

**CONSTITUTION AND BY-LAWS
OF THE
TRANQUILITY ADVENTIST SCHOOL
A SEVENTH-DAY ADVENTIST
ELEMENTARY SCHOOL**

PREAMBLE

Believing that “in the highest sense, the work of education and the work of redemption are one” (Ed. p. 30), and that only in Christian schools can a training be given which will effectively prepare our children for “service in this world and the high joy of wider service in the world to come” (Ed. p. 13), the constituent churches of this school do set forth this constitution for the operation of the Tranquility Adventist School in harmony with the Bible and the writings of the Spirit of Prophecy.

In this document when the word church or churches appears, it is to be understood to include any church or company which is in good and regular standing with the Seventh-day Adventist Church.

The purposes of this organization shall be to support, maintain, and promote the best interest of true Christian education, as it can be made available to the youth of this constituency. In so doing, it shall study and follow the principles and methods laid down by Christ, the Master Teacher, and outlined in the Scriptures and in the Spirit of Prophecy. As a school, it seeks to aid the student to attain the highest scholastic standards and to develop a sound mind in a sound body for the best performance of all duties of life. As a Christian school, it is concerned with the spiritual welfare of its students, with the development of character, ideals, and behavior patterns in harmony with the Biblical specifications of a child of God. Since this school is dedicated to the philosophy that the true higher education is imparted by Christ who is “wisdom and strength”, out of Whose mouth “cometh knowledge and understanding”, it will endeavor to impart that moral training that will elevate and ennoble body, mind, and soul, so that the student may reflect the image of his Creator.

It shall further be its purpose to carry out the policies and meet the standards given in the K-12 Education Policy section of the working policy of the North American Division of the General Conference of Seventh-day Adventists and the Education Code for the Columbia Union Conference K-12 Schools.

ARTICLE I

Identification

**Section 1
NAME** The name of this school shall be the Tranquility Adventist School.

**Section 2
LOCATION** The location of this school shall be 3 Academy Lane, Andover, Sussex County, New Jersey

ARTICLE II

Constituency

**Section 1
DEFINITION** A. Fully Vested Churches
“Fully Vested” refers to all constituent churches who pay a subsidy to Tranquility Adventist School in accordance with the formula described in Article IV, Section 1.

B. Vested Churches
“Vested” refers to all other constituent churches that pay the minimum required amount of at least \$85 per month for twelve months.

**Section 2
MEMBERSHIP** The constituency of this school shall consist of churches whose members have voted to become a part of the consolidation and who support the school in accordance with the constitution.

**Section 3
MEETINGS** An annual constituency meeting shall be held in May. Additional meetings may be called by the designated Superintendent of Education or by a majority vote of the consolidated School Board, hereinafter referred to as the School Board. Notice shall be in writing to each member church at least two weeks in advance. A quorum shall be those members of the constituent churches present when the meeting is convened.

**Section 4
OBLIGATIONS** The obligations of the constituency shall be:

- A. To elect representatives to the School Board. These elections shall be carried out by a church business meeting or a church board meeting, as each church prefers. The School Board chairperson shall be notified of the results of these elections by June 15.

- B. To ratify the school budget prepared by the School Board; and the plan submitted for the financing of this budget.
- C. To ratify the disbursement of the reserve fund.
- D. To ratify budgets for construction and/or expansion programs.
- E. To have the privilege of attending School Board meetings as outlined in Article III, Section 2, as observers.

**Section 5
JOINING THE
SCHOOL**

The following shall constitute the process for joining the constituency of this consolidated school.

- A. A church may apply for membership in the consolidation by a majority vote of its properly constituted church business meeting. A letter of intent shall be submitted to the School Board.
- B. The School Board shall take under consideration such letter of intent and will notify the church of the of the School Board's decision.

**Section 6
WITHDRAWAL
FROM
CONSTITUENCY**

A church may not withdraw from the constituency during the fiscal year. Should circumstances require a church to withdraw from the constituency at the end of the fiscal year the following steps must be taken:

1. A majority vote to withdraw, in its properly constituted church business meeting.
2. Written notice shall be submitted to the School Board by January 1.
3. The withdrawing church shall complete its obligations for the current school year budget. The withdrawing church shall fulfill its obligations for its share of outstanding capital expenditures for the current year. No refund may be requested of such funds as have been contributed previously for any purpose whatsoever.

4. A withdrawing church that does not meet its financial obligations will not be allowed to re-enter the constituency until its balance is paid in full.

ARTICLE III

Consolidated School Board

Section 1 PERSONNEL

A. Membership

Each constituent church shall have one (1) Board member. The remainder of the School Board will be apportioned to the constituent churches, rounded to the nearest person, based upon the one-third (1/3) principle as found in Article IV, Section 1. All Board members must be members in regular standing in the Seventh-day Adventist Church and must be a member of one of the constituent churches. Ex-officio voting members of the school board shall be the pastors of the constituent churches, the principal of the school, the school board chairperson, and the vice school board chairperson. The Board reserves the right to appoint invitee members as necessary to include faculty and/or a parent representative.

B. Qualifications

Members of the School Board shall be members of the Seventh-day Adventist Church for at least twelve (12) months prior to election, and shall be chosen on the basis of their consecration, their belief in and loyalty to the principles of Christian education, their good judgment and discretion, their experience or interest in school matters, and their financial judgment. They should believe in and have a willingness to follow denominational educational policies and recommendations. The members of the Board should be willing to uphold this Constitution and By-Laws and give of their time as necessary to provide for the sound operation of the school

C. Tenure

All members of the School Board shall be elected by their constituent churches no later than May 30, and their names shall be submitted to the school no later than June 15. The term of office of each elected member shall be a minimum of (3) years beginning July 1 and ending June 30.

D. Vacancies

Vacancies shall be filled by the constituent church which originally elected the vacating board member. This election shall take place immediately and shall cover only the balance of the unexpired term. The constituent church board shall notify the School Board of such change[s].

E. Absenteeism

Four (4) absences from regularly scheduled School Board meetings in a single fiscal year by any School Board member will result in the appropriate church being requested to replace that School Board member.

F. Termination

Termination, if necessary, shall follow the guidelines as outlined in Sections 62.10 and 64.10 of the Columbia Union Education Code. [applicable Union Codes attached]

**Section 2
MEETINGS**

The regular meetings of the School Board shall be held monthly at such time and place as determined by the School Board. The Special meetings shall be called by the chairperson when the occasion demands. Notice of the special meeting shall be given to each School Board member. Seven (7) members shall constitute a quorum at all Board meetings. Meetings shall be open to all constituent members as observers except in the following situations:

1. Meetings pertaining to the discussion of personal matters of finance
2. Matters of discipline
3. The hiring of teachers and support staff
4. Executive session

**Section 3
ORGANIZATION**

The School Board shall organize itself at its regularly scheduled meeting in July. The School Board shall elect the following officers: a chairperson, a vice chairperson, a secretary and a treasurer. The chairperson, the vice chairperson, and the secretary must be Board members; the treasurer need not be a Board member. If a non-Board member is elected treasurer, he/she must meet the qualifications as specified in Article III, Section 1,

paragraph B of this constitution. The Board shall also elect from its members the standing committee chairpersons, except for the finance committee which shall be chaired by the treasurer. The duties of each officer shall be as outlined in the By-Laws. Additional members from new constituent churches will be seated based upon the formula as stated in Article III, Section 1, A.

**Section 4
DUTIES**

The duties and powers of the School Board and its officers shall be as outlined in the By-Laws, the K-12 Constitution for the New Jersey Conference, the Education Code for the Columbia Union Conference K-12 Schools, and Education Policies Section of the Working Policy of the North American Division of the General Conference of Seventh-day Adventists.

**Section 5
COMMITTEES**

The School Board shall appoint the following standing committees and such special committees as it deems necessary. The principal of the school, the pastors of the constituent churches, the School Board chairperson, and the School Board vice chairperson shall be ex-officio members of all committees of the Board. All committees shall serve for the remainder of the fiscal year (July 1-June 30) for which they were appointed. All proposals approved by the committees shall be submitted to the School Board for consideration and implementation.

A. Standing Committees

The following committees are established as part of the consolidated School Board to execute these functions of the Board.

1. Executive Committee

- a. Members shall be the School Board chairperson, vice chairperson and treasurer, the principal and the pastors of the constituent churches.
- b. The School Board chairperson shall chair this committee.
- c. This committee will serve as the primary authority in all emergency situations.
- d. This committee shall support the principal in the management of the school as needed.

2. Finance Committee

- a. The chairperson of the Finance Committee shall be the School Board treasurer. Other members shall include an additional Board member from each fully vested constituent church and ex-officio members.
- b. This committee shall prepare a tentative budget for the coming school year which must be submitted to the School board at its February meeting for its subsequent approval.

3. Long Range Planning Committee

- a. The chairperson shall be a School board member elected at the organizational meeting of the School board (See Article III, Section 3).
- b. This committee shall consist of seven (7) constituent members including the chairperson, three (3) of which must have been members of the constituent churches a minimum of three (3) years, plus ex-officio members.
- c. The purpose of this committee shall be to investigate future needs and requirements in the areas of plant, faculty, student body, constituency, services, finance, and other areas of interest.

4. Personnel Committee

- a. The chairperson shall be elected by the Board members during the organizational meeting (See Article III, Section 3).
- b. This committee shall consist of the chairperson plus one (1) School Board member from each fully vested constituent church, appointed by the School Board, the New Jersey Conference Superintendent of schools, and ex-officio members.

- c. This committee shall make recommendations to the School Board concerning the hiring, rehiring, transfer, termination, or dismissal of school personnel.
- d. This committee shall assist in mediating any personnel appeals or grievances that arise during the school year.
- e. This committee shall review and encourage the professional growth of the staff.
- f. This committee shall work within the guidelines of the New Jersey Conference K-12 Board of Education.
- g. This committee shall report to the School Board at the February board meeting each school year.
- h. Protocol for appealing to the personnel committee:

In compliance with the Columbian Union Educational Code, parents or constituents who have a special concern with a teacher must first consult the teacher about the problem. If the matter cannot be resolved at that level the principal must be made aware of the problem. If the principal is unable to reconcile the problem the School Board chairperson must be advised of the situation. If the School Board chairperson is not able to resolve the problem, the New Jersey Conference superintendent of education must be consulted. Only after these steps have been taken may the person request an audience with the personnel committee.

4. Marketing Committee

- a. The chairperson shall be elected by the Board members during the organizational meeting (See Article III, Section 3).
- b. This committee shall consist of the chairperson, one (1) representative from each constituent church, one

faculty member other than the principal, one (1) non-S.D.A. parent of a student at the school and ex-officio members.

- c. The purpose of this committee shall be:
 - 1. To investigate the school's ability to effectively meet the needs of the community that it serves.
 - 2. To report such findings to the school administration.
 - 3. To serve as a contact liaison to report the development of the school to its various constituencies.
 - 4. To promote the positive imaging of the school.
 - 5. To effectively communicate to the community the success of the school in the accomplishment of its mission.

B. Special Committees

Special committees shall be appointed by the School Board when building programs are to be initiated or when major situations demanding special consideration(s) arise. The chairpersons of all special committees shall be members of the School Board and appointed by the Board. The qualifications for membership are the same as those for School Board members; in addition, members shall be chosen on the basis of their special qualifications for the particular work of a committee.

1. Building Committee

- a. The chairperson shall be a member of the School Board and appointed by the Board
- b. This committee shall consist of seven (7) constituent members with at least one member from each constituent church.
- c. This committee shall be responsible for organizing and implementing building programs.

2. Fundraising Committee

- a. The chairperson shall be a member of the school board and appointed by the Board.
- b. The fundraising committee shall consist of one (1) additional member from each constituent church, the Parent/Teacher Organization Leader and the ex-officio members.
- c. The duties of this committee shall be to plan and institute special fund raising programs other than the annual operating budget. Special fund raising programs must be approved by the constituency.

3. Constitution Amendment and Revision Committee

- a. The chairperson shall be a member of the Board and appointed by the Board.
- b. The committee shall consist of one additional member from each fully vested constituent church plus the ex-officio members.
- c. The duties of this committee shall be as specified in Article VI, Section 1.

4. Other Special Committees

The School Board may establish a special committee for any reason it deems necessary, determine its membership, and define its scope of action.

ARTICLE IV

Finance

Section 1 All financing of the consolidated church school shall be based upon the following formula (called the 1/3 principle):
BASIC
PRINCIPLES

- a. One-third (1/3) on the total tithes of all constituent churches through December 31

- b. One-third (1/3) on the total constituent church membership on December 31.
- c. One-third (1/3) on the total number of students from the constituent churches enrolled as of December 31 of the current school year.

Once determined, the principle amount allocated to each constituent church shall remain unchanged for the fiscal year except when an additional church occurs in one or more of the components of the 1/3 principle effecting the total distribution by more than 10%. (see sample formula on page)

**Section 2 A.
OPERATING
EXPENSES**

Budget

- 1. The fiscal year shall be July 1 through June 30.
- 2. The budget shall be prepared by the Finance Committee as outlined in Article III, Section 5A.2, and shall be presented to the School Board for its approval at the February School board meeting.
- 3. The budget shall be submitted to the constituency at its annual meeting for ratification after approval by the School Board.
- 4. Copies of the approved budget shall be sent to the New Jersey Conference Office of Education by March 1.
- 5. A restudy of the budget will be undertaken by the School Board in September.
- 6. It is recommended that the school maintain a sum equal to 15% of the total operating budget for the current year in a reserve fund. In the event that the 15% amount is exceeded the constituency shall decide at its annual meeting as to the disbursement or non-disbursement of excess reserve funds. Any expenditure of this fund shall require ratification by a simple majority vote in a properly constituted constituency meeting. The interest earned on this fund shall be applied to the current budget as an income item.
- 7. Any monies not expended or any surplus that exists at the end of the fiscal year shall be transferred to the reserve fund.

B. Income

Income shall be derived from the following sources:

1. **Tuition:** A basic differentiation in tuition shall be made between constituent, non-constituent S.D.A., and non-S.D.A. students in order to reflect the constituent and conference subsidies. A basic differentiation shall also be made for families with more than one (1) child per family.
2. **Fees:** Fees may be charged for registration, books or other necessary items as decided by the School Board and shall be set by the Finance Committee and approved by the Board.
3. **Constituent Church Subsidy:** The total amount of the constituent church subsidy shall be determined by the Finance Committee and based upon the 1/3 principle as stated in Article IV, Section 1. It shall be on a twelve (12) month basis beginning July 1. The church treasurers and pastors shall be notified of the church subsidy amount as soon as approve by the School Board and also be notified of final approval by the constituency.
4. **Interest earned by the reserve fund.**
5. **Other Sources:** Disbursement of gifts, trusts, wills, endowment funds, etc., are all considered as income and will be disbursed at the approval of the School board and in accordance with the donor's wishes.

C. Disbursement

The treasurer shall be responsible for disbursement of all funds in the approved budget. Within the approved budget the treasurer shall have the authority, with approval of the School Board, to transfer funds from one non-salary budget item to another. The treasurer and/or School Board shall not disburse funds in any fiscal year in excess of 5% over the approved budget total for that fiscal year without the approval of the constituency.

**Section 3
CAPITAL
EXPENSES**

- A. Capital expenses shall be defined as expenditures incurred for the building and its attachments. Furniture and equipment are excluded.
- B. Capital expenses shall not be included in the operating budget.
- C. If the funds are available in the reserve fund capital expenditures less than 5% of the operating budget may be disbursed by the Board. This is limited to once per fiscal year. Capital expenditures greater than 5% of the operating budget must be approved by the constituency.
- D. All capital expenses shall be apportioned to the fully vested constituent churches, according to the 1/3 principle as stated in Article IV, Section 1 of this document, except in cases where funding is from a specific bequest.
- E. Emergencies: For emergency capital expense the above procedure shall be waived and an emergency constituency meeting shall be called to handle the emergency.
- F. When Indebtedness is Incurred:
 - 1. The constituent churches shall be responsible only for paying off their share of the principle and the interest as apportioned by the 1/3 principle for each year of the indebtedness.
 - 2. To insure meeting the monthly principle and interest payments the School Board shall present a minimum payment schedule to each of the constituent churches.
 - 3. A constituent church will be considered delinquent if it falls more than 60 days behind in its payments.
 - 4. The School Board treasurer shall keep sufficient funds on hand to assure regular minimum payments on the capital loan, to cover those months when low payments are received from the constituent churches; the amount to be determined by the School Board.

**Section 4
APPEALS**

In the event that a constituent church objects to its financial assessment for any school program as approved by the total constituency, it must notify the chairman of the School Board within thirty (30) days.

The following steps shall be taken toward resolution:

- A. Upon receipt of the written notice of objection, the School Board chairperson shall call a meeting of the dissenting church's representatives and the School Board for the purpose of resolving the objection. Any agreement resulting in a change of the assessment must be ratified by the constituency at a duly called meeting.
- B. In case of continued disagreement, the constituent church may appeal for a hearing before a specially convened committee chaired by the conference superintendent of schools or his designate. This committee shall be comprised of the following:
 - 1. The New Jersey Conference Superintendent of schools or his designate.
 - 2. One member from each constituent church, appointed by the representative church boards.
 - 3. One member to represent the appealing church in addition to the above.
 - 4. One member appointed by the School Board to represent the School Board.

The recommendations from this hearing shall be submitted to a specially convened constituency meeting for its approval.

- C. If resolution is not achieved by the above, the dissenting church shall have the right to withdraw from the constituency in accordance with the steps outlined in Article II, Section 5, without incurring any additional assessments in connection with the expense under question.

**Section 5
DELINQUENCIES**

In the event that a constituent church finds itself chronically unable to meet minimum monthly financial obligations to the school, it may appeal the assessment according to Article IV, Section 4. The School Board treasurer shall notify the church when it is delinquent. When a church is delinquent over three (3) months without an appeal, the School Board shall convene a constituency meeting to resolve the issue.

ARTICLE V

Faculty

- Section 1
PRINCIPAL** The duties and responsibilities of the principal shall be as outlined in the By-Laws
- Section 2
OTHER
TEACHERS** It shall be understood that teachers shall be thoroughly familiar with the principles of Christian education, and will subscribe to these in their daily conduct. Teachers are expected to understand their professional relationships to the students, parents, school board, the New Jersey Conference, the constituent churches and their members. And further, each teacher is to subscribe to the following sections of this Article.
- Section 3
EMPLOYMENT** The employment, assignment and transfer of teachers is by action of the New Jersey Conference K-12 Board of Education in counsel with the School Board. All salaries and benefits are the responsibility of the New Jersey Conference of Seventh-day Adventists.
- Section 4
CERTIFICATION** All teachers shall have a valid denominational teaching certificate. Teachers shall attempt to obtain appropriate qualifications in whatever subjects/grades they are expected to teach at their earliest convenience but in a period which is not to exceed three (3) years.
- Section 5
CURRICULUM** The curriculum and courses of study shall be in accordance with the K-12 Education Policy Section of the Working Policy of the North American Division of the General Conference of Seventh-day Adventists, the Education Code for the Columbia Union Conference, K-12 Schools and the policies of the New Jersey Conference Department of Education. The curriculum and courses of study shall be approved by the School Board before implementation. Teaching standards and testing shall be in harmony with these same codes.
- Section 6
DISCIPLINE** Teachers shall be responsible for the order and discipline of the students assigned to them. The principal shall be responsible for the general order and discipline of the school. Further regulations on discipline are outlined in the By-Laws.
- Section 7
FACULTY
MEETINGS** Faculty meetings shall be held at least once a month during the school year to discuss the educational problems of the school, and to determine the need for referral of matters to the School Board. Minutes of these meetings shall be recorded and copies filed in the school office.

ARTICLE VI

Amendments and Revisions

Section 1
CONSTITUTION
AND BY-LAWS

The Constitution Amendment and Revision Committee may propose changes to the Constitution or By-Laws as it deems necessary for the efficient operation of the school. A proposed change in the Constitution or By-Laws may also be submitted in writing to the committee by any member of any constituent church. In either case the procedures listed below shall be followed:

1. The proposed shall first be considered by the Constitution Amendment and Revision Committee.
2. All proposed amendments and revisions must be approved by a simple majority of the Constitution Amendment and Revision Committee.
3. All proposed amendments and revisions as approved by the committee shall be submitted to the School Board for approval. Approval here may be made by a simple majority vote of the Board.
4. Final approval shall be by a two-thirds (2/3) vote of those present at an official constituency meeting.

BY-LAWS

Section 1 **SCHOOL BOARD DUTIES AND POWERS**

- A. **Responsibilities to the New Jersey Conference Superintendent of Schools**
1. To counsel with the Superintendent in the employment, assignment, and transfer of teachers.
 2. To counsel with the Superintendent in the designation of the school principal.
 3. To seek the Superintendent's counsel in a timely manner concerning any major developing problems in the school.
 4. To abide by the school calendar as recommended by the New Jersey Conference K-12 Board of Education as much as possible and to effect any exceptions to these dates by

special request to the New Jersey Conference Superintendent of Schools.

5. To notify the superintendent in advance of the dates of the regular School Board meetings.
6. To provide the Superintendent with the minutes of each meeting.
7. To schedule periodic evaluations of the education program with the New Jersey Conference Superintendent of Schools.

B. Responsibilities to the School and the Faculty

1. To assure that the school's equipment and facilities are adequate for the educational needs of the constituency.
2. To support and uphold the faculty in the organization, administration, and discipline of the school and to act as the final authority in matters pertaining to discipline.
3. To employ any support staff needed for the operation of the school.
4. To consider for approval the application for admission of all students and to maintain a ratio of not more than one (1) non-Adventist child to (5) Adventist children.
5. To limit each teacher's teaching load to that approved by the New Jersey Conference K-12 Board of Education.
6. To approve the curriculum before it is implemented by the staff, and ensures compliance with denominational policies.
7. To strongly encourage and support teachers in their professional growth.
8. To approve manuscripts of proposed official school publications before publication and distribution.
9. To regulate the use of the school plant for other than regular school functions.

C. Responsibilities to the Constituency

1. To provide the necessary information on registration day to parents and guardians, including school policies, standards, fees, etc.
2. To have the school treasurer present on registration day to receive all funds.
3. To cooperate with and act in an advisory capacity to the Parent/Teacher Organization.
4. To inform constituent church members of the professional position and growth which call for their recognition and respect.
5. To arrange, when necessary, a suitable time and location for the individual church members and teachers to discuss any school misunderstandings or difficulties.
6. To encourage church members to visit the school. These visitations must be arranged with the teacher so that class procedures are not interrupted. Appropriate scheduling through the school office is required before a visit is arranged.
7. To provide an annual report and a proposed budget at the May constituency meeting and such periodic reports as may be deemed necessary.
8. To provide proper fiscal management in accordance with Article IV.

Section 2 OFFICERS

A. Duties and Powers of the Chairperson

1. To call and preside at all meetings of the School Board.
2. To prepare and distribute the agenda before each Board meeting.
3. To ensure that the decisions of the School Board are implemented.
4. To report to the Board the state of affairs of the school, and to make recommendations to correct any irregularities.

5. To call special Board meetings.
6. To serve as the chairperson of the executive committee.
7. To regard highly the good name of the school, and to guard judiciously its reputation.
8. To initiate plans designed to develop and improve the school plant and its program.
9. To notify those committees selected by the Board of their duties.
10. To work in cooperation with the principal to ensure the efficient and effective operation of the school

B. Duties of the Vice Chairperson

1. To assist the chairperson with his or her duties and to assume the chairperson's functions in his or her absence.
2. To work in cooperation with the chairperson in carrying out all of his or her duties.
3. To assume the duties of the secretary in his or her absence from the Board meeting.
4. To serve as a member of the executive committee.

C. Duties of the Treasurer

1. To prepare and present financial and statistical reports, as requested by the Board.
2. To receipt all monies of the school.
3. To be accountable for all funds entrusted to him or her and to submit all accounts to the designated conference treasurer to his or her representative for auditing.
4. To prepare and issue monthly statements to parents or guardians of students.

5. To maintain an account in a public bank, and deposit all receipts therein, and dispense all monies from this account when approved by the Board
6. To be present on registration day to see that proper financial arrangements are made for each student.
7. To serve as chairperson of the Finance Committee.
8. To serve as a member of the Executive Committee.
9. To prepare an annual financial report for submission to the Board, the constituency, and the New Jersey Conference Superintendent of Schools.
10. To attend all board meetings, committees of the Board of which he/she is a voting member, and committees to which he/she is a consultant.
11. To ensure that personal financial information of parents and students remains confidential.

Section 3 FACULTY

- A. Duties and Responsibilities of the Principal
 1. To manage the daily operation of the school.
 2. To serve as a member of the Executive Committee.
 3. To represent the school as its official spokesperson to the patrons of the school, to the School Board, to the press, and to the public.
 4. To implement and enforce the policies stated in the student handbook.
 5. To have the power to suspend from school, for up to three (3) days, any pupil guilty of gross misconduct or continual insubordination to the school organization and/or regulations. The right to expel is a power retained by the School board.
 6. To call meetings of the faculty while they are under contract.

7. To present the application to operate a junior academy at the January School Board meeting.
8. To present the curriculum for the course of study to the School Board by May 30.
9. To bring grievances and recommendations of the faculty members to School Board meetings in a timely manner.
10. To cooperate with the Board in the protection, care and maintenance of all school property.
11. To maintain an adequate system of school records.
12. To be responsible for the rendering of all reports required by the New Jersey K-12 Conference Board of Education.
13. To act as a counselor to students, teachers, and parents.
14. To prepare for the School Board an inventory of all school property at the end of each school year.

C. Discipline

1. Discipline shall be in accordance with the principles found in the Holy Scriptures, the Spirit of Prophecy, and as specifically summarized in the book Education.
2. Teachers shall be responsible for the order and discipline of the children assigned to them.
3. The principal shall be responsible for the general order and discipline of the school.
4. The faculty shall deal with minor routine disciplinary problems; but will refer major troublesome ones to the School Board.
5. Corporal punishment is prohibited by the current New Jersey State Education Code.

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