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**WASHINGTON CONFERENCE OF
SEVENTH-DAY ADVENTISTS**

**EMPLOYMENT PRACTICES
TRAINING FOR CHURCH EDUCATORS**

Presented by

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BRACEWELL & GIULIANI LLP**

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PRINCIPAL/HEAD TEACHER JOB DESCRIPTION

The principal is the administrator of the school within the structure of the Conference Office of Education. A principal's responsibilities and functions include the following: (NOTE: The items identified by an asterisk pertain to principals of one-, two- or three-teacher schools as well as administrators for any size of school.)

In small schools of one to three teachers, the teacher who has administrative responsibilities is usually designated as teaching principal; however, in some circumstances he/she may be designated as head teacher. Responsibilities will be detailed and defined by the superintendent of schools in consultation with the school board and will not include supervision of instruction. (NPUC 1310:95)

- *A. The principal serves as executive secretary of the school board.
- *B. The principal implements the administrative policies of the union and conference Board of Education, as well as local administrative and operational policies of the school.
- C. The principal supervises the instructional program of the school by such activities as:
 - 1. *Classroom visitation (in one- to three-teacher schools the formal teacher written evaluation is done by conference office personnel).
 - 2. Personal conferences and written teacher evaluations.
 - 3. *Group analysis of standardized test results.
 - 4. Group study for curriculum needs and implementation.
 - 5. Assistance in classroom management.
 - 6. Assistance in the development of course objectives and teacher plans.
- D. The principal (or principal's designee) serves as chairman for each of the following as needed:
 - 1. Administrative council
 - 2. Admissions committee
 - 3. Discipline committee
 - 4. Curriculum committee
 - 5. Personnel committee
- *E. The principal accepts the responsibility for spiritual leadership of the school.
- *F. The principal is responsible for the organization of the school program, including:
 - 1. Implementation of the requirements of the annual school calendar and daily schedule, permitting no variations regarding holidays, length of the school year, minimum day sessions, etc., without authorization from the Conference Office of Education.
 - 2. Planning for bi-weekly or monthly faculty/staff meeting.
 - 3. Assigning of teacher/staff responsibilities and duties.
 - 4. Arranging student registration screening and reporting of prospective students' names to board.
 - 5. Arranging orientation program for new students.
 - 6. Coordinating student grade placement in consultation with teaching faculty.
- *G. The principal operates the school on a sound financial basis within the approved budget.

- *H. The principal prepares and submits reports as required in an accurate and timely manner. (This includes responsibility to also monitor teacher compliance.)
- *I. The principal inspects and ensures the maintenance of building, grounds, and equipment for operating efficiency.
- J. The principal provides for safety of operation throughout the school plant, including such practices as... regular fire/emergency drills.
- K. The principal is responsible for maintaining a physically healthy school environment which includes lead-free water, radon-free air, etc.
- *L. The principal is responsible for developing and maintaining an adequate record-keeping system which includes:
 - 1. Student scholastic, health, accident, and attendance records.
 - 2. Minutes of faculty meetings and faculty committees.
 - 3. Minutes of the school board and subcommittee meetings.
 - 4. Asbestos and Washington Right To Know materials.
 - 5. Blood pathogens, HIV/AIDS.
 - 6. School inventory of supplies, equipment, books, testing materials, etc.
- *M. The principal forwards copies of board minutes, monthly financial statements, scholastic, and statistical reports as requested by the Conference, Union and General Conference.
- *N. The principal files action item reports to the Washington State Office of the Superintendent of Public Instruction.
- O. The principal promotes the professional growth of educational personnel and makes provision for a teacher's professional library in the school.
- *P. The principal develops and maintains positive community relations. He/she shall represent the school as its official spokesman to the patrons of the school, to the school board, to the news media, to the public in general. He/she is to articulate and communicate to the school board and to the constituency the educational plans and programs of the school.
- *Q. The principal maintains attendance records in accordance with state regulations, and reports to the local attendance officer of the public school system, after consultation with the Superintendent of Schools, the names of students who discontinue attendance from school.
- *R. The principal along with the school board assumes responsibility for the recruitment of students.
- *S. The principal works closely with the school board and Office of Education in coordinating, planning and implementing the periodic school evaluations.
- T. The principal provides leadership in co-curricular programs and off-campus activities and tours.
- U. The principal acquaints parents and other patrons with policies and procedures relative to the operation of the school.

OVERNIGHT TRIPS APPROVAL PROCESS

ALL OVERNIGHT TRIP REQUESTS MUST BE SUBMITTED TO THE CONFERENCE OFFICE OF EDUCATION FOR REVIEW AND PRIOR APPROVAL, AS FOLLOWS:

1. Overnight Trips With in the Union must be approved by the Washington Conference Superintendent and/or Associate Superintendent. Requests should be submitted on the following form at least three weeks prior to the trip.
2. Overnight Trips Out-of-Union must be reviewed and approved by the Washington Conference Office of Education AND the Conference K-12 Board of Education. Requests should be submitted on the following form at least three weeks prior to a K-12 Board meeting. (The Board is scheduled to meet in October, December, February, and March; check with the Conference Office of Education for dates.)
3. Overnight Trips Outside the North American Division must be reviewed and approved by the Washington Conference Office of Education AND the Conference K-12 Board of Education AND the North American Division. Carefully read the following pages which include the NAD request form and detail the new NAD "Out of Division Trips Policy." Requests should be submitted to the Washington Conference Office of Education at least three weeks prior to a K-12 Board meeting, AND must also be submitted on the NAD "Out of Division Trips" form at least 60 days prior to the trip departure date.

Washington Conference Office of Education

Overnight Trip Request Form

(Revised 7/98)

ALL OVERNIGHT TRIP REQUESTS MUST BE SUBMITTED TO THE CONFERENCE OFFICE OF EDUCATION FOR REVIEW AND PRIOR APPROVAL.

PLEASE READ THE PREVIOUS PAGE FOR SUBMISSION DEADLINES!

Do not submit any paperwork to the Office of Education until fully completed, including signatures and board approval.

ALL BLANKS MUST BE COMPLETED

General Information:

School: _____
Grade(s) / class / club: _____
Sponsor/teacher: _____
Destination: _____
Beginning and Ending dates: _____
List of participating students: (Please attach the list to this form.) _____

Indicate the appropriate category of overnight trip:

- _____ Intra Conference Overnight Tours and Activities NPUC Code # 1608:04
_____ In-Union Overnight Activities NPUC Code # 1608:04
_____ Out-of-Union Overnight Activities NPUC Code # 1610:04
_____ Activities Outside the North American Division NPUC Code # 1614:04

NPUC Code requires attention to each of the following. Respond to each item below:

1. Describe the purpose of tour or trip: _____

2. Itinerary (Attach detail for each day)
3. Number of school days _____, Number of school days allowed by NPUC Code _____
4. Transportation arrangements (bus, individual cars, see code 1618:04) (Attach detail)
_____ Vehicle safety check (mandatory)
_____ Driver record check (mandatory)
5. Insurance coverage of vehicles and students
Students (NPUC Code # 1622:04)
Vehicles (NPUC Code # 1620:04) - Attach proof of insurance coverage for all private vehicles.
6. Safety requirements (NPUC Code # 1624:04)

7. First aid kit available
8. Volunteer criminal background check - **required**
9. Safety instructions for supervisors and students
10. Emergency Medical Treatment Consent forms available on trip
11. All other required safety precautions covered

Attach the following:

- Supervision arrangements
- Housing plans
- Parental approval including assumption of risks
- Proposed funding
- Sabbath observance plans

SCHOOL APPROVAL

Principal's signature

Date

School Board Approval

Date

School Board Chairperson's Signature

Date

OFFICE USE ONLY

K-12 Board of Education approval

Date

Superintendent's signature

Date

1600 Off-Campus Activities

1602:04 Off-Campus Activities

All off-campus activities are to be planned, organized, and conducted to ensure the health and safety of students. Each activity is to be approved by the school administrator and the appropriate board(s) as specified for the type of activity as follows.

1. One-day off-campus activities
(See *Code* 1604.)
2. Overnight activities within the North Pacific Union Conference
(See *Code* 1608.)
3. Out-of-union overnight activities (including Canada)
(See *Code* 1610.)
4. Activities outside the North American Division
(See *Code* 1614.)

1604:04 One-Day Off-Campus Activities

1. Definition

A one-day off-campus activity is one that is limited to one day or portion of a day.

2. Preliminary Planning

Proposed plans for a one-day off-campus activity are to be discussed with the school administrator. In a small school the head teacher should consult the school board chair.

3. Authorization

Proposed plans for a one-day off-campus activity are to be approved by the school administrator or school board chair, if there is no principal.

Plans submitted for approval are to include the following:

- a. Purpose of the activity
- b. Transportation arrangements (See *Code* 1618.)
- c. Insurance coverage of vehicles (See *Code* 1620.) and students (See *Code* 1622.)
- d. Safety provisions for potential hazards (See *Code* 1624.)
- e. Arrangements for adequate supervision by approved personnel
- f. Written parental approval
- g. Proposed funding

1608:04 In-Union Overnight Activities

1. Definition

An overnight activity is one which involves more than one day and involves arrangements for overnight accommodations.

2. Preliminary Planning

Proposed plans for an overnight activity are to be discussed with the school administrator prior to discussing the plans with students. In a small school, the head teacher should consult the school board chair.

3. Authorization

a. Proposed plans for an overnight activity are to be approved by:

- (1) The school administrator
- (2) The school board
- (3) The conference superintendent

b. Plans submitted for approval are to include the following:

- (1) Purpose of the activity
- (2) Itinerary
- (3) The number of school days (See *Code* 1616.)
- (4) Transportation arrangements (See *Code* 1618.)
- (5) Insurance coverage of vehicles (See *Code* 1620.) and students (See *Code* 1622.)
- (6) Safety provisions for potential hazards (See *Code* 1624.)
- (7) Arrangements for adequate supervision by approved personnel
- (8) Overnight housing arrangements
- (9) Written parental approval for the activity
- (10) Proposed budget and funding

1610:04 Out-of-Union Overnight Activities

1. Definition

An out-of-union overnight activity is one that has as its purpose a mission project, educational enrichment, or recreation and involves travel outside the boundaries of the North Pacific Union Conference.

2. Preliminary Planning

Proposed plans for an out-of-union overnight activity are to be discussed with the school administrator prior to discussing plans with students. In a small school, the head teacher should consult the school board chair.

3. Authorization

- a. Proposed plans for an out-of-union overnight activity are to receive approval by:
 - (1) The school administrator
 - (2) The school board
 - (3) The conference board of education
- b. Plans submitted for approval are to include the following:
 - (1) Purpose of the activity
 - (2) Itinerary
 - (3) The number of school days (See *Code* 1616.)
 - (4) Transportation arrangements (See *Code* 1618.)
 - (5) Insurance coverage of vehicles (See *Code* 1620.) and students (See *Code* 1622.)
 - (6) Safety provisions for potential hazards (See *Code* 1624.)
 - (7) Arrangements for adequate supervision by approved personnel
 - (8) Overnight housing arrangements
 - (9) Written parental approval for the activity
 - (10) Proposed budget and funding

NOTE: A mission project is to be completely self-funded.

1614:06 Activities Outside the North American Division

Out of division trips sponsored by Seventh-day Adventist educational institutions or organizations shall be coordinated through the North American Division Office of the Secretariat. All processing of out of division trips request forms shall occur in close cooperation with the North American Division Office of Education. For complete information regarding requirements see *NAD Working Policy* FG 05 40.

No travel shall be approved to countries on the U.S. Department of State travel warnings list which may be found at their web site, <http://travel.state.gov/>.

Any travel planned to a country on the *Public Announcement* list found at the same web site must have specific additional approval from the local conference board of education.

All school-related groups that travel to a foreign country outside of North America shall check in with the local U.S. embassy or consulate upon entering the country.

1616:04 Number of School Days for Off-Campus Activities

Student learning is impacted by how schools utilize time. While standard school calendars and class schedules do not ensure quality education, a reduction in instructional time will diminish opportunities for students to succeed in meeting learning objectives. The following policy has been adopted to protect students' engagement in the academic program and to strive for balance with co-curricular school activities. School personnel and boards should carefully consider the impact off-campus activities have on student learning.

The number of days (school days, weekends, regularly scheduled vacation days) authorized for off-campus activities is identified according to the following types of activities. Each activity is to be approved by the school administrator and the appropriate board(s) as specified for the type of activity.

1. Elementary

- a. Activities involving more than one day off campus, necessitating overnight arrangements, should apply only to students in grades five and above.
- b. Extracurricular activities, such as graduating class trips, are limited to a maximum of two school days per year.
- c. Curriculum-related activities are limited to five school days. Exceptions may be approved by the conference K-12 board for outdoor education, mission projects, and ski programs.
- d. An activity may be extended by including the weekend or regularly scheduled vacation day(s).

2. Secondary

- a. Extracurricular activities, such as graduating class trips and student association activities, are limited to a maximum of three school days per year per organization.
- b. Promotional groups such as athletic teams and music organizations are limited to a maximum of five school days per year per organization.
- c. Curriculum-related activities such as outdoor education, senior survival, and mission projects are limited to a maximum of five school days per year per organization.
- d. An activity may be extended by including the weekend or regularly scheduled vacation day(s).

1618:04 Transportation of Students for Off-Campus Activities

1. Ground Transportation

Where possible, transportation of students for an off-campus activity is to be in a state-certified bus. When a certified bus is not available, students may be transported in a private vehicle which meets the requirements of the vehicle code of the state in which the school is located.

Each vehicle is to have at least one adult authorized by the school administration as the driver.

2. Air or Water Transportation

Air travel is to be only by commercial airlines. Arrangements for transportation of students by air or water are to be approved by the local school board.

1620:04 Insurance Coverage for Vehicles

1. Institution-Owned Vehicles

All vehicles should be registered in the name of the conference association and have appropriate insurance.

2. Employee-Owned Vehicles

Employee-owned vehicles used for off-campus activities must carry automobile insurance coverage in harmony with denominational policy. (See Code 5640.)

3. Privately Owned Vehicles - Non-employee

Privately owned vehicles of non-employees used for off-campus activities must carry automobile insurance coverage in harmony with state law.

4. Travel in Mexico

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

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

1622:04 Insurance Coverage for Students

Each student participating in an off-campus activity is to be covered with student accident insurance. Special coverage for activities not included in the student accident insurance is to be obtained. Air travel insurance coverage is optional for an activity which includes airline travel.

1624:04 Safety of Students

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

1. Supervision

Each off-campus activity is to be planned, organized, and conducted to ensure the health and safety of students. A reasonable number of adult sponsors are to be provided for an off-campus activity based on the policy adopted by the local conference board of education.

2. Parental Consent

Permission to Participate forms are to be signed by parents or guardians for students participating in each off-campus activity. Consent to Treatment forms should also accompany off-campus activities.

3. Operation of Vehicles

All bus drivers are to have valid school bus driver's licenses and to observe all state regulations pertaining to the safe operation of vehicles. All vehicles used for the transportation of students must meet state regulations for maintenance and operation. (See *Code* 1618.)

4. First Aid Kit

A first aid kit must be immediately available at all times during the activity.

Please refer to this website, **www.hesaidgo.net**, and click on Short Term Missions, then Educational Institutions, for the process to follow and the forms you will need in order to have an Out of Division trip approved.

Requirements for Educational Institutions

The North American Division Office of Volunteer Ministries (NAD/OVM), in close cooperation with the Office of Education, requires a specific policy procedure for educational institutions "Out of Division Trips," sponsored by Adventist institutions or organizations. Schools must provide NAD with the following required documents/information to receive NAD's approval of their short-term mission assignments.

- Group Information Form. (click on link)
- Insurance. Confirmation and description of the insurance provided for all participants. The insurance confirmation must include coverage for all church workers, laypersons, retirees, ASI personnel, and personnel of other lay organizations. The insurance must provide travel, sickness and accident insurance coverage available through Adventist Risk Management or the equivalent coverage from another agency.
- Travel Itinerary. Detailed itinerary listing all Seventh-day Adventist churches and institutions to be visited.
- State Department Consular Information Sheet. A copy of the latest State Department Consular Information Sheet for each country to be visited and confirmation that those countries are NOT on the State Department Watch List of dangerous locations for North Americans.
- Immunizations. A list of vaccinations, immunizations or inoculations needed for travel and the dates administered.
- Permission for Volunteers under 18 years old. A copy of the trip permission sheet if any participants are under 18 years of age.
- Background Check. Verification of appropriate background screening of all adult participants who are not employed by the school or a denominational entity.
- List of ALL Participants. NAD's policy requires that ALL denominational workers, students, laypersons, worker's family members, and others participating on the trip to provide their full legal names on the Short-term Application Form.

After your institution's Short-term Application has been processed, the NAD Office of Volunteer Ministries will notify the GC Office of Education for the purpose of communicating to the host (or receiving) division the your group's visit to their territory.

Once you're ready to apply click on the link, "Apply for Short-Term Mission." For more information about Short-term Missions, send an email to Pearly.David@nad.adventist.org.

Last updated 12/23/10



TECHNOLOGY & LEARNING

Copyright and Fair Use Guidelines for Teachers

This chart was designed to inform teachers of what they may do under the law. Feel free to make copies for teachers in your school or district, or download a PDF version at www.techlearning.com. More detailed information about fair use guidelines and copyright resources is available at www.halldavidson.net.

Medium	Specifics	What you can do	The Fine Print
Printed Material (short)	<ul style="list-style-type: none"> Poem less than 250 words; 250-word excerpt of poem greater than 250 words Articles, stories, or essays less than 2,500 words Excerpt from a longer work (10 percent of work or 1,000 words, whichever is less) One chart, picture, diagram, or cartoon per book or per periodical issue Two pages (maximum) from an illustrated work less than 2,500 words, e.g., a children's book 	<ul style="list-style-type: none"> Teachers may make multiple copies for classroom use, and incorporate into multimedia for teaching classes. Students may incorporate text into multimedia projects. 	<ul style="list-style-type: none"> Copies may be made only from legally acquired originals. Only one copy allowed per student. Teachers may make copies in nine instances per class per term. Usage must be "at the instance and inspiration of a single teacher," i.e., not a directive from the district. Don't create anthologies. "Consumables," such as workbooks, may not be copied.
Printed Material (archives)	<ul style="list-style-type: none"> An entire work Portions of a work A work in which the existing format has become obsolete, e.g., a document stored on a Wang computer 	<ul style="list-style-type: none"> A librarian may make up to three copies "solely for the purpose of replacement of a copy that is damaged, deteriorating, lost, or stolen." 	<ul style="list-style-type: none"> Copies must contain copyright information. Archiving rights are designed to allow libraries to share with other libraries one-of-a-kind and out-of-print books.
Illustrations and Photographs	<ul style="list-style-type: none"> Photograph Illustration Collections of photographs Collections of illustrations 	<ul style="list-style-type: none"> Single works may be used in their entirety, but no more than five images by a single artist or photographer may be used. From a collection, not more than 15 images or 10 percent (whichever is less) may be used. 	<ul style="list-style-type: none"> Although older illustrations may be in the public domain and don't need permission to be used, sometimes they're part of a copyright collection. Copyright ownership information is available at www.loc.gov or www.mpa.org.
Video (for viewing)	<ul style="list-style-type: none"> Videotapes (purchased) Videotapes (rented) DVDs Laserdiscs 	<ul style="list-style-type: none"> Teachers may use these materials in the classroom. Copies may be made for archival purposes or to replace lost, damaged, or stolen copies. 	<ul style="list-style-type: none"> The material must be legitimately acquired. Material must be used in a classroom or nonprofit environment "dedicated to face-to-face instruction." Use should be instructional, not for entertainment or reward. Copying OK only if replacements are

Video (for integration into multimedia or video projects)	<ul style="list-style-type: none"> • Videotapes • DVDs • Laserdiscs • Multimedia encyclopedias • QuickTime Movies • Video clips from the Internet 	<ul style="list-style-type: none"> • Students "may use portions of lawfully acquired copyright works in their academic multimedia," defined as 10 percent or three minutes (whichever is less) of "motion media." 	unavailable at a fair price or in a viable format.
Music (for integration into multimedia or video projects)	<ul style="list-style-type: none"> • Records • Cassette tapes • CDs • Audio clips on the Web 	<ul style="list-style-type: none"> • Up to 10 percent of a copyright musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or students. 	<ul style="list-style-type: none"> • A maximum of 30 seconds per musical composition may be used. • Multimedia program must have an educational purpose.
Computer Software	<ul style="list-style-type: none"> • Software (purchased) • Software (licensed) 	<ul style="list-style-type: none"> • Library may lend software to patrons. • Software may be installed on multiple machines, and distributed to users via a network. • Software may be installed at home and at school. • Libraries may make copies for archival use or to replace lost, damaged, or stolen copies if software is unavailable at a fair price or in a viable format. 	<ul style="list-style-type: none"> • Only one machine at a time may use the program. • The number of simultaneous users must not exceed the number of licenses; and the number of machines being used must never exceed the number licensed. A network license may be required for multiple users. • Take aggressive action to monitor that copying is not taking place (unless for archival purposes).
Internet	<ul style="list-style-type: none"> • Internet connections • World Wide Web 	<ul style="list-style-type: none"> • Images may be downloaded for student projects and teacher lessons. • Sound files and video may be downloaded for use in multimedia projects (see portion restrictions above). 	<ul style="list-style-type: none"> • Resources from the Web may not be reposted onto the Internet without permission. However, links to legitimate resources can be posted. • Any resources you download must have been legitimately acquired by the Web site.
Television	<ul style="list-style-type: none"> • Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, and local stations) • Cable (e.g., CNN, MTV, HBO) • Videotapes made of broadcast and cable TV programs 	<ul style="list-style-type: none"> • Broadcasts or tapes made from broadcast may be used for instruction. • Cable channel programs may be used with permission. Many programs may be retained by teachers for years—see Cable in the Classroom (www.ciconline.org) for details. 	<ul style="list-style-type: none"> • Schools are allowed to retain broadcast tapes for a minimum of 10 school days. (Enlightened rights holders, such as PBS's <i>Reading Rainbow</i>, allow for much more.) • Cable programs are technically not covered by the same guidelines as broadcast television.

Sources: United States Copyright Office Circular 21; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; *Fair Use Guidelines for Educational*

Multimedia; cable systems (and their associations); and *Copyright Policy and Guidelines for California's School Districts*, California Department of Education. Note: Representatives of the institutions and associations who helped to draw up

many of the above guidelines wrote a letter to Congress dated March 19, 1976, stating: "There may be instances in which copying that does not fall within the guidelines stated [above] may nonetheless be permitted under the criterion of fair use."

Washington Conference Office of Education
Guidelines for Accepting New Students

1. Seek recommendations from previous school (teacher, pastor, friend, principal). Ask the parent to be responsible for getting the recommendations to the school.
2. Arrange interview with student and parents. Look for commitment to: (consider written agreement)
 - spiritual program including the mission of Adventist education;
 - tuition payment agreement from parent.
 - social behavior expectations from parent and student.
3. Arrange for the student acceptance committee to review the above research to recommend acceptance or non-acceptance.
4. It is recommended that students with poor academic and poor behavior performance not be accepted.

INTERVIEW QUESTIONS FOR STUDENTS AND PARENTS

Questions to ask Students:

1. Why do you want to attend the _____ Adventist School?
2. On a scale of 1-10, rate your desire to attend this school:
(10=very much, 1=not at all)
3. On a scale of 1-10, rate your parent/guardian's desire for you to attend this school.
4. In what ways do you think you can help to make this school a quality Christian school?
5. In what ways do you wish to improve as a student? List the names of specific subjects you might need extra help in.
6. Describe some of your hobbies and areas of special interest.
7. Are you willing to learn more about being a Christian and to learn to treat others as Jesus would?

Questions to ask Parents:

1. Why do you want your child to attend this school, and receive a Seventh-day Adventist Christian Education?
2. Briefly describe your child's academic abilities and summarize their performance at their last school. How can you help make their attendance at this school a success?
3. List several areas of special skills and interests your child has.
4. List any areas where your child might need to make additional effort or receive additional help.
5. Describe any physical, emotional, or behavioral conditions your child has which the staff at this school should know about.
6. Has your child ever been expelled or suspended from school for any reason?
7. Do you see your child as a leader or a follower? Explain why.

HOME SCHOOL GUIDELINES

Cooperation Between Local School and Home School Families

Philosophy

The North Pacific Union Conference suggests to the local conferences the following guidelines regarding involvement of home school families in the local school program. While it is mandated that the educational needs of the students enrolled in North Pacific Union Conference schools are met, it is also the goal to provide ways that home school students can connect with local Adventist schools as time and resources allow. Therefore, it is appropriate that North Pacific Union Conference schools cooperate with home school students to the degree that school staff and the school board desires. This is not intended to pressure schools into developing home school activities, yet it is believed that positive benefits may result from such interaction.

It is important that programs or activities that involve home schoolers not overload existing staff. The local school board and staff have the authority to approve the degree of involvement with home school students, keeping in mind the needs of enrolled students and staff.

The North Pacific Union Conference is aware that parents have the right and responsibility to choose the best educational experience for their children and that home school students are under the jurisdiction of the local school district. Yet there are ways that home school children can connect with local Adventist schools. It is to that end that these guidelines are suggested.

Potentially Available Activities for Home Schoolers

Local School

The local school board may choose to provide services to home schooled children such as:

Religious Activities	School Services
Week of Prayer	Achievement Testing
Worships	Special Needs Testing
Baptismal Classes	Health Screening
Witnessing/Service	Student Pictures
	School Library
	Assemblies

Special Events	Academic Offerings
Home & School Association Programs	Music (band, choir lessons)
Investiture	P.E.
Field Trips	Art
Winter Sports	Enrichment Programs
Science Fair	Special Classroom Presentations

Conference

Providing funding and space are available, the local conference may offer activities such as:

Outdoor School
Track and Field Day
Band/Choir Festivals

Insurance

All home schooled children must be covered by school student accident insurance prior to participation in any school or conference activity. It is recommended that the names of participating home schooled children be submitted at the beginning of the school year when the local school is arranging for student insurance coverage.

Charges

General Fee

The local school board has the authority to decide on fees for the services rendered. It is suggested that the local school charge a yearly flat fee to cover insurance, newsletter postage and office preparation. Other fees would be assessed on an individual activity basis.

Specific Activity/Class Charges

Activities such as testing, field trips, outdoor school, track and field day, etc., have specific charges that vary from year to year.

Washington Conference Office of Education

HOME-SCHOOL TESTING POLICY

When home-schooling parents ask if their children can be tested by the local SDA school, each school has the option of choosing whether or not to include the children in its testing program.

If schools choose to include home-schoolers, their tests should be taken during the regularly-scheduled ITBS/ITED test week with the class.

It is recommended that the school charge \$25.00 to test each home-schooled child.

The home-schoolers' answer sheets should be mailed in with the other answer sheets for machine scoring, but will need to be clearly coded as suppressed scores so their scores will not be included in school or system reports. They will receive individual test results.

CHECKLIST FOR ACCEPTING HOME-SCHOOLERS

- _____ 1. Immunizations and medical forms.
- _____ 2. Application
- _____ 3. Financial arrangements
- _____ 4. Teacher / staff interview
- _____ 5. Board approval
- _____ 6. Placement testing (e.g. Woodcock-Johnson)
- _____ 7. Documented home-schooling information

School Media Policy

The local media may contact your school for a variety of reasons:

1. You have a special event happening at your school.
2. The reporter is working on a story about education.
3. There is a crisis situation.

When a journalist calls, you need to:

1. Obtain his or her NAME and the PUBLICATION/STATION he or she works for.
2. Find out WHY he or she is calling (story angle or topic) and their deadline.
3. Write down his or her CONTACT INFORMATION such as phone number and email address.
4. Inform the journalist that the school's media representative will soon be in contact.

After a journalist calls, immediately:

1. Inform the principal/head teacher.
2. Call Washington Conference Communication Department at **(253) 681-6008** (weekdays/office hours) or **(253) 318-6301** (weekends/off hours) for assistance in preparing a media statement.
3. Understand that the school is on a deadline to appropriately respond to the reporter.

Please understand:

1. As an employee or volunteer, you **do not** have the authority to give a statement (verbal, written, video, etc.) to the media that involves the school, church and/or denomination.
2. "No comment" is not the best answer to give to the reporter (whether in a crisis situation or not). Instead, obtain the journalist's contact information and tell them a school media representative will be in contact soon.

If the news media is on site or calling immediately after a crisis incident, offer a "Buy Time Statement."

"My name is _____ and I am _____ (*title*) with _____ (*organization*). I can confirm there has been an incident. (*If appropriate, give limited facts related to time and place.*) We want to help you cover this story, but we need to gather the facts before we say anything. I don't have enough information to answer your questions. I know we all want to be accurate. I will be back in contact with you in 60 minutes (*or time to be determined*) to give you an update."

It is imperative that the person who gives the Buy Time Statement does not answer any questions. Don't be drawn into an interview. Repeat the statement if necessary and keep the media in a safe area away from your operations.

In any crisis, take the following steps:

1. Give the BUY TIME STATEMENT in the first hour of a crisis.
2. Place primary emphasis on the victims.
3. Protect the scene and evidence.
4. Identify and interview witnesses.
5. Communicate with those affected including families, employees and stakeholders.
6. Make appropriate referrals to law enforcement, rescue or other agencies.
7. Only use confirmed facts in all communications.
8. Nothing is "Off the Record."
9. Treat all news media equally.
10. Never speculate: Saying "I don't know" is OK if you don't have the facts.
11. Stick to a limited set of messages that places emphasis on caring and sympathy.
12. Remind everyone: investigations must run their course to determine exactly what happened and why.

Basic crisis message points:

1. We care about the well-being of all involved.
2. We are doing something about the crisis.
3. We will prevent recurrences.
4. We are accountable and responsible.
5. We are part of the solution.

Again...

Do not share information with the media. No school employee or volunteer should speak with the media unless cleared to do so by the principal AND the Washington Conference spokesperson.

The media might approach anyone, but it is extremely important that the official spokesperson be the only one serving as the voice of the school.

Washington Conference Spokespersons:

Heidi Martella

Washington Conference communication director

Office: (253) 681-6008

Cell/txt msg: (253) 318-6301

Email: heidi.martella@wc.npuc.org or info@washingtonconference.org

Doug Bing

Washington Conference vice president for administration

Office: (253) 681-6008

Cell/txt msg: (206) 963-7015

Email: doug.bing@wc.npuc.org

Story Action Sheet

Day: _____ Date: _____ Time: _____

• **Journalist:** _____ Staff/Freelance

Publication/Station: _____

Phone: _____ Ext. _____ // Fax: _____

Web site: _____ E-mail: _____

Other contact info:

• Topic: _____

Approach to story: _____

Also contacting: _____

• **Deadline:** _____ **Section/Program:** _____ **Run date:** _____

Contact & research notes:

Date: Time: Person: Contact, action or follow-through: (*indicates see attached)

[illegible]

(pg. ____ of ____ pgs.) Signed _____

Social Media Guidelines

for Seventh-day Adventist employees and volunteers in Washington Conference

Social media provides great opportunities for individuals and organizations to connect with people, build relationships and “brag” about an organization. Common social media platforms include Facebook, Twitter, Google+, blogs and other networks.

Representation

The lines between public and private, personal and professional are blurred in online social media. We recognize that your private life is very much your own. However, as an employee and/or volunteer with the Seventh-day Adventist church and school system, you are representing the organization during work hours *and* during off hours.

Responsibility

Rightly or wrongly, anything said or written in public — from the town square to social networking pages to conversations in the hallway — will remain documented longer than you likely intended. Your responsibility is to reflect the image of Jesus in everything you do online and offline.

Join social media conversations. Interact with people. Try to add value through sharing worthwhile information and perspective. Monitor conversations. Be careful what you click (it may be spam!). The Seventh-day Adventist Church is best represented by its people.

Respect

Every social network has a protocol for appropriate activity. From a Christian perspective, respect yourself, respect others and respect God in your social media activities.

1. **Respect your audience.** Be thoughtful and accurate in your posts (proof reading always helps). Your words can be interpreted quite differently from your intention. Avoid fights and unproductive arguments (no one wins). Be the first to correct your own mistakes. Be respectful in your words and tone. Stick to the facts.
2. **Check your sources.** Respect copyright laws. Give credit to sources (content, photos, video, etc.) you quote or reference. Check Snopes or a similar service before sharing viral content (*aka* forwards).
3. **Use your best judgment.** Always pause and think before posting. There are always consequences to what you publish. Are you the slightest bit uncomfortable with something you are about to publish? Evaluate what makes you uncomfortable. Edit your words and find a solution. Don't shrug it off and hit “send.”

Questions? Email info@washingtonconference.org