

FEB 05 37 Distance Education PreK-12—All educational entities that provide elementary and secondary school programs and desire to offer distance education courses are required to follow the procedures listed in the document entitled “Distance Education Policies, Standards, and Guidelines PreK-12” available from the North American Division Office of Education.

FEB 05 40 Out of Division Trips—Out of division trips sponsored by Seventh-day Adventist educational institutions or organizations shall be coordinated through the North American Division Office of the Secretariat. All processing of out of division trips request forms shall occur in close cooperation with the North American Division Office of Education.

Tours that need to be coordinated include the following:

1. Trips organized by secondary schools, colleges, and universities including mission trips.
2. Trips of school organizations at the secondary or tertiary level which have received an official invitation from an out of division denominational, cultural, or government organization.

All trips that leave the North American Division must have prior approval by the respective institutional or organizational board or committee and, if required by conference or union policy, the approval of the higher organization’s board or committee.

Out of Division Trips Forms shall be received by the North American Division Office of the Secretariat no later than sixty (60) days prior to the date of the trip.

The following trip information is required to be submitted on the out of division trips form (found at www.nadeducation.org/trips):

1. Name of sponsoring organization.
2. Name of the governing board or committee that has approved the trip and the approval date.
3. Full detailed itinerary including name of the trip, schedule of the dates, and locations.
4. Name of the trip director(s).

5. List of Seventh-day Adventist churches and/or institutions to be visited, if any.

6. A copy of the latest United States State Department Consular Information Sheet form (<http://travel.state.gov/travel>) including any warnings. This is to be reviewed within forty-eight (48) hours prior to leaving on the trip.

7. If this is a mission trip, provide a description of the materials needed and the method to provide these materials.

8. A list of needed vaccines, immunizations or inoculations needed for travel to the area(s) on the itinerary and the date(s) to be given to all participants.

9. A copy of the trip permission sheet is to be signed by all parents of minor children.

10. A completed and signed volunteer information form for all adult participants, who are not employed by the school or a denominational organization and verification that the organization has conducted an appropriate personal background/reference screening of the individual.

Upon receipt of the Out of Division Trips Form, the North American Division Office of the Secretariat shall inform the General Conference Department of Education, who in turn shall communicate with the Director of Education of the division to be visited. All detailed arrangements are to be made by the sponsoring organization with those in the area to be visited.

The trip participants shall be informed about the responsibility to uphold Church standards at all times in conduct, Sabbath observance, dress, etc. The political sensitivity of the area to be visited shall be considered at all times, and great caution shall be exercised to not disparage the host country or peoples in reporting about the trip.

Groups and individuals shall be advised of their personal responsibility for the expenses incurred while visiting denominational institutions and/or personnel. Groups shall not

expect denominational institutions or organizations to provide food or entertainment gratis.

Trip directors must ensure that individual participants are provided adequate travel insurance for bodily injury and medical expenses caused by an accident, or sickness, and provisions for emergency extraction of individuals, if needed. Trip directors shall carefully review any student accident insurance plans to determine if travel outside of the home country is included under the terms of their policy.

All trips must have general liability coverage to protect the denomination from liability risks. All travel agent/agency agreements shall be reviewed by legal counsel to minimize the potential of financial loss in the event the trip is canceled due to the negligence or fraudulent actions of the travel agent or agency.

Participants will be asked to sign an acknowledgement of risk and code of conduct statement.

FEB 05 45 Interschool Sports—Rationale—Adventist schools that participate in an interscholastic athletic program shall have a written sports plan that will be reviewed and approved annually by the faculty and school board. The scriptures remind us, “Whatever you are doing, put your whole heart into it, as if you were doing it for the Lord and not for men, knowing that there is a Master who will give you your heritage as a reward for your service”— (Col 3:23, NEB).

The plan will ensure that:

1. The opportunity for developing student’s character and physical giftedness through athletics is aligned with the school’s mission.
2. The goals of the athletic program are integral to achieving student learning standards.
3. The allocation of time and resources for athletics does not minimize the focus on spiritual, academic, or social programs.
4. Students, parents, and coaches are educated and empowered to positively impact the community.