



**Pacific Union Conference  
EDUCATION CODE REVISIONS**

**Approved by the Union Board of Education  
on December 16, 2019**

A14-122 Junior Academy [Revised 12/2019]

4. The application is to be reviewed by the local conference board of education. If it is denied, the school board is to be so notified, including the reason(s) for the denial. If the application is approved, it is to be submitted to the union office of education by March 1 prior to the academic school year in which the junior academy plans to operate.

A17-108 School Board Membership [Revised 11/2012; Revised 12/2019]

The school constitution and/or working policy should contain provisions regarding the membership of the school board that meets the following criteria.

The school board shall be composed of members of the Seventh-day Adventist Church who represent a cross section of the school constituency and who are supportive of Seventh-day Adventist education. This membership is to include as voting members the chair, vice-chair, executive secretary (the principal), and pastoral representation from the constituent church(es) based on the school constitution/working policy. In addition the board is to include the following as ex officio voting members: local conference officers and local conference and union office of education personnel.

The school board members (other than ex officio members) are to be elected by the constituent church(es) in accordance with the school constitution or working policies. The church(es) should ensure that multiple members of the same family (related by blood, adoption, or marriage) are not elected to the same school board.

Board membership of school employees and/or their relatives (related by blood, adoption, or marriage) has the potential to create misunderstanding and the appearance of vested interest, especially on personnel issues regarding colleagues. School employees and/or their relatives are ineligible for membership on the board of the school where employed. This policy does not prohibit a person from serving on the board of a small school when that person is employed part-time as school treasurer and is not a regular school employee.

A18-104 The School Principal [Revised 4/2018]

A. Certification

The principal should hold a valid Administrator Certificate with proper endorsement(s).

B. Responsibilities and Functions

The principal is the chief administrator of the school, with responsibilities and functions listed below and other functions as may be assigned by local conference and school board policies. In small schools, the principal/teaching principal should

consult with the local conference superintendent of schools to determine who is responsible for each of the functions.

1. General Administration [Revised 11/2014; Revised 12/2019]
  - a. Serve as executive secretary of the board, which includes ensuring minutes are prepared and provided to all board members.
  - b. Serve as a member of the finance and personnel committees.
  - c. Serve as agent of the school board in administering the school in accordance with the *Education Code*, and any additional policies adopted by the local conference board of education and the school board.
  - d. Provide leadership to the spiritual program and activities, and in the development and maintenance of a positive spiritual climate.
  - e. Responsible for the organization of the school program including:
    - (1) Implementation of the annual school calendar adopted by the local conference board of education. [See Section C11-124.]
    - (2) Planning regularly scheduled staff meetings.
    - (3) Assignment of teaching responsibilities and other duties to the members of the school staff.
  - f. Serve as chief financial officer and operate the school on a sound financial basis within the approved budget.
  - g. Serve as, or designate, the chair for committees such as but not necessarily limited to;
    - (1) Staff and faculty meetings
    - (2) Administrative council
    - (3) Admissions committee
    - (4) Government committee
    - (5) Others as needed.
  - h. Develop and maintain a record-keeping system to ensure the security of all school and board records including:
    - (1) Student scholastic, health, and attendance records.
    - (2) Minutes of faculty meetings and faculty committees.
    - (3) Minutes of the school board and board committee meetings.
  - i. Provide information as requested to the local conference, union, and NAD offices of education.

A25-136 Teaching Certificate [Revised 12/2019]

Details regarding certification are contained in the booklet *K-12 Educators' Certification Manual for North American Division* and *the Pacific Union Conference addendum*. A copy is available from the local conference office of education.

C24-116 Maximum Credit for Courses [Revised 12/2019]

The maximum credit given for any class is 10 semester periods based on the Carnegie Unit; this includes the laboratory science, practical arts and fine arts courses.