

EDUCATION RESOURCE BOOK

MASTER FORMS

NORTHERN NEW ENGLAND CONFERENCE
OF SEVENTH-DAY ADVENTISTS, INC.
DEPARTMENT OF EDUCATION
TREVOR SCHLISNER, SUPERINTENDENT
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www.nnec.org

August 2020

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https://docs.google.com/spreadsheets/d/1M_8fYSY9ZW4mK7oSLEh7MHBbtHI0sZq3p03lrK8Ltc/edit?usp=sharing

AUGUST

PRINCIPALS ONLY:

- Asbestos Plan Check Sheet (**Due Pre-School Week**)
- Non-discrimination Policy Signature Form
- Application for Admission
- Out of Division Field Trip: <http://www.hesaidgo.net/short-term-missions/groups>
- Mandatory – Background Checks must be completed by Sterling Volunteers on all volunteers and employees (every three years) via NNEC Education Office
- School Calendar Change Request
- School Health Record Sheet
- Maine Principals Only – Complete DOE form and send to Maine Department of Education to receive private school recognition

TEACHERS & PRINCIPALS:

- Continuing Consent for Treatment and Health Insurance
- Field Trip Information & Superintendent Notification
- Field Trip Request for Overnight Trips
- Field Trip Student Permission Slip
- Photo Release Forms
- Monthly Worker Report

SEPTEMBER

PRINCIPALS ONLY:

- School Opening Report (**NAD Dashboard**)
- Designated Subjects Application
- School Board Minutes (Form in Misc. section)

TEACHERS & PRINCIPALS:

- Teacher Opening Report (**NAD Dashboard**)
- Daily Class Schedule
- Monthly Worker Report

OCTOBER

PRINCIPALS ONLY:

- School Board Minutes

TEACHERS & PRINCIPALS:

- Proof of Auto Insurance
- ♦ Mid-Quarter Progress Reports (**See NNEC School Calendar for date due**)
- Monthly Worker Report

NOVEMBER

PRINCIPALS ONLY:

- Date of Thanksgiving/Christmas Program
- School Board Minutes (form in Misc. section)
- Notice of Intent to Operate Form (**December 1 Deadline**)

TEACHERS & PRINCIPALS:

- Professional Intent Form (**December 1 Deadline**)
- Monthly Worker Report

DECEMBER

PRINCIPALS ONLY:

- School Board Minutes
- Jr. Academy Re-Application; due to NNEC Education Department **December 1-** <http://atlantic-union.org/education/forms/>

TEACHERS & PRINCIPALS:

- ♦ Mid-Quarter Progress Reports (**See NNEC School Calendar for date due**)
- Monthly Worker Report

JANUARY

PRINCIPALS ONLY:

- Junior Academy Grades – (if applicable)

■ School Board Minutes

TEACHERS & PRINCIPALS

- Monthly Worker Report

FEBRUARY

PRINCIPALS ONLY:

- School Board Minutes
- Tentative School Budget (**February 10 Deadline**)

TEACHERS & PRINCIPALS:

- ♦ Mid-Quarter Progress Reports (**See NNEC School Calendar for date due**)
- Monthly Worker Report

MARCH

PRINCIPALS ONLY:

- School Board Minutes

TEACHERS & PRINCIPALS:

- Self-Evaluation Form (**March 10 Deadline**)
- Student Retention Request (when applicable)
- Monthly Worker Report

APRIL

PRINCIPALS ONLY:

- Eighth Grade Diploma Order
- School Board Minutes

TEACHERS & PRINCIPALS:

- Reading Award Order
- Certificate Order
- Monthly Worker Report

MAY

PRINCIPALS ONLY:

- School Board Minutes

TEACHERS & PRINCIPALS:

- ♦ Mid-Quarter Progress Reports
- Monthly Worker Report

JUNE

PRINCIPALS ONLY:

- School Closing Report (**NAD Dashboard/Due End of Post School Week**)
- School Board Minutes
- Junior Academy Grades (if applicable)
- School Evaluation Follow-up (where applicable)
- School Inventory (copy to Office of Education, copy to School Board Chair)
- 8th Grade/Non-Returning Students Cumulative Records to NNEC

TEACHERS & PRINCIPALS:

- Teacher Closing Report (**Due at End of Post School Week**)
- Monthly Worker Report

MISC. FORMS

PRINCIPALS ONLY:

- ⌘ Acceleration Request
- ⌘ Equipment Allowance Application
- ⌘ New Converts Subsidy Policy
- ⌘ New Converts Subsidy Form
- ⌘ Request to Release Records
- ⌘ School Board Meeting Minutes Form

TEACHERS & PRINCIPALS

- ⌘ Adventist Risk Management General Liability Claim Form
https://de444bdf-186b-4c93-9490-fcba47ea353a.filesusr.com/ugd/edb9ee_02c0ddcd0bcf41f3b06c548f7247946d.pdf
- ⌘ Parent & Teacher Conference Record
- ⌘ Parent Teacher Reconciliation Procedure
- ⌘ Substitute Teacher Report Form
- ⌘ Teacher Visitation Day Request
- ⌘ Certificate Renewal Application for Non-Academic Credit – please complete electronically at: <https://atlantic-union.org/education/forms/> Submit after all staff development.
- ⌘ Superintendent Assessment of Instruction Form
- ⌘ Volunteer Ministry Form and Guidelines
- ⌘ Professional Growth Books Checklist

FYI



- ↳ Teacher Contact List
- ↳ School Calendar
- ↳ Pre-school Information
- ↳ Colleague Prayer Partners
- ↳ Contact NNEC Education Department with Teacher Assistant/Aide hire information (Principals/Head Teachers Only)
- ↳ Worker Report - https://docs.google.com/spreadsheets/d/1M_8fYSY9ZW4mK7oSLEh7MHBbtHI0sZq3p03lrK8Lttc/edit?usp=sharing

2020-2021 NNEC School Calendar

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30		

October 2020

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23	24	25	26	27	28	29
30	31					

November 2020

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23	24	25	26	27	28	29
30						

December 2020

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23	24	25	26	27	28	29
30	31					

January 2021

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teaching Days and Quarters

1st Quarter.....	43
2nd Quarter.....	44
3rd Quarter.....	49
4th Quarter.....	44
Total.....	180

- Teacher Inservice
- Beginning Date and Ending
- Vacation Days
- Special Events for Students
- End of Quarter
- Pre/Post School Days
- Testing Days
- Mid-Quarter Progress Reports
- Parent-Teacher Conference

Education Camp Meeting Program.....	July 11
Teacher Retreat.....	August 19-21
Pre-school Days.....	August 19-28
Registration.....	School's Choice
School Begins.....	Aug 31
Labor Day.....	Sept 7
MAP Testing.....	Sept 14-18
Opening Reports Due.....	Sept 18
Elementary Outdoor School.....	Sept 22-25
Mid-Quarter Progress Reports.....	Oct 2
Columbus Day.....	Oct 12
Fall Week of Prayer.....	School's Choice
End of Quarter.....	October 30
Parent-Teacher Conferences.....	Nov 5
Veterans Day.....	Nov 11
Thanksgiving Vacation.....	Nov 25-27
Mid-Quarter Progress Reports.....	Dec 11
Christmas Vacation.....	Dec 24-Jan 1
End of Quarter.....	Jan 15
Civil Rights Day.....	Jan 18
Parent-Teacher Conferences.....	Jan 21
Art Clinic.....	January 28-30
Winter Vacation.....	Feb 15-19
Mid-Quarter Progress Reports.....	Mar 5
Spring Week of Prayer.....	School's Choice
Teacher Workshop-NH/VT (Schools Decide).....	Mar-TBD
Teacher Workshop-ME (Schools Decide).....	Mar-TBD
Music Clinic.....	Mar 25-27
End of Quarter.....	Apr 2
Easter.....	April 4
Parent-Teacher Conference.....	Apr 8
Spring Vacation.....	Apr 19-23
Teacher Appreciation Week.....	May 3-7
Mid-Quarter Progress Reports.....	May 14
Memorial Day.....	May 31
Last Day of School (without snow days).....	June 11
Post-school Days (closing school & prep for 2021-2022).....	June 14-18
Certificate Renewal Application.....	No specified due date

CALENDAR CHANGES: The Northern New England Conference Office of Education endeavors to coordinate a system of education in which all schools follow the same calendar. If because of **extenuating circumstances**, a change becomes necessary, a revised calendar, recommended by the school board, should be submitted to the office of Education for approval. In any revision, a minimum of 180 school days is required for Maine, New Hampshire, and Vermont. Sundays should not be used as school days. Any change to the school calendar needs NNEC Board of Education approval.

PARENT-TEACHER CONFERENCES: Parent-Teacher Conference day may be a minimum school day.

MINIMUM SCHOOL DAYS: Consists of four (4) hours of instruction including recess or PE. The lunch period is **not included** in those four hours. Eight (8) minimum days are allowed each year.

SNOW DAYS: State law requires schools to make up ALL snow days.

ATLANTIC UNION CODE 1612:04: Any change in the number of days or in what qualifies as a school day is left to the discretion of the conference superintendent of schools. All NNEC schools may count one community service day, one teacher visitation day, and two workshop days as part of their 180 days.

February 2021

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March 2021

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23	24	25	26	27	28	29
30	31					

April 2021

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23	24	25	26	27	28	29
30	31					

May 2021

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 2021

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

PRE-SCHOOL INFORMATION

Northern New England Conference of Seventh-day Adventist, Inc.

List of Pre-School Week Responsibilities - Day School

From Educational Code 1606:10

The teacher should report to the principal or school board chair on the day appointed and be prepared to give attention to the following duties during the preschool period:

- a. Get acquainted with school equipment and textbooks.
- b. Arrange for ordering of pupils' textbooks and school supplies, if this has not been done previously.
- c. Prepare for the first week's classes.
- d. Send own mailing and e-mail addresses and telephone number(s) to the conference superintendent of schools.
- e. Make the classroom pleasant and attractive, ready to open on the first day of class according to the conference calendar.
- f. Post a daily schedule.
- g. Work with school board members and church pastors to encourage 100% enrollment of the children of the church.
- h. Update the cumulative folders, if necessary.
- i. Review the SIS and input/update information in preparation for school registration and beginning the school year.
- j. Meet with the school board, if applicable.
- k. Plan to meet with the church on Sabbath.

Immunization Requirements

From Educational Code 1669:04

Governmental immunization requirements apply to Seventh-day Adventist schools. Proof of immunization must be presented to the school as part of the application process before a child is registered. It is the responsibility of the principal or school nurse to enforce these regulations and to ensure that an up-to-date record is maintained for each student.

Parents who conscientiously object to immunizations must obtain exemption from governmental health authorities and provide written proof of exemption before the student can be admitted.

Recommended Minutes Per Week

From Educational Code 2424:19

A. Elementary

Minutes may be adjusted to ensure mastery of needed skills.

Elementary Suggested Daily Minutes Per Subject—Minimum		
Subject	Grades 1-4	Grades 5-8
Worship	15 minutes daily	15 minutes daily
Bible	30-45 minutes daily	45-50 minutes daily
Language Arts*	160 minutes daily	140 minutes daily
Mathematics	30-45 minutes daily	60 minutes daily
Science	30 minutes daily	30-45 minutes daily
Social Studies	30 minutes daily	30-45 minutes daily
P.E.-Health	80-120 minutes weekly	80-120 minutes weekly
Art Music	60 minutes weekly	60 minutes weekly
Practical Arts	60 minutes weekly	60 minutes weekly
*Language Arts includes Reading, Writing, English, Spelling, and Handwriting		

Elementary Suggested Weekly Minutes Per Subject—Minimum		
Subject	Grades 1-4	Grades 5-8
Worship	75 minutes weekly	75 minutes weekly
Bible	150-225 minutes weekly	225-250 minutes weekly
Language Arts*	80 minutes weekly	70 minutes weekly
Mathematics	150-225 minutes weekly	225-300 minutes weekly
Science	60-120 minutes weekly	150-200 minutes weekly
Social Studies	60-120 minutes weekly	150-200 minutes weekly
P.E.-Health	80-120 minute weekly	80-120 minutes weekly
Art Music	60 minutes weekly	60 minutes weekly
Practical Arts	60 minutes weekly	60 minutes weekly
*Language Arts includes Reading, Writing, English, Spelling, and Handwriting		

laboratory period per week. Instructional time should constitute a major portion of the laboratory time. Clerical activities should be kept to a minimum.

Laboratory classes are identified as:

- a. Science:
 - (1) Biology
 - (2) Chemistry
 - (3) Physics
 - (4) Others approved by the Atlantic Union Conference Office of Education
- b. Applied/practical arts:
These also may be taught as nonlaboratory courses.
- c. Fine arts:
These also may be taught as nonlaboratory classes.

Minimum School Day

From Educational Code 2416:93

The minimum number of hours in a school day is four hours of teacher-student contact excluding the lunch period.

A student-teacher contact day is one that students and teachers are required to attend, attendance is taken, there is meaningful content, and the day meets a minimum of four hours excluding lunch.

Up to eight minimum days, apart from early closure on Fridays, may be scheduled for the year. Schools that dismiss early on Fridays must ensure that the length of the school week meets the minimum time requirements (Code 2420:07).

Subject Alternation Schedule

From Educational Code 2428:99

Certain subjects in the elementary school may be taught on a two-grade alternating basis. These include religion 5-8, social studies 1-8, health/science 1-8, and spelling 5-8. The pattern of alternation is indicated by the term odd year, which designates a school year ending in an odd number (e.g., 2014-2015), and even year, which designates a school year ending with an even number (e.g., 2015-2016). Schools that are large enough to make it unnecessary to combine two grades are not required to follow the alternation schedule. For an outline of the alternation plan, consult the Atlantic Union Conference Elementary Textbook List.

B. Secondary

1. Core classes are to be a minimum of 200 minutes per week, not to include passing time, with instructional time being a major portion and clerical activities kept to a minimum.

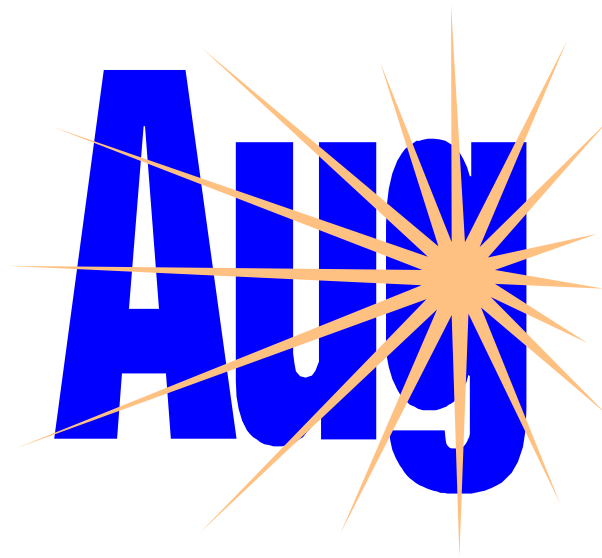
2. Laboratory classes are to be a minimum of 240 minutes per week. The laboratory classes are not to include passing time and should average one

Colleague Prayer Partners

2020-2021

Remember to pray for your colleagues each day. Try to personally contact them at least each month by mail, e-mail, phone, or in person.

Neil Clauson, James Reid	Brendan Krueger
Josh Dayen	Bill Snow
Camille Brace	Allissa Wright
Marcy Moore	Janel Tyson
Jessica Asenjo	Doris Krueger
Dana Waterman	Sonia Edwards
Judy Krzywon, Kallie Kirchberg	Brianna Johnson
Julie Dayen	Heidi Ewing
Allison Wiggan	Elizabeth Somers
Diana Tunnell	Karina Pimentel
Heidi Kneller	Theresa Sweet



PRINCIPALS ONLY

- Asbestos Plan Check Sheet (Due Pre-School Week)
- Non-discrimination Policy Signature Form
- Application for Admission
- Out of Division Trips – See Online Information & Application: <http://www.hesaidgo.net/short-term-missions/groups>
- School Calendar Change Request
- School Health Record
- Mandatory – Background Checks must be completed by Sterling Volunteers on all volunteers and employees (every three years) via NNEC Education Office
- Maine Principals Only – Complete DOE form and send to Maine Department of Education to receive private school recognition

TEACHERS & PRINCIPALS

- Continuing Consent for Treatment and Health Insurance
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- Field Trip Student Permission Slip
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Asbestos Plan Check Sheet

Name of Person Completing Form: _____

School: _____

Date: _____

Please check boxes below to show appropriate Asbestos Operations and Management Plan is in place:

- ☐ Asbestos Operations and Management Plan is filed with the local state.
- ☐ A copy of this plan is either posted in our school handbook or had been sent out in letter form to parents and personnel.
- ☐ A copy of the Asbestos Operations and Management Plan is on file at our school in a secure location.

Principals/Head Teachers: Please submit this form to
NNEC Office of Education Pre-School Week.

Northern New England Conference of Seventh-day Adventists

(Principals: Please have your school board members sign on lines below)

School Name: _____ Date: _____

[illegible]



APPLICATION FOR ADMISSION

Northern New England Conference Seventh-day Adventist Church Schools

NOTE: Please submit a separate application for each child applying for admission.

Last Name:	First Name:	Middle Name:	Grade Entering:	Sex:	Birthdate: (m/d/y)	Age: (y/m)	Baptized: (m/d/y)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="text"/>	<input type="text"/>	<input type="text"/>

Place of Birth: (city/state/country)	Ethnic Origin:
<input type="text"/>	<input type="checkbox"/> Caucasian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Oriental <input type="checkbox"/> Am. Indian <input type="checkbox"/> Other:

Legal name of parent/guardian with whom pupil is living	Home Church	Home Phone	Work Phone	Occupation	Home Address
Father:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In case of an accident or serious illness, should the school be unable to contact me, I hereby authorize the school to take my child to the physician, emergency room and/or to the relative or neighbor indicated:

Doctor	<input type="text"/>	Phone	<input type="text"/>	Address	<input type="text"/>
	<input type="text"/>	Phone	<input type="text"/>	Address	<input type="text"/>

Siblings Name:	Birth Date	Siblings Name:	Birth Date
1.	<input type="text"/>	4.	<input type="text"/>
2.	<input type="text"/>	5.	<input type="text"/>
3.	<input type="text"/>	6.	<input type="text"/>

Please initial each box:

<input type="checkbox"/>	I agree to see that this student's tuition is cared for monthly
<input type="checkbox"/>	I agree to cooperate with the school board and teachers by avoiding adverse criticism of any teacher or school policies in the presence of students
<input type="checkbox"/>	I have read the school policy book and agree to support each regulation of the school, written and oral
<input type="checkbox"/>	I hereby authorize the school to send, upon request, the permanent records to the next school to which my child may enroll

Signature of Parent/Guardian:	Date:
<input type="text"/>	<input type="text"/>

School Letterhead

Date

To the State of Maine, Department of Education:

I am writing to notify the Maine Department of Education (DOE) that **(school name)**, in **(school town)**, Maine, wishes to operate as a private school recognized as a school providing equivalent instruction for the 2019-2020 academic year.

(School name) provides instruction, appropriate to its grade levels, in the English language, consisting of reading, writing, spelling, grammar, mathematics, science, American history, Maine history and geography and civil government, including the privilege and responsibility of citizenship, health education and fine arts.

All teachers in the school who teach the curriculum in Section 3(a), have been examined and approved for competency, by the administration of the school.

The school is in operation a minimum of 175 days or 875 hours.

The school is in compliance with all applicable state and local fire, health, and safety laws.

The following information regarding academic assessment is furnished to the parents for each student, as applicable: (1) method(s) of assessment used, (2) subjects in which assessment is made, (3) grade levels at which assessment is made, and (4) results of assessment. In addition, it shall be stated in the annual letter that parents shall be furnished academic progress reports a minimum of 4 times annually.

The school will comply with the requirements of Section 4. The chief administrative officer of the private school shall submit in writing, within 2 weeks after the opening of the school, or by October 1, whichever first occurs, the names, residences, and grade levels of the students attending the school. This information shall be submitted to the Superintendent(s) of the public school administrative unit(s) in which the students reside. This report shall be updated as necessary.

Thank you for your attention in this matter.

Sincerely,

Principal

Northern New England Conference of Seventh-day Adventists, Inc.
Calendar changes must go to: NNEC Board of Education for approval

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Reason for calendar change:

Date Voted by School Board: _____

Principal's Signature: _____

Northern New England Conference of Seventh-day Adventists, Inc.

SCHOOL HEALTH RECORD

Child's Name _____ Sex _____ Birthdate _____

Address _____ School _____

IMMUNIZATION	DATE	IMMUNIZATION	DATE	OTHER IMMUNIZATIONS	DATE	SPECIAL TESTS	
DPT (Diphtheria, Tetanus, Pertussis)		Polio Oral Trivalent (TOPV)				Tuberculin	
						Results	Date
		Measles				Lead Test	
Td (Tetanus, Diphtheria) Adult Type Within 10 Years		Mumps					
		Rubella					
		MMRII					

MEDICAL HISTORY (GIVE DATES)

_____ Accidents	_____ Ear Infections	_____ Measles	_____ Scarlet Fever
_____ Allergy	_____ Encephalitis	_____ Meningitis	_____ Strep Throat
_____ Chicken Pox	_____ Rubella	_____ Mumps	_____ Tonsillitis
_____ Congenital Anomaly	_____ Heart Disease	_____ Operations	_____ Tuberculosis
_____ Convulsions	_____ Hernia	_____ Poliomyelitis	_____ Whooping Cough
_____ Diabetes	_____ Kidney Disease	_____ Rheumatic Fever	_____ Other

PERTINENT FAMILY MEDICAL HISTORY

SUMMARY OF SIGNIFICANT TREATMENT PROGRAMS, INCLUDING CURRENT MEDICATIONS AND SUGGESTIONS FOR PROGRAM ADJUSTMENT IF INDICATED.

PRIVATE PHYSICIAN'S EXAMINATION

In order to ensure a quality standard of complete examination for each school child, please record your findings after each line.

(O) = Normal

(X) = Abnormal

<u>Exam</u>	<u>Comment</u>	<u>Treatment</u>
Age _____ BP _____ Pulse _____		
Height _____ Weight _____		
Physical Development _____ Nutritional Status _____		
Skin _____		
Eyes _____ Sclera _____ Pupils _____		
Light & Distance R _____ L _____ Glasses _____		
Ears _____ Canals R _____ L _____		
Drums R _____ L _____		
Nose _____ Septum _____ Turbinates _____		
Mouth _____ Lips _____ Tongue _____ Pharynx _____		
Teeth _____ Gingiva _____		
Neck _____ Mobility _____ Lymph Nodes _____		
Thyroid _____		
Throat _____ Shape _____ Symmetry _____		
Lungs _____		
Heart _____ Rate _____ Rythm _____ Murmur _____		
Abdomen _____ Liver _____ Spleen _____		
Hernias _____		
Ano-Genital _____ Anus _____ Penis _____		
Testicles _____ R _____ L _____		
Tanner Stage _____		
Spine _____		
Lower Extremities _____ Range of Motion _____		
Development _____ Strength _____		
Upper Extremities _____ Range of Motion _____		
Development _____ Strength _____		
Cranial Nerve _____ I-XII _____		
Gait _____ Coordination _____		
LAB TESTS	Doctor's Signature _____	
HGB/Hct _____	Address _____	
Other _____	Date of Exam _____	

Continuing Consent for Treatment and Health Insurance Information

Northern New England Conference of Seventh-day Adventists, Inc.

We, the undersigned parents or guardian of _____, a minor, do hereby consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital service that may be rendered to said minor under the general or special instructions of _____ M.D., or any physician the school or organization may call, whether such diagnosis or treatment is rendered at the office of said physician or at a licensed hospital. It is understood that reasonable effort will be made to contact the doctor listed above before the school or other organization calls any other physician.

It is further understood that this consent is given in advance of any specific diagnosis or treatment, which might be required and is given to authorize _____ or the physician to exercise their best judgment as to the requirements of such diagnosis or treatment.

This consent shall remain in continuous effect until revoked in writing and delivered to the physician named above or the school or organization entrusted with the custody of said minor.

Please list any allergies your child may have: _____

Please list any medications your child is taking:

Please list any medical history your child may have (ie: asthma, seizures, etc.):

The above named student:

☐ Is *not* covered by health insurance.

☐ Is covered by health insurance

Health Insurance Company: _____

Policy Number: _____

Father's Name/Legal Guardian

Employed at

Work Phone #

Mother's Name/Legal Guardian

Employed at

Work Phone #

Home Address

Home/Cell Phone #

If neither Parent/Legal Guardian listed above can be contacted in an emergency, please contact:

Name

Phone #

Parent/Guardian Signature: _____ Date: _____

Witness: _____ Date: _____

FIELD TRIP INFORMATION & SUPERINTENDENT NOTIFICATION

Northern New England Conference of Seventh-day Adventists, Inc.

Field trips must be approved by the local school board. Overnight field trips require Board of Education approval. Notification and information should be sent to the Superintendent's office at least 10 days prior to trip.

School: _____

Date of Trip: _____

Approximate Time of Trip: _____

Place of Trip: _____

Itinerary: _____

Sponsors/Chaperones: _____

Signatures:

Teacher

Principal

School Board Chairperson

OVERNIGHT FIELD TRIP REQUEST

Northern New England Conference of Seventh-day Adventists, Inc.

This form is to be used for **ALL** overnight trips by the Northern New England Conference schools. This form is to be submitted to the Superintendent of Schools who will then take it to the Northern New England Conference Board of Education.

Name of Group:_____Date of Application:_____

Trip Destination:_____

Date of Trip:_____

Sponsors' Names: _____

Board Approval (date):_____

Written Parental Permission:_____

Number of Students in Group:_____Organization:_____

Itinerary (Program):_____

Transportation (Insurance Limits):_____

Financing:_____

Arrangements for Class Coverage (explain):_____

Goals and Objectives for Trip:_____

☐

Approved

☐

Denied

Sponsor's Signature:_____Date:_____

Principal's Signature:_____Date:_____



We're going on a

local field trip!

Approved by School Board on _____ (date)

Where: _____

When: _____

Leaving From: _____

Departure Time: _____

Returning to: _____

Returning Time: _____

Cost: _____

This Includes: _____

Sponsor Name: _____

Can be reached now at this number for more info: _____

Can be reached during the trip at this number: _____

Please complete the information below and return it to the school. No student will be allowed on the trip unless this information is returned.

Student Field Trip Permission Slip

_____ Has my permission to go on the school trip on _____.
Student's Name Date

He/she is in good physical condition at present and has had no serious illnesses or surgeries since

the last health examination. I shall make sure that he/she does not attend if he/she is not feeling

well. I understand the cost will be \$ _____. In the event of an emergency, I may be

reached at _____.
Phone Number/s

If I cannot be reached, please notify _____.
Name and Phone Number/s

Parent/Guardian's Signature

Photo Release Form

Northern New England Conference of Seventh-day Adventists, Inc.

479 Main Street
Westbrook, ME 04092
Tel: 207-797-3760 Fax: 207-797-2851
Photo Permission/Release



For valuable consideration, I hereby authorize the Seventh-day Adventist Church in North America (or anyone authorized by the same), the use and reproduction of any and all photographs and video images that were taken of me. Permission is hereby granted to use all negatives and positives for any purpose deemed by the Seventh-day Adventist Church in North America, without any compensation. Any video, negatives and positives, together with the prints shall constitute the property, solely and completely, of the Seventh-day Adventist Church in North America. Any changes made without the consent of the Seventh-day Adventist Church in North America (or anyone authorized by the same) to the aforementioned stipulations will null and void this contract.

I am over 18 years of age: ☐ Yes ☐ No

(If yes) Printed Name: _____ Date: _____

(If yes) Signature: _____ Date: _____

If the person is less than 18 years of age, a parent or guardian must give consent as follows:

I hereby certify I am the parent or legal guardian of _____.
On behalf of the individual named above, I give my consent to all stipulations and conditions mentioned above.

Printed Name: _____ Date: _____

Signature: _____ Date: _____

Address: _____

Telephone _____ Email: _____





PRINCIPALS ONLY

- School Opening Report – **NAD Dashboard**
- Designated Subjects Application – available at the following link:
<http://atlantic-union.org/education/forms/>
- School Board Minutes - See Misc. section for form

TEACHERS & PRINCIPALS

- Teacher Opening Report - **NAD Dashboard**
- Daily Class Schedule – Submit to NNEC Education Office by end of September
- Monthly Worker Report

DAILY CLASS SCHEDULE

Teacher _____ School _____

Grades/Subjects Taught _____

Beginning School Time_____

Closing School Time_____

Friday Dismissal Time_____

Recess (total daily time)_____

Total Instruction Hours _____

[illegible]



PRINCIPALS ONLY

- ↳ School Board Minutes (Misc. Section)

TEACHERS & PRINCIPALS

- ↳ Proof of Auto Insurance: **A copy of the card you keep in your car is sufficient.**
- ↳ Mid-Quarter Progress Reports (See NNEC School Calendar for due date)
- ↳ Monthly Worker Report



PRINCIPALS ONLY

- Date of Thanksgiving/Christmas Program – either complete form or email the information to bchase@nec.org
- School Board Minutes
- Notice of Intent to Operate Form (Deadline - December 1)

TEACHERS & PRINCIPALS

- Professional Intent Form (Deadline - December 1)
- Monthly Worker Report



Thanksgiving/Christmas Program



School Name: _____

Program Information:

Date: _____

Time: _____

Location: _____

NOTICE OF INTENT TO OPERATE

Northern New England Conference of Seventh-day Adventist, Inc.

- ☐ We intend to operate our school for the 2021-2022 school year.
- ☐ We plan to operate with and request conference subsidy for _____ teachers.
- ☐ We request conference subsidy for _____ teacher assistance.
- ☐ We may not be able to operate in 2021-2022

1. Number of students anticipated per grade:

	Grade K		Grade 5		Grade 10
	Grade 1		Grade 6		Grade 11
	Grade 2		Grade 7		Grade 12
	Grade 3		Grade 8		
	Grade 4		Grade 9		

2. Proposed tuition Charges for: (☐ 10 mo. payment plan or ☐ 12 mo. payment plan)

Rate Type	1 st Child	2 nd Child	3 rd Child
Constituent 1-8			
Constituent 9-12			
Non-constituent 1-8			
Non-constituent 9-12			
Non-member 1-8			
Non-member 9-12			
Registration Fee 1-8			
Registration Fee 9-12			

3. We request the Conference Board of Education to hire or rehire the following teacher/s for our staff (AUCOE Code 3311:14):

(Regular status teachers are not subject to annual re-appointment. Teachers on regular status will not be terminated except for AUCOE Code 3039:07.)

4. We request consideration regarding the possible transfer of the following teacher/s currently on our staff:

(Cause as defined in AUCOE Code 3327:93.) Requests must be submitted no later than March 1.

NOTE: The assignment, transfer, hiring and dismissal of teachers is the responsibility of the Conference Board of Education. The Superintendent must be present when the quality of a teacher's performance is to be discussed by the local school operating committee/board.

School: _____ Date: _____

Chairperson Signature: _____ Date: _____

Treasurer Signature: _____ Date: _____

Due to the Office of Education by **December 1**

PROFESSIONAL INTENT FORM

Northern New England Conference of Seventh-day Adventists, Inc.

1. Please indicate your plans or preference for next school year.

- ☐ A. I wish to remain where I am for the 2021-2022 school year.
- ☐ B. I would like to transfer to another school in the conference.
- ☐ C. I plan to transfer outside the conference.

2. Please indicate your plans for schooling this summer.

- ☐ A. I plan to work toward my college degree or certification at:
- ☐ Other (please specify)_____
- ☐ B. I am certified and do not need to go to summer school.
- ☐ C. I plan to work on a Master's degree at:
- ☐ Other (please specify)_____

Signature:_____

School:_____ Date:_____

Comments:_____

Due to the Office of Education by December 1



PRINCIPALS ONLY

- School Board Minutes
- Jr. Academy Re-Application – Form available at: <http://atlantic-union.org/education/forms/>
(Deadline - due to NNEC Education Department Dec. 1)

TEACHERS & PRINCIPALS

- Mid Quarter Progress Reports (See NNEC School Calendar for due date)
- Monthly Worker Report



PRINCIPALS ONLY

- ↳ Junior Academy Grades (if applicable; send to NNEC/AU)
- ↳ School Board Minutes

TEACHERS & PRINCIPALS

- ↳ Monthly Worker Report

Feb



PRINCIPALS ONLY

- ↳ School Board Minutes
- ↳ Tentative School Budget (Deadline – February 10)

TEACHERS & PRINCIPALS

- ↳ Mid Quarter Progress Reports (see NNEC School Calendar for due date)
- ↳ Monthly Worker Report

Northern New England Conference of Seventh-day Adventists, Inc
Tentative School Budget

School: _____ **School Year:** _____

Enrollment by Grades

2020/2021 Current: K _____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____

2021/2022 Budgeted: K _____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____

Payment Program ☐ 10 mo ☐ 12 mo **Monthly Tuition:** Constituent _____ Non-Const. _____ **Multi-Child Discount:** _____

Number of Full-time Teachers _____ **Auxiliary Personnel** (list positions only): _____

Annual Income

2020-2021 Budget

2021-2022 Budget

Tuition.....	\$ _____	\$ _____
Subsidy from:		
_____ Church.....	\$ _____	\$ _____
_____ Church.....	\$ _____	\$ _____
_____ Church.....	\$ _____	\$ _____
Entrance Fees.....	\$ _____	\$ _____
Transportation Charges.....	\$ _____	\$ _____
Special Projects.....	\$ _____	\$ _____
New Convert Student Subsidy.....	\$ _____	\$ _____

Total Income: \$ _____ \$ _____

Annual Expenses

Teacher Costs.....	\$ _____	\$ _____
Auxiliary Personnel Wages.....	\$ _____	\$ _____
Social Security (7.65% of salary).....	\$ _____	\$ _____
Retirement (if > 19 hrs) 5% of salary.....	\$ _____	\$ _____
Heat, Lights, Water, Rent.....	\$ _____	\$ _____
Telephone.....	\$ _____	\$ _____
Custodial:		
Equipment.....	\$ _____	\$ _____
Supplies.....	\$ _____	\$ _____
Labor.....	\$ _____	\$ _____
Wages.....	\$ _____	\$ _____
Employer Social Security.....	\$ _____	\$ _____
New Equipment.....	\$ _____	\$ _____
Improvements.....	\$ _____	\$ _____
Library & Magazines.....	\$ _____	\$ _____
Transportation.....	\$ _____	\$ _____
Property & Liability Ins.....	\$ _____	\$ _____
Bal. Debt Expenses.....	\$ _____	\$ _____
Other Expenses.....	\$ _____	\$ _____
_____	\$ _____	\$ _____

Total Expenses \$ _____ \$ _____

The above tentative budget has been approved and adopted by the local school board, and is subject to the approval of the Board of Education Executive Committee.

Date	School Board Chair	Principal	Pastor
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PRINCIPALS ONLY

- **School Board Minutes**

TEACHERS & PRINCIPALS

- **Self-Evaluation Form (Deadline - March 10)**
- **Student Retention Request (when applicable)**
- **Monthly Worker Report**

Self-Evaluation Form

Teacher:	Date:
Position:	Years of Experience:

What was accomplished well this year?

[illegible]

What are your concerns?

[illegible]

Address the goals and objectives you are currently working toward this year and the methods you are using to achieve them.

[illegible]

List three goals you have for your teaching next year and your plan for accomplishment.

1.)

2.)

3.)

What are your plans for professional development in the coming year?

STUDENT RETENTION REQUEST

Northern New England Conference of Seventh-day Adventists, Inc.

When children are having difficulty completing their work, efforts should be made to help them overcome their handicaps. Diagnosis of abilities and needs should be made and proper remediation or developmental work should be assigned.

When it is felt necessary to retain a student, the following request must be submitted to the Office of Education. **This form should be submitted no later than March of the current school year.**

Student's Name _____

Student's Age _____ Present Grade Placement _____

EVALUATION OF PRESENT ACADEMIC ACHIEVEMENT

(Include all information that will be helpful in making a decision for the student, i.e. rank in class, achievement test scores, etc. Use additional pages as necessary.)

1. Teacher evaluation of present social and emotional development.

2. Methods used now and throughout the school year to meet student's special needs.

3. Survey of past history in school.

4. Report of communication with parents (include dates, parents' reactions, etc.).

Teacher's Signature _____ Date _____



PRINCIPALS ONLY

- ↳ Eighth Grade Diploma Order – send/email the form or email the requested information
- ↳ School Board Minutes

TEACHERS & PRINCIPALS

- ↳ Reading Award Order - send/email the form or email the requested information
- ↳ Certificate Order - send/email the form or email the requested information
- ↳ Monthly Worker Report

DIPLOMA ORDER FORM

Northern New England Conference of Seventh-day Adventists, Inc.

Teacher Name: _____

School Name: _____

Graduation Date: _____ Time: _____

Location: _____

List below names of all graduating students EXACTLY as they are to appear on diplomas. Please print or type clearly. DO NOT have students sign their names - names must be legible in order to insure correct spelling on diplomas.

Diplomas

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Diploma Covers

Number desired: _____

Would you like the graduation date printed on the diploma?

☐ Yes

☐ No

READING AWARD REQUEST
Northern New England Conference of Seventh-day Adventists, Inc.

READING AWARD REQUEST
Northern New England Conference of Seventh-day Adventists, Inc.

School: _____ Date: _____

Teacher: _____

[illegible]

CERTIFICATE ORDER

Northern New England Conference of Seventh-day Adventists, Inc.

School: _____ Date: _____

Teacher's Name: _____

Please indicate number of certificates needed:

- _____ Citizenship Certificate*
(*Exemplary respect for God, self, others, the church,
school, community and the environment*)
- _____ Literary Certificate*
(*must read 100 or more books*)
- _____ Outstanding Attendance Certificate*
(*perfect attendance*)
- _____ Highest Honors Certificate*
(*GPA = 3.90 – 4.0*)
- _____ High Honors Certificate*
(*GPA = 3.75 – 3.89*)
- _____ Honors Certificate*
(*GPA = 3.50 – 3.74*)
- _____ Kindergarten Graduation Certificate*
- _____ Other

*An attached list (please type to avoid spelling confusion) must accompany request if students' names are to appear on certificate.



PRINCIPALS ONLY

- ↳ School Board Minutes

TEACHERS & PRINCIPALS

- ↳ Mid Quarter Progress Reports (See NNEC School Calendar for Due Date)
- ↳ Monthly Worker Report



PRINCIPALS ONLY

- School Closing Report (Due at end of post week) – **NAD Dashboard**
- School Board Minutes
- Junior Academy Grades (if applicable; send to NNEC/AU)
- School Evaluation Follow-up (where applicable)
- School Inventory – one copy mailed to NNEC and one copy to school board chair (sample form)
- Send 8th grade graduate/non-returning students Cumulative Records to NNEC

TEACHERS & PRINCIPALS

- Teacher Closing Report (Due at end of post week) – **NAD Dashboard**
- Monthly Worker Report

SCHOOL INVENTORY

School Name:

[illegible]

Misc

PRINCIPALS ONLY

- Acceleration Request
- Equipment Allowance Application
- New Converts Subsidy Policy
- New Converts Subsidy Form
- Request to Release Records
- School Board Minutes Form

TEACHERS & PRINCIPALS

- Adventist Risk Management General Liability Claim Form:
https://de444bdf-186b-4c93-9490-fcba47ea353a.filesusr.com/ugd/edb9ee_02c0ddcd0bcf41f3b06c548f7247946d.pdf
- Parent & Teacher Conference Record
- Parent Teacher Reconciliation Procedure
- Teacher Visitation Day Request
- Substitute Teacher Report Form
- Certificate Renewal Application for Non-Academic Credit – please complete electronically at:
<https://atlantic-union.org/education/forms/>. Submit after any staff development.
- Superintendent Assessment of Instruction Form
- Volunteer Ministry Form and Guidelines
- Professional Growth Books Checklist

ACCELERATION REQUEST

Northern New England Conference of Seventh-day Adventists, Inc.

On occasion there is a student who excels in all developmental areas - emotionally, socially, and academically, and who would benefit from an accelerated program. This is not to be interpreted as "skipping a grade," for all levels of academic work are to be covered.

When the teacher feels, that such a case exists, a request is to be made of the Office of Education, providing the following information. When (and if) permission is granted, an individualized program is to be submitted for final approval. Upon receipt of this final approval, the accelerated program may begin.

Student: _____ Birthday: _____

Age: _____ Age when student entered 1st grade: _____ Present grade placement: _____
(Year & Month) (Year & Month)

1. Reason for acceleration:
2. Iowa Test:
Date Given:
3. Teacher's evaluation of daily work, tests, etc.:
4. Teacher evaluation of present social and emotional development:
5. Survey of past history in school:
6. Physical Development:
7. Report of communication with parents: (Include dates, parents' reaction, etc.)
8. Recommendation of teacher:
9. Brief summary of suggested acceleration program: (A complete outline to be presented upon arrival of this request.)

Teacher's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

We have discussed our child's academic achievements with the classroom teacher. We would look favorably upon the school placing our child in an accelerated program, depending on the decision of the Conference Office of Education and the school leadership.

Parent's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Education Committee Action: _____

Signed: _____ Date: _____

EQUIPMENT ALLOWANCE APPLICATION

Northern New England Conference of Seventh-day Adventist, Inc.

School _____ Date _____

The Northern New England Conference has a plan for aiding each classroom in our schools in securing needed teaching equipment. This plan is simply that each calendar year the school operating committee, in council with the teacher, buy and place in the school room \$100 worth of equipment. Upon submitting this form **TOGETHER WITH EVIDENCE OF PAYMENT**, to the Superintendent of Schools, the conference will send a check for \$50 to the school. Items purchased may include maps, reading course books, reference dictionary, nature magazine, National Geographic magazine, encyclopedias, flash cards, rhythm band equipment, supplementary readers, modern chairs, bulletin boards, film strips for teaching, etc. If there is any question about an item you may want to purchase contact the Superintendent of Schools.

Article Purchased	Cost
Total	

Approved By: _____ Date _____
School Board Chair

Items listed have been secured and are now in our school.

Signed: _____ Date _____
School Board Chair

This form is to be copied in triplicate. When the transaction is completed, one copy will be retained by the Conference Treasurer, one copy by the Office of Education and one copy to the school with the check.

Paid: _____ Date: _____

Please attach receipts and send to: NNEC, Office of Education, 479 Main Street., Westbrook, ME 04092

NOTE: FOR OFFICE USE ONLY

302-833-2464

\$ _____
Amount

NEW CONVERTS SUBSIDY POLICY

Northern New England Conference of Seventh-day Adventists, Inc.

1. Purpose

To encourage new converts or the children of new converts to be enrolled in a Seventh-day Adventist K-12 school.

2. Identify New Convert

One not formerly affiliated with the Seventh-day Adventist church who joins through baptism or profession of faith within the 18-month period prior to school enrollment.

3. Benefits

A. 75% tuition-only discount to be granted by the school during the first semester of enrollment.

30% conference
30% school
15% church

B. 50% tuition-only discount to be granted by the school during the second semester of enrollment.

20% conference
20% school
10% church

C. 25% tuition-only discount to be granted by the school during the third semester of enrollment.

10% conference
10% school
5% church

4. Eligibility

A. Church membership will have been established during the 18-month period immediately preceding school enrollment.

B. Benefits will apply to students who are initially enrolled in a Seventh-day Adventist school within the 18-month period.

5. Procedures

A. School boards choosing to participate will grant above benefits subsequent to recommendation of the pastor/s.

B. Principals will certify to the NNEC Office of Education by name and school those students who are enrolled under these criteria.

C. The school will bill the conference and church at the beginning of the semester.

NEW CONVERTS SUBSIDY FORM

Northern New England Conference of Seventh-day Adventists, Inc.

Student's Name _____ Date _____

Name of Parents _____

Date of Baptism or Parent's Baptism _____

Name of School _____

Date	Semester	Tuition	%	Conf. subsidy

Signature of Recommending Pastor

Signature of Principal

To be submitted to the conference by the school treasurer.

REQUEST TO RELEASE RECORDS

*Northern New England Conference
of Seventh-day Adventists, Inc.*



To: _____

School Name

Address

City

State

Zip

The following student/s have enrolled at our school:

Please send any educational, testing, health or other pertinent information that you may have regarding these students to:

School Name

Address

City

State

Zip

Thank you very much.

Sincerely,

School Official/Principal

I hereby give permission for my child's records to be forwarded to: _____
School Name

Parent/Guardian Signature

Date

SCHOOL BOARD MEETING REPORT

Northern New England Conference of Seventh-day Adventists, Inc.

School: _____ Date: _____

Members Present: _____

Members Absent: _____

Devotional & Prayer By: _____

Actions Taken

Voted: _____

Voted: _____

Voted: _____

Voted: _____

Voted: _____

Chairman _____

Secretary _____

NOTE:

Please send copy of minutes within
five (5) days of the meeting to:
Northern New England Conference
Department of Education
479 Main Street
Westbrook, ME 04092

Parent & Teacher Conference Record

Northern New England Conference of Seventh-day Adventists Inc.

☐ Regular

☐ As Requested

☐ Other

Student Name: _____ Date: _____

Commendations/Strengths:

Recommendations/Areas of Concern:

Action Plan:

Goals:

Parent (s) Signature

Teacher (s) Signature

PARENT TEACHER RECONCILIATION PROCEDURE

Northern New England Conference of Seventh-day Adventists, Inc.

Atlantic Union Conference Education Code Book #1690:15

- A. Purpose The principles based on Matthew 18 and 1 Corinthians 6 may be used to settle disagreements. The goal of this informal process is to clarify the reasons for the disagreement and work toward reconciliation. Legal counsel shall not be present.

If at any step the disagreement evolves into a personnel issue, the superintendent should be informed. (Code 3915:14). See NAD Working Policy, E 87, for additional information.

B. Procedures for Working Toward Reconciliation

1. Step One - The parties involved shall attempt to resolve the disagreement on an informal basis. This will normally include a good faith effort to resolve the issues personally, privately, and in an atmosphere of confidentiality.

2. Step Two - If the disagreement is not resolved using Step One, the school principal will be asked to help resolve the disagreement on an informal basis.

3. Step Three - If the disagreement is not resolved, the school principal will contact the school board chair, who will attempt to solve the disagreement on an informal basis.

4. Step Four - If the disagreement still is not resolved, the school board chair will convene the school board in executive session to reconcile the disagreement.

TEACHER VISITATION DAY

Northern New England Conference of Seventh-day Adventists, Inc.

Teachers are allowed one school day as a professional visitation day. Per Diem and mileage will be reimbursed (\$0.42 per mile). However, the following steps must be completed:

- 1. Make arrangements through your local school board chairperson**
- 2. Make arrangements with the school you wish to visit**
- 3. Contact the Superintendent of Education prior to your visitation day**
(Detach and send form below)



(Detach and send to the Northern New England Conference Department of Education)

Teacher _____

School Being Visited _____

Date of Visitation _____

Teacher Signature

Date

School Board Chair Signature

Date

SUBSTITUTE TEACHING REPORT FORM

Northern New England Conference of Seventh-day Adventist

Substitute Teacher Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____

Number withholding tax exemptions: _____

School Information:

School Name: _____

Number of days taught: _____ From: _____ to _____

Number of classes (academy level) taught: _____ From: _____ to _____

Reason for substitute teacher:

☐

Personal Illness

☐

Death in Immediate Family

☐

Family Medical Leave

☐

Other: _____

Additional Information: _____

Teacher Name: _____ Teacher Signature: _____

Teacher Name: _____ Teacher Signature: _____

(2nd signature for academy use if substituted for more than one teacher in one day)

Approved by: _____

School Principal/Board Chairman

☐

Personal Leave (Must have School Board approval unless an emergency)

Approved by: _____

Board Chairman

PRINCIPALS PLEASE NOTE:

Please fill in all information required above prior to sending in this form. Please hasten the process by giving all information requested. Thank you.

Send, fax or email report to: **Northern New England Conference**

Office of Education

479 Main Street

Westbrook, Maine 04092

207-797-2851 Fax bchase@nnec.org

Office Use Only: 811122.0.10.1222.0E

Amount Paid: _____

Bill Union: _____

Bill School: _____

To be paid by Conference:

☐ All

☐ Half (1/2)

☐ None

Approved by: _____



Northern New England Conference of Seventh-day Adventists, Inc.

Assessment of Instruction

Name: _____ School: _____

Subject/Grades Taught: _____ Certification: _____

Observations: (number of) _____ Time: _____ Place: _____ Length: _____ Date: _____

Teaching Effectiveness

S: SATISFACTORY - Performance meets or exceeds acceptable level of competency. **N:** NEEDS IMPROVEMENT - Indicates action should be taken to bring performance to acceptable level.
NO: NOT OBSERVED

A. Spiritual Program

- | | S | N | NO |
|---|--------------------------|--------------------------|--------------------------|
| 1. Reflects Christ and SDA church principles in philosophy, example, classroom, and classroom climate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Character development is first curriculum priority promoting spiritual values in activities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Content of worships and Bible class | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

B. Classroom Environment

- | | S | N | NO |
|--|--------------------------|--------------------------|--------------------------|
| 1. Classroom is neat and clean | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Classroom is attractively and colorfully arranged | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Classroom is safe | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Arrangement of the room and traffic flow is conducive to learning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Room is conducive for independent learning with learning centers, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Bulletin boards promote Christian values, learning concepts and displays student's work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

C. Classroom Climate

- | | S | N | NO |
|--|--------------------------|--------------------------|--------------------------|
| 1. Promotes mutual respect in classroom interactions; students reflect love vs. fear | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Caring & sensitive to the student's needs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Adapts curriculum to student aptitude and performance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Effective & consistent classroom discipline | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Uses classroom learning time effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Uses appropriate motivation & reinforcement techniques | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Attentive to health & safety of students | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Students are attentive and participate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Communicates learning effectively with students | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

D. Organizational Leadership

- | | S | N | NO |
|--|--------------------------|--------------------------|--------------------------|
| 1. Schedule is posted | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Smooth time flow and class transitions with flexibility component | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. School Register filled out appropriately | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Grade Book kept up-to-date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Prepared for teaching with lesson plans | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Appropriate textbook, materials, & curriculum guide use | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Homework communication system implemented | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 8. Timely feedback to students and parents relative to progress (Report Cards and Mid-term progress reports with more frequent contact when necessary) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Varied and objective evaluation practices evident | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Portfolio system in place | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

E. Instructional Programming

- | | S | N | NO |
|---|--------------------------|--------------------------|--------------------------|
| 1. Teaching strategies & activities are focused on specific identifiable objectives | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Utilization of appropriate instructional materials & equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Integration of fine arts into the curriculum | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Implementation of ideas presented in workshops, class work, and supportive literature | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Innovation in teaching | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Creativity in teaching | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Stimulates pupil interest and motivation through variety of teaching techniques and strategies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Exhibits command of subject matter | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Presentation of subject matter: speech, voice, language, and enthusiasm | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Uses classroom time wisely | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Safe supervision of students: recess, PE, before and after school | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Integrates curriculum into church and community | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

F. Professionalism

- | | S | N | NO |
|---|--------------------------|--------------------------|--------------------------|
| 1. Punctual to appointments and school | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Maintains complete accurate school records | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Dresses appropriately | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Exhibits initiative in professional growth activities: workshops, books, and class work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Communicates effectively with superintendent, principal, school board personnel, parents, and students | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Works cooperatively with fellow workers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Implements conference policies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Fulfills adjunct duties sharing total school responsibilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Completes and submits self evaluation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: (strengths or commendations)

☐ Goals ☐ Areas that need improvement: (specific recommendations)

Assessor's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

**My signature does not necessarily imply agreement with the evaluation, but acknowledges that I have discussed it with the evaluator.*



Seventh-day Adventist Church

Ministry Volunteer Information

Personal Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Home Phone: () Alternate Phone: ()

E-mail Address: _____

Previous Volunteer Experience: _____

SDA Church Member: ☐ Yes ☐ No Previous Church: _____

Personal References:

Name: _____ Contact Telephone: _____

Name: _____ Contact Telephone: _____

Name: _____ Contact Telephone: _____

Emergency Contact Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Primary Phone: () Alternate Phone: ()

Relationship: _____

Volunteer Administrator Section

Volunteer Position: _____ Department: _____

Ministry Leader: _____ Email: _____

Phone #: () Date Approved: _____

GUIDELINES FOR VOLUNTEERS & CAREGIVERS

Because our society is filled with pain, problems, and litigation caused by improper conduct of adults working with children and youth, it is imperative that those working with children at church have meaningful guidelines for conduct—to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you. Here are some practical guidelines:

1. ***Never leave unattended a child or group of children for whom you are responsible.*** Provide adequate supervision at all times, no matter what.
2. ***NEVER be the only adult*** serving as a caregiver—ALWAYS have at least one other person 18 or older with you.
3. ***Always ask a person's permission before touching*** him/her anywhere, even when responding to an injury or problem. This is especially true for any area that would normally be covered by a T-shirt and shorts. If an injury is within this area, make sure another adult works with you as you provide care.
4. ***Physical and verbal attacks are inappropriate*** and should not ever be used as discipline. “Time out” or “sit-in-that-chair” may be helpful methods with children.
5. ***Kids need to be touched appropriately.*** However, keep hugs brief and “shoulder-to-shoulder” or “side-to-side.” Always keep your hands at (not below) the shoulder level. A caregiver kiss is to the forehead or cheek only—not elsewhere. For small children who like to sit on laps, encourage them to sit next to you.
6. ***When taking small children to the bathroom***—take another adult along, or leave the door open.

Be aware of the signs and symptoms of abuse; be aware of the legal requirements in your locality for reporting child abuse. In nearly all places, a caregiver can be held legally responsible for failing to report suspected or actual child abuse.

Be loving, kind, firm, and always thoroughly professional as a caregiver. Working with children and youth at church is not only a privilege; it is also a deep responsibility that must be approached with utmost care.

Adventist Risk Management, Inc. and the North American Division Secretariat mandate the following rules for leaders. These serve as a protection to you and your ministry against charges of abuse:

- ***The volunteer screening rule.*** All volunteers must complete the screening process described on the Volunteer Ministry Information Form (available at www.nadadventist.org).
- ***The six-month rule.*** Do not recruit a volunteer who has been a church member for less than six months.
- ***The two-person rule.*** Have at least two adults present at all times.
- ***The glass window rule.*** If the door to a classroom does not have glass in or around it, the door should be left open, so that the teacher is in full view.

I, the undersigned caregiver, have read the guidelines listed above and agree to abide by them. I will obtain a copy of this signed form and keep it for reference.

DATE _____

SIGNED _____

DATE _____

WITNESS _____