover the midriff at all times. Khaki, blue or black pants/shorts/ skirts/dresses and blue, white or gray collared blouses. Pants and shirts must fit properly and be in good repair.
- C. Ornamentation that serves no useful purpose such as earrings, necklaces, pendants, bracelets, rings or excessive makeup, are not permitted.

# GENERAL OPERATING POLICY

## CHAPTER NUMBER 3 CHAPTER TITLE: Students

### Section Number 3.6

### Section Title: *Supervision*

---

#### Subsection

#### Number

#### Policy Statement

---

The Dillingham Adventist School will present the school year calendar during registration. The calendar will clearly state scheduled school closings/ holidays. Information will be distributed which pertains to student safety, including arrival and dismissal procedures to parents in the Fall of every school year. The school will collect and verify with parent's/guardian's permission for students to be on an early release schedule.

Parents will be emailed or printed and distributed the school monthly calendar of scheduled school closings, early dismissals, special days and events. In addition to the monthly calendar, the school will utilize KDLG (local Radio Station) Community Notice Board, Text Messaging, Social Media, the school's bulletin board and memos to send notices and Emergency Information to parents.

### **3.6.1 Supervision of Students**

Students should leave the school property as soon as possible after the close of the school day. Supervision of pupils on school property will be provided for a period of not more than 15 minutes before school and 15 minutes after school.

The principal and staff will adhere to the following procedures for student arrival to the building:

- An orderly entrance is required for cooperation, communication, and safety.
- Staff should supervise students in the classrooms and in the halls as they enter the building.
- Teachers take student attendance.
- Front doors will be closed at locked by 8:15am
- Staff will supervise the orderly entrance and exit of students

### **3.6.2 Early Dismissal or Release**

No student is to be excused from school before the close of the daily session without a request from a parent and approval by the administrator. No student is to be released from school to any person other than the parent having legal custody or to a legal guardian unless said parent or guardian has given his/her approval. Parents Will be notified any time school is dismissed earlier or later than the normal closing time. (See also Subsection 3.3.1 D)

## **CHAPTER FOUR**

### **CONTENTS**

**CHAPTER NUMBER: 4**

**CHAPTER TITLE: Faculty and Staff**

**Section Number: 4.1**

**Section Title: Professional Staff Employment**

**4.1.1 General Qualifications**

**4.1.2 Selection and Appointment**

**4.1.3 Teacher Evaluation**

# GENERAL OPERATING POLICY

## CHAPTER NUMBER 4 CHAPTER TITLE: Faculty and Staff

### Section Number 4.1 Section Title: *Professional Staff Employment*

---

#### Subsection

#### Number

#### Policy Statement

---

#### 4.1.1 General Qualifications

All staff members of the Dillingham Adventist Elementary School, both paid and volunteer, shall be carefully selected on the basis of their education, experience, and spiritual maturity. The most outstanding requirements for the instructional staff are an unselfish spirit of dedication to the children, a belief that the Christian school ministry is their service to God, and a complete and personal acceptance of the Lord Jesus Christ.

Each member of the staff shall possess these general characteristics:

- A. Demonstrate a deep total devotion to the Lord Jesus Christ
- B. Be well informed and thoroughly prepared to perform his/her task
- C. Be emotionally and spiritually mature so as to exercise self-control in stressful situations
- D. Show interest in the total development of the child
- E. Stand as a Christian example in appearance and conduct
- F. Display consistency in obeying and maintaining school policies and procedures
- G. Be a member in good standing of the Dillingham Seventh-day Adventist Church

#### 4.1.2 Selection and Appointment

- A. The employment, assignment, transfer, retirement, termination, or dismissal of credentialed personnel shall be by the authority of the Conference Board of Education in consultation with the local School Board.
- B. Annual employment contracts will be offered by the Conference Board of Education
- C. The Conference Superintendent of Education in consultation with the administrator and the Board shall make assignment of credentialed personnel.

#### 4.4.3 Teacher Evaluation

The purpose of teacher evaluation is to improve the instructional program of the school. Therefore, the Board utilizing a procedure approved by the Conference office of Education will evaluate the performance of each teacher. (See Appendix VI)







# CHAPTER FIVE

## CONTENTS

### 5 CHAPTER TITLE: Business Services

Section Number: 5.1                      Section Title: Finance and Accounting

51.1 The Budget

5.1.2 Accounting

5.1.3 Reporting

5.1.4 Audit

Section Number: 5.2

Section Title: Purchasing

52.1                      scope

52.2                      Buying

5.23 Purchase Orders

5.24 Inventory Control

Section Number: 5.3

Section Title: Food Service

5.3.1 Food Service Program

Section Number: 5.4

Section Title: Plant Management

5.4.1 Operation of the Physical Plant

5.4.2 Maintenance of the Building

Section Number: 5.5

Section Title: Pupil Transportation

5.5M Pupil Transportation

Section Number: 5.6

Section Title: School Insurance

5.6.1 Comprehensive Liability

5.6.2 Workman's Compensation

5.6.3 Fire Insurance

5.6.4 All Risk Insurance

5.6.5 Errors and Omissions

Section Number: 5.7

Section Title: Financial Support

5.7.1 Tuition-based Operation

5.7.2 Gifts from Patrons and Supporters

5.7.3 Fees

5.7.4 Tuition

5.7.5 Student Assistance Fund

5                      Business Services

5.1                      Finance and Accounting

---

Subsection

Number

Policy Statement

---

#### 5.1.1 The Budget

Both the quantity and quality of educational services affect and are affected by the financial programs. Therefore, the Board shall prepare an annual operating budget to be adopted each fiscal year (July 1 through June 30)

The budget can best be defined as the financial expression of your education program. It is an estimate of anticipated income and projected expenditures. The budget process includes the following steps: A. Preparation

The Board will prepare the budget. Every effort should be made to be realistic about student enrollment expectations and anticipated financial support. B. Presentation

When the budget is ready, it is adopted by the full Board. This is the time to insist on knowing what each entry in the budget means. C. Adoption

The school budget can be adopted in stages. The budget should be approved on a tentative basis by April 1. The final budget should be approved before May 1. A balanced revised budget should be prepared not later than October 1. Further revisions may be made as needed. This procedure allows for any unusual situations, and also establishes much more precise income expectations. D.

Execution

The budget will be developed and monitored by the Board

#### D. Evaluation

This activity requires the attention of both the Board and the administrator

#### 5-1.2 Accounting

An adequate system shall be developed for the accounting of all receipts as to source and for the accounting of all expenditures as to type. Adequate documentation shall be retained for all accounting transactions.

#### 5.1.3 Reporting

Of necessity, the budget and accounting system shall be such that records of budgeting receipts and expenditures are available at all times to the Board and to the administration to enable them to plan and evaluate the various aspects of the school operations. The number and nature of interim financial reports shall be set by the Board and be made available to the membership and patrons of the church/school. The reports shall include monthly budget and expense statements as well as a comprehensive annual report.

CHAPTER NUMBER <sup>1</sup>

CHAPTER TITLE: Business Services

Section Number 5.1

Section Title: Finance and Accounting

---

Subsection

Number

Policy Statement

---

<sup>1</sup> .1.4 Audit

An annual external audit shall be performed, by the Conference treasurer's office, on the records of the school.

## 5 Business Services

### 5.2 Purchasing

---

#### Subsection

#### Number

#### Policy Statement

---

##### 512.1 Scope

A wide range of supplies is used in the educational program and in the maintenance and operation of the facilities. Buying, receiving, storing, and distribution of these materials is the responsibility of the administrator. Approval by the Board is required for all expenditures over \$250.00 per requisition. All purchasing must be done within the framework of established budgeting and accounting policies.

##### 5.2.2 Buying

Sound business practice requires that buying procedures include:

- A. Making purchases where the school can get full value for its dollar, regardless of location of the vendor.
- B. The administrator actively seeking better sources of supply and better prices.

##### 5.2.3 Inventory Control

An itemized inventory of instructional supplies, new purchases, books, furniture, and equipment is to be developed prior to the opening of each school year and after school closes in the spring.

CHAPTER NUMBER 5	CHAPTER TITLE: Business Services	Section Title:
Section Number 5.3	Food Service	

---

Subsection Number

Policy Statement

---

5.3.1 Food Service Program

The school will make no provision for a hot lunch program. Parents will provide the meals for their own children.

CHAPTER NUMBER 5 CHAPTER TITLE: Business Services Section Number 5.4  
Section title: Plant Management

---

Subsection

Number

Policy Statement

---

5.4.1 Operation of the Physical Plant

The operation of the school building will be the responsibility of the School Board.

5.4.2 Maintenance of the Building

The school board is responsible for general maintenance of the school building. The school administrator should inform the board chairman or any available board member of any needed repairs or maintenance.



CHAPTER NUMBER 5 CHAPTER TITLE: Business Services Section  
Section Number 5.5 Title: Pupil Transportation

---

Subsection Number

Policy Statement

---

5.5.1 Pupil Transportation

The transportation of students to and from school shall be the responsibility of individual parents.

5.6 School Insurance

Subsection	Policy Statement
Number	
5.6.1 Comprehensive Liability	<p>The Conference shall insure that a proper amount and type of insurance has been purchased to protect the church/school/conference as a corporate entity. Its individual Board members and employees from financial loss arising from any claim, suit, or judgment for reasons of alleged negligence resulting in the accidental injury to any person or damage of property on school premises while the above named parties were acting within the scope of their employment and/or duties under the direction of the Board.</p>
5.6.2 Workmen's Compensation	<p>The board will provide Workman's Compensation Insurance for all employees eligible for benefits under the state's Workman's Compensation Act.</p>
5.6.3 Fire Insurance	<p>The Board shall make certain that adequate fire insurance has been purchased to cover the physical assets of the school. Because of the coinsurance clauses in fire policies, exact inventories shall be maintained and updated annually or whenever capital expenditures are made.</p>
5.6-4 All Risk Coverage	<p>The Board should explore the possibility of purchasing all risk coverage. This coverage will provide for unexpected losses, which are not usually covered under comprehensive liability or fire protection.</p>

### 5.6.5 Errors and Omissions

The Board shall make sure of adequate insurance coverage against claims made against the school (including Board and staff) by reason of "wfbngful acts" while performing their duties.

## 5.7 Financial Support

---

### Subsection

#### Number

#### Policy Statement

---

### 5.7.1 Tuition-based Operation

The tuition-based school operates on the premise that tuition payments are paid by parents as a prerequisite for enrollment and continued attendance. In other words, tuition is paid for services rendered by the school. Financial support for such a school may come from a number of sources.

### 5.7-2 Gifts from Patrons and Supporters

- A. May be designated to a specific student for scholarship purposes.  
(Such gifts are not tax-deductible)
- B. May be designated to the Worthy Student Fund
- C. May be designated to a specific project
- D. May be undesignated and deposited into the general operating fund of the Dillingham Adventist Elementary School
- E. May be given through the Dillingham Seventh-day Adventist church or directly to the school

### 5.7.3 Fees

- A. A non-refundable registration fee is due at the time of enrollment. amount as set by the school board.
- B. Miscellaneous fees for various school projects and activities

### 5.7.4 Tuition

#### A. Annual Tuition

Annual tuition will be established by the school board.

#### B. Member Discount

Members of the Dillingham Seventh-day Adventist Church will be allowed a 10% discount (rounded to the nearest \$5.00)

#### C. Family Discount

A family discount will be allowed any family with more than one child enrolled in Dillingham Adventist Elementary School. The allowance will be at the rate of 10% discount for the second child in a family, 20% discount for the third child, 30% discount for the fourth child, and 40% discount for the fifth child. Discount for

#### Advance Payment

The full year's tuition may be paid at the beginning of the academic year with a 5% discount allowed.

#### D. Monthly Payments

Tuition payments may be paid monthly in 10 equal installments. The first monthly payment is due at registration. Payments two through ten are due the 10<sup>th</sup> of each month beginning September 10 and continuing through May 10.

## 5.7 Financial Support

---

### Subsection

### Number

### Policy Statement

---

#### 5.7.4 Tuition (continued)

##### E. Grace Period

If tuition payments cannot be made by the 10<sup>th</sup> of each month, then established policy is to allow a five (5) day grace period. F. Overdue Accounts The Board will consider accounts that are 30 days overdue. Unless other arrangements have been made. Parents will be informed of any further action.

##### G. Release of Report Cards

Final student progress reports or student cumulative records will not be released until all financial obligations are paid in full. H. Unpaid Tuition If tuition payments are not paid in full by the beginning of the following year, the student will not be allowed to re-enroll.

##### I. Withdrawal of Student

If a student withdraws or is expelled, the parent is responsible for payment of tuition for the full week during which the student was in class, and tuition payments for unused weeks will be refunded.

#### 5.7.5 Student Assistance Fund

The Worthy Student Fund is set up for the purpose of providing financial assistance to families who feel the need for such assistance. Application may be made at the time of registration, or any time thereafter. The available funds will be allocated according to need.

## CHAPTER SIX

### CONTENTS

CHAPTER NUMBER: 6 CHAPTER TITLE: Educational Program

Section Number: 6.1

Section Title: Basic Academic Matters

6. 1 .1 School Evaluations

6. 1 .2 Homework

6. 1 .3 Curriculum

6. 1 .4 Basic Materials

6. 1 .5 Teaching Load

CHAPTER NUMBER 6 CHAPTER TITLE: Educational Program Section Number  
6.1 Section Title: Basic Academic Matters

---

Subsection

Number

Policy Statement

---

### 6.1.1 School Evaluation

As is in the case with all Seventh-day Adventist schools, Dillingham Adventist Elementary School will be evaluated periodically according to a plan outlined by the General Conference Office of Education. An effort will be made to determine to what extent the school is achieving its objectives and meeting accepted standards. Members of the board and faculty ordinarily participate in a self-evaluation program prior to a final evaluation by the superintendent or visiting evaluation committee.

A report of the evaluation will be presented to the school, accompanied by recommended changes or improvements that should be made.

### 6.1.2 Homework

It will not be the policy of the school to assign large amounts of homework. However, when homework is assigned it will be geared to the child's ability and relative to deficiencies. Homework does provide an opportunity for the parent to spend time with the child on worthwhile activities and projects.

Parents can also help by providing the child with a proper environment for study.

### 6.1.3 Curriculum

The curriculum consists of learning experiences that the children have, both in and out of school, which the school utilizes in helping each pupil develop into a loyal, effective citizen in his home, school, and community. In the school the basic learning experience and content are chosen from these broad subject areas: social studies, religion, general science, mathematics, language arts, health and physical education, practical and fine arts, and Christian service.

### 6.1.4 Basic Materials

The basic curriculum materials used in our school will be those adopted by the North Pacific Union Conference Board of Education and listed annually in the Textbook List, K-12. Any basic materials other than those listed must have prior approval of the conference Office of Education.

Six grades shall be the maximum load for any one teacher. This maximum shall be exceeded only under extreme circumstances. When it becomes necessary to exceed the maximum load, a teacher aide will be provided as needed.

1

## System of Seventh-day Adventist Education, K-12

```
graph TD; GCEC[General Conference Executive Committee] --> NADCA[NAD Committee on Administration]; GCEC --> NPUC[NPUC Executive Committee]; GCEC --> ACEC[Alaska Conference Executive Committee]; NADCA --> NADBE[NAD Board of Education]; NADBE --> NADOE[NAD Office of Education]; NPUC --> NPUCBE[NPUC Board of Education]; NPUCBE --> NPUCOE[NPUC Office of Education]; ACEC --> ACECBE[Alaska Conference Board of Education]; ACECBE --> ACECOE[Alaska Conference Office of Education]; ACECBE --> DAESC[DAES Constituency]; DAESC --> DAESOB[DAES Operating Board]; DAESOB --> DAESAD[DAES Administration]; ACECOE --> DAESAD;
```



# II

## SCHOOL DIRECTORY

2002-2003

### Dillingham Adventist Elementary School

P.O. Box 969  
Dillingham, Alaska 99576  
Telephone 907-842-2496

Head Teacher	Lorraine Carpenter	842-4240
Middle Grade Teacher	Heidi Estrem	842-1498
Upper Grade Teacher	Rod Rau	842-5231
SCHOOL BOARD MEMBERS		

Current Chair/Position #2	Joe Chythlook (term expires 2004)	842-1099
Secretary	Lorraine Carpenter (ex officio)	842-4240
Pastor	Ross Prevo (ex officio)	842-4811
Home & School Leader	Connie Prevo (ex officio)	842-4811
Position #1 Treasurer	Karen Brito (term expires 2006)	842-2490
Position #3	Marshall Carpenter (term exps. 2005)	842-4240
Position #4	Jim Bingman (term expires 2006)	842-4449

## ALASKA CONFERENCE OF sDA

6100 O'Malley Road  
Anchorage, Alaska 99507

## 1 APPENDIX

004

|||

### Dillingham Adventist Elementary School

#### 1<sup>st</sup> Quarter

44 Days

August 25

First day of school

Sept 1

Labor Day — No School

October 6-10

ITBS Testing

October 24

End of 1<sup>st</sup> quarter

#### 2<sup>nd</sup> Quarter

43 Days

October 27

Begin 2nd Quarter

Nov. 26

Noon Dismissal

November 27,28

Thanksgiving Break

Dec. 22 — Jan. 2

Christmas Break

Jan. 5

Classes resume

Jan. 9

Quarter ends

#### 3<sup>rd</sup> Quarter

48 days

Jan. 12

Begin 3<sup>rd</sup> Quarter

Feb. 13-16

Teacher's Meetings — No School

March 19

Quarter ends

March 22-26

Spring Break

#### 4<sup>th</sup> Quarter

45 days

March 29

First day of Quarter

May 8 May 27

Educational Emphasis Sabbath

May 28

Graduation

Total Pupil Instruction days

Calendar

Last Day of School

2003-2004

180 days

## DILLINGHAM ADVENTIST ELEMENTARY SCHOOL

### Schedule of Payment of Tuition and Fees

#### 2003-2004 School Year

ENTRANCE FEE\*: nonrefundable, \$100/year/student, due at registration

Tuition: \$2,500 per year (grades 1-8) \$1975 per year (Kindergarten)

Member Discount: Members of the Seventh-day Adventist Church will be allowed a 10% discount

Family Discount: Families will be allowed a 10% discount for the second child in the family, with an additional 10% discount for each additional child.

#### Tuition Schedule

(all amounts are rounded to the nearest \$5.00)

Monthly			**Annual	
Non-member	Member		Non-member	Member
1 student	\$250	\$225	\$2,375	\$2,135
2 students	\$475	\$430	\$4,510	\$4,060
3 students	\$675	\$610	\$6,410	\$5,775
4 students	\$850	\$765	\$8,075	\$7,310

\*Entrance fee includes textbook rental, workbooks, student accident insurance, library fee, and test fee. Family discounts and Member discounts do not apply to entrance fees.  
\*

\*Annual tuition rates include a 5% discount for payment in full at registration

Note: The first monthly payment is due at registration. Payments two through ten are due the 10<sup>th</sup> of each month beginning Sept. 10 and continuing through May 10<sup>th</sup>. If tuition payments cannot be made by the 10<sup>th</sup> of each month then the established policy is to allow five (5) days grace period. The Board will consider accounts over 30 days overdue, unless other arrangements have been made. Parents will be informed of any further action.

## Code of Ethics for Board Members

To recognize:

- > That my fellow members have entrusted me with the educational development of the children and youth of our church
  - That the future welfare of our denomination depends in the largest measure upon the quality of education we provide in our church schools to fit the needs of every learner
  - > That my fellow board members and I must take the initiative in helping all the members of the church to have all the necessary facts about their school, to the end that they will readily provide the finest possible school program, school staff, and school facilities
  - > That the authority of the school board is derived from the church, which ultimately controls the organization and operation of the school and which determines the degree of discretionary power left with the school board.
- To endeavor:
- To devote time and study to the duties and responsibilities of a school board member so that I may render effective and creditable service.
  - To work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion
  - > To base my personal decision upon all available facts in each situation: to vote my honest conviction in every case; thereafter, to abide by and uphold the final majority decision of the board.

## Teacher Personnel Procedure

The person who has a complaint regarding school personnel should follow the counsel of Matthew 18:15 by going to the person to register his/her complaint. If this does not resolve the issue the person registering the complaint should review his request by asking someone such as the school board chairperson, principal, and pastor to join in a conference on the matter. A note reviewing the matter and the corrective steps agreed upon could follow this.

If this fails to resolve the issue the person should take his complaint to the local school board, asking that they deal with the matter. When presented to the school board, the teacher's viewpoint is to be represented in a way that is

considered fair by both sides. Again, a note or letter to the teacher following the discussion on the board will reinforce the verbal discussion.

Having done this without success, the person or the school board chair should take the matter to the Alaska Conference Education Office and if necessary to the Board of Education.

## APPENDIX VII

### Teacher Aides

#### Job Description

##### A. Assist in the classroom (Instructional Aide)

1. Reinforce any new concept that has been implemented by the teacher or curriculum
2. Help set up and facilitate learning centers
3. Listen to students read
4. Develop motivational materials, creative games, etc.
5. Develop bulletin boards for instructional use
6. Help teachers with various groups
7. Assist children with make-up work
8. File reports
9. Grade papers
10. Help supervise field trips
11. Assist in recording and reporting academic progress
12. Locate materials to supplement learning activities
13. Give special attention to individual students as directed by the teacher
14. Take attendance
15. Collect money
16. Assist with inventory and counting
17. Typing and duplication of materials for classroom use

##### B. Assist with counseling

1. Do clerical work
2. Assist in gathering and recording information
3. Aid in administration and scoring of tests
4. Listen to student problems

- C. Assist with technical services
- 1 Provide special vocational skills not usually possessed by teachers
- 2 Assist with inventory and counting

## Index

absences, excused reporting of, by parents unexcused academic program  
 accounting administration admissions policy age, entrance aides. teacher Alaska  
 Conference of S. D, A all risk coverage insurance aspirin assistance, student  
 attendance policy requirements audio-visual aids audit authority of board basic  
 materials behavior code birth certificate board, school operating budget business  
 services accounting audit budget buying finance and accounting financial support  
 fees

student assistance fund tuition insurance inventory control petty cash fund  
 purchase orders purchasing reporting buying calendar, school

3.3. I F

3.3. I .B

I .4.6.D, E; 6. 1 ; see also educational program see business services

3.2

I .46.L; 3.2. I I .4.6.L; 3, I . I

see professional staff

1 2.1

5.6,4

5.75

3.3

3.1 13; 3.3. I B, C

2.3

5. 1 .4

1 .44, app. v

6. 1 .4

35.3

3.1 2

See school operating board

1 46.1; 5, I

5. 1 .2

5.22

5.1

5.7

5.73, app, iv

5.72

5.75 5.7.1 ; 517.4; app. iv

see insurance

5.214

5.2.3

52.3

52

5. 1

5.22

duties cleanliness, personal I .4.5.D; I .4.6.M.S

clothing 35.6

code of behavior 35.3

code of ethics app. v

complaints I .46 M ; app. vii

conference, policies I .4.6.C

representation I .45 J

superintendent I .44; I .451; I .4.5.J; app. ii

constituency I .3

definition I .3 1

functions I .3 3

meetings membership I .3. 1

corporal punishment 35.4.E

corporate entity I . 1 .6

credentialed personnel see professional staff

cumulative records 3.4. I

curriculum I A.6.F, • 146.6; 6.1 .3  
daily session 1 5.5  
damage to school property 35.5  
detention 3.5.4.D  
discipline conduct and discipline 35.4; see also students,  
student 1 .4.6.L  
chairperson, appointment  
dismissal, early 3.3. I D; 3.6.2  
dress code 35.6  
drinking fountains 2.1 5  
early dismissal or release educational program 3.3. I D, 3.6.2  
basic materials 6,1 4  
curriculum G: 6. 1 .3  
homework 6.1 2  
school evaluations I .4,6.6; 6. I . I  
teaching load 6.1 5  
election of board members I ,4.2.D  
diseases, infectious or contagious 2. I . I .J  
3.4. I  
procedure entrance fee 32.3

entrance requirements 3.1  
teachers I ,4.6.6.3.b; 4.1 • app,  
ex officio board members I .4.2.B  
excused absences executive sessions 3.311 .A  
facilities 1 14,6.J  
faculty see professional staff  
fees 5.7.3; app. iv  
field trips 2.1 .3  
files, cumulative record 3.41  
enrollment 3.41  
films 2.3.1



finance see also business services  
 assistance 5.7 5  
 school 1.4, 6.1; 5  
 student 3.2.3, E•, 5.7  
 fire, drills 2.1 .4  
 exits 2.1 .4  
 extinguishers 2.1 .4  
 insurance 5.613  
 safety first grade requirements 2.1 .4  
 food service 5.3  
 functions of the board 1 14.6  
 general purpose gifts goals, basic educational 1 11 .1  
 hair  
 Handbook for Parents and 35.6  
 Students 1 .4, 6.M, • 3.2.3.A  
 health, diagnosis 2.1 2  
 education 2.1 .I .G  
 records services 2.1 11  
 student 1 .46 L  
 hearing screening 2.1 ,I .E  
 hepatitis B 2.1 .I D; 3. I  
 hiring of teachers see professional staff, selection and appointment  
 holidays 1 5 .2; app,  
 Home and School leader 1 14.2B; app, ii  
 homework 6.1 .2  
 hours, day 1 .55; app. iii  
 teacher on duty humanism 1 .5 6

emergency care enrollment ethics, code of see code of ethics evaluation,  
 instructional program 146.6; 6. 1 , I hygiene, student immunizations in-service  
 infectious disease instructional program instructional support insurance. school  
 all risk coverage errors and omissions fire liability workmen's compensation

interview, enrollment inventory Iowa Tests of Basic Skills jewelry lavatori es  
length, of day of term liability insurance limitations of board maintenance of  
plant materials, instructional medications, administering meetings, constituency  
school operating board special minutes of board meetings non-discrimination  
policy North American Division

## North Pacific Union Conference

notification of rights open meetings operation of plant order of business  
organization organizational structure pastor permission, dismissal petty cash  
fund philosophy physical examinations physical plant plant management  
2, 1 .5

1 5.4

2. 1 I J

I .4.6.D', 1 .4.6.E

2

5 .6.4

565

5.6.3

5.6. I

516.2

3.2.3.c

52.4

22.1

315.6

2. 1 .5

1 5.5

1 5.3

5.6. I

1 app. v

5.42

2.1 .2  
1 13. I  
1 .45  
I .3.2.B; I .4.5.C  
1 4 .5  
3.2.2  
I .21 1  
121  
3.46  
I ,4.5.Å 5.4. I  
1 ,4.S.E  
1  
.2; app. i  
I .42 B  
3.3. I D; 3.62  
52.3 1 . 1 .3

see plant management

5.4

maintenance operation playground rules policies, conference professional staff  
appointment employment qualifications selection and appointment professional  
staff, teacher aides teachers, contracts evaluation volunteers property  
punctuality punishment purchase orders purchasing quorum records, custodian  
of student inspection by parents procedure withdrawal and transfer registration  
fee relations, community release of records report cards, release research  
materials rights, notification of Robert 's Rules of Order safety services school,  
board directory hours school operating board chairperson, appointment duties  
code of ethics definition election of members ex officio members functions  
limitations meetings membership

5.42

5.4 1

3.5.3 c

1 .4.6.C, • I.4.6 F

4

1 .44; 1 .461B

1 ,4.4: 1 .46 B: 4.1 .2

41 .1

1 4.6 B; 41 .2

4. 1 .1 ; 6.1 .5; app. viii

I .4.6.G .3.b; 4, I .3; vi

41 .1

I .4.6.J

3.3. .E

3.5.4

52.3

1 46.1; 5.2

I .4.5.G

3.45

3.1 .4; 3.4

3,42

3.4.7

3.48

517.3; app. iv

3.42; 3.43

1 .4.6.H.2.j

3.46

I .45 D

2.1 .3

See School operating board app. ii app. iii 1 14; app. il

I .4.2.E

I .4.5.D; I .4.6.M.5 app. v 1 .4.1

I .4.2.D

I .4.2.B; app, ii

1.46 I .44; app. v  
1 14.5  
1.42  
officers purpose 1 42 A  
representatives 1 .4.2.C: app. ii  
secretary, appointment I .4.2.F  
duties 1 .4 5 1  
treasurer, appointment duties secretary, appointment I .4.2,G  
duties 1 ,45 1  
selection of materials 1 ,4.6.H  
social relations 35.2  
spanking 3.5 4.E  
special meetings 1 .32B; 1 .4.S.C  
staff see professional staff  
standardized tests 22,1  
statement of faith 1 1 1 .2  
student assistance fund 5.715  
student records see records, student  
students 1 .4.6.L; 3  
conduct and discipline 3.5  
code of behavior 35.3  
corporal punishment 3.5.4E  
detention 3.5.4.D  
discipline 35.4  
dress code 3.56  
jewelry 35.6  
playground rules 3.5.3.c  
punishment 35.4  
financial assistance 5.75  
homework 6.1 .2  
records 3.4  
release to parents 3.42

release to student 3.43  
social relations 35.2  
supervision transportation 3.6  
withdrawal 5.7.4.J  
subjects 1,4.6.E.7  
Superintendent of schools 1.44; 1.4.5.J; app. ii  
supervision of students 3.6  
tape recordings 2.3, I  
tardiness 3.3. I B, D  
TB tests 2.1 . I .E; 3. 1 .3  
teachers, aides see professional staff  
employment see professional staff, selection  
damage to school property 3.55  
and appointment

evaluation 1,4.6.G.3 b s ; 4 , 1 .3; app, vi tuition 5.7. I; app. iv  
hours 1.56 unexcused absences 3.3.I .B  
6. 1 .5 vacations 1 5.2; app, iii  
maximum load vandalism 35.5  
personnel procedure app, vii video tapes 2.3.1  
testing, services 2.2 vision screening  
Textbook List, K- to 6.1 .4 volunteer staff see professional staff  
textbooks voting I .45 F  
toilets 2, 1 .5 withdrawal of student 5,7.4.J  
transportation workmen's compensation 56.2  
treasurer, school operating board 1 .4.2.6' worship  
truancy 3.3, I .C worthy student fund see student  
assistance fund  
tuberculin tests 2.1 r I 1 .3