

GUIDELINES FOR THE ESTABLISHMENT OF A NEW SCHOOL

I. PHILOSOPHY AND OBJECTIVES

A. Definition and Role of Philosophy

Philosophy is the organized system of knowledge which comes from the persistent attempt of man's intellect to understand and describe the world in which we live and of which we are a part. It involves an effort to solve fundamental problems, to gain a comprehensive view of the universe, and to find answers to questions on the origin, nature and destiny of matter, energy, life, mind, good and evil.

A credible educational system shall be founded, administered and justified in accordance with a sound philosophy of education. By a philosophy of education is meant a characteristic attitude toward education and its problems, with special reference to the purposes and goals to be achieved and the methods by which these are to be reached. It requires a clear concept of man's origin, nature and destiny.

The way the entire school program is conducted and operated is determined by an underlying philosophy of education. The types of schools to be established, their location, the kind of teachers, the curriculum and textbooks, the spiritual activities, the industrial program, the social life and recreation, the daily schedules, the financial aspect and the conduct of the media center and other support organizations, are all determined by a concept of educational philosophy.

B. Seventh-day Adventist Philosophy of Education

The Seventh-day Adventist Church recognizes that God, the Creator and Sustainer of the earth and the entire universe, is the source of knowledge and wisdom. In His image, God created man perfect. As a result of sin, however, man lost his original estate. Christian education, by perfecting faith in Christ, restores in man the image of his Maker, nurtures in man an intelligent dedication to the work of God on earth, and develops in man a practical preparation for conscientious service to his fellowmen.

Seventh-day Adventists believe that knowledge of this personal God, however limited that knowledge may be, can never be derived by human reason alone. God has communicated His nature, purposes and plans to man through divine revelation. The Holy Scriptures of the

Old and New Testaments were given by inspiration of God and contain a revelation of His will to men. They constitute for the church the only unerring rule of faith and practice.

The church membership also accepts the gift of prophecy as manifested through special revelation to the Seventh-day Adventist Church in the life and ministry of Ellen G. White—a divine revelation which does not supersede or replace Scripture, but which assists Seventh-day Adventists to understand and identify the guiding principles of Scripture, which determine their entire philosophy of life. Consequently, they believe that their teachers are servants of God and their students, children of God.

The church operates a school system to ensure that its youth may benefit from a balanced physical, mental, moral, social and practical education in harmony with denominational standards and ideals which identify God as the source of all moral value and truth. The stated interest of the church is the optimum development of the whole child for both this life and the life hereafter.

Seventh-day Adventists conduct their own schools, elementary through university, for the purpose of transmitting to their children their own ideals, beliefs, attitudes, values, habits and customs. The government maintains a highly developed public school system for making citizens, but in addition to being patriotic, law-abiding citizens, Seventh-day Adventists want their children to be loyal, conscientious Christians. There is peculiar to the church a body of knowledge, values and ideals, that must be transmitted to the younger generation in order that the church may continue to exist. In this process the Biblical principle of social transmission is recognized: “Tell ye your children of it, and let your children tell their children, and their children another generation.” (Joel 1:3)

A true knowledge of God, fellowship and companionship with Him in study and service, likeness to Him in character and development, are to be the source, the means, and the aim of Seventh-day Adventist education.

The Seventh-day Adventist Church desires, through all its educational program, to help prepare the youth for effective citizenship on this earth and for rewarding citizenship in the New Earth. Consequently, primary emphasis is given to character building and to the spiritual foundation of the life of its children and youth. Moreover, it makes abundant provision for the acquisition and interpretation of that which is appropriate from the store of secular knowledge, and skills for mental, social, vocational and physical development. Recognizing that all mankind are children of God, Seventh-day Adventist schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at a school. They do not discriminate on the basis of race, color, national or ethnic origin in the administration of

their educational policies, admissions policies, scholarship and loan programs, and other school administered programs.

C. Objectives of Seventh-day Adventist Education

The Seventh-day Adventist Church desires to provide a general education for all its youth within the framework of the science of salvation. We seek to create an atmosphere where Jesus Christ is first and foremost in all things. The fundamentals and common branches of knowledge are to be studied so that proficiency is achieved and a high quality of teaching is maintained, through learning that is spiritually focused in Bible truths and Bible based values.

The church elementary school will assist each child to develop:

1. A love for God, an understanding of sin and their choice regarding salvation.
2. A love and appreciation for the inalienable rights, privileges and responsibilities which belong to every individual and social group.
3. A wholesome respect and attitude for each unit of society—home, church, school and government.
4. A personal sense of mission for giving the gospel message to all the world in preparation for the soon return of Jesus.

The elementary school will offer an organized program to ensure adequate development leading toward total spiritual, physical, mental and emotional health, and a basic core of skills and knowledge for everyday living.

(For further detailed statements relative to the Seventh-day Adventist philosophy of education, see the North American Division Education Code, K-12, item 1005; General Conference Education Code K-16, item 1040.)

II. CRITERIA FOR ESTABLISHING A NEW SCHOOL

1. New schools should be established only in counsel with the local conference office of education and hereby receive the guidance and support essential for success.
2. An understanding of the mission of Adventist Education and its philosophy among the church membership.
3. Financial arrangements should be carefully and completely agreed upon before the school year opens to give reasonable assurance of the financial success of the school.

5. To ensure financial stability for the school and supporting church(es) it is required that financial resources be adequate to operate the school without diminishing funds for the other church programs, e.g., Sabbath School, evangelism, community services, etc. The operation of a school may require the church budget, including school subsidy. The average one teacher school budget is determined for the current school year using the attached worksheet (A beginning school will need additional start-up funds excluding facility costs.) This does not include tuition that patrons would pay for students who attend.
6. Schools should not be opened unless there is a reasonable assurance that funds will be available throughout the year to meet the financial obligations entailed in properly conducting the school and paying the teacher(s).
7. A facility that is adequate in size and approved by the Conference Association and meets the state's requirements. A school facility must be approved by the Illinois Conference Education Executive Committee and the Illinois Conference Association.
 - a. The state of Illinois does not have a recommendation for non-public schools for the number of sq. ft. per student.
 - b. The North American Division recommends at least 1,000 sq. ft. per classroom plan on 33 sq. ft. per student.
 - c. Meet state guidelines including fire code requirements.
8. A minimum enrollment of six students is required with a projection of at least 10 students in 3 or 4 years.
9. A minimum supportive membership of 75 in the supporting church (es). Any exception should be approved by the K-12 Board.
10. Distance from an existing church school must be adequate enough to avoid duplication of costs and services.
11. Authorization for a new school must be voted by the church in business session to request the Illinois Conference K-12 Board of Education to authorize a new school. The Board of Education's decision is based upon all the above including enrollment and budgetary guidelines, availability of a budget for a teacher salary, and available teachers. Information concerning the teacher's cost is available from the conference superintendent's office.

2. RECOMMENDED STEPS FOR ESTABLISHING A CHURCH SCHOOL

Months Before Opening School

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| 24 Months | 1. Seek counsel from the Illinois Conference Superintendent of Education. |
| 24 Months | 2. Review the Illinois Conference philosophy of Christian education and begin development of a local philosophy of education. |
| 24 Months | 3. Seek counsel from the Illinois Conference Office of Education in the operation of a school. |
| 24 Months | 4. Contact the Illinois Conference Treasurer for Building Plans and Policies Checklist. |
| 24 Months | 5. Select committee(s) to search for appropriate land and for developing preliminary building plans. |
| 20 Months | 6. Present the committee(s) findings to the controlling board for consideration and develop a preliminary financial plan for land and construction costs. When both the building and financial plans are finished by the appropriate committees, submit them to the local constituency for approval in a duly-called business session. |
| 18 Months | 7. <u>Before negotiating any commitment</u> , submit the <u>preliminary</u> building, site, and financial plans to the Illinois Conference Treasurer and Education Superintendent for study by the Conference Building Committee. Facilities costs must be drawn by a registered architect or engineer in order to receive approval by the State Fire Marshal, and must be done within the boundaries of the state law and with required building permit. |
| 16 Months | 8. When the <u>preliminary</u> building, site, and financial plans are approved by the Illinois Conference Executive Committee, the Lake Union and General Conference where required, proceed to develop final plans after recommendations have been considered as made by the above organizations. |

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| 12 Months | 9. Submit the <u>final</u> building, site, and financial plans, including specifications, to the Illinois Conference Association and the Conference Executive Committee for their approval <u>before commencing construction</u> . |
| 12 Months | 10. Submit a formal request to the Illinois Conference Office of Education based on a vote of the church (es) in business session, to operate a school.

Include the following items with the request: <ul style="list-style-type: none"> a. Name, grade and address of all potential students. b. Proposed school operating budget for first year. c. Capital budget for funding of initial instructional expenses: <ul style="list-style-type: none"> 1. Library Books 2. Textbooks 3. Curriculum Materials 4. Audiovisual Equipment 5. Custodial Equipment 6. Furniture |
| 12 Months | 11. The Conference Education Committee will act upon the request, sending their recommendation to the K-12 Board of Education which in turn makes a recommendation to the Conference Executive Committee. |
| 12 Months | 12. The local church (es) should establish a school board and begin the development of a constitution. |
| 10 Months | 13. Upon approval by the Conference Executive Committee the following steps are initiated: <ul style="list-style-type: none"> a. The Illinois Conference requests approval from the State of Illinois Department of Education to operate a new school. b. The Illinois Conference Office of Education formally requests the State Fire Marshal for an inspection of the new facility. |
| 8 Months | 14. The local school board requests the Conference Superintendent of Education to provide teacher(s). |

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| 6 Months | 15. The local school board requests an inspection of the facilities by the local County Health Department, if cafeteria/food service is provided. |
| 3 Months | 16. The local school board purchases textbooks and curriculum material as outlined in the Lake Union Conference Basic Textbook List. |
| 3 Month | 17. The local school board shall file with the Illinois Conference Office of Education a copy of the approval for occupancy from the State Fire Marshal before the opening of school. |