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## *Message from the Superintendent*

Welcome to the New York Conference Education Codebook. This document was prepared in response to conflicts that have arisen in recent years that could have been settled easily if a concise publication of local policies had been available. It is the hope of the New York Conference Office of Education that this policy book will meet such needs.

As a part of the larger education system of the Seventh-day Adventist Church, the New York Conference education system operates under the policies set forth by the North American Division and the Atlantic Union Education Code. This document is not intended to supersede policies or code laid out by the higher organization, but to clarify local practices and policies that operate within the framework set by the higher organizations. In order fulfill this task all the minutes on record from the New York Conference Constituency Sessions, Executive Committee, Board of Education, and ADCOM have searched for actions taken that created practice or policy. These have been assembled in this document for your guidance.

It is my prayer that this tool will be used to further the work of Education, “the nicest... ever committed to human beings,” in the New York Conference.

Sincerely,



Jeremy Garlock  
Education Superintendent

# *Policies for Administration*

## Employment

### **EC-2012-62**

#### **Hiring Protocol – October 28, 2012**

VOTED the hiring protocol for all Pastors, Teachers, Bible workers, and New York Conference Staff to be implemented through their respective Personnel Committee before hiring.

### **BOE-1976-11**

#### **Revision of Policy C1, Teacher’s Policy Manual – February 19, 1976**

It was VOTED to accept the recommendation for the revision of policy C1 in the Teacher’s Policy Manual to read as follows:

*The Conference Superintendent of Schools will provide each teacher with a copy of the school calendar for the current year as approved by the Board of Education. The teacher must obtain prior approval from the Conference Superintendent of Schools for any deviation from the school calendar.*

### **BOE-1978-??**

#### **Revision E 3 Teacher Employment – May 22, 1978**

Teachers must notify the conference and local school operating committee by February 1 of their intentions for the following school year.

The local school operating committee should make any recommendations which they might have to the superintendent of schools by February 1 relating to their wishes regarding the current teachers as to their work, future employment, etc.

A letter is to go out by certified mail or email in sufficient time to each teacher so that they might reply before February 1 as to their intentions for future employment in the New York Conference. Also, at the same time a letter is to go out to the school operating committee giving them an opportunity to register with the conference education department any recommendations they might have. (Both teacher and operating committee replies must be by letter.)

## Enrollment

### **EC-1993-12**

#### **Church School Guidelines – February 21, 1993**

VOTED to accept a recommendation from the K-12 Board (action #92-87 in K-12 Minutes) regarding church school operation guidelines for enrollment, pupil/teacher ratios and conference subsidies. The complete recommendation is as follows:

1. A minimum of 6 students is required to maintain a regular conference school status or to start a new conference school with a sponsored teacher.

In the case of a new school being established, the following start-up policy shall apply in addition to other published guidelines:

- When applying to start a school, that application shall be accompanied by a minimum of six actual letters-of-intent-to-enroll-child/children from parents of the new school.
  - Also, projections for actual minimal enrollment for the next three years shall be submitted.
2. Should enrollment drop below the recommended pupil-teacher ratios in any given school year, a grace period which consists of the time which remains in that school year shall apply.
  3. After the period of grace, should the enrollment still be below minimum pupil-teacher ratios and a teacher contract has been issued in good faith, the sponsoring church/churches is obligated to honor the contract and to assume 100% of the average conference teacher costs, unless an equitable administrative transfer can be made.

If a church desires additional teachers to give substantive quality to their school, that church must pay 100% of the average conference teacher cost for any teacher beyond the minimum pupil/teacher ratios.

4. In the case where a church contracts for additional teachers beyond the minimum teacher/pupil ratio to give substantive quality to their school, that church may request consideration from the conference for subsidy if enrollment increases during the school year to the appropriate level, recognizing that such requests could only be granted on the basis of available funding.
5. To reaffirm the guidelines for teacher-student ratios found in the Atlantic Union Code Book, which also serves to determine appropriate points to increase the teaching staff:

Consideration should be given to extra help for teachers who have large numbers of first graders or exceptional children.

6. In the case of junior academies, the following plan is recommended:
  - a. Where the 7-9 plan is implemented, at least three students must be enrolled in 9<sup>th</sup> grade in order to justify a separate teacher for that categorization.
  - b. Where the 9-10 grade plan is implemented, at least four students must be enrolled in grades 9-10 in order to justify a separate teacher for that categorization and no more than one subject should be taught by designated certification and/or home study.

## Finances

### **BOE-1981-46**

#### **School Accounts Fiscal Responsibility – September 29, 1981**

VOTED to approve the following policy relative to school accounts with the conference for teacher salaries:

*“It is the accepted obligation of church schools operating within the New York Conference to keep their accounts to the conference for the school’s portion of the teacher’s salary reasonably current. Realizing that accounts two or more months in arrears place undo pressures on school operating committees/boards and their constituency, continued efforts will be underway to keep such accounts current. If a school’s account falls two months behind, it will be referred to the Board of Education for appropriate action. Consideration will be given to the future of the school as well as the forfeiture of the conference subsidy for the period of time in which the church school is in arrears. Each situation will be considered on an individual basis. Accounts must be current in February when staffing and operation for the following school year is considered. Schools will be notified by the conference treasury regarding the above action at any monthly billing when the previous month’s account is in arrears.”*

## Grievance

**BOE-1982-??**

**Development of Grievance Policy – May 20, 1982**

See Attachment #1

## Insurance

**BOE-1980-48**

**Student Accident Insurance – July 2, 1980**

VOTED to implement the Student Accident Insurance self-funded plan offered by Gencon Risk Management Services and endorsed by the Atlantic Union Conference Board of Education with the understanding that the plan will be reconsidered if the finances change.

## Working With Personnel

**BOE-1982-39**

**Unassigned Personnel – May 3, 1982**

VOTED to enable the superintendent and conference officers to work with and place as appropriate any personnel currently in our employ who may be unassigned.

# *Policies for Board of Education*

## Enrollment

### **EC-1993-12**

#### **Church School Guidelines – February 21, 1993**

VOTED to accept a recommendation from the K-12 Board (action #92-87 in K-12 Minutes) regarding church school operation guidelines for enrollment, pupil/teacher ratios and conference subsidies. The complete recommendation is as follows:

1. A minimum of 6 students is required to maintain a regular conference school status or to start a new conference school with a sponsored teacher.

In the case of a new school being established, the following start-up policy shall apply in addition to other published guidelines:

- When applying to start a school, that application shall be accompanied by a minimum of six actual letters-of-intent-to-enroll-child/children from parents of the new school.
  - Also, projections for actual minimal enrollment for the next three years shall be submitted.
2. Should enrollment drop below the recommended pupil-teacher ratios in any given school year, a grace period which consists of the time which remains in that school year shall apply.
  3. After the period of grace, should the enrollment still be below minimum pupil-teacher ratios and a teacher contract has been issued in good faith, the sponsoring church/churches is obligated to honor the contract and to assume 100% of the average conference teacher costs, unless an equitable administrative transfer can be made.

If a church desires additional teachers to give substantive quality to their school, that church must pay 100% of the average conference teacher cost for any teacher beyond the minimum pupil/teacher ratios.

4. In the case where a church contracts for additional teachers beyond the minimum teacher/pupil ratio to give substantive quality to their school, that church may request consideration from the conference for subsidy if enrollment increases during the school year to the appropriate level, recognizing that such requests could only be granted on the basis of available funding.
5. To reaffirm the guidelines for teacher-student ratios found in the Atlantic Union Code Book, which also serves to determine appropriate points to increase the teaching staff:

Consideration should be given to extra help for teachers who have large numbers of first graders or exceptional children.

6. In the case of junior academies, the following plan is recommended:
  - a. Where the 7-9 plan is implemented, at least three students must be enrolled in 9<sup>th</sup> grade in order to justify a separate teacher for that categorization.
  - b. Where the 9-10 grade plan is implemented, at least four students must be enrolled in grades 9-10 in order to justify a separate teacher for that categorization and no more than one subject should be taught by designated certification and/or home study.

## Finances

### **EC-1995-36**

#### **Church School Policy Regarding Delinquent Accounts – April 13, 1995**

VOTED, to change the policy for church school delinquent accounts as recommended by the K-12 Board. The new policy reads as follows:

*“It is the accepted obligation of church schools operating within the New York Conference to keep teacher’s salary current. If a school’s account falls two months behind, it will be referred to the Board of Education for appropriate action. Consideration will be given to the future of the school Accounts must be paid in full to date in February when staffing and operation for the following school year is considered. Schools will be notified by the conference treasury regarding the above action at any monthly billing when the previous month’s account is in arrears.”*

### **EC-2006-17**

#### **Union Springs Financial Operation Guidelines – January 26, 2006**

VOTED to approve the proposed K-12 Board changes and recommended that these changes be presented at the constituency meeting.

### **FINANCIAL OPERATION GUIDELINES FOR UNION SPRINGS ACADEMY 2006 WORKING DRAFT**

To help insure the continued ministry of the Academy to the young people of the New York Conference in a fiscally responsible manner the following guidelines have been adopted:

1. The regular Conference appropriation will be \$170,000. Other appropriations would include and be limited to the following:
 

a.	Special Appropriation-Building & Maintenance	\$15,000.00
b.	Special Appropriation-Development	\$10,000.00
c.	Tithe return <i>(amount determined by actual student tithe return)</i>	
d.	New York Advance <i>(amount determined by what is given)</i>	
e.	Endowments <i>(amount determined by what is earned)</i>	
  
2. Total Conference Regular subsidy to the Academy will be preconference budget year, \$170,000, and that subsidy will increase or decrease at the same rate of Conference tithe increase or decrease from the base tithe amount of \$3,776,820 (2001 total tithe) and will be equally proportioned over twelve months.. Under no circumstances would

the Conference give additional subsidies to Union Springs Academy. Any adjustments that must be made to accommodate decreasing enrollment or insufficient fund raising will be made by recommendations from Academy administration to the K-12 Board.

3. All Academy operating loans will be paid by the Conference on behalf of the Academy from the subsidy (see #2) and before the subsidy is sent to the Academy.
4. Academy accounts payable may not exceed sixty days. If they do, the K-12 Finance Committee must immediately work with administration to bring the accounts within sixty days. If they cannot rectify the situation within thirty additional days, the K-12 Board must address the situation at their next regular meeting.
5. No new debt may be accumulated under any circumstances by the Academy, the Conference administrators, Executive Committee, or a constituency meeting for the regular operations of Union Springs Academy.
6. A compliance report shall be given at all K-12 Board and conference Executive Committee meetings demonstrating operation within these guidelines.
7. Two offerings a year will be scheduled for the Academy in the regular Sabbath offering schedule. One offering will be for operations and will be placed in an emergency fund account. The offerings that will be taken for the academy will not be taken on Sabbaths now designated for local church offerings. Appropriate information should be sent to the churches by the academy in advance of these offerings clearly identifying them. It will be expected that these offerings will be vigorously promoted in the churches. No other general offering appeals may be made for the academy.
8. The academy is expected and encouraged to maintain a vigorous and active development program. This should include regular communication with alumni, constituency, other friends of Union Springs Academy keeping them informed of the educational experience offered the students and keeping before them the fact that Union Springs Academy is a vital mission make in an impact on the students that attend. Sharing information regarding regular donor programs that may be joined and specific financial needs of the academy is appropriate. Personal contacts and direct requests for major donations will be encouraged for alumni and friends outside of the New York Conference. Personal contacts and direct requests for major donations of constituency of the New York Conference must be coordinated with the Conference Administration. It will be the responsibility of the Academy to raise the necessary funds to operate within a balanced budget after the above-mentioned subsidies.
9. The Academy must operate within a realistic balanced budget and it will be the responsibility of the Academy administration to bring a realistic balanced budget to the K-12 Board for approval.
10. Under no circumstances will the New York Conference advance the subsidy to the Academy, as this would constitute an operating loan.

11. The Academy administration and K-12 Board must have a financial plan that meets the above criteria of financial operation in place by March 31 every year of operation and before teach contracts are issued.
12. Every New York Conference employee is directed to lend their employee capacity to promote Union Springs Academy and to encourage New York young people to attend.
13. Union Springs Academy leadership is encouraged to make a renewed effort to recruit students from outside the New York Conference.
14. In harmony with the action taken at the December 2, 2001 Constituency meeting, the Conference Administration will continue to lend their leadership capacities to working with leaders in other conferences and in the Atlantic Union to see if ways can be found for Union Springs academy to serve in a broader way the needs of all conference in the Atlantic Union.

# *Policies for Personnel*

## Attendance

### **BOE-1988-143**

#### **Failure Due to Absence – October 20, 1988**

VOTED To adopt a Failure Due to Absence Policy as stated below to discourage excessive absences from school.

#### ***FAILURE DUE TO ABSENCE***

*Failure due to absence is a tool approved by the New York State Education department to discourage excessive absences from school.*

*The policy is decided and voted upon by the board of each school district. The state does not mandate a local policy, nevertheless, many schools districts (especially down state NY) have adopted one. The vast majority of districts use 15% of the school days (usually 180) as a cut off.*

*Failure due to absence, for a semester, occurs when a student accumulates 14 absences (15%) per semester in any class that is worth one credit per year. (Seven absences per semester if the class is worth one half credit per year). These include both excused and unexcused absences. A warning notice should go from the teacher to the registrar's office when a student reaches 50% of allotted absences (seven or three absences). When a student reaches 50%, he will be called to Academic Standards Committee. It is the registrar's responsibility to notify the parents and give formal notice to the student. Work missed due to unexcused absences cannot be made up. Warning notice should go from the registrar's office to the principal and guidance offices. The student, teacher, guidance counselor will meet to discuss the problem and a letter of clarification will go home. Further absences will require the student to appear before Ad Council. An FA is appealable to the Academic Standards Committee.*

*The only legal excuses for absence or tardiness allowed under the Education Law of the State of New York are:*

- 1. Sickness*
- 2. Sickness or death in family (3 days maximum)*
- 3. Impassable roads or weather making travel unsafe*
- 4. Religious observances*
- 5. Approved school-supervised trips*
- 6. Required presence in court*

## Conduct

### **BOE-1974-90**

#### **Dress Code for Teachers – October 21, 1974**

It was VOTED that we inform our teachers that the high standards of the church demand that the teachers should not wear informal or casual dress in the classroom but should dress in a professional manner.

## Employment

### **BOE-1975-??**

#### **Teacher/School Plans for Upcoming Year – March 9, 1975**

VOTED that the churches and the school operating committees attempt to make their decision regarding their teacher needs and pass their recommendations on to the Conference Board of Education by February 15 each year and the teachers would be expected to make their decision regarding their future plans by January 15.

## Position Requirements

### **BOE-1974-11**

#### **Policy Changes – January 28, 1974**

It was VOTED to pass to the conference committee the following policy changes:

... Page V 2:

#### Visiting Day

*A school visiting day is considered very worthwhile. This should be by the approval of, and in counsel with the Superintendent of Education. Prior arrangements must be worked out with the school to be visited.*

### **BOE-1980-50**

#### **Parent-Teacher Conferences – July 2, 1980**

VOTED to require all teachers to hold parent-teacher conferences with all parents at each of the first three grading periods and at the fourth grading period as needed.

### **BOE-1980-49**

#### **Student Supervision – July 2, 1980**

VOTED to require all teachers to arrive at their schools 30 minutes before the school day is scheduled to begin and remain at the school 30 minutes after school closes each day and provide for supervision by one of the faculty members until all students have left the premises.

## Tuition/Financial Assistance

### **BOE-1988-120**

#### **Denominational Employees' Children – September 15, 1988**

VOTED that the policy be reaffirmed that denominational employees children are not eligible for 3- or 4-Way Plans, or Endowment funds because they already receive the standard denominational scholarship assistance.

*continued . . .*

## Vacation

### **BOE-1976-11**

#### **Revision of Policy C1, Teacher's Policy Manual – February 19, 1976**

It was VOTED to accept the recommendation for the revision of policy C1 in the Teacher's Policy Manual to read as follows:

*The teacher should declare no vacation days and should arrange with the school Operating Committee for all excursions, field trips, etc. In the event that there will be no one at the School for one-half day or more, including snow days, the Conference Superintendent of Schools should be advised.*

# *Policies for School Boards*

## Employment

### **BOE-1978-??**

#### **Revision E 3 Teacher Employment – May 22, 1978**

Teachers must notify the conference and local school operating committee by February 1 of their intentions for the following school year.

The local school operating committee should make any recommendations which they might have to the superintendent of schools by February 1 relating to their wishes regarding the current teachers as to their work, future employment, etc.

A letter is to go out by certified mail or email in sufficient time to each teacher so that they might reply before February 1 as to their intentions for future employment in the New York Conference. Also, at the same time a letter is to go out to the school operating committee giving them an opportunity to register with the conference education department any recommendations they might have. (Both teacher and operating committee replies must be by letter.)

## Finances

### **EC-1995-36**

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## Handbook Statements

### **AC-2016-158**

#### **School Handbook Policy Addition – October 25, 2016**

VOTED to approve the addition of the statement for the school handbook regarding the hiring and student acceptance practices for our schools. (see attached) (use previous policy present on 9/816).

*Revised Sample Statement for School Handbooks  
Relating to the NAD Statement on Human Sexuality*

*After reviewing the NAD Statement on Human Sexuality with elementary teachers, the teachers requested a separate statement by prepared for school handbooks that is in keeping with the official NAD statement, yet brief enough for a school handbook. A statement of this nature was previously prepared and submitted to ADCOM, and based on the recommendations of ADCOM has been modified. The revised statement (see below) is hereby submitted for ADCOM review and approval.*

*“The hiring and admission practices of (insert school name) are in harmony with the policies of the North American Division of Seventh-day Adventists.”*

## Insurance

### **BOE-1976-61**

#### **Insuring Schools – July 20, 1976**

It was VOTED to go along with the traditional plan of insuring all of our schools with the General conference Insurance Plan.

### **BOE-1978-92**

#### **Skateboards – September 11, 1978**

Inasmuch as the North American division of Education has recommended because of the liability insurance factor that skateboards be abandoned from our schools sports activities, it was VOTED to recommend to the local operating committees that skateboards be prohibited unless authorized by the conference educational board.

## Membership

### **AC-2017-27**

#### **School Board Chair – February 8, 2017**

VOTED to approve the New York Conference Education Superintendent be given the authority to assume the responsibilities of school board chair in the event that the school board cannot find a suitable and willing person to chair the school board, or in the event that the school board is facing internal conflict that needs resolving.

## School Requirements

### **BOE-1976-31**

#### **Develop School Constitutions – April 27, 1976**

It was VOTED that we ask all schools to develop a constitution. Also, VOTED that a handbook, or bulletin, or brochure be prepared for the constituents which would state the policies of the school such as financial, calendar, dress code, attendance regulations, and so forth.

## Yearly Duties

### **BOE-1982-32**

#### **Annual Progress Reports – May 3, 1982**

VOTED to require all schools to submit a written report each year to the office of education of the progress being made to meet the evaluation recommendations.

# *Policies for Students*

## Attendance

### **BOE-1988-143**

#### **Failure Due to Absence – October 20, 1988**

VOTED To adopt a Failure Due to Absence Policy as stated below to discourage excessive absences from school.

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*Failure due to absence is a tool approved by the New York State Education department to discourage excessive absences from school.*

*The policy is decided and voted upon by the board of each school district. The state does not mandate a local policy, nevertheless, many schools districts (especially down state NY) have adopted one. The vast majority of districts use 15% of the school days (usually 180) as a cut off.*

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- 2. Sickness or death in family (3 days maximum)*
- 3. Impassable roads or weather making travel unsafe*
- 4. Religious observances*
- 5. Approved school-supervised trips*
- 6. Required presence in court*

# *Policies for Union Springs Academy*

## Finances

### **EC-2006-17**

#### **Union Springs Financial Operation Guidelines – January 26, 2006**

VOTED to approve the proposed K-12 Board changes and recommended that these changes be presented at the constituency meeting.

#### **FINANCIAL OPERATION GUIDELINES FOR UNION SPRINGS ACADEMY 2006 WORKING DRAFT**

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6. A compliance report shall be given at all K-12 Board and conference Executive Committee meetings demonstrating operation within these guidelines.

7. Two offerings a year will be scheduled for the Academy in the regular Sabbath offering schedule. One offering will be for operations and will be placed in an emergency fund account. The offerings that will be taken for the academy will not be taken on Sabbaths now designated for local church offerings. Appropriate information should be sent to the churches by the academy in advance of these offerings clearly identifying them. It will be expected that these offerings will be vigorously promoted in the churches. No other general offering appeals may be made for the academy.
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9. The Academy must operate within a realistic balanced budget and it will be the responsibility of the Academy administration to bring a realistic balanced budget to the K-12 Board for approval.
10. Under no circumstances will the New York Conference advance the subsidy to the Academy, as this would constitute an operating loan.
11. The Academy administration and K-12 Board must have a financial plan that meets the above criteria of financial operation in place by March 31 every year of operation and before teach contracts are issued.
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13. Union Springs Academy leadership is encouraged to make a renewed effort to recruit students from outside the New York Conference.
14. In harmony with the action taken at the December 2, 2001 Constituency meeting, the Conference Administration will continue to lend their leadership capacities to working with leaders in other conferences and in the Atlantic Union to see if ways can be found for Union Springs academy to serve in a broader way the needs of all conference in the Atlantic Union.

# *Attachments*

## **Attachment #1**

Grievance Policy – May 20, 1982

GRIEVANCE POLICY

MAY 20 1982

I. PREFACE

The following policy does not apply to any grievance that may arise from a decision affecting an individual's employment status such as non-renewal of contract, transfer, dismissal, or rescinding of regular employment status. In these cases the appeal procedures outlined in Part One, Section II of the Atlantic Union Conference Employment Policy booklet are to be followed.

II. DEFINITION OF "GRIEVANCE"

A "grievance" shall be any claimed misinterpretation, inequitable application, or violation of the policies or regulations of the school, conference, Atlantic Union Conference, General Conference, or state and federal laws that apply to private schools.

III. GRIEVANCE PROCEDURES

A. PURPOSES

*Reconciliation*  
The purpose of this grievance policy is to promote unity and harmony while ~~reconciling~~ differences that may arise. It outlines a process by which problems may be resolved and a sound employer-employee relationship strengthened.

Christians should make every effort to avoid tendencies that would divide them and bring dishonor to their cause. Reconciliation of differences should be possible without recourse to civil litigation, much of which is carried on in a spirit of contention that results from and reveals human selfishness.

The emphasis of this policy is placed on candid and open communication between those involved. The process emphasizes the solution of problems at the level closest to their origin and is based on the premise that each party is interested in fair and just solutions to grievances.

Inasmuch as these are collegial proceedings, at no step of the grievance procedure shall the grievant, the school, the local conference, or the union conference be represented by legal counsel.

B. PROCEDURES

1. Step One

*included*  
An employee with a grievance shall first present it to his/her principal in an informal conference within fifteen (15) working days of the incident.

2. Step Two

If the employee is not satisfied with the results of the informal conference, he/she may present the grievance in writing to the principal within ten (10) working days following the informal conference referred to in Step One.

The written statement should be a clear, concise statement of the grievance including the date(s) of the incident(s), the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought.

The principal shall reply in writing to this formal complaint within ten (10) working days indicating a decision based on the information regarding the grievance.

3. Step Three

If the decision contained in the written response from the principal is not satisfactory to the grievant, he/she should counsel with the local superintendent of schools.

4. Step Four

If the counsel from the superintendent of schools is not satisfactory, the grievant may appeal the decision by requesting, in writing within five (5) working days following receipt of the decision, that the matter be referred to the school committee/board. A request for appeal is to be honored and is to be considered at the next regular or special meeting of the school committee/board, not to exceed thirty (30) days following the request of appeal. The decision voted by the school committee/board is to be communicated in writing to the grievant within five (5) working days following the school committee/board meeting.

5. Step Five

If the decision contained in the written response from the school committee/board is not satisfactory to the grievant, he/she may appeal the decision in writing to the local Conference Board of Education within five (5) working days of receipt of the board decision. A request for appeal is to be honored and is to be considered at the next regular or special meeting of the local Conference Board of Education within thirty (30) days following receipt of appeal. The decision voted by the local Conference Board of Education is to be communicated in writing to the grievant within five (5) working days following the local conference board meeting.

6. Step Six

If the decision contained in the written response from the local conference board of education is not satisfactory to the grievant, he/she may appeal the decision in writing to the local Conference Executive Committee within five (5) working days following receipt of the decision. A request for appeal is to be honored and is to be considered at the next regular or special meeting or the local Conference Executive Committee within thirty (30) days following receipt of the appeal. The decision voted by the local Conference Executive Committee is to be communicated in writing to the grievant within five (5) working days following the committee meeting. The local conference superintendent of schools is to be present when the grievance is considered.

7. Step Seven

If the decision contained in the written response from the local Conference Executive Committee is not satisfactory to the grievant, he/she may appeal the decision in writing to the Conference Reconciliation Committee within five (5) working days following receipt of the decision. A request for appeal is to be honored and is to be considered within thirty (30) days following receipt of the appeal. The decision voted by the Conference Reconciliation Committee is to be communicated in writing to the grievant within five (5) working days following the committee

meeting. The local conference superintendent of schools is to be present when the grievance is considered.

#### 8. Step Eight

If the decision contained in the written response from the Conference Reconciliation Committee is not satisfactory to the grievant, he/she may appeal the decision in writing to the Union Reconciliation Committee within five (5) working days following receipt of the decision. A request for appeal is to be honored and is to be considered within sixty (60) days following receipt of the appeal. The decision voted by the Union Reconciliation Committee is to be communicated in writing to the grievant within five (5) working days following the committee meeting. The local conference superintendent of schools is to be present when the grievance is considered. The decision of the Conference Reconciliation Committee shall be final.

Memberships to the committees in Steps 7 & 8 are to be as defined in the N.A.D. Working Policy.

#### C. GENERAL PROVISIONS

1. The grievant shall be given the opportunity to be present at each of the meetings at which an appeal has been lodged. The decision regarding the grievance may be made in executive session.
2. Notifications specified in Steps 1 through 8 above will be either hand delivered to the grievant or sent by certified mail, return receipt requested.
3. Extension of time limits may be made by mutual consent. However, if the administrator fails to respond within the prescribed time limits (where there has been no mutual extension), the grievance will automatically be processed to the next step. If the grievant fails to appeal within the prescribed time limits, when there has been no mutual extension, the grievance will be dropped.
4. By mutual agreement between the administrator and the grievant, one or more steps may be omitted in processing a grievance.
5. A grievance may be dropped by the grievant at any time by so designating to the administrator in writing.
6. No reprisals shall be taken against any participants in the grievance procedure by reason of such participation.
7. In the event that a grievance is initiated close to the end of the school year, every effort will be made to resolve the grievance prior to the end of said year.
8. Records or minutes which contain the results of grievance proceedings shall not be placed in the personnel files of the employee. These records or minutes should not be utilized when consideration is given to professional rank or job promotion, nor job placement recommendations.
9. Access shall be made available to records and files of all unprivileged information necessary to the determination and processing of any grievance.

10. Appropriate forms for the filing of a grievance, notice of appeal, and request for arbitration shall be made available in the office of the principal.
11. All official records and tapes of the grievance procedure shall be stored in the local Conference Office of Education. Access to these records by a person or persons other than the parties to the grievance shall be by direct authorization of the local Conference Board of Education.
12. Agreements, consents or understandings must be in writing, bearing the signature of the grievant and appropriate employing administrator.

D. DEFINITIONS

1. Administrators -- "Administrator" refers to
  - a. the principal of the school; or
  - b. the Superintendent of Schools for those schools which do not employ a principal because of the school size; or
  - c. the Superintendent of Schools for a principal who is the grievant; or
  - d. the Superintendent of Schools; or
  - e. the chairman of the board or committee is considered the administrator when appeals go above the Superintendent of Schools level.
2. Grievant -- "Grievant" refers to any employee who has a grievance as defined in Section II.