



ADVENTIST EDUCATION
Journey to Excellence 2.0

Teacher Handbook

Texas Conference
Office of Education

POLICIES AND PROCEDURES

Organization and Administration

Finances

Personnel

Curriculum

Student Affairs

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1000 - 1999 ORGANIZATION AND ADMINISTRATION

1200 SCHOOL YEAR

Texas Conference Seventh-day Adventist schools operate in accordance with the *Texas Seventh-day Adventist School System and School Calendar* as voted by the Texas Conference K-12 Board of Education for each school year.

The school year begins with the date noted on the employment contract. The teacher shall report for duty to the chair of the School Board or Office of Education on this date unless other arrangements have been made which are agreeable to the Board and approved by the Superintendent of Schools. There are 220 school, work, and vacation days in the 10-month contract.

Pre-school activities and post school duties are outlined in this Teacher Handbook. Other activities should not infringe upon the pre-school preparation time.

Schools shall begin and end the school year within one week of the Board of Education voted starting and ending dates of the said school calendar year.

The official school year for the Texas Conference schools shall be a minimum of **180 teacher/student contact days**, unless voted by the Texas Conference Board of Education. It is the responsibility of the school principal, in cooperation with School Board, to ensure that the school calendar contains a minimum of 180 days.

1203 SECURITY/VISITORS/BADGE SYSTEM

(TXBOE 2004)

Security is always a priority in our schools, therefore, it is recommended that schools establish a “Badge System Program” for all employees, parents, and visitors. Each Employee should wear a picture identification badge at all times while on campus. Visitors should be made to feel welcome and visitor badges provided. The doors of the schools should indicate that the school is a closed campus and that visitor badges are available and must be obtained from the main office for all guests, including parents, before visiting a classroom. The badges that many of the schools are using are the ministerial and credential badges available through the Texas Conference Office of Education.

In small schools, visitors may go directly to the principal. Permission must be granted by the principal for any individual to visit a classroom during school hours. (Form 8000)

1204 SCHOOL CONSTITUTIONS

Any major changes in school constitutions must be submitted for approval to the K-12 Board of Education prior to ratification by the local constituency.

1205 SCHOOL OPERATION POLICY

All schools shall operate under the supervision of the Texas Conference Office of Education. Schools must follow the North American Division approved curriculum, *Southwestern Union Education Code*, and the Texas Conference Office of Education policies.

In addition, the following guidelines have been voted:

1. Teachers will not be assigned to a school when a school account is not current. Each school must, along with a balanced budget, have its account with the Texas Conference at a zero balance either in February or March.
2. Texas Conference will not provide a conference-contracted teacher to any new school that opens with ten (10) or fewer students per classroom.
3. Any school with an enrollment of ten or fewer students must petition the TXBOE no later than the regularly scheduled February board meeting before a TXOE contracted teacher can be hired.

1207 SCHOOL PROXIMITY LOCATION

In the interest of protecting a viable market base for Seventh-day Adventist Schools, elementary schools should not be located any closer than 30 minutes driving time from another K-8 elementary school. Secondary schools (Grades 9-12 or K-12) must not be located any closer than 45 minutes (60 minutes-better if 11th and 12th grades are offered) driving time from another school offering secondary grades.

1208 ACCREDITATION STATEMENT TO BE USED IN SCHOOL BULLETINS

(Insert Your School Name) is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities which is a recognized member of the National Council for Private School Accreditation. The Texas Conference Adventist School System is a member of the Texas Private School Accreditation Commission and is recognized as accredited by the Texas Education Agency. (Brochure on TEPSAC, see Appendix – 7000 section)

Your school may be found in the Texas School Directory under accredited non-public schools. It is listed in the section of the directory under the county in which your school is located. The title before your name is the Texas SDA School System. This directory is on the internet at: www.askted.tea.state.tx.us

This statement should only be included in your school bulletin/handbook if your school is accredited. New schools are not accredited until they have been evaluated and receive their term of accreditation.

1209 SUBSIDY WITHDRAWAL

(SWUEC1209)

Any school board which disregards the policies of the General Conference, the North American Division, the Southwestern Union or the Texas Conference may be disqualified by the TXBOE from receiving its conference subsidy for operation of the school. Such action may also disqualify the school from being considered as a conference-operated school, and, therefore, its teachers may be reassigned.

1210 COMMENCEMENT

(TXBOE 2004)

Commencement exercises shall not be conducted during Sabbath hours. The school graduates the students; therefore, any decisions regarding graduation are to be determined by the school administration, not the community.

1270 HOME SCHOOL

(SWUEC 1270)

A home school is defined as a formal school program (curriculum) operated in a home situation. Parents who do not live near a church school and who do not wish to send their children to public school are encouraged to use the resources of Griggs University & International Academy. Home schools are not considered part of a Conference's formal school structure.

1275 PASTORS' CHILDREN IN SEVENTH-DAY ADVENTIST SCHOOLS

The policy for Pastors' children in Seventh-day Adventist Schools

1. The Seventh-day Adventist church school is a fundamental part of the Seventh-day Adventist Mission for the church.
2. Church pastors serve as role models for the parents of the church and school and are an essential component of school marketing. By not sending their children to the church school it may cause divided loyalties that affect the soundness of support for the church school.
3. When a pastor puts his children in public school, a message is sent to the parents that Christian education is not important.
4. We believe that pastors should have the freedom to educate their children at their own discretion with home schooling being a viable option.
5. We recommend that pastors who choose to send their children to public school, or to home school them, be placed in church districts where there are no church schools, and where they are not tangentially associated with a church school to avoid sending a double message to parents that the "church school may be all right for your children, but it is not good for mine."

1410 SCHOOL ADMINISTRATION

The principal is the administrator of the school. He/she shall be a member of the Seventh-day Adventist church in regular standing and shall hold the appropriate credentials. The principal, as administrator of the school, is ultimately responsible for everything in the building and on the playground. The principal may delegate responsibility for supervision to others, but it is to his/her advantage to be present and in charge whenever the greatest need for supervision is apparent. While students are in the classrooms under the direct supervision of the teachers, there is less danger of accident or other difficulty.

1412 PRINCIPAL'S JOB DESCRIPTION

(SWUEC 1412)

Responsibilities and functions of the principal include the following:

- A. To serve as executive secretary of the school operating board
- B. To implement the administrative policies of the TXBOE and the policies of the school.
- C. To supervise the instructional program by such activities as:
 - 1. Visiting the classrooms
 - 2. Conducting teacher conferences
 - 3. Conducting teacher evaluations with written follow up
 - 4. Providing leadership for curriculum planning
 - 5. Assisting in classroom management
 - 6. Reviewing course objectives and teaching plans
- D. To serve as or designate a chairperson for each of the following:
 - 1. Staff and faculty meetings
 - 2. Administrative council
 - 3. Admissions committee
 - 4. Curriculum committee
- E. To accept the responsibility as spiritual leader of the school to include beginning the school day with staff worship.
- F. To be responsible for the organization of the school program through:
 - a. Implementing the requirements of the annual school calendar and daily schedule.
 - b. Planning for regularly scheduled faculty and staff meetings.
 - c. Assigning teaching responsibilities and other duties of the members of the school staff.
 - d. Serving as fiscal manager and operating the school on a sound financial basis within the approved budget.
 - e. Participating in the personnel recruitment as requested by the superintendent of schools.
 - f. Preparing and submitting reports as requested by the Office of Education or local school board.

- g. Inspecting and ensuring the maintenance of buildings, grounds, and equipment for operating efficiency and to provide for safety of operation throughout the school plant. This would include such practices as fire and disaster drills.
- h. Being responsible for developing and maintaining an adequate record-keeping system:
 - 1. Student scholastic, health, immunization, and attendance records
 - 2. Minutes of meetings and faculty committees
 - 3. Minutes of the school operating board and subcommittee meetings
 - 4. Attendance records in accordance with state regulations
 - a. Preparing and forwarding copies of the committee minutes, monthly financial statements, scholastic and statistical reports as requested by the Texas Conference, Southwestern Union and North American Division Offices of Education.
- G. Promoting the professional growth of education personnel and making provision for a professional library in the school.
- H. Developing and maintaining positive community relations.
- I. Assuring that the school carries appropriate insurance for students, staff, vehicles, and school plant and that adequate coverage is provided.
- J. Assuming responsibility for school marketing and the recruitment of students.
- K. Providing leadership in preparing for the school evaluation process.
- L. Maintaining discipline in accordance with Christian principles.
- M. Locate and have ready for review the latest version of the AHERA Management Plan (asbestos.)

1438 WEB JOB POSTINGS

(TXBOE 2007)

All job postings/web advertisements must be approved by the Office of Education before being posted.

1439 LOCAL-FUNDED CONTRACT TEACHERS

All local funded contract teachers must be hired in consultation with and approval by the Office of Education and K-12 Board of Education. In addition, all local hires are subject to background and I-9 approval before the employment agreements can be processed.

1441 ANNUAL TEACHER/ADMINISTRATOR EMPLOYMENT DECISION

(TXBOE 2007)

Local School Board recommendations regarding continued placement or administrative transfer for current Conference teachers/administrators should be completed and communicated to the Texas Conference Superintendent of Schools prior to the March Texas Conference Board of Education meeting each year. Meetings to make decisions regarding any teacher/administrative changes must be made at a time when a representative of the Texas Conference Office of Education is present. Failure to make change decisions in a timely fashion may mean that

teachers/administrators will be issued a continuing employment agreement, and the local board will be responsible for its portion of the employment agreement for the following school year.

1442 PARAPROFESSIONALS (Teacher Aides)

School boards may seek the services of paraprofessionals (teacher aides) to assist the professional teachers.

1. Procedures:
 - a. School Board decision to employ educational paraprofessionals shall be according to conference policy and/or local needs. All salaries paid to paraprofessionals shall be paid through salary return to the Texas Conference.
 - b. A decision should be made only after a careful study of the total educational needs of the school has been made. Such a study should include the involvement of the TXOE, school administration, and faculty. Seventh-day Adventist church membership in regular standing is required along with professional preparation to do the task. The study may include the following areas:
 1. Specific tasks to be accomplished by a paraprofessional.
 2. Development of written job descriptions, which describe the scope, role, and enumerate the specific duties and activities to be performed.
 3. Negotiated employment contract.
 4. Development of written policies for communication, rights, and benefits.
2. The term "paraprofessionals" shall mean a non-certified person who works with the certified professional staff in a support capacity (non-instructional assistant) or one who works beside a professional teacher in a supportive role in the administrative setting (instructional assistant).
3. A local contract/funded individual must be paid by a salary return that is sent to the Texas Conference. Contact the Treasury Department to receive salary return forms. The local school is responsible for all related costs, such as worker's compensation, Social Security, basic health insurance, and retirement.
4. Duties of the instructional assistant may include, but not be restricted to, the following:
 - a. Assisting a certified professional in the instructional setting, with such duties as:
 1. Distributing and collecting materials
 2. Maintaining learning materials and/or resource files
 3. Issuing of materials, equipment, and supplies
 - b. Assisting pupils in using technology, answering information-seeking inquiries of students, and performing other duties as assigned by the teacher.

5. Duties: Duties of the non-instructional assistant may include, but not be restricted to, the following:
- a. Clerical assistant for office-type work.
 - b. Monitorial assistant, who would assist monitoring hallways, lunchrooms, playground periods, before and after school supervision, bus loading, assemblies, field trips, etc.
 - c. Technical assistant, who serves as library aide, health service aide, etc.

1443 R-1 POLICY

(TXBOE 2010)

Texas Conference contract teachers shall be selected from within the United States and not from individuals that require R-1 status. R-1 status is not to be requested for locally funded individuals.

1445 SUBSTITUTE TEACHER

In selecting a substitute teacher the principal, in counsel with the School Board chair, shall prepare a list of academically qualified individuals who are regular members of the Seventh-day Adventist church and have been given clearance on the background check. A file of the approved personnel shall be available in the school office to serve as a resource for the principal/designee to use when selecting a substitute teacher.

Anytime a regular classroom teacher is absent from the classroom for one half day or more, a substitute teacher form must be sent to the Office of Education even if the absence is covered by an in-house support person or volunteer. This form must be submitted **even when there is no payment involved.** (Form 8035)

The Substitute Teacher Form (Form 8034) shall be submitted to the Texas Conference Office of Education for approval. The Texas Conference Treasury Department will process the salary transmittal. Under no circumstances shall the teacher directly pay the substitute teacher. All substitute pay must be processed through the Texas Conference payroll.

1450 MONTHLY REPORT

Monthly statistical report forms shall be provided by the TXOE for the principal to retain by the school so that they may be reviewed.

1460 INTERNET ACCEPTABLE USAGE (AUP)

In Adventist schools Internet use and policies should demonstrate respect for God, other, and self.

Each school is required to have an Acceptable Use Policy (AUP) that is signed by all students and their parents. Every staff member must also sign an individual AUP. These documents must be signed annually and kept in the official school file. All AUPs should include the following statement:

“The schools ‘Acceptable Use Policy’ does not allow anyone to publish texts, images, or any other information about (*your school name*) Adventist School and its students, faculty, or staff without the permission of the school’s administration. Regardless of where a student accesses the Internet – at home, at school, or in any other place – the student is in violation of the school’s policy if the student violates this prohibition.” (www.nadtdec.org)

1500 RECORD STORAGE

(TXBOE 2007)

PERSONNEL:

General – (*To be kept for two years*)

- Lesson Plans
- Course Outlines

Personnel Files

(Secure location with very limited access by the superintendent or designee, principal, conference-employed treasurer, and teacher for his/her own record files only. To be kept for duration of individual’s employment and four years following termination of employment.)

- Name, Address, Phone Numbers, Social Security Number
- Contact/Emergency Information
- Applications for employment
- I-9 form
- W-4 form
- Written class observations
- Evaluations done by superintendent or designee, principal with copies signed by the teacher
- Parent or other letters regarding teacher
- Teacher conference notes

(Any background checks/criminal record checks undertaken by the Conference, pursuant to the FCRA, should be kept in the Office of Education or in the file room of the person authorized to conduct such searches.)

Health Records

(Secure location with access limited to superintendent or designee, principal, school nurse, and the teacher of his/her own record file only. To be kept for a minimum of one year after termination.)

- Family Medical Leave Act information
- Worker’s Compensation information
- Health evaluations
- Any employee leave paperwork or return-to-work slips

STUDENT:

Academic:

- Reading Record Card if applicable
- ITBS labels/charts
- Discipline notices – *(kept until one year after withdrawal from the school)*
- Notes/Accommodations
- Correspondence regarding child

Special Education Folders – (if applicable)

- Individual Educational Plans (IEP) or REACH documentation
- Diagnostic Test Results
- Limited access, sign for viewing, must not be removed from file area

Health Records

- Limited Access – list of authorized personnel voted by the School Board
- May be maintained by health professional or school staff
- Immunization Records
- Copies of permission slips for field trips *(save for two years or longer if an incident occurred)*
- Insurance Reports and/or Claim Forms

Discipline Files – by year

Incident Reports – by year

Academic – keep for 7 years after withdrawal

OTHER FILES:

Asbestos

Bloodborne Pathogens

Gas Line Inspection

Playground equipment and safety measures – with regular inspections

Fire Code regulations according to local code

Copy of drills *(Fire and Disaster)* for each year

Fire Marshall reports *(when applicable)*

Crisis Management Plan – *(current and dated)*

Risk Management visits *(if any)* and copies on file

All correspondence from Texas Conference – *(to be filed for three years)*

All correspondence from Union, Division, and General Conference – *(to be filed for three years)*

SCHOOL BOARD:

Current Constitution – dated, including date of official adoption and any revisions

Dated record of amendments to Constitution

File of older constitutions – dated

Office files of School Board Minutes – not to be removed

- Conflict of Interest Statements – for each year
- Financial Statements for each month – not be removed
- Official vote of approval of the appropriate Non-discrimination statement, dated
- Approved substitute teacher list

Evaluations

- Current evaluations and school responses to all recommendations, including both the Self-study and the Visiting Committee Report(s)
- All previous evaluations – Self-study and Visiting Committee Report(s)

RECORD STORAGE AT THE TEXAS CONFERENCE

Personnel Records

(Any terminated employee records – forward to the Texas Conference)

Conference

- Service Records – permanent
- Evaluations – a minimum of 4 years after termination
- Special Employee Records – may store a longer period of time or permanent *(files that may have legal ramifications such as)*
 - Separation agreements
 - Serious accusations
 - Serious incidents

Secondary

Transcript – permanent storage of transcript

Junior Academy only – 7 years after withdrawal *(copies can still be obtained from the Southwestern Union Office of Education)*

Additional Texas Conference Records

Registers are permanent storage

Old school records – follow above procedures

(Destruction of records must be done by shredding of any paper documents. Electronic documents must be destroyed by permanent removal from long term storage and proper disposal of hard drive information when recycling computer.)

1502 STUDENT HEALTH PROGRAM

(SWUEC 1502)

Each school is responsible for seeing that conference, union, federal, and state requirements are met.

1. The school health program shall provide for:
 - a. Annual vision and hearing screening and scoliosis screening
 - b. The care of emergency sickness and injury
 - c. The prevention and control of communicable diseases

2. Immunizations

Immunization requirements of the state of Texas apply to Seventh-day Adventist schools. Students are enrolled in the school only after proof of immunization is presented to the school office. Parents who have convictions against immunization will need to follow the procedures listed on Form #8013. The school shall be responsible for maintaining these records.

It is the responsibility of the principal and School Board to enforce these regulations and to ensure that an up-to-date record is maintained for each student.

3. Contagious Diseases

No child with an infectious or contagious disease shall be allowed to remain in school. The child should not be permitted to return to school until he/she has a medical release or until the school authorities are satisfied that he/she has recovered.

4. Health Facilities and Services

Each school shall make provision for students who become ill during the school day. This provision shall include a cot and blankets as well as adequate first aid supplies.

5. First Aid Equipment

First Aid kits and first responder kits (for bloodborne pathogens) must be in every school. First responder kits must contain: gloves; combination masks that protect eyes, nose, and mouth; gauze and all other appropriate first aid equipment. When going on field trips or excursions, each group shall carry a school first aid kit.

6. Administering Medications

Teachers shall not attempt to diagnose a health condition or give any medications, including any form of aspirin or Tylenol, except as indicated in the following statement:

Any student who is required to take, during the regular school day, medication prescribed for him/her by a physician may be assisted by the school nurse or other designated school personnel if the school receives:

- a. A written statement from such physician detailing the time schedules, amount, and method by which such medication is to be taken.

- b. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.

7. Bloodborne Pathogens

Every teacher and administrator shall be aware of and follow the procedures as outlined in the local conference policy regarding blood borne pathogens such as hepatitis and AIDS.

8. Sanitation

Particular care shall be taken to provide proper hygienic conditions in classrooms, kitchens, dining rooms, laboratories, drinking fountains, toilets, locker rooms, lavatories and dormitories.

1503 STUDENT HEALTH RECORDS STORAGE

Procedures:

1. Separate documents – Private Health Information

Health information should not be seen by admissions committees and other committees that make admission decisions.

2. Storage of documents

a. On-site school office

Student Medical Forms, TB Tests Results, Medical Claims, Medical Reimbursements, Consent to Treatment Forms

Must be stored in a separate drawer or cabinet that can be kept locked and the drawer/s are to be unlabeled.

b. Off-site Activities (Field Trips, Varsity Games, Tours, etc.)

Consent to Treatment Forms

Consent to Treatment Forms are to be in a small secured box or file and given to the authorized person for each activity.

3. Access to the documents

Each school is to name the person(s) or position(s) who will have access to the health/authorization forms (principal, school nurse, sponsors of an organization, first

grade teacher, or by name). This is to be done on an annual basis and documentation shall be included in the school board minutes.

- a. Student Application
- b. Student Medical
- c. Consent to Treatment
- d. Cum Folders
- e. Health Record Folder

1505 AIDS POLICY

I INTRODUCTION

The term AIDS was first used to describe the advanced stages of a serious illness in which the body's immune system fails to perform its natural functions. It is important for our constituents to understand that AIDS is caused by a virus (Human Immunodeficiency Virus-HIV) which may be present in the body before any AIDS symptoms become apparent. Some people who are carriers of AIDS virus may never develop any symptoms. However, all persons infected with AIDS virus, whether they show any symptoms or not, present risks of transmitting the virus to others.

It is also important for our constituents to understand that the AIDS virus is much less contagious than viruses which cause the flu, colds, measles, etc. There is no evidence to date that the AIDS virus is transmitted through casual contact with people and objects, as with the flu or colds. Extensive studies of families of AIDS patients have found no incidence of the infection being spread through everyday contact.

However, any carrier of the AIDS virus may transmit the virus to another person. The disease is spread when infected blood or other body fluids enter another person's bloodstream. Except under very rare circumstances, the AIDS virus is known to be transmitted in only four ways:

1. Through sexual intercourse
2. Through sharing contaminated needles or syringes
3. Through transfusion of infected blood or blood products (this method is very rare since blood banks are now taking every precaution to ensure the safety of blood and blood products)
4. From an infected mother to an infant in the womb

It may sometimes be necessary to reveal the identity of an infected person to the appropriate school personnel for health reasons. The benefits of informing these personnel must be weighed against the potentially serious adverse effects this action may have on the infected person.

II GUIDELINES – STUDENTS INFECTED WITH AIDS VIRUS

- A. Guideline 1: The identity of a student infected with AIDS virus shall be protected.
 - 1. Prior to enrollment or upon diagnosis the student's identity should be revealed to the school administrator.
 - 2. When the school administrator has been informed, a plan of further action will be determined by the Texas Conference Superintendent of Schools, school personnel, medical personnel (student's attending physician and designated school physician), public health personnel, and the student's parents. This committee is hereafter known as the Medical Evaluation Team (MET).
 - 3. Dissemination of any information shall be restricted to those deemed necessary by the MET.
- B. Guideline 2: Unless the physical condition or behavior of a student infected with the AIDS virus poses a health risk, the student shall have the opportunity to attend regular classes.
 - 1. A student infected with the AIDS virus shall not be excluded from regular classes unless the MET advises the governing board otherwise.
 - 2. Assessments of an individual affected with the AIDS virus shall take into account the student's medical and psychological condition.
 - 3. The condition of the student infected with the AIDS virus shall be closely monitored by the medical personnel.
- C. Guideline 3: Where the physical condition or behavior of a student infected with the AIDS virus is determined by the MET to pose a health risk in the regular classroom, alternatives will be recommended on a case-by-case basis.

III SCHOOL PERSONNEL INFECTED WITH AIDS VIRUS

- A. Guideline 4: The identity of school personnel infected with the AIDS virus shall be protected.
 - 1. Prior to employment or upon diagnosis the employee's identity shall be revealed to the school administrator.
 - 2. When the school administrator has been informed, a plan of further course of action will be determined by the MET.

3. Dissemination of any information shall be restricted to those deemed necessary by the MET.
- B. Guideline 5: Employment decisions by the Board of Education will be based upon such issues as potential health risks as determined by MET and the Employment Policies for Education Personnel for the Southwestern Union Conference.

IV REVIEW OF POLICIES

- A. Guideline 6: The Southwestern Union Conference K-12 Board of Education shall review these policies annually and update them as necessary to reflect new medical information as it becomes available.

V INFORMATION PROGRAM

The Southwestern Union Conference has adopted the Teacher Resource AIDS Unit developed by the NADOE for use in its schools.

1510 CRISIS MANAGEMENT PLAN

The primary responsibility of a school is to educate students. Because there are times when crisis situations occur which can disrupt this function of the school, the need for crisis preparation is imperative. While the specifics of the situation may change, the problems associated with the crisis can be best managed if there is a plan in place that combines elements of prevention, intervention, and post care. Each school shall adapt or develop crisis management guidelines that are appropriate for their school.

1520 SAFETY PROVISIONS

(SWUEC 1520)

All schools must meet state and local laws and regulations which are designated for the safety of students and staff.

Proper precautions shall be taken to safeguard students and employees from injuries in laboratories, shops, gymnasiums, stairways, and in all other areas of the plant where accidents are likely to occur. All power machinery shall be equipped with protective guards.

Gas Line Testing—Before the beginning of the 2005-2006 school year all natural gas supplied private schools along with all LP gas supplied private schools are required to conduct pressure tests on their piping systems. This is the responsibility of the local school board. (Form 8053)

1525 TORNADO AND DISASTER

FIRE AND DISASTER PRECAUTIONS—

Each school must meet state and local fire regulations.

1. An adequate number of fire extinguishers, which are frequently and regularly inspected, shall be readily accessible throughout the buildings, and fire exits shall be clearly designated.
2. Fire and disaster drills shall be held in each school during the first two weeks of school and once a month thereafter.
 - a. Students should immediately go to a previously determined area. This area should be away from the space required for emergency vehicles.
 - b. Teachers are to:
 1. Take a student list.
 2. Check restrooms, gym, kitchen, etc.
 3. Follow the last pupil to the designated area and call roll.
 4. Wait until the signal is given to return to the classroom.
 5. Record each drill in the school register or principal's record book (academies).
3. For detailed instructions regarding fire protection in denominational buildings, consult NADWP P 50 40 or the TXOE.

An adequate and approved fire alarm system shall be installed and maintained.

TORNADO WATCH: Issued when the atmosphere is favorable for development of tornados. Listen and be prepared to act quickly.

TORNADO WARNING: A tornado has been sighted in the area or indicated on radar. **Take cover!!!** Listen to your radio or television for more information.

- - - EMERGENCY ACTIONS - - -

AT SCHOOL:

1. Stay away from windows
2. Avoid auditoriums and gymnasiums
3. If school is of reinforced construction, stay inside and near inside walls on lower floor

IN OPEN COUNTRY:

1. Move at right angles to tornado's path
2. If there is no time to escape, lie flat in nearest ditch, ravine, culvert or under bridge.
3. Do not stay in your car

TO REPORT A TORNADO CALL THE NEAREST - - -

1. Local Law Enforcement office: _____
2. National Weather Service Office: _____
3. Emergency preparedness office: _____

1550 STUDENT ACCIDENT INSURANCE

See supplied brochure from TXOE.

1560 CHILD ABUSE POLICY AND INFORMATION

Contact the TXOE Superintendent for assistance in identification and reporting. Refer to child abuse information in the appendix.

It's the Law: Teachers, school administrators and day care employees are required by the Texas Family Code (TFC) 261.101 to report child abuse/neglect no later than the **48th** hour after the hour they first suspect that a child has been or may be abused or neglected. Professionals who are required to report child abuse/neglect include teachers, nurses, doctors, attorneys, day-care employees, clergy, medical practitioners, social workers, mental health professionals, employees of clinics or health care facilities that provide reproductive services, juvenile probation officers, and juvenile detention or correctional officers.

An emergency is a situation where a child appears to face an immediate risk of abuse or neglect that could result in death or serious harm. For such emergencies call your local law enforcement agency or 911 if the situation is life threatening.

Not for emergencies – A **SECURE** web site is designed specifically for professionals to report suspected abused/neglect via the Internet. The link to the reporting web site is:

<https://reportabuse.ws>. Users will then be prompted for a user name and a password. The user name is: **professional**. The password is: **report1**.

Once you have filed a report through the Internet reporting system, Statewide Intake (SWI) staff will send you an e-mail response acknowledging receipt of the information and will provide the PRS identification number of the intake or I&R for your files.

1561 CHILD ON CHILD ABUSE

(TXBOE 2004)

If any child is in immediate danger, call law enforcement. The following items must be completed within 48 hours of first suspecting or witnessing abuse:

- Report must be filed with Child Protective Services
<https://reportabuse.ws>
- Contact Texas Conference Superintendent
- Contact Principal of the School

1602 OFF-CAMPUS TOURS AND ACTIVITIES, K-12

(SWUEC 1602-1625)

All trips and activities should be planned in harmony with denominational standards with regard to dress, diet, social behavior, and adequate chaperonage.

Trips are to be financed in such a way that all members of an organization can participate without financial embarrassment. Fund-raising programs to finance such trips should be conducted in harmony with approved church standards.

All off-campus tours and activities are to be planned, organized, and conducted so as to ensure the health and safety of students. Each tour and activity is to be approved by the school administrator and the appropriate board(s) as specified for the type of tour or activity as follows:

1. One day off-campus field trips and activities (See Section 1604)
2. Intra-conference overnight tours and activities (See Section 1606)
3. Out-of-conference overnight tours within Southwestern Union Conference (Section 1608)
4. Out-of-union tours and activities (See Section 1610)
5. Grades PreK-8 class trips or educational tours shall be limited to within the union conference or a state adjoining their individual conference.

1604 ONE DAY OFF-CAMPUS FIELD TRIPS/ACTIVITIES

1. Definition

A one-day, off-campus field trip or activity is one which is limited to one day or portion of a day and may include travel outside of the conference boundaries but does not require overnight accommodations.

2. Preliminary Planning

Proposed plans for a one-day, off-campus field trip or activity are to be approved by the school administrator prior to discussing the plans with the students. School administrators shall include information regarding field trips in the board agenda.

3. Authorization

Plans submitted for approval are to include details which support compliance with the following areas:

- a. Purpose of field trip or activity
- b. Transportation arrangement (See Section 1618)
- c. Insurance coverage of vehicles and students (see Sections 1620, 1622, 2094)
- d. Safety requirements
- e. Parental approval
- f. Supervision arrangements

1606 INTRA-CONFERENCE OVERNIGHT TOURS AND ACTIVITIES

1. Definition

An intra-conference overnight tour or activity is one that is within the conference boundaries that extends beyond one day and involves overnight accommodations for one or more nights.

2. Preliminary Planning

Proposed plans for an overnight tour or activity are to be discussed with the school administrator prior to discussing the plans with students.

3. Authorization

Proposed plans for an intra-conference overnight off-campus tour or activity are to be approved by the school administrator and the school board.

Plans submitted for approval are to include details that support compliance with each of the following:

- a. Purpose of tour or activity
- b. Itinerary
- c. The number of school days (See Section 1616)
- d. Transportation arrangements (See Section 1618)
- e. Insurance coverage for vehicles and students (See Section 1620, 1622, 2094)
- f. Safety requirements (See Section 1622, 1624)
- g. Supervision arrangements
- h. Housing plans
- i. Parental approval

1608 OUT-OF-CONFERENCE TOURS AND ACTIVITIES

1. Definition

An out-of-conference tour or activity is one which involves travel within the Southwestern Union but outside the conference boundaries in which the school is located and may or may not involve overnight accommodations.

2. Preliminary Planning

Proposed plans for an out-of-conference overnight tour or activity are to be discussed with the school administrator prior to discussing plans with students.

3. Authorization

Proposed plans for an out-of-conference overnight tour are to be approved by:

- a. The school administrator
- b. The school board

- c. Local conference Office of Education

Plans submitted for approval are to include details which support compliance with each of the following:

- a. Purpose of tour or activity
- b. Itinerary
- c. The number of school days (See Section 1616)
- d. Transportation arrangements (See Section 1618)
- e. Insurance coverage of vehicles and students (See Section 1620, 1622, 2094)
- f. Safety requirements (See Sections 1622 and 1624)
- g. Supervision arrangements
- h. Housing plans if the tour or activity requires overnight accommodations
- i. Parental approval

1610 OUT-OF-UNION TOURS AND ACTIVITIES

1. Definition

An out-of-union tour or activity is one that has as its purpose mission outreach, educational enrichment, or recreation and involves travel outside the boundaries of the Southwestern Union Conference, and may or may not involve overnight accommodations. Grade K-8 tours are limited to within the union or a state adjoining the individual conference. Exceptions to this policy may be voted by the local conference BOE.

2. Preliminary Planning

Proposed plans for an out-of-union tour or activity are to be discussed with the school administrator prior to discussing plans with students.

3. Authorization

Proposed plans for out-of-union overnight tour or activity are to receive approval by:

- a. The school administrator
- b. The school board
- c. The TXBOE

Plans submitted for approval are to include details which support compliance with each of the following:

- a. Purpose of the tour or activity
(A tour that has as its purpose a special mission project is to include information on the purpose of the activity, those who are to be involved, and the financing plan. The group is to be completely self-sustaining while at the location of the mission project.)
- b. Itinerary
- c. The number of school days (See Section 1616)
- d. Transportation arrangements (See Section 1618)
- e. Insurance coverage of vehicles and students (See Sections 1620, 1622, 2094)

- f. Safety requirements (See Sections 1622 and 1624)
- g. Supervision arrangements
- h. Housing plans if the tour or activity requires overnight accommodations
- i. Parental approval

1611 TRIP RESTRICTIONS

(TXBOE 2006)

No out of division, Hawaii, or overnight cruise trips will be permitted unless the trip is a mission trip. Mission trip forms and required attached documentation must be submitted by October 1 to the Office of Education for the K-12 Board of Education October meeting (Form 8009-A). Out of division mission trips may be approved on an individual basis to approved countries.

1613 TRAVEL INSURANCE OUTSIDE THE NORTH AMERICAN DIVISION

All trips out of the United States/Canada need to be voted by the Texas Conference Board of Education. A short-term travel insurance policy must be purchased for every trip outside the United States/Canada. (Form 8065) Volunteer Labor Insurance must be purchased for trips outside the United States/Canada for mission trips that have construction projects. (Form 8066)

1614 TOURS OUTSIDE THE NORTH AMERICAN DIVISION

In addition to following the requirements of 1610, the following NAD policy must be implemented.

1. Out of division trips sponsored by Seventh-day Adventist institutions or organizations shall be coordinated through the North American Division Office of the Secretariat. All processing of *Out Of Division Trips Forms* shall occur in close cooperation with the North American Division Office of Education.
2. Tours that need to be coordinated include the following:
 - a. Trips organized by secondary schools, colleges, and universities including mission trips.
 - b. 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.
3. 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.
4. *Out Of Division Trips Forms* shall be received by the North American Division Office of the Secretariat no later than 60 days prior to the date of the trip.

5. The following trip information is required to be submitted on the *out of division trips form* (found at <https://adventistrisk.org/en-us/insurance/nad/short-term-travel-insurance>) (Form 8067)
 - a. Name of the sponsoring organization.
 - b. Name of the governing board or committee that has approved the trip and the approval date.
 - c. Full detailed itinerary including name of the trip, schedule of the dates, and locations.
 - d. Name of the trip director or directors.
 - e. List of Seventh-day Adventist churches and/or institutions to be visited if any.
 - f. A copy of the latest State Department Consular Information Sheet form (<http://travel.state.gov>) including any warnings. This is to be reviewed within 48 hours of the trip.
 - g. If a mission trip, provide a description of the materials needed and the method to provide these materials.
 - h. 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.
 - i. A copy of the trip permission sheet to be signed by all parents.
 - j. 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.
6. 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 education director of the division to be visited.
7. All detailed arrangements are to be made by the sponsoring organization with those in the area to be visited.
8. The trip participants should be informed about the responsibility to uphold Church standards at all times in conduct, Sabbath observance, dress, etc. The political sensitivity of the area visited should be considered at all times, and great caution should be exercised to not disparage the host country or peoples in reporting about the trip.
9. Groups and individuals should be advised of their personal responsibility for the expenses incurred while visiting denominational institutions and/or personnel. Groups should expect denominational institutions or organizations to provide food or entertainment gratis.
10. 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 should carefully review any student accident insurance plans to determine if travel outside of the home country is included under the terms of their policy.

11. All trips must have general liability coverage to protect the denomination from liability risks. All travel agent/agency agreements should 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.
12. Participants will be asked to sign an acknowledgement of risk and code of conduct statement.

1615 MISSION TRIPS

Mission trips which are sponsored by an educational institution shall meet the Out of Union Tour (1610) requirements and the Tours Outside the North American Division (1614) requirements if the trip is outside Latin America.

1616 NUMBER OF SCHOOL DAYS FOR OFF-CAMPUS TOURS AND ACTIVITIES

The number of days (school days, weekends, regularly scheduled vacation days) authorized for off-campus tours and activities is identified according to the following types of tours or activities. Each tour or activity is to be approved by the school administrator and the appropriate board(s) as specified for the type of tour or activity.

1. Class, club, and student association activities

Class activity days such as senior class trips, class or club picnics, student association activities and other special class or club activities are to be limited to a maximum of two school days per year.

A class, club, or student association activity may be extended to include the weekend or regularly scheduled vacation days(s) in addition to the two school days.

2. Course-related and promotional groups

Course-related and promotional groups include such groups as, but not limited to, music organizations and gymnastic teams.

The approved tour is not to exceed three school days for any one tour or a total of five school days during a school year for any one organization.

Additional days which involve a weekend or regularly scheduled vacation day(s) may be granted in addition to the five school days.

3. Outdoor and extended campus educational activities and mission outreach projects.

These activities include curriculum enrichment activities such as modern language class tours, history class tours, outdoor education and mission projects.

The approved tour or activity is not to exceed five school days during a school year for any one grade, class, or organization. Additional days which involved weekend day(s) or regularly scheduled vacation days(s) may be granted in addition to the five school days.

1618 TRANSPORTATION FOR OFF-CAMPUS TOURS/ACTIVITIES

1. Ground transportation

Where possible, transportation of students for an off-campus tour or activity is to be in a bus. When a bus is not available, students may be transported in a private vehicle which meets the requirements of the vehicle code of the state in which the school is located. Each vehicle is to have at least one adult authorized by the school administration as the driver.

2. Air or water transportation

Air travel is to be only by commercial airlines. Arrangements for transportation of students by air or water for all off-campus tours or activities are to be approved by the local school board.

1619 VAN USAGE

Texas Conference schools are not to purchase, rent, borrow or use 15 passenger vans.

1620 INSURANCE COVERAGE FOR VEHICLES, OFF-CAMPUS TOURS/ACTIVITIES

1. Employee-owned vehicles

Employee-owned vehicles used for off-campus activities and tours are required to carry automobile insurance coverage as established by the Texas Conference Board of Education.

2. Institution-owned vehicles

All vehicles including those operated by the churches and schools should be registered in the name of the Texas Conference Association and insured under a policy with an automobile fleet endorsement or equivalent attached. A non-ownership liability endorsement should also be attached to the above policy.

3. Private-owned vehicles – non-employee

Private-owned vehicles of non-employees used for off-campus activities and tours are required to carry the level of coverage established by the Texas Conference Board of

Education and the State of Texas.

4. Travel in Foreign Countries

Each vehicle used for transportation of students is to have the country's insurance coverage for:

- a. Bodily injury and property damage liability
- b. Medical payments

1621 VEHICLE USAGE GUIDELINES

See Appendix – 7000 section

1622 INSURANCE COVERAGE FOR STUDENTS—OFF-CAMPUS TOURS / ACTIVITIES

Each student participating in an off-campus tour or activity is to be covered with student accident insurance. Special coverage for activities not included in the student accident insurance is to be obtained.

1624 SAFETY OF STUDENTS – OFF-CAMPUS TOURS / ACTIVITIES

Care for the safety of students for off-campus activities shall include:

1. Supervision

Each off-campus activity and tour is to be planned, organized, and conducted so as to ensure the health and safety of students. A reasonable number of adult sponsors is to be provided for an off-campus tour or activity based on the policy adopted by the TXBOE.

2. Parental consent

The TXBOE is to establish a policy regarding parental consent for a student to participate in off-campus tours and activities.

3. Operation of vehicles

A bus driver is to have a valid Class B Commercial Driver's License (CDL) in harmony with state and federal code and to observe all state regulations pertaining to the safe operation of vehicles. A vehicle used for the transportation of students must meet state and denominational regulations for maintenance and operation. (See 1625)

4. First aid kit

A first aid kit which meets state regulations must be immediately available at all times during the tour or activity.

1625 CHURCH, CAMP, AND SCHOOL BUS SAFETY AND OPERATIONS

1. The definition of church, camp, and school buses includes all vehicles designed for carrying more than ten persons including the driver.
2. Buses shall be used only for official activities of the Seventh-day Adventist church and shall not be loaned, leased, or rented to individuals of nondenominational organizations.
3. Each bus shall be systematically inspected and shall adhere to a regular maintenance schedule with all chassis, suspension, steering, and brake work to be done by certified mechanics. A copy of the maintenance schedule and all other written records of maintenance shall be kept current and available for review.
4. Each driver shall be properly licensed to drive the vehicle and shall have fulfilled prescribed hours of training as required by local law. The recommended minimum age for driver shall be 21 years old. A minimum allowable age of 19 years may be granted with the approval of the conference BOE.
5. Prior to driving, the motor vehicle record of each driver shall be obtained from state records and reviewed. Each driver must submit an annual driving record from the state of Texas and shall have an acceptable driving record during the previous three years with not more than two traffic citations and no at-fault accidents while driving any vehicle. When a driver does not meet the above driving standard, he/she shall not be assigned to or retained for a driving position.
6. All bus drivers must submit to annual drug testing which may be scheduled on a random basis.
7. Before operating the bus, the driver shall ensure that the bus is in safe mechanical condition, is equipped as required by law, and that all equipment is in good order. If immediate repairs cannot be accomplished, substitute transportation shall be arranged.
8. Buses shall not carry more than the official-rated load capacity.
9. All Risk Management standards for bus drivers must be followed.

1705 HANDLING OF COMPLAINTS

Complaints may be made about almost every phase of the school operation and the education program. In some respects, they are inevitable and a normal outcome of the educational process.

Parents and others who make complaints do so because they have grievances, real or imagined. They seek satisfaction. Unless the school welcomes their concerns, extends courteous treatment, and takes positive action within reasonable limits, it destroys goodwill and breeds resentment. A handful of disgruntled parents or church members may be a potential source of serious damage to school relationships.

The roots of dissatisfaction are frequently found in partial understandings or total misunderstandings of educational policies and practices. These misconceptions may be corrected rather quickly when channels are established for receiving complaints and suggestions.

Guidelines:

1. DOCUMENT, DOCUMENT, DOCUMENT.
2. Follow *School Board Manual* section on **“Legitimate Concerns.”*
3. Handle complaints promptly.
4. Be positive and helpful.
5. Be a good listener.
6. Identify specific solutions to match specific concerns.
7. Follow up with action:
 - a. Make appropriate changes
 - b. Place on School Board agenda if appropriate
 - c. Supply appropriate information.

**Legitimate Concerns:*

(Taken from the Southwestern Union Conference School Board Manual)

In even the best schools, patrons sometimes have concerns regarding the school’s operation or perhaps some action of an individual employee or teacher. Most of the time these concerns can be explained or corrected by an earnest, prayerful visit between the parties involved. On occasion, the principal or school board chairperson may be requested to serve as a consultant regarding specific concerns.

In the event that the patron’s concern continues after a personal visit and consultation with the principal and/or board chairperson, the patron is requested to express the concern in writing to the school board chairperson. (Form 8058)

The chairperson will call a special meeting of the patron, any involved employee, the principal, the chairperson, and the local conference superintendent (or associate) of schools to discuss the concern and attempt to achieve a resolution satisfactory to all.

If a satisfactory resolution does not seem possible within this group, then the patron and the employee will be invited to appear at the next personnel committee or board meeting for a confidential discussion of the concern with this group, including the superintendent (or associate) of schools.

Only after the above suggestions have been carried out should concerns regarding an employee be brought to the board for its consideration and discussion. After the concern has been stated and questions asked by board members, the board should go into executive session to complete discussion and determine resolution.

Since such resolutions are sometimes of a sensitive nature, the principal (if not personally involved), board chairperson and the superintendent (or associate) of schools should share the board's resolution with the persons involved. Every effort should be made to come to a caring, peaceful conclusion among God's people.

1710 ADMITTANCE OF NON-SEVENTH-DAY ADVENTISTS

(SWUEC 1710)

The mission of Seventh-day Adventist education is twofold: to give Seventh-day Adventist youth the opportunity to have a formal education and also to learn spiritual concepts to provide life patterns for their Christian lifestyles. The school must also recognize its mission to serve the church as a community outreach tool.

In its outreach ministry Seventh-day Adventist schools may enroll non-Seventh-day Adventist youth; but the curriculum shall not deviate from the criteria as designed by the North American Division and the K-12 Board of Education.

The following criteria must be considered:

1. Character and scholastic ability shall be carefully considered before the student is accepted into the school.
2. Preparation of the teacher(s) to relate to non-Adventist students.
3. Orientation of church members, parents, and students to their role as Christian witnesses.
4. Orientation of parents of prospective students to the goals and objectives of SDA education.
5. Regular pastor/teacher visits of the students' homes.
6. The SDA curriculum and school standards shall be maintained.
School facilities and teaching personnel should meet Education Code standards.

1711 HOME SCHOOL STUDENTS

Schools are encouraged to include home school students in the various activities of the school. An appropriate activity fee may be charged and the home school parents must purchase student accident insurance from Christian Educator's Trust through the local school prior to being involved in any school activities.

1720 VOICEMAILSERVICE

The Texas Seventh-day Adventist School System is responsible for the safety, security, and school services expected by parents and guardians of all students. In an endeavor to protect their instructional time with the students, some schools have voicemail services..

1730 SUBSTANCE ABUSE POLICIES

(SWUEC 1730)

Each School Board, in cooperation with administration and faculty, shall develop clearly stated substance abuse policies and provide preventative education.

1732 RIGHT TO PRIVACY

Student records shall contain only factual information. Folders shall be available for review by a student and his/her parents/guardians (if the student is under 18 years of age). Copies of records shall be available to authorized individuals, but must not be accessible to unauthorized individuals. Official records shall be forwarded to a prospective employer only at the request of the student or his/her parents/guardians (if the student is under 18 years of age).

Records pertaining to a student's mental health containing entries made under the direction of the student's physician, shall be kept separate from the academic records. These records shall be released only at the student's request or his/her parents/guardians (if the student is under 18 years of age).

1733 DISCIPLINARY AUTHORITY

(SWUEC 1733)

Discipline should be designed to be redemptive, remedial, and corrective rather than punitive. Corporal punishment is not to be used in Seventh-day Adventist schools.

The purpose of citizenship development is to learn how to relate in an acceptable manner to others in society and to prepare for life in this world and the world to come. The principal and School Board are responsible for establishing disciplinary procedures in consultation with parents and teachers. All members of the school staff share in the responsibility for supervision of student conduct. Minor irregularities are handled by the individual staff members. Repeated offenses or major infractions of school rules are to be handled by the principal, the school discipline committee, or the School Board.

1736 SKATEBOARDS/SKATES/BICYCLES/SNOWBOARDING

(TXBOE 2006)

UNDER NO CIRCUMSTANCES are skateboards to be used on the school or church property. Skates and bicycles shall be used only in an organized activity that includes appropriate supervision and safety equipment. "NO SKATBOARDING and/or IN-LINE SKATING" signs shall be posted on school property.

School sponsored trips require the use of proper helmets for all snowboarding activities.

1750 HOME AND SCHOOL/ROOM MOTHERS AND FATHERS

The purpose of the Home and School Association is to unite the home, school, and the church in their endeavors to provide Seventh-day Adventist Christian education for the children.

Room mothers/fathers are usually chosen and organized by the Home and School Association. Their duties may include the following:

1. Serve as host/hostess for open house, for Home and School meetings, for special occasions, and for other school functions.
2. Keep in touch with and conversant with the plans of the teachers.
3. Assist with field trips, excursions, and picnics.
4. Accompany the children on off-campus activities as official chaperones.
5. Assist the teacher during public performances of the children.
6. Know the patrons – who can and will serve in what capacity.
7. Build school morale by keeping people informed.
8. Act as PR secretaries for the school.
9. Coordinate fund-raising activities.

1751 FUND RAISERS

Fund raisers (including Home and School projects) are an important part of the school program. The funds should be used to enrich the program and not for basic school operation expenses such as teacher salaries, utilities, and textbooks. Fundraisers should not include activities such as raffles or other gambling type of activities.

1810 RECRUITMENT

Adventist schools have been established to serve the entire church and the goal is that every Seventh-day Adventist child be enrolled in a Seventh-day Adventist school.

1. Each school should have a progressive recruitment program with all teachers and pastors participating in the program.
2. School personnel and pastors shall present to their congregations the duty of parents and non-parents to support Christian education.
3. Every Seventh-day Adventist home having children of school age should be visited each year by the teacher, an academy representative, the pastor and/or other workers in an endeavor to enroll every young person in an Adventist school.
4. Provision should be made to have all Seventh-day Adventist students attend an Adventist school regardless of their financial ability.

1815 SOLICITATION OF FUNDS

No worker, church or institution shall solicit funds from sister churches or conference organizations without written approval from the Texas Conference Executive Committee.

1850 RECORD

All principals are encouraged to send brief, frequent news items to the Superintendent of Schools of the TXOE regarding the work in the individual school. These reports are then prepared for publication in the Southwestern Union paper under the Texas Conference heading.

Such items as community service, special field trips, special worships by pastors, Ingathering experiences, mission activities, Weeks of Prayer or any item that is newsworthy should be sent. Good public relations are enhanced by periodic articles for the *RECORD*.

1851 PAYROLL/IMMIGRATION

Schools must not sponsor immigrants to this country or employ any individual until they are cleared for work from the United States Government. There must be no credit for tuition or other types of bartering arrangements for any employee. **All payroll must be processed through the Texas Conference.**

2000 – 2999 FINANCES

2023 FINANCIAL ACCOUNTABILITY OF ACADEMIES AND SCHOOLS

1. Each school and academy must present a balanced budget, approved by the School Board and the constituent churches, to the K-12 Board of Education by March. It shall include a statement of intent that fulfills all financial obligations.
2. No teacher contract will be signed to place a teacher in a given school unless step 1 is completed.
3. The teacher cost remittance for all schools is on a 10-month payment plan. The first payment is due by September 10. Schools are eligible to receive a 10% discount if the teacher cost payment is made by the 10th of every month. In order to receive the teacher cost discount, the school account with the Texas Conference must be current.
4. Anytime the teacher cost remittance of a school is not received at the Texas Conference by the first of the next month following the due date, the school is to provide a solution in writing by the 15th of that month to the Office of Education. A 10% discount will not be given if payment is made after the 10th.
5. Any solution other than bringing the account current will be presented to the K-12 Board of Education for consideration. A school representative, in person, shall present their solution to the K-12 Board of Education.
6. Each school shall submit a financial statement to the Office of Education following the monthly school board meeting.
7. Each school will revise its budget no later than the October K-12 Board of Education meeting reflecting the changes in number of students and staff.
8. Each school must operate within its actual cash income by the end of September and each month thereafter through June 30.
9. Anytime a school does not meet the above regulations an emergency board meeting must be held to develop immediate solutions. Continued subsidy from the Texas Conference may be contingent upon finding acceptable solutions.
10. Anytime a school account with the Texas Conference is more than 30 days delinquent the subsidy will be applied to that account instead of being forwarded to the school.

2024 TEMPLE PLAN

It is accepted that Federal Law and more specifically, IRS Code implies that a “Temple Plan” method of church school funding could meet with the approval of the Internal Revenue Service if such a plan is appropriately structured and administered.

It is also understood that while any “Temple Plan” has ramifications to the contributor and to the tax-exempt entity, there should be no reference to, or counsel given, regarding interpretation of IRS Code or strict conformity to IRS requirements. It is not within the scope of the Texas Conference to conduct IRS compliance reviews or to render legal advice or tax counsel.

Because of the compromising nature of “Temple Plan” administration and operations it is the consensus of the “Temple Plan” ADHOC Committee to recommend that the “Temple Plan” basis of church school not be an acceptable method of operation.

However, if a church/school persists in adopting the “Temple Plan” mode of operations, the following guidelines must be followed implicitly in order to remain a recognized school within the Office of Education of the Texas Conference.

1. Any such plan must be a mission motivated and based enterprise.
2. No tuition or fees are to be charged.
3. There shall be major church “every member” involvement.
4. Parental financial commitment shall not exceed that of a typical average church contributor.
5. There shall be no public solicitation for school expenses or resources.
6. No student or parent shall be required to participate in the plan.
7. There shall be no ‘resource solicitation’ during the enrollment process.
8. Contributions must consist of year round commitments.
9. Any Worthy Student funding is precluded from “Temple Plan” operation.

There are to be no other factors suggesting interpretation of, validation of, or compliance with the IRS Tax Code. The Texas Conference Auditing Department will, at regular intervals, conduct a policy review of churches and schools which have been authorized by the Texas Conference Office of Education to operate a “Temple Plan”.

2027 ACCOUNT CHARGE

Interest may be charged on all school accounts that are over 90 days past due with the Texas Conference. The interest rate will be the same as the Southwestern Union Revolving Loan Fund rate.

2030 JUNIOR ACADEMY LIBRARY SUBSIDY

Funds are available each year to authorized junior academies that have spent a minimum of \$800 on books, periodicals, and software but not library equipment, furniture, or salaries.

The funds come from the following sources:

1. The junior academy and support church(es) appropriate \$400
2. The local conference appropriates \$200.
3. The union appropriates \$200 after the above funds have been provided.

To obtain library funds the following steps shall be taken:

1. By February 1, junior academies will submit to the TXOE supporting information that \$800 has been spent.
2. By March 1, the TXOE will submit to the Southwestern Union office supporting documents of conference participation. (Form 8022)

2031 JUNIOR ACADEMY SCIENCE SUBSIDY

Funds are available each year to authorized junior academies which have spent a minimum of \$800 on science equipment and supplies.

The funds come from the following sources:

1. The junior academy and supporting church(es) appropriate \$400.
2. The local conference appropriates \$200
3. The union appropriates \$200 after the above funds have been provided

To obtain science funds the following steps shall be taken:

1. By February 1, junior academies will submit to the TXOE
2. Supporting information that \$800 has been spent.
3. By March 1, the TXOE will submit to the Southwestern Union supporting documents of TXOE participation. (Form 8025)

2034 SENIOR ACADEMY LIBRARY SUBSIDY

Funds are available each year to senior academies that have spent a minimum of \$2400 on books, periodicals, and software but not library equipment, furniture, or salaries.

The funds come from the following sources:

1. The senior academy appropriates \$800
2. The local conference appropriates \$800
3. The union appropriates \$800 after the above funds have been provided.

To obtain library funds the following steps shall be taken:

1. By February 1, senior academies will submit to the TXOE supporting information that \$2400 has been spent.
2. By March 1, the TXOE will submit to the Southwestern Union office supporting document of conference participation. (Form 8023)

2036 SENIOR ACADEMY SCIENCE SUBSIDY

Funds are available each year to authorized senior academies which have spent a minimum of \$1500 on new equipment.

The funds come from the following sources:

1. The senior academy and support church(es) appropriate \$500.
2. The local conference appropriates \$500.
3. The union appropriates \$500 after the above funds have been provided.

To obtain science funds the following steps shall be taken:

1. By February 1, senior academies will submit to the TXOE supporting information that \$1500 has been spent.
2. By March 1, the TXOE will submit to the Southwestern Union office supporting documents of conference participation. (Form 8024)

2037 SENIOR ACADEMY PRINCIPAL EDUCATIONAL SUBSIDY

There will be matching funds available for tuition costs for Academy Principals to pursue an advanced degree. The Texas Conference will provide up to \$1,000 per year to be matched by the academy. This applies only for a Masters or other advanced degree program. (Form 8047).

2038 SENIOR/JUNIOR ACADEMY TEACHER EDUCATIONAL SUBSIDY

There will be matching funds available for tuition costs for secondary teachers to pursue an advanced degree. The Texas Conference will provide up to \$500 per year to be matched by the academy. This applies only for a Masters or other advanced degree program. (Form 8046)

2040 NEW SCHOOL MATCHING FUND

When a new school with conference employed teachers is opened (schools which have not been in session for at least five years), the Texas Conference of Education shall provide \$750 of basic learning materials.

The funds are to come from the following sources:

1. The school and/or supporting churches - \$250
2. The local conference - \$250
3. The union will appropriate \$250 after the above funds have been provided.

The request for these funds must be received by the Southwestern Union Office of Education from the TXOE Superintendent by November 1 of the year the school begins. (Form 8027)

2075 WRITING OFF STUDENT ACCOUNTS

In an effort to more accurately reflect the assets of a school, accounts of former students with no activity in the form of payments over a two-year period, are not to be shown as a collectible asset. The account should still be kept in the school's records for possible collection in the event a request is made for transfer of the student's records.

2410 RELEASE OF TRANSCRIPTS

The TXBOE policy states that schools shall not be expected to release official school records of transcripts or grade reports unless the student's account has been paid in full. Official transcripts will be released only when satisfactory arrangements have been made.

To enforce the withholding of transcripts/grades:

1. The policy must be included in the student handbook.
2. At the time of registration a signed document shall be obtained from the parent/guardian indicating their acceptance of the policy.

2412 ACCEPTING STUDENTS WITH OUTSTANDING ACCOUNTS

Students are expected to present themselves for admission to a Texas Conference School with their financial obligations clear from the previous school they attended. In the event a student owes a balance at a previous Texas Conference School, either:

1. They pay off their balance before enrolling in the new school, or
2. Any Texas Conference school accepting a student and allowing them to enroll, while owing a balance at a previous Texas Conference school, shall pay the old account and add the total expense to the current account, or make other arrangements for handling the account which is acceptable to both schools and the parents.
3. The principal and/or school treasurer is responsible to check with the former school to determine if there is an unpaid balance on a student account.

3000 - 3999 PERSONNEL

3000 PRINCIPAL/TEACHER-SCHOOL BOARD RELATIONSHIP

The principal and teacher are Texas Conference employees. A congenial working relationship between teachers, pastors, and School Board members fosters a healthy climate for Adventist education. The principal shall be present at each School Board meeting, to report progress, changes, and needs of the school. The principal shall also report to the School Board the behavior of students that may be a detriment to the standards and progress of the school. The principal and School Board chair shall prepare the agenda for the School Board meeting.

3005 PROFESSIONAL RELATIONSHIPS – GRIEVANCE POLICY

In working closely with one another sometimes conflicts arise. These conflicts shall not be disclosed or discussed with the school community or the local school board members. The following procedures shall be followed in dealing with such issues (Form 8058-A):

1. The Biblical model should be followed found in Matthew 18:15-17.
2. First, the individuals should endeavor to work with each other to resolve the conflict.
3. If the conflict is not resolved, the individuals should appeal to the principal for intervention.
4. Next, the principal and/or the individuals should consult with the TXOE.
5. Finally, if conflict is not able to be resolved, the individuals may need to be reassigned.

3010 ACADEMIC FREEDOM

As a representative of a religious educational system, the educator must remember that the public's/constituent's view of the institution and of the church may be strongly influenced by what he/she says or writes. For the educator to ignore his/her professional position, or to abuse it to the detriment of his/her profession, institution, or church would be irresponsible and a breach of professional ethics.

FREEDOM TO TEACH - The teacher will responsibly conduct his/her professional activities, present the subject matter professionally, respect the opinions of others, and exercise appropriate restraint. As a specialist of a particular field, the teacher is entitled to discuss a subject openly and honestly but always with discretion. It does not give license to express controversial opinions on subjects contrary to the doctrines of the Seventh-day Adventist church. The teacher will be held accountable for his/her teaching.

The historic doctrinal position of the Seventh-day Adventist church has been defined by the General Conference in session and is published in this document under the title of, "Fundamental Beliefs."

It is expected that a teacher in one of the church's educational institutions will not teach contrary to those fundamental truths. Teachers who hold views in conflict with the published "Fundamental Beliefs" will not present their ideas to students or in public forums without first consulting with the TXOE. The teacher will exercise discretion in presenting concepts that may threaten church unity.

3114 CONDITIONS OF EMPLOYMENT

(SWUEC 3114)

A condition of employment requires membership in the Seventh-day Adventist Church. The employee is expected to practice, believe, and embrace wholeheartedly and consistently the ideals of the Seventh-day Adventist Church and support those beliefs in his personal conduct and lifestyle. The practice of tithing as outlined in the *North American Division Working Policy* is an express condition of employment in schools of the Southwestern Union Conference. Employees' tithing practices are subject to annual review.

3137 ADMINISTRATIVE LEAVE

(SWUEC 3137)

Administrative leave is the immediate removal of an intern, probationary, administrative, or regular employee from his/her duties to provide an opportunity for an investigation to take place, to relieve the employee from an emotionally stressful situation, to provide an escape from physical harm, or for other reasons deemed appropriate by the Superintendent of Schools in consultation with the Conference Administration. An administrative leave does not imply wrong doing on the part of the employee, but rather it provides a period of time to implement the proper procedures to deal with a given situation. The employee's benefits and pay shall continue during the time of administrative leave.

**3143 COST OF LIVING ASSISTANCE (COLA)/
ECONOMIC RESEARCH INSTITUTE (ERI)**

(TXBOE 2007)

Economic Research Institute (ERI) Guidelines as Voted by Executive Committee:

1. ERI calculations will be based on location of assignment and county-wide average.
2. ERI COLA will be adjusted only when ERI rises above the established level.
3. Areas now receiving COLA will not receive any additional ERI COLA until the amount of ERI COLA being allocated for the area rises above the existing COLA amount.
4. Cap ERI COLA at \$20,000 a year.
5. An employee transitioning to a new assignment within the Texas Conference will begin to receive the ERI COLA for the new assignment based on the official date of transfer and confirmation of new residence.

6. COLA will continue to be reviewed and adjusted towards total implementation as Conference Budget allows.

3145 TWELVE-MONTH CONTRACTS

Twelve-month contracts may be given to a principal of a school with four (4) or more conference contract teachers.

3146 TRAVEL ALLOWANCE

Conference hired principals may receive a monthly travel allowance. Travel allowance formula: Travel budget base is 1,000 miles times the mileage rate equals the monthly travel budget, rounded up to nearest \$5.00.

Principal of a school:

1-3 teacher school	10% of base rate
4-8 teacher school	20% of base rate
9+ teachers school	40% of base rate
Full K-12 Program/Academy Program	100% of base rate

Conference hired academy treasurers may receive a monthly travel allowance at the rate of 50% of the full travel budget. (TXBOE 2007)

3147 CAREER ENRICHMENT ALLOWANCE (TXBOE 2006)

The Career Enrichment Allowance is solely and exclusively for the benefit of full-time, Texas Conference hired teachers. (Form 8051)

3153 WORKER'S COMPENSATION

The Texas Conference provides worker's compensation insurance for all employees. If an employee is injured while working, it must be reported within 24-hours of the incident to the Texas Conference Treasury Department. The Treasury Department should be consulted for instructions on how to submit written claims.

Any funds obtained from worker's compensation, due to loss of wages, must be returned to the Texas Conference if the Conference has continued to pay full salary.

3154 UNEMPLOYMENT COMPENSATION

The Texas Conference is not required to participate in unemployment compensation for its employees. Therefore, employees that are terminated are not eligible to collect unemployment benefits. The Texas Conference participates in a termination plan for employees whereby they receive termination benefits depending on the number of years of service.

3236 SERVICE RECORDS

1. The Texas Conference is responsible for obtaining and keeping a service record for each employee. The record is kept on a standard form prepared by the General Conference and is stored in a fireproof cabinet. The Office of Education keeps all service records on elementary and secondary teachers and principals.
2. When an employee is transferred from one denominational organization to another, the employing organization makes a copy of the service record for its files and forwards the original copy to the new employing organization.
3. When an employee discontinues denominational service for other than retirement reasons, the employing organization shall record appropriate documentation relating to the employee's discontinuance of service and particulars of any financial settlement. This documentation shall be made on the original copy of the service record and shall be kept in an appropriate file.
4. When an employee who is eligible to receive benefits from the Retirement Fund retires permanently from denominational service, the service record will be forwarded to the Texas Conference Secretary along with the retirement application.

3249 ANNUAL LEAVE/SICK LEAVE POLICY

Leave

The Texas Conference Office of Education (TXOE) makes provision for 10-month employee leaves involving illness, pregnancy/maternity, paternity, adoption, bereavement, personal reasons, professional growth, and jury duty. Leaves for any other purpose must be approved by the TXOE. Under no circumstances shall the teacher directly pay the substitute teacher. All substitute pay must be processed through the Texas Conference payroll.

A. Annual Sick Leave

1. Each teacher is given an allowance of 12 paid sick leave workdays.
2. The employing organization will consider additional unpaid leave on an individual basis, and only in unusual circumstances.

3. Absences must be reported as early as possible to the principal or superintendent. When an employee intends to take sick leave for medical care or treatment that is reasonably foreseeable, then the employee should give the principal or superintendent at least 30 days' notice of the employee's intent to take leave, so that a substitute teacher may be obtained. If 30 days' notice is not practicable, then the employee should give as much notice as possible, but in no event later than the day before the leave is scheduled to commence. If the leave is not foreseeable, then the employee should give as much notice as possible, but in no event later than one hour before his/her workday is scheduled to commence.
4. Illness that necessitates absences of more than three consecutive working days is to be documented by a health care professional.
5. A maximum of three days of employee sick leave may be used to care for illness/injury of immediate family members. The immediate family is defined as the parents, brothers/sisters, spouse, children, grandchildren, and grandparents of either the employee or spouse.
6. Elective medical, dental, or surgical appointments should be scheduled so as not to interfere with the regular work schedule. If this is impossible, the time shall be considered sick leave.
7. In the case of a work-related accident that is covered by Worker's Compensation Insurance, full pay less compensation pay will be granted up to the limits of short-term disability, commencing from the date of injury.
8. A full-time employee who becomes disabled for an extended period and remains unable to work after the 90-day elimination period (short-term disability period) may be eligible for benefits under the Employee Disability Income Plan. For additional information, please contact the Human Resources Department.
9. Short-Term Disability/Elimination Period. Exempt Employees – When an exempt employee becomes disabled, the employing organization shall continue the employee's basic salary for the duration of the elimination period (90 days) before receipt of long-term disability benefits. Exempt employees will be required to exhaust any accrued sick leave time, if applicable.
10. Family and Medical Leave of Absence – The Family and Medical Leave of Absence policy, as outlined in 3249H, shall be followed.

B. Pregnancy/Maternity Leave/Adoptive Leave

Paid pregnancy/maternity/adoptive leave will be granted up to 30 working days for the mother and substituted for unpaid Family and Medical Leave Act (FMLA) leave.

C. Paternity Leave

Paid paternity leave of up to ten working days will be granted to an employee from the Annual Sick Leave and substituted for unpaid FMLA leave.

D. Bereavement

1. A leave of up to three working days with no loss of salary or use of Annual Sick Leave allotment may be granted to an employee in the case of death in the immediate family. The immediate family is defined as the parents, brothers/sisters, spouse, children, grandchildren, and the grandparents of either the

employee or spouse. Additional days will be counted against the Annual Sick Leave allotment, if approved by the organization, at the organization's discretion. In unusual circumstances, additional unpaid time may be granted at the discretion of the employing organization.

- a. Cases involving other near of kin shall be evaluated on an individual basis by the employing organization.
- b. Travel costs, incurred because of bereavement leaves, are borne by the employee.

E. Personal Leave

By approval of the immediate administrator and with adequate notice to secure a qualified substitute, a teacher may request leave for personal reasons. Three working days per school year will be granted with pay, and will be charged against the teacher's personal leave days. These are not to extend a regular holiday or vacation, unless prior approval is granted by the Superintendent of schools and local school board vote of approval.

F. Professional Leave

1. Paid professional visitation days may be granted at the discretion of the Superintendent and senior academy principal (if applicable).
2. Paid professional growth activities and participation in educational committee during school hours may be approved by the superintendent and senior academy principal (if applicable) and do not count against personal leave days.

G. Jury Duty

Employees selected to serve on a jury may serve without loss of time or compensation, provided adequate documentation is provided to the school principal or Superintendent confirming service on a jury.

H. Family and Medical Leave of Absence

Pursuant to NAD Working Policy E 83, an employee may be granted up to 12 weeks' unpaid Family and Medical Leave of Absence (FMLA) during a 12-month period upon written request of the employee and approval of the TXOE. Reasons for unpaid FMLA leave may include the birth or adoption of a child; the serious health condition of a child, parent, or spouse of the employee; or the serious health condition of the employee that makes it impossible for that employee to perform the essential functions of his/her position. Employment in the same or a comparable position will be provided at the termination of the leave. Paid leave relating to pregnancy/maternity, paternity, or adoption shall be subtracted from the 12 weeks of unpaid leave under the FMLA.

3250 ATTENDANCE – TEACHERS’ CONVENTION/PROFESSIONAL MEETINGS

(TXBOE 2006)

Teachers’ Convention, Area Inservice Meetings, and pre and post school work days are designed for professional growth, enrichment, and other school duties. As in teaching days, **attendance at these events is required**. The reason for the absence will be determined and deducted from either/and sick leave bank days, personal days, or as payroll deduction days (based on the number of days of the contract period).

3251 EMPLOYMENT AGREEMENT EARLY TERMINATION PENALTIES (TXBOE 2012)

It is the policy of the Texas Conference that Teachers/Administrators on continuing placement will be issued employment agreements following the annual April Texas Conference Board of Education meeting.

Employment agreements should be mailed to Teachers/Administrators on or before May 1st of each year.

All Teachers/Administrators must return their signed agreement(s) to the Texas Conference Office of Education, on or before May 15th of each year, or the position represented by the agreement will be declared vacant.

A Teacher/Administrator’s unilateral termination of his/her employment agreement after May 1st, results in significant damages to the Texas Conference, which damages are difficult to calculate. Consequently, Teachers/Administrators who unilaterally terminate their agreements after May 1st will be subject to contract termination penalties as follows:

- May 20 – 31: \$1,000 penalty
- June 1 – 30: \$2,000 penalty
- After June 30: \$3,000 penalty (plus forfeiture of any salary advances the Teacher/Administrator received prior to terminating his/her contract)

All Teachers/Administrators will be required to execute a Reimbursement/Salary Deduction Agreement as part of the contract renewal process.

3415 DRESS FOR A PROFESSIONAL APPEARANCE

The teacher is a representative of the school to the community. A teacher’s personal appearance and relationships in the community are one of the ways that the community judges the professionalism of the teacher and the school.

The appearance of the teacher also sets the standard for the dress of the students. A professional, well-groomed look, with clothes cleaned and pressed, will add much to the teacher's acceptance as a professional.

The following guidelines may be helpful in selecting appropriate dress for the educator.

Men:

Shirts - dress shirts, dressy polo or banded (at the neck) shirts
Slacks - dress slacks, Docker-type, khaki
Hair/Beards/Mustaches - groomed and neatly trimmed

Women:

Dresses and Skirts - Select from styles that are appropriate for one's particular needs. They should be at or below the knee in length and of a fabric that gives a professional appearance.
Slacks/Blouses - dressy styles and fabrics.

Both Men and Women:

Professional dress – does **not** include jeans, sweats, scrubs, shorts, yoga pants, leggings or other types of very casual clothing such as denim fabric. When teaching P.E. or on a field trip for the majority of the day, an individual may choose appropriate attire for the activities.
Tattoos/Body Art – any individuals with tattoos/body art must keep them completely covered by clothing for all school activities, including sports.

3416 PET POLICY

(TXBOE 2007)

Personal pets such as dogs, cats, birds, etc. should **not** be brought to school except for a special pet day. In most cases, it is best to limit pet visits to a couple of hours. Often dogs and cats that are strangers to each other can cause conflict, and normally calm pets can become very territorial in a new setting. Classroom pets should be limited to water pets or very small caged creatures. In most cases, it is better to borrow the creatures for a short period of time as many children have allergies, and it is difficult and a time commitment to keep habitats clean enough to be attractive and prevent odors.

**3420 SEXUAL MISCONDUCT IN CHURCH RELATIONSHIPS INVOLVING
DENOMINATIONAL EMPLOYEES AND APPROVED VOLUNTEERS**

See Appendix – 7000 section

**3422 HARASSMENT IN CHURCH RELATIONSHIPS INVOLVING
DENOMINATIONAL EMPLOYEES AND APPROVED VOLUNTEERS**

See Appendix – 7000 section

3521 SCHOOL EMPLOYEES' CHILDREN

The running of a smooth school program is a full-time job. The distracting effect of preschool children in the classrooms has an effect on teachers, aides, and students. Therefore, the preschool age children of all employees should be cared for away from school facilities. Other children of employees not attending the school, should not be at the school during school hours or during the work day, unless permission is given by the School Board.

3522 TEACHERS' CHILDREN IN SEVENTH-DAY ADVENTIST SCHOOLS

Teachers are expected to support Christian education by having their children attend a Seventh-day Adventist school. When the teacher's child needs special education because of special needs, the teacher should discuss this with the School Board before putting the child in a special program. Since teachers serve as role models for students and parents, teachers who send their children to other schools send a double message that "church schools are good enough for your children but they are not good enough for mine." Teachers who do not consider Seventh-day Adventist schools imperative for their children should probably consider another line of work.

3544 MARRYING A NON-SEVENTH-DAY ADVENTIST

An employee who marries a non-Seventh-day Adventist may be terminated.

3545 DIVORCE AND / OR SEPARATION

One of the greatest needs in the church today is greater emphasis on solid Christian homes. Workers are looked to as examples and role models by both students and adults. If there is a problem developing between a worker and his/her spouse, professional help should be sought. Financial assistance may be granted for such needs. Every effort should be made to save the home.

Workers, whose homes are involved in separation or divorce proceedings, may be terminated. Employment may be continued, provided approval is given by the TXOE and/or the Conference Executive Committee.

3618 CORPORAL PUNISHMENT

Corporal punishment is not to be used as a disciplinary measure in the Texas Conference education system.

3620 TEACHING LOAD

(SWUOE 3620)

A. Teacher's Aide requirements:

Single grade classrooms:

Pre-K	16 students requires a part-time teacher's aide 20 students requires a full-time teacher's aide 25 students is the maximum number for this classroom.
Grade K	16 students requires a part-time teacher's aide 20 students requires a full-time teacher's aide 25 students is the maximum number for this classroom.
Grade 1, 2	20 students requires a part-time teacher's aide 23 students requires a full-time teacher's aide 25 students is the maximum number for this classroom
Grade 3, 4	23 students requires a part-time teacher's aide 28 students is the maximum number for this classroom
Grade 5, 6, 7, 8	30 students is the maximum number for this classroom

Two grade combination classrooms:

Grades 1-2	20 students requires a part-time teacher's aide
Grades 3-4	23 students requires a part-time teacher's aide
Grades 5-6	25 students requires a part-time teacher's aide
Grades 7-8	25 students requires a part-time teacher's aide

Multigrade classrooms:

Pre-K – K	13 students requires a part-time teacher's aide 18 students requires a full-time teacher's aide
Grades K-1	13 students requires a part-time teacher's aide 18 students requires a full-time teacher's aide
Grades K-2	13 students requires a part-time teacher's aide 18 students requires a full-time teacher's aide
Grades 1-4	18 students requires a part-time teacher's aide 22 students requires a full-time teacher's aide
Grades 5-8	20 students is the maximum number for this classroom

B. Teacher Load – Secondary

1. Subject preparations per day and/or 750 students per week.

One preparation period per day is recommended. Supervisory or co-curricular duties will be assigned by the school administrator as part of the teacher's professional responsibilities. Apply the following discount in determining total number of students instructed by a teacher.

- a. Compute typing classes on the basis of two-thirds of actual enrollment.
 - b. Compute classes in physical education at one-half of their actual enrollment.
 - c. Compute classes in music at one-half of their enrollment.
 - d. Count each study hall period as 15 students, regardless of the number in the session.
2. In assessing teacher load, the following four factors shall be considered:
 - a. Number of classes taught daily
 - b. Number of students taught daily
 - c. Number of preparations required daily
 - d. Extra activity assignments
 3. Extra class activities should be carefully weighed in determining teacher load. Teacher load equivalency shall be calculated as follows:

a. One solid plus lab	1-1/2 units
b. Classes without additional preparation	1/2 unit
c. Band and Choir	1/2 unit
d. Ten private lessons	1 unit
e. P. E.	1/2 unit
 4. In order to secure optimum benefits in secondary education, it is recommended that individual class size should not exceed 30 students except where the content and methods of instruction permit effective work with larger groups.

3707 E-MAIL

(TXBOE 2004)

E-mail is a regular part of the communication of the Texas Conference; employees are expected to check their Conference e-mail a minimum of two times per week.

3708 LOANS

It is the policy of the Texas Conference not to make loans or salary advances to employees. Employees are responsible for arranging their own financing for homes or other items.

3714 COLLEGE OR UNIVERSITY STUDY

While it is desired that every teacher be encouraged to make continuous effort for self-improvement, no full-time conference teacher should take course work or any line of study that would interfere with time that should be given to their regular duties, without first making proper arrangements with the TXOE and the local School Board. Teachers may take in person course work at Southwestern Adventist University tuition free during the summer session. This is for scheduled summer classes only.

3715 INNOVATION

If a teacher has ideas and plans that would enhance the field of education, those ideas should be discussed with the principal and/or superintendents. They are willing to assist in piloting innovative ideas that have promise of improvement and enrichment. A static school is a colorless and uninteresting place. A school deserves a teacher's best creative efforts.

3718 SUMMER SCHOOL ATTENDANCE

Teachers or school administrators to be employed full time the following year in the Southwestern Union Conference may attend summer school at Southwestern Adventist University without the payment of tuition upon authorization by the superintendent of schools or the academy principal.

3721 I-9 FORM

To be in compliance with federal and state laws, there must be a completed Employment Eligibility Verification (Form I-9) in the files for each person on the Texas Conference payroll. Each employee must complete the Form I-9 plus provide copies of the acceptable documents requested in Section 2 of the Form I-9. This policy applies to any employee of the local churches and schools who receive a salary or are on a salary return status through the Texas Conference payroll department.

The auditors have indicated that the Texas Conference may be fined for each employee who does not have a Form I-9 completed with copies of the acceptable documents attached. Not complying with this request places the Texas Conference at risk of heavy penalties. Compensation shall not be issued by the Texas Conference, church, or school to an employee who has not complied with this policy.

3729 EMPLOYEE INSURANCE/HARTFORD GROUP LIFE

All Texas Conference hired denominational employees in active employment and working at least 35 hours per week shall be enrolled in Hartford Group Life. Beneficiary designation cards shall be filled out by each eligible employee at the start of employment. The Texas Conference pays for a basic plan benefit for the above-designated employees. Additional insurance can be purchased by the employee during open enrollment.

The Texas Conference basic coverage provides up to \$100,000 for employee, up to \$50,000 for spouse and \$10,000 for children, and \$750 for a stillborn child which is paid to designated beneficiary upon death.

A Long Term Disability policy is also provided by the Texas Conference through The Hartford. After a 90-day elimination period The Hartford may provide 66.67 % income replacement to a maximum of \$6000 per month.

OPTIONAL BENEFITS FINANCED BY EMPLOYEES

1. Supplemental Life Insurance – The Hartford
2. Accidental Death and Dismemberment – The Hartford
3. Cancer Insurance—AFLAC

3730 TUITION ASSISTANCE FOR CHILDREN OF EMPLOYEES

A. *Christian Education* – Employees are expected to support the church's philosophy of Christian education by enrolling their children in Seventh-day Adventist schools for the purpose of assisting youth in making a decision for and commitment to Christ, thus perpetuating the practice of Seventh-day Adventist beliefs and teachings, enlarging the reservoir of future church employees and lay church leaders, providing a positive example and reducing the possibility that the children adopt a lifestyle that is not in harmony with the teachings of the church.

B. *Students Eligible for Tuition Assistance* – To be eligible for tuition assistance the student must be:

1. An unmarried dependent of the employee.
2. Less than 24 years of age unless the student has given compulsory military service, volunteer missionary service for the church, or has a documented medical consideration.
3. Eligible to be claimed as a dependent on the employee's income tax return.
4. Born to, or legally adopted by, the employee and/or spouse or is a stepchild by marriage receiving more than 50 per cent of support from the new family unit.

C. *Students Eligible in Divorce and Remarriage Situations* – To be eligible for tuition the student must be:

1. Under the custody of a divorced employee and eligible to be claimed as a dependent on the employee's tax return.
2. Under the custody of the ex-spouse of the employee and eligible to be claimed as a dependent on the employee's tax return.

D. *Students Not Eligible for Tuition Assistance* - An unmarried child not under the custody of the employee and not eligible to be claimed as a dependent on the employee's tax return is not eligible for assistance.

The financecommittee may make an exception to paragraph 4 above if the employee has assumed full responsibility for a child's educational expenses in a denominational school.

E. *Assistance* – The organization employing the parent of the student may provide assistance of up to 70 percent of the tuition and all required fees for dormitory students, and up to 35 percent for those not in the dormitory. The assistance on the academy or college level should be calculated on the gross charge for tuition and required fees, according to the current bulletin at Southwestern Adventist University, before family or other discounts granted by the school. The student may attend Adventist academies or colleges outside the Texas Conference, but the assistance granted will be at the rates charged by schools in the Texas Conference. In cases where an employee's church provides a subsidy to cover the differential between constituent and non-constituent tuition rates, the tuition assistance from the employer shall be based on the net tuition expense to the employee. This shall not include charges for private music lessons unless such lessons are required for credit toward music majors or minors, in which case the above percentages may be applied on the basis of the tuition ordinarily charged for an equivalent number of credit hours.

F. *Professional Programs* – Assistance provided for professional programs in medicine or dentistry for students who have not completed their undergraduate studies shall be based on, and shall not exceed, normal tuition costs for a maximum number of semesters or quarters as listed in X 24 05-8.

G. *Limitations on Assistance* – Assistance shall continue until an undergraduate course of studies is completed or for a maximum of nine semesters or thirteen quarters of undergraduate studies. An additional two semesters or three quarters may be granted only to complete graduate work necessary to secure teaching credentials. Governing committees also grant assistance of up to an additional two semesters or three quarters for valid undergraduate programs that require a fifth year for graduation.

H. *Summer Sessions* – Students who attend summer sessions shall be eligible for tuition assistance. Such attendance shall not count against the maximum semesters or quarters referred to in paragraph 10 above.

- I. *Attending School Outside the Territory* – Assistance may not be granted for children attending schools outside their territory unless exceptions are authorized by the employing organizations.
- J. *Method of Payment* – Assistance for students enrolled in an academy or college shall be made directly to the school. Organizations providing assistance shall make the appropriate arrangement for students attending elementary and intermediate school.
- K. *Division Assistance* – When both employee and spouse are denominationally employed by separate organizations and both provide tuition assistance according to this policy, each organization shall be responsible for one-half of the assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by the organizations concerned. Only one tuition assistance shall be provided per student.
- L. *Attending Schools Outside the NAD* – Children independently attending denominationally owned and operated schools located outside North America may be granted assistance amounting to 70 percent of the actual tuition provided the amount of the assistance is not greater than the amount they would receive if attending their home college.
- M. *Adventist Colleges Abroad* – Students would receive tuition assistance based on the cost of tuition at the home campus where they are registered.
- N. Tuition assistance for studies through Griggs Internationalis given after the course has been completed. Tuition assistance is provided on credits that are earned through the College Level Examination Program (CLEP). The assistance on both is 35 percent whether or not the student is residing in a school dormitory.
- O. *Exceptions* – This policy is intended to apply only to employees' children who attend Seventh-day Adventist denominational schools. Exceptions may be made as follows if approved by the employee's controlling committee:
 - 1. Attendance at privately operated Seventh-day Adventist schools if the school is approved by the Southwestern Union Board of Education.
 - 2. In cases where an undergraduate level program of study is not offered in a denominational school in the student's area.

3732 EMPLOYEE MOVING POLICY AND ALLOWANCES

Moving Trucks: The Texas Conference maintains a moving trucks for moving workers, and all moves are made by the conference trucks unless otherwise authorized by the Texas Conference Transportation Department and the Superintendent. Each worker is expected to have belongings packed and ready for the truck on the set date.

Moving/Curtain Allowance: When a worker is asked by the Texas Conference to move to a new location, a flat amount to cover packing and other moving costs may be allowed as follows:

Employee	--16.5% of the current remuneration factor
Spouse	--16.5% of the current remuneration factor

This allowance is not granted to students going to Andrews University Seminary, or coming from or going to college. A single parent with dependent children may be granted the employee and spouse moving allowance.

Travel Expense: Mileage for moves will be at current rate (44 cents per mile) for one trip for house hunting; then current rate for the first and second car for one final trip. Motel accommodation and per diem travel allowance will be allowed for house hunting and for the final trip based on a minimum of 500 miles per day over the most direct route available.

Daily per diem is:	\$54 Employee
	\$81 Employee and spouse

Where it is necessary for a worker to locate his/her family temporarily in a hotel or other facilities while waiting for a permanent location, an allowance depending on the circumstances involved, in consultation with the TXOE, may be granted.

If a worker chooses to move from one location to another, he/she does it at his/her own expense, and even then such a move must be approved by the TXOE. It is recognized that there may be extenuating circumstances which would necessitate an additional move by the worker after the first move into the conference, and, under such circumstances, the conference would be justified in bearing the normal expenses.

Sharing Moving Expenses: When calls are extended to a husband and wife to join two different denominational institutional organizations in the same area, the cost of moving shall be shared by the calling organizations. However, when the initial call is for one spouse and the other spouse obtains employment, the organization that initiates the primary call shall be responsible for the full cost of the move.

Moving Mobile Homes: The Texas Conference will not move, but may pay to move a mobile home. It will assume only the cost that would equal the moving of a normal family's household goods. If the cost to move the mobile home is in excess of this, the employee will have to bear the extra expense.

Automobile Registration and Excise Tax: Employees who are called to another state and who are required to pay duplicate excise tax/sales tax, license, and other inspection fees may report such expenses on one car if they register their car within 90 days of moving to the new area. If the employee has a spouse, the above expenses may also be reported on a second car.

TAX RULES:

- Taxable*
1. Reimbursement for the house hunting trip
 2. Sale of old residence
 3. Purchase of new residence and meals and lodging in temporary quarters in the general location of new job
- Non-Taxable:*
1. Reasonable cost of moving household goods and personal effects
 2. Traveling expenses to the new residence (excluding meals of the employee and household members)

3733 EMPLOYEE MOVING EXPENSE – AMORTIZED

The moving expense of denominational employees shall be amortized as follows:

- A. Any organization calling an employee who has rendered less than two full years of service to his/her employing organization shall make 100 percent reimbursement for the employee's last move to the territory of that organization. In case the employee has rendered more than two but less than three full years of service, the reimbursement shall be 50 percent, and for less than four years, 25 percent. Any exception to this may be worked out on the administrative level.
- B. It is the responsibility of the calling organization to ascertain whether there are any unamortized expenses pertaining to the employee being called.
- C. In the case of employees being called for service outside the North American Division, employing organizations are encouraged to waive the provision of this policy.
- D. In the case of an employee being called from the General Conference, the principles outlined in paragraph A above shall be followed and applied to any move which has been made within the past four years involving a distance greater than 500 miles.

3735 RETIRING EMPLOYEE'S MOVING ALLOWANCE

An employee (who has at sometime during his/her denominational employment been moved at denominational expense) may be granted assistance in the form of reimbursement for actual moving expenses, or at the employer's option, a cash settlement on moving expenses, when an actual move is made to the place of retirement. This allowance will be granted according to the following provisions:

- A. *Over Thirty Years* – When an employee who has given a minimum of 30 years of denominational service retires, the employing organization may arrange to pay the

moving expense on a reasonable amount of household goods and pay transportation expense, including mileage, toll, hotel, and per diem by the most direct route based on 500 miles per day to the place of his/her choice in the North American Division. The provisions of X 23 05, paragraph 1-c.,d., and -e., do not apply to this move.

- B. *Under Thirty Years* – An employee who has served less than 30 years may be paid a proportionately less amount. The amount of the moving expense reimbursement shall be decided by the employing organization.

- 1. *Arrangement* – This arrangement is to be made within a period of one year after retirement unless some other definite arrangement is approved by the governing committee. This allowance is limited to one move only.

- C. *Division of Expense* – In cases where both spouses are denominationally employed at the time of retirement but by different organizations, the moving assistance to the place of retirement shall be shared equally by the two employers if both spouses are vested for retirement benefits. If one spouse is not vested, the moving assistance shall be paid by the employer of the spouse who is vested.

- D. *Tax Obligation* – The retiring employee shall be responsible for the tax obligation on the moving benefit.

3742 ADOPTION EXPENSE

Full-time employees may be granted assistance of 75 percent of the medical and legal expense and adoption agency fees incurred in the adoption of children if the adoption is completed. The maximum assistance to be granted shall not exceed the equivalent of up to two times the current monthly Remuneration Factor. This assistance shall be limited to one allowance per child (*Working Policy* NAD 2003-2004). Employees may request adoption assistance for children 3 years of age or less and that have no long term pre-existing medical issues.

3758 PERSONAL FINANCES

- A. Full time conference employed teachers will refrain from any outside employment that will interfere with the quality of their performance or the education program for which the employee has been hired.
- B. Employees should arrange their personal financial budgets so as to live within their regular income. If an employee continually neglects or refuses to pay his/her financial obligations, he/she will be advised to take up some other line of work.

- C. No teacher shall be employed who is not a faithful tithe payer, and teachers who are known to be unfaithful in tithe paying shall not be recommended to another conference. Tithe should be turned into the local church where membership is held.
- D. Employees shall not in any way seek personal gifts from church members. When it is necessary for them to discuss their financial affairs, this should be done with their employing body rather than with members of the church.
- E. Salaries will be paid semi-monthly. One-half of the salary will be paid on the 15th with half of the deductions taken out, and the second half is payable at the end of the month with the remaining deductions taken out.

3760 RETIREMENT PLAN

The benefits of the General Conference Retirement Plan are available for educational employees. Contributions to the Retirement Plan are made both by the employing organization and by the employee. Teachers on a 10-month contract receive an amount in compensation for the difference in pay between a 10-month contract and a 12-month contract. Therefore, it is recommended that the 10-month employee invest a minimum of 2 per cent so his retirement will be equal to or greater than the 12-month contract. (See *Adventist Retirement Plan* available from the Treasury Department of the Texas Conference.)

3770 VACATIONS

Vacations for 12-month employees are to be taken in counsel with the Superintendent of Schools, local school board, and/or principal in harmony with the Texas Conference Office of Education Employment Policy.

Annual vacation with pay shall be provided for regular denominational employees and may be calculated on the following basis:

After one full year of service	2 weeks
After five full years of service	3 weeks
After nine full years of service	4 weeks

1. One-half of vacation time must be taken during the school's regularly scheduled vacation breaks. Example: Thanksgiving, Christmas, and/or Spring Break.
2. Holidays (as listed on the Texas Conference calendar) within the vacation break will not be counted towards vacation time.
3. The remaining half of vacation time must be taken by June 30.

4. No vacation time will be carried over past June 30.
5. Vacation taken during the summer should not exceed 2 weeks, without prior authorization from the Texas Conference Office of Education.
6. A Vacation Request Form must be completed in the employee portal for all vacation days and submitted to the Texas Conference Office of Education for approval.

Educators on the 10-month plan are employed under the following provisions:

- A. The employee is to be on duty for a period of 44 weeks (220 days) according to the beginning and closing dates stipulated in the teacher's contract.
- B. The employee will receive 91-95 per cent (based on years of service) of the yearly salary he/she would receive had he/she been on the 12-month plan. This amount is divided into twelve equal payments.
- C. During the eight weeks of the summer, the employee will be free to engage in personal activities which are consistent with denominational and professional service.

3815 NONACADEMIC CERTIFICATION RENEWAL

Denominational certificates may be renewed by participation in certain nonacademic, education-related activities to meet the requirements for renewal. Up to six Continuing Education Units (CEUs) for the Standard Certificate may be counted. CEUs may be used in conjunction with academic credits to meet all renewal requirements for the Professional or Administrator's Certificates.

10 clock hours equals one CEU and three CEUs equals one semester hour.

Application for nonacademic credit shall be submitted on or before August 15 to the Southwestern Union Office of Education. (Form #8050)

3816 PROFESSIONAL GROWTH CERTIFICATE

The Professional Growth Certificate for the current year equals 25 clock hours or 2/3 hour of renewal credit. (Form 8052)

3817 COMMITTEE PARTICIPATION

Professional Activity Credit (PAC) is given for participation in NAD/union/conference or academy curriculum committees, school evaluation teams, and workshops. (Form 8052)

3818 PROFESSIONAL MEETINGS

Only actual hours spent on professional education at NAD/union/conference teachers' conventions and in-service meetings will be granted. A form must be submitted to receive credit. (Form 8052)

Requests for credit for other professional meetings shall be submitted with recognized grade or completion certification. Information on the number of clock hours shall be included.

3819 TRAVEL FOR PROFESSIONAL ACTIVITY CREDIT

Educational travel must be approved by the Southwestern Union Office of Education prior to travel. A critique or project is required subsequent to travel.

3820 JOURNAL OF ADVENTIST EDUCATION

A subscription to the magazine, *Journal of Adventist Education*, is provided for each teacher.

3821 SABBATICAL POLICY

The sabbatical is designed to give personal and professional enrichment. In order to qualify for a sabbatical and the \$500 stipend, a teacher must meet the following criteria:

- A. Hold a professional denominational certificate.
- B. Taught seven continuous successful years in the Texas Conference.
- C. Returned a signed contract for teaching the following school year.
- D. Submitted a written request outlining the plans for the sabbatical prior to the activity.
- E. A teacher holding a standard certificate may also receive a sabbatical provided it is spent on advanced degree studies.

3822 SPECIAL AND CONVENTION TRAVEL

Administrators and teachers who wish to attend special meetings or conventions and who desire financial assistance including substitute teacher cost must have prior approval of the TXOE.

3900 TEACHER QUALIFICATIONS

To qualify as a Texas Conference contract teacher an individual must be a member of the Seventh-day Adventist church in regular standing, possess a minimum of a bachelor's

degree, maintain a denominational teaching certificate, be voted by the Texas Conference K-12 Board of Education, and hold a properly signed employment agreement issued by the Texas Conference Office of Education.

Texas Conference contract teachers may teach with a conditional certificate providing that they take a minimum of six hours of academic credit per calendar year until denominational requirements are met.

3901 CERTIFICATION

Each teacher shall hold a denominational teaching certificate and is encouraged to obtain State of Texas certification. It is the responsibility of each teacher to maintain his/her certification status and to keep such information for easy reference.

It is also the responsibility of each teacher to request complete official transcripts of all credits and degrees from the universities or schools attended. The transcripts are to be sent to the Southwestern Union Office of Education. Official transcripts of any additional class work shall also be sent to the union.

Details of the requirements for Seventh-day Adventist Certification are found in the Publication entitled, *Certification Requirements , K-12, For North American Schools*, available from the TXOE.

The North American Division Office of Education provides for certification and the Southwestern Union Office of Education issues certificates of denominational certification for teachers.

3905 CREDENTIALS AND LICENSES

(NADWP D 05 17)

A. Criteria:

1. COMMISSIONED MINISTRY OF TEACHING CREDENTIAL--

May be awarded to teachers and other professional educators with a lifelong commitment to and significant experience in the Seventh-day Adventist system of education, usually not fewer than six years, with demonstrated proficiency in assigned responsibilities. Such teachers and professional educators will also exhibit a keen sense of Christian responsibility for nurturing and leading souls to Christ, for consistently upholding Christ as the focal point of all curriculum and instruction, and for demonstrating positive interpersonal relationships, thus providing an environment of social, spiritual, and emotional stability.

2. COMMISSIONED MINISTRY OF TEACHING LICENSE--

May be awarded to licensed/certificated teacher/educators with not fewer than three years of satisfactory service and who have demonstrated a commitment

to long-term service in the Seventh-day Adventist system of education, who support the fundamental beliefs of the church, and whose lifestyle is consistent with acceptable Adventist Christian behavior.

3. MINISTRY OF TEACHING LICENSE--

Is given to entry-level teachers initiating their work into the Seventh-day Adventist education system. This is a provisional status for all newly employed teachers.

B. Procedures:

1. Candidates eligible for Commissioned Ministry of Teaching credentials and licenses recommended by their respective employing boards (K-12 or college boards) to the appropriate issuing authority.
2. Employees holding a Commissioned Ministry of Teaching license, after an appropriate period of service may be eligible for the Commissioned Ministry of Teaching Credential.
3. An appropriate commissioning service shall be conducted when an employee is granted a Commissioned Ministry of Teaching Credential.

C. Renewal:

After the initial period of approval, renewal of such credentials and licenses shall be in harmony with the provisions of D10.
(Please note that D10 refers to another section of the NADWP for 1998-1999)

3910 PROFESSIONAL ETHICS

The measure of success in and contribution to the teaching profession will be in direct proportion to the standard of behavior and ethics of instructional personnel.

A. The Christian educator has the personal responsibility to:

1. Maintain a high sense of loyalty to the aims and ideals of Christian education, particularly to the philosophy of education upon which the Seventh-day Adventist system of schools has been built.
2. Recognize the global relationships of mankind, the right for equality of opportunity of all according to their ability without discrimination due to race, or social antecedents.
3. Strive for excellence in his/her teaching methods and techniques for the purpose of rendering more effective service to each student.

B. The Christian educator has the responsibility to his/her colleagues to:

1. Give encouragement and moral support to all members on the school faculty.

2. Give due respect to lines of authority.
 3. Talk with the administrator of the school in times of conflict and if not solved at that level then it should come to the TXOE.
- C. The Christian educator has a responsibility to his/her students to:
1. Recognize obligations to meet promptly and faithfully all individual, group, and class appointments.
 2. Allow students the freedom to express their personal perspective with the assurance that their views will be carefully and objectively considered.
 3. Maintain confidentiality.
 4. Refrain from discussing his/her own personal problems with students.
- D. The Christian teacher has the responsibility to the school to:
1. Demonstrate loyalty to the school in which he/she is employed.
 2. Participate in the activities and programs sponsored by the school.
 3. Refrain from discussing confidential or official information with unauthorized persons.

3913 LESSON PLANS

Each teacher shall develop a yearly master plan for each subject area.

A lesson plan is kept for two purposes.

A. Daily Procedures

Lesson plans should include:

1. Daily and weekly plans
2. Plans for at least one week in advance
3. Assignment pages for each class.
(Secondary schools are to follow course outlines/syllabus.)
4. Brief description of concepts
5. Objectives and Standards
6. Extra projects, activities, or supplies

B. Substitute Teachers

Sometimes emergencies occur and a substitute teacher may be called into the classroom without being able to conference with the teacher in advance. This person must be able to follow the daily schedule, the lesson plan, and identify materials that are to be used.

The principal in each school is responsible for frequently checking lesson plans and making helpful suggestions regarding their use.

3915 TEACHER AND STUDENT RELATIONS

Traits in Christian teachers which cause students to think and speak favorably of them:

- A. Are able to create a congenial atmosphere.
- B. Are fair in their treatment of all students.
- C. Are friendly in their personal relationships with students.
- D. Are patient and helpful toward students with learning differences.
- E. Are understanding, accepting, and interested in students.
- F. Are not given to scolding or yelling in class.
- G. Are not given to favoritism.
- H. Are willing to give extra help to students with learning difficulties.
- I. Are able to "stick to the subject."
- J. Are neat and attractive in appearance.
- K. Are able to maintain a sense of humor.
- L. Are respectful to others.
- M. Are poised and demonstrate self-control.

3916 DISCIPLINARY GUIDELINES

- A. Search for the cause of the behavior.
- B. Alternate kinds of activity.
- C. Use very few rules. Enforce the ones you have.
- D. Trust your students, but do not be blind.
- E. A good disciplinarian prevents, not corrects problems.

- F. Refrain from threats.
- G. Tolerance is approval.
- H. Maintain the line of distinction between student and teacher.
- I. Give punishment in line with the offense.
- J. Give the student the benefit of the doubt.
- K. Use positive reinforcement.
- L. Conference privately with students to resolve conflict.
- M. Manage by proximity. (Move close to the problem.)
- N. Be fair and reasonable.
- O. Practice “with-it-ness.” Know what is going on in the classroom at all times.
- P. Keep your perspective. Don't make mountains out of molehills.
- Q. Keep the parents informed of major accomplishments and concerns.
- R. Make sure adequate ventilation and temperature control is maintained.

3919 POST SCHOOL TEACHER RESPONSIBILITIES

Before the teacher leaves the school after the school year is over, he/she shall make certain that:

- A. The electronic *Student Information System(SIS)* has been updated and reviewed for accuracy according to policy and available along with the Year End Check List to the TXOE.
- B. Educational Progress Reports have been filled out completely including averages and have been distributed according to school policy.
- C. The student records have been completed and stored in a locked file. All appropriate information has been added to the online SIS including final grades.
- D. Professional Growth Books, curriculum books, and other educational materials checked out from the TXOE have been returned.

- E. The textbook and workbook orders are completed and have been submitted to the principal to expedite.
- F. Textbooks, workbooks, and library books have been inventoried and teacher editions have been secured in a locked storage area. A copy of the inventory has been given to the Principal/School Board chair to file off-campus.
- G. School equipment, supplies, and physical education equipment have been inventoried and locked up for the summer. A copy of the inventory has been given to the Principal/School Board chair to file off campus.
- H. A list of improvement and repairs needed before next school year has been completed and submitted to the Principal/School Board chair.
- I. The school, including student desks, lockers, classrooms, and grounds have been cleaned and the school plant is ready for summer marketing.
- J. Keys have been returned to School Board chair if the teacher is not returning to the school.

3920 TEACHER-CHURCH RELATIONSHIP

The principal/teacher shall maintain church membership in a constituent church of the school and participate in its activities. The sense of belonging and fellowship will win the hearts of students and parents and strengthen the work of the school. Attendance at church services should be regular for the teacher's own spiritual refreshment and as an example to others. If possible, in multi-teacher situations, church membership and attendance should be divided proportionately among the constituent churches.

Teachers need to exercise caution by only accepting a limited number of time-consuming church responsibilities. Teachers who are asked to teach a Sabbath School class may want to consider teaching an age level other than that of the students they normally teach in school.

3925 PUBLIC RELATIONS

Every employed educator is directly responsible for public relations in connection with the community in which he/she is employed. Impressions of educators and educational systems are conveyed through the employed personnel. Positive attitudes, judicious statements, and accurate data shall be the norm in public relations. If an employee cannot maintain loyalty to the educational system that he/she represents, then the individual may wish to sever the connection.

Each teacher is encouraged to send brief, though frequent, news items and pictures to the TXOE regarding the activities in their school. These items may be used in various publications of the Record.

Promotion of Seventh-day Adventist Christian education is a professional duty of all educational personnel.

Teachers are expected to attend school-related programs.

4000 – 4999 CURRICULUM

4020 WEEKS OF SPIRITUAL EMPHASES (SWUEC 4020)

A Week of Spiritual Emphasis is to be scheduled during each semester.

4022 GIFT OF PROPHECY EMPHASIS (SWUEC 4022)

Each school is to utilize the materials, which have been prepared by the North American Division Department of Education in cooperation with the Ellen G. White Estate to acquaint the students with the work and role of the Gift of Prophecy in the Seventh-day Adventist church.

4024 STUDENT PRAYER (SWUEC 4024)

Time is to be provided for regularly organized prayer groups, with voluntary attendance, as an integral part of the school program.

4026 CHAPEL SERVICES (SWUEC 4026)

Chapel services are to be planned to create a positive spiritual atmosphere. All assembly programs are to be opened with a devotional period.

4028 WORSHIP PERIODS (SWUEC 4028)

Each school day is to begin with a devotional period. The local pastor should be regularly involved in the school program.

4030 BAPTISMAL CLASS (SWUEC 4030)

A baptismal class is to be organized each year to give students the opportunity to review the beliefs of the Seventh-day Adventist church. The school should work in cooperation with the local pastor.

4031 PATHFINDER CAMPOREE POLICY

The Office of Education allows the school to count as a field trip the Pathfinders' attendance at union/conference-sponsored Camporees. The club director or parent, at least a day before, will supply in writing to the principal or teacher a list of the attending Pathfinders in the school and time the students will need to be dismissed.

4032 PERSONAL AND SPIRITUAL GUIDANCE OF STUDENTS (SWUEC 4032)

As a part of the school's program, all members of the teaching staff are to take time for the spiritual guidance of individual students.

4033 OUTDOOR SCHOOL

Once a year the conference sponsors Outdoor School that is generally held in April. The Outdoor School is open only to fifth and sixth grade students. The conference charges each student a fee and then subsidizes the balance of the total cost.

The TXOE covers all conference-hired teachers' expenses for the Outdoor School. All other supervisors' fees are to be paid by the local school. If the attending conference teachers require a substitute due to their absence from the classroom, the Texas Conference Office of Education will pay the cost according to policy.

Teachers are required to bring permission slips and medical consent forms for each student attending Outdoor School. The teachers are expected to provide proper supervision for both boys and girls that attend from their school. Fundraising should begin early in the school year, so students may have the privilege of attending Outdoor School.

4051 FAILING STUDENTS

A letter grade of "F" should never appear on a progress report without prior documented contact with the parent(s). Failing a student is not difficult. A greater challenge is in motivating poor students sufficiently to make it possible for them to pass. Nevertheless, if a student persists in a program obviously leading to failure, his/her parent/s are to be advised. At least a couple of weeks before an "F" is likely to be given, the teacher shall write a letter/email to the parent(s) frankly stating the situation and the possibility of failure. The teacher shall invite the parent(s) to come to the school for a conference and enlist their assistance to prevent the "F" grade. Open communication at this point can do much to prevent poor public relations.

4056 TEACHER SUPERVISION RESPONSIBILITIES (SWUEC 4056)

The teacher shall arrive at school not less than 30 minutes prior to the opening of the school day and is to remain at least 30 minutes following the close of the school day. In no circumstance should a student be left on campus without appropriate supervision. Students are to be under adult supervision at all times during the school day.

Teachers are not to leave the school campus during the school day unless arrangements are made with the administrator. In one-teacher schools these arrangements are to be made with the School Board chair.

4062 STUDENT PERMANENT RECORDS

Statements in this section refer to items prior to 2012 that need to be stored. These items should be treated as permanent and necessary. After 2012 most permanent records are kept electronically on RenWeb or Jupiter SIS.

Each student may have as many as three types of folders.

1. Permanent record folder
2. Health folder or card
3. special education/accommodations folder

The permanent record is to include name, date of birth, sex, scholarship and attendance. The permanent record card is to be kept indefinitely while other information that may have been placed in a cumulative file for the student may be destroyed after five years non-attendance. The individual permanent record is to be available only to authorized personnel, the parents, and the student. The school register used in elementary schools and junior academies is to be kept by the TXOE, including those of academies associated with elementary schools.

The permanent records of senior academy students will be kept by the respective academy. Records of discontinued secondary schools are to be transferred to the Southwestern Union Conference Office of Education.

Permanent record cards (cumulative) and Riverside folders (ITBS) are available at no charge from the TXOE. Reading records, standardized test sheets, and pertinent information about the student are kept in this folder.

When a student transfers to another school, the entire permanent record folder minus extraneous notes and anecdotal records shall be sent to the transfer school, upon request. A copy of the permanent record folder shall be retained in the school file.

A Withdrawal Form should be given to each student withdrawing, providing grades up to the withdrawal date. (Form 8068)

In each school the principal shall be responsible for maintaining a permanent record for every student that is attending or has attended the school.

Active records are kept in the permanent record folder and shall be updated twice each year. Inactive records of students or copies of records shall be kept in a locked file.

The following items are to be kept in the Health Record folder:

- A. HEALTH SCREENING REPORTS** – Arrange for the Vision, Hearing, Diabetes, and Spinal Screenings to be done by a person who is certified to do the screenings during the first semester. Vision/Hearing/Scoliosis Screenings are reported online now. Dr. Elijah Brown can help you- just email him at Elijah.brown@dshs.state.tx.us if you have questions.
Mail code: 1938. The online reporting site is: <http://chrstx.dshs.state.tx.us>
You will need your user id and password to log in, if you have forgotten it, request it using your email address. New schools can set up new accounts.
You will need your facility id # and FIN code as well, these should be sent to your school in September from the health Dept. If you cannot find the letter, contact Dr. Elijah Brown above, or call (512) 458-7111, ext. 6442.
- E. STUDENT IMMUNIZATION RECORDS**—Students are enrolled in the school only after proof of immunization is presented to the school office. Parents who have convictions against immunization will need to follow the procedures listed on Form #8013. The school shall be responsible for maintaining these records as long as the child remains in that school.
(SWUEC 1502)
- F. IMMUNIZATION CARD** – Immunization cards are available from the local Health Department. Cards with current immunization information shall be kept in a separate file.
- G. TRANSFER OF IMMUNIZATION RECORDS** – The original immunization documents shall be sent to the school to which the student is transferring. A copy of the documents shall be placed in the student's separate health folder.

4110 SCHOOL ENTRANCE

(TXBOE 2011)

- A. Age of school entrance--**
Students are not to be admitted to first grade below the age of six years on or before September 1 of the current school year. Proof of age shall be supported by an official birth certificate. School personnel shall copy the certificate and place it in the student's folder.
- B. Age of kindergarten entrance--**
Students are not to be admitted to kindergarten below the age of five years on or before September 1 of the current school year. Proof of age shall be supported by an

official birth certificate. School personnel shall copy the certificate and place it in the student's folder.

C. Age of pre-kindergarten entrance--

Students are not to be admitted to pre-kindergarten below the age of four years on or before September 1 of the current school year. Proof of age shall be supported by an official birth certificate. School personnel shall copy the certificate and place it in the student's folder.

D. Readiness--

Readiness is a basic factor in accepting a child for the first time into the formal school program. Readiness varies with the individual child and is to be determined by interview, observation, and, occasionally, standardized test results.

E. Delayed school entrance--

Seventh-day Adventist schools accept students in accordance with state compulsory attendance laws. It is the responsibility of the union and conference offices of education to be informed regarding these laws and to interpret them to the church constituency. Parents, who for educational or religious convictions, choose to keep children at home until they are older than state law requirements specify are invited to consult the TXOE for assistance in clarifying their position with public school officials. Information regarding the church's philosophy of early childhood education and age of school entrance is available from the North American Division Office of Education.

4114 EIGHTH GRADE COMPLETION REQUIREMENTS

(SWUEC 4114)

A passing grade is required in each subject area listed for the satisfactory completion of the eighth grade: (For exception see 4130.)

Bible/Religion

Mathematics

Language Arts (English, Handwriting, Spelling)

Reading

Physical Education

Science-Health

Social Studies

Fine Arts

Keyboarding/Technology

Texas History completed in 7th or 8th grade

4116 GRADUATE HONORS

(SWUEC 4116)

The designations, valedictorian and salutatorian, of the graduating class are not recommended. Graduation honors are to be based on criteria developed by the faculty and approved by the School Board.

4118 APPROPRIATE ACADEMIC PLACEMENT

Appropriate academic placement of the learner is a fundamental principle of education. The following factors are to be considered in grade or level placement:

- A. Chronological age
- B. Emotional, physical, and social development
- C. Scholastic achievement as determined by:
 - 1. Standard achievement test scores
 - 2. Teacher observation of the student's ability to reason and to express ideas logically
 - 3. Teacher evaluation of academic progress
- D. Prior school performance as evidenced by cumulative records, report cards, and conversations with personnel of the previous school attended.

4120 ENRICHMENT AND ACCELERATION OF STUDENTS (SWUEC 4120)

Seldom does a child benefit by advancing more than one grade per year. When this occurs, he/she may miss valuable steps in his/her development. He/she frequently does not have the maturity and experience to do the work of the next grade and may display social maladjustment. Therefore, it is recommended that a teacher provide enrichment rather than acceleration. This enrichment may be hobbies, research on related subjects, crafts, art and music, and additional subjects taken by use of programmed teaching methods.

When the child's

- A. Personal work habits and attitudes
- B. Physical development and health
- C. Social adjustment
- D. Achievement in the basic skills as determined by achievement tests and observation of the teacher
- E. Age
- F. Attitude of parents

seem to necessitate advancement, the teacher and superintendent may work out a plan whereby a child, over a period of time, may make up a year's work by taking a subject or two of the next grade while continuing the work of his/her own grade.

In cases where the parent makes a written request the following criteria is to be followed:

- A. The student is expected to have a score which places him at the 90th percentile or above in each area of the union approved standardized achievement test.
- B. The student must demonstrate satisfactory evidence of academic, emotional, and social readiness for advanced placement to the school staff and to the parents.
- C. Prior written requests for advancement of the student in elementary education (i.e. two years in one, or three years in two) must be submitted to the TXOE. Written approval from the TXOE must be on file at the school.
- D. The student must maintain an average or above, level of achievement on the accelerated program.
- E. The content areas (Bible, Science, Social Studies) for every grade must be covered. In Language Arts and Mathematics, the student must be able to function satisfactorily at the higher grade level with the other students in that grade.

The Texas Conference Office of Education will make the final decision about acceleration of students.

4124 RETENTION/ PROMOTION ISSUES

(SWUEC 4124)

Consideration to retain the student at a given level involves counseling with the student and the parents early in the third quarter. A written report, signed by teacher and parent, must be mailed to the superintendent for approval of retention or acceleration. (Forms 8032, 8033)

No student is to be retained for more than two years during their elementary school years. The TXOE recommendation is no more than one year. All efforts are to be made to assist the student. The final decision to retain a student is to be reached cooperatively and must have the written approval of the superintendent.

4128 EIGHTH GRADE DIPLOMA

(SWUEC 4128)

Diplomas are to be issued to all students who satisfactorily complete the subjects outlined for 8th grade. (See 4114) The TXOE issues the eighth grade diplomas upon request of the teacher or principal. The superintendent is to sign the diploma before sending it to the principal.

4130 CERTIFICATE OF COMPLETION

(SWUEC 4130)

A certificate of completion may be issued to students whose work does not warrant a regular eighth grade diploma.

4132 STUDENT PROGRESS REPORT

(SWUEC 4132)

Elementary schools are to use the electronic student progress reports. Through these reports, and other recommended approaches, information is to be provided regarding the student's subject-area progress, as well as attendance, citizenship, social relationships, and health.

The student progress reports are to be distributed to parent/guardian at the close of each nine-week period.

4134 PARENT-TEACHER CONFERENCES

There are three dates listed in the School Calendar for Parent-Teacher Conferences. The school is to schedule a minimum of two parent-teacher conferences for each student in grades K-8 each school year. Among the purposes of the parent-teacher conferences are the following:

- A. To report the progress of the students in the various aspects of his/her school experience.
- B. To gain insights from the parents which may assist the school in furthering the progress of the student.

(TXBOE)

The following are some techniques that may be helpful in conducting a parent-teacher conference:

- A. Have the student present for parent-teacher conferences unless there is a discussion of sensitive subject matter.
- B. Listen to what the parent is saying with every effort to understand and appreciate his/her point of view.
- C. Maintain the role of a gracious host or hostess throughout the entire meeting. Your first objective is to make the parent/s feel at ease.
- D. Share early in the conference the discussion agenda, the student's academic growth, what the teacher/teachers are doing to promote academic growth, and suggest ways the parent can assist.
- E. Avoid antagonistic conditions if you have no suggestions for improving the condition. (Antagonistic conditions should be addressed as they occur through a special called meeting with the parents.)
- F. Discuss the student's strengths as well as his/her areas of need.
- G. Begin and end the conference with positive comments about the student.
- H. Listen to criticism fully and ask for suggestions. Don't interrupt.

- I. Avoid arguments. When asking the parent/s to consider a different point of view, do so in a gracious and professional manner.
- J. Invite parents to ask questions about the school and its program.
- K. Consider these conferences as highly confidential.
- L. Eliminate any discussion regarding other students even when they are mentioned by the parent/s.
- M. Tell the truth about the child in a very kind and tactful manner. Nothing is gained by unkind or tactless statements.
- N. Respect other teachers, present and former, by not engaging in negative conversation.
- O. Imagine yourself in the place of the student and his/her parent/s, and attempt to understand the effect your remarks may have on them.

4138 STUDENT INFORMATION SYSTEM (SIS)
(SWUEC 4138)

Each Pre-K-10 home room teacher is required to maintain an up-to-date electronic record for each classroom. Attendance and grade records shall be placed in the electronic SIS and updated a minimum of every nine weeks.

The *SIS* is a legal electronic record in which is recorded the names of students, birth dates, scholarship, attendance, and other information which identifies students and parents. It is the permanent record for all schools. (TXBOE)

The electronic SIS records must be complete and up-to-date. Grade classification for the following school year must be completed.

Birth certificate names or legal name changes only are to be used in the *SIS*. Pre-Kindergarten, Kindergarten and first grade students shall be registered directly from the birth certificate, and all teachers in the following years shall continue to record students' names under that exact name unless the student has had his/her name legally changed.

Opening and Closing Reports--

School Opening Reports are to be completed and sent or emailed to the TXOE by the date scheduled by the conference.

At the close of the school year and before the teacher leaves the school, he/she must complete all duties outlined on the closing checklist, as well as any duties required by the conference, principal, or School Board chairperson.

4142 TUTORING

(SWUEC 4142)

Recommendations for summer school tutoring are to be recorded in the *student information system*, the parents notified in writing of recommendation, and documentation of the recommendation shall be placed in the student's cumulative folder. A teacher is not to tutor a student for pay who is in his/her classroom during the school year.

4154 LIBRARY/MEDIA BUDGET

(SWUEC 4154)

The annual budget is to provide for a minimum expenditure of \$35.00 for each student for library and media resources.

4155 COMPUTER-BASED NETWORKED ENCYCLOPEDIA

(TXBOE 2009)

Schools may use a networked on-line encyclopedia to meet the school evaluation standard for published encyclopedia within the last five years. In addition, the North American Division has contracted with Britannica, and this can be used for this purpose.

4157 MULTIMEDIA SELECTIONS

It is recommended that only videos, movies, social media clips, YouTube videos, etc. that are of such high caliber that they will provide a significantly positive experience from their viewing should be shown in the school. They should meet the following standards:

- A. The videos should deliver significant comments on moral, social, or political issues. It should be historical, documentary, or principally factual in nature. It should convey significant artistic or aesthetic values.
- B. Any video that is shown must be specifically tied to the objectives of an academic class. They should very rarely be used for rewards or entertainment and must be previewed by the teacher prior to showing in the classroom. The teacher needs to be cognizant of the community's standards and carefully select only those media that will not compromise the families' standards.
- C. The realism of the video should be presented without glorifying habits, ideals, or practices contrary to Seventh-day Adventist standards (i.e. dancing, card playing, gambling, drinking, smoking, crime, violence, cruelty, brutality, any profanity, ridicule of family, sexual suggestiveness, coarseness, etc.).
- D. The message of the video should convey, without giving undue notice, approval, or sanction to theories, philosophies, or teachings contrary to Seventh-day Adventist doctrines.
- E. The technical aspects of the video should be acceptable (photography, soundtrack, etc.).

4164 DAILY CLASS SCHEDULE

(SWUEC 4164)

Each teacher is to prepare and display a daily class schedule. The print on the posted schedule should be large enough to be easily read from all points in the classroom. It is the responsibility of the principal to make certain that the schedules are posted and a copy

of each schedule is sent to the Texas Conference Office of Education with the opening report.

4165 DISMISSAL

EARLY DISMISSAL – Each school is allowed a maximum of six (6) early dismissal days per year referred to as “minimum school days.” (Handbook Item 4168)

If school is dismissed early, there is to be at least four hours of instructional time exclusive of recess or lunch for it to count as a school day. These days may be used before vacations. (SWUEC 4168)

The secondary school minimum school day is to include four clock hours of instruction. Such minimum days are limited to six per school year that includes each grade level. If only a portion of the grade levels are in school, the day may be counted a half day and the school should alternate the grade levels that attend classes before vacations throughout the school year.

FRIDAY DISMISSAL – The Friday schedule should be a regular school day. Friday dismissal may be shortened during the winter months to accommodate local needs, such as busing, but classes must convene until at least 3 p.m. Any variance from this policy requires TXBOE approval.

4166 WEEKLY TIME REQUIREMENTS

(SWUEC 4166)

The elementary school instructional schedule is to meet a minimum of 30 (1,800 minutes) hours weekly (excluding lunch period and recess) unless state regulations exceed these requirements in which case the state requirements will supersede.

REQUIRED CLOCK MINUTES AND DAYS OF INSTRUCTION FROM TEXAS EDUCATION AGENCY – The Commissioner of Education has interpreted the length of the school day to be 7 hours (420 minutes) from the beginning of instruction to the dismissal of the last class for all students in grades 4 through 12. Instruction must be for at least 6 hours(360 minutes), but may include passing time.

The primary grades (1-3) must observe a school day of 6 hours and 15 minutes from the beginning of instruction to the dismissal of the last class for all students.

In grades 9-12, non-laboratory classes shall be scheduled for a minimum of 200 minutes per week. Laboratory courses shall be scheduled for a minimum of 240 minutes per week. Such classes shall include biology, chemistry, physics, shop, home economics, and physical science (when taught as a laboratory class.) (SWUEC 4424) The length of the school day, including the lunch period, shall be 7 hours.

4168 MINIMUM SCHOOL DAYS

(SWUEC 4168)

In cases where early dismissal is necessary for reasons other than weather emergencies, approval must be obtained from the superintendent's office. A minimum school day must include four clock hours of instruction exclusive of the lunch period. Such minimum days are limited to six per year.

To facilitate professional development in-services a School Board may have the option to approve three additional minimum school days beyond the six allowed one-half days of school. (This is not to be used for the two TXOE scheduled after school in-service meetings.)

4169 EMERGENCY DAYS

The principal and School Board shall have a policy in place to regulate emergency days due to bad weather and/or road conditions. The principal is responsible for communication and implementation of this policy. There may be other emergencies that arise where it will be unsafe for students to be in attendance at the school. The Office of Education shall be notified of all such emergencies.

When school time is lost because of adverse weather conditions, the school shall schedule make-up time to meet the minimum 180 days required.

4170 SUBJECT ALTERNATION SCHEDULE

(SWUEC 4170)

Designated subjects in the elementary school may be taught on an alternating basis. An outline of the alternation plan is provided in the *Elementary Textbook List* (K-8).

The textbooks listed in the *Elementary Textbook list* K-8 have been officially adopted by the Southwestern Union Conference Board of Education, and are to be used in all elementary schools in the Southwestern Union Conference unless specific arrangements have been made for alternatives. (See *Elementary Textbook List K-8* for procedures to be used in choosing alternate textbooks.)

4171 TEXTBOOK ADOPTION

1. Schools shall immediately purchase the textbooks as they are adopted by NAD committees. The TXOE will allow a three year full adoption to accommodate finances if necessary.
2. Any school proposing to use textbooks, other than NAD approved textbooks, must submit the alternative textbook form, with reason, for exception to the Superintendent for approval. No purchase should be made before approval. (Form 8041)

(TXBOE 2003)

4173 CELEBRATION OF EASTER, HALLOWEEN, AND CHRISTMAS

Any school celebration of Christmas and Easter should focus on the birth and resurrection of Jesus Christ, not on the worldly symbolism of Santa Claus and the Easter bunny. Halloween should not be celebrated in the school, but a harvest festival may serve to remind students of God's blessings. Care should be taken in any school holiday celebration that no child or family should be offended.

5000 - 5999 STUDENT AFFAIRS

5100 IMMIGRANT STUDENTS

It is important to follow regulations outlined by the National Council for Private School Association (NCPSA) regarding immigrant students. Please refer to Form 8054 and all materials included in that section.

5224 SUSPENSION OF STUDENTS

A teacher may temporarily suspend a student from class, but suspension from school is to be done only by the principal, or in a one-teacher school, by the teacher in consultation with the board chairperson.

A student may be suspended for repeated offenses when other procedures have not been effective. Evidence of prior corrective measures and parental notification should be on file in the student's folder.

In the case of a serious violation of school regulations, the principal may suspend a student from school even though there has been no prior serious misbehavior. The suspension period is not to exceed two weeks.

5226 DISMISSAL/EXPULSION OF STUDENTS

The school board is the ultimate authority in the dismissal or expulsion of a student upon the recommendation of the principal. As a general rule, dismissal or expulsion is used only when other means of correction fail to effect a change in conduct and the parent will not voluntarily withdraw the student.

5300 ATTENDANCE

The school desires to help the student to develop lifetime habits of responsibility.

Attendance must be recorded in the student information system (SIS) daily. This record is a legal document. It must indicate clearly every absence of the student for a half-day or more during each day that school is in session.

Teachers must require satisfactory explanations from parent/s or guardians of students, either in person or in writing, for all cases of absence.

Parents should notify the school/teacher in case their child is not able to attend school on any given day. If the teacher is not notified of the absence, then the teacher/school personnel will contact the parent/guardian to report the absence within the first hour of the school day.

The following policy is in accordance with the Statutory Citation in the Texas Education Code 25.092 Minimum attendance for class credit or final grade:

- A. Except as provided by this section, a student may not be given credit for a class unless the student is in attendance for at least 81 days during a semester.
- B. For students, grades K-8, absences may be aggregated on the basis of 162 days per year.
- C. The School Board of each school shall appoint an Attendance Committee to hear petition for class credit by students who are in attendance fewer than 81 days during a semester. The committee may give class credit to a student who is in attendance fewer than 81 days during a semester because of extenuating circumstances. Each local School Board shall establish guidelines to determine what constitutes extenuating circumstances and shall adopt policies establishing alternative ways for students to make up work or regain credit lost because of absences.
- D. For purposes of reviewing student absences, extenuating circumstances include but are not limited to the following:
 - 1. An excused absence to observe a religious holy day for which students have satisfactorily completed assignments.
 - 2. Days of suspension for which students have satisfactorily completed assignments for the suspension period.
 - 3. Participation in a court proceeding or a child abuse/neglect investigation.
 - 4. The late enrollment and/or early withdrawal for which students have satisfactorily completed assignments.
 - 5. Days missed by a runaway as defined by Texas Family Code, 51.03.
 - 6. Participation in a substance abuse rehabilitation program.
- E. Each school administration shall establish alternative ways for students to make up work missed or regain credit lost because of absences for extenuating circumstances. Alternative ways for students to make up work missed or regain credit include tutorials, evening school, correspondence courses, independent study projects, computer assisted instruction, student contracts, and summer school. A school administrator may impose a grade adjustment on the work made up by a student for an absence.
- F. Provisions under subsection (6.) do not permit or allow credit for work missed due to student absences for excessive participation in extra-curricular activities.
- G. The Attendance Committee shall hear all cases where a student's attendance falls below 81 days and a petition by the student or the student's parent, legal guardian, or other person having lawful control pursuant to an order of a court has been filed and may review other cases at local option. The hearing may be a review of student attendance records and other appropriate documents; and oral presentation before the committee with the student, his/her parent/s, or other appropriate representatives such as case worker or substance-abuse counselor.

- H. If a student has an absence that the school administration recognizes as an extenuating circumstance and if the student satisfactorily makes up missed work, the student shall be considered in attendance for the purpose of computing compulsory attendance under the Texas Education Code and for driver's license eligibility under the Texas Revised Civil Statutes, Article 6687b.
- I. Absences due to a homeless situation were added as extenuating circumstances to the state rule on absences. Local school boards will now establish guidelines classifying homelessness as such.
- J. It is essential that proper notification to students and parents be carried out during the accumulation of absences.
- K. Refer to Attendance Letters, (attachments #1, 2, and 3) for sample letters to parents of elementary school students.

ATTENDANCE LETTERS

- A. After 5 absences send home the attendance letter with the “sign and return portion” at the bottom of the letter (attachment #1). Make a copy of the letter for the file before you send it. Attach the returned portion of the letter to your copy when the student returns it. File both in the individual file you keep on the student.
- B. After 2 or 3 more (7 or 8 total) absences repeat the above procedure.
- C. After 12 or 13 absences (total) mail the same letter sent before but without the sign and return portion at the bottom (attachment #2). File a copy of the letter before you mail it.
- D. After 18 absences (total 10 per semester) mail the letter with the petition form attached to it (attachment #3). File a copy of this letter.

PARENT NAME: _____

TEXAS SEVENTH-DAY ADVENTIST SCHOOL SYSTEM

Attachment #1

SCHOOL:

DATE:

STUDENT:

Dear Parent or Guardian:

The Texas State Legislature has amended its policy (TEC 25.092) regarding student attendance/absence. The Texas Conference Board of Education and the local School Board support this policy.

It reads in part ...students must be in attendance for at least 162 days during the school year in order to receive credit for a class.

The Texas Conference Office of Education school calendar has 180 school days, 90 of those in each semester.

Your child has accumulated _____ absences to date this year, and is in danger of losing class credit.

Please contact me at your earliest convenience so we may discuss this matter.

Sincerely,

Principal

PLEASE SIGN AND RETURN

I have read and understand the attendance letter.

DATE:

STUDENT NAME:

Parent Signature:

TEXAS SEVENTH-DAY ADVENTIST SCHOOL SYSTEM

Attachment #2

SCHOOL:

DATE:

STUDENT NAME:

Dear Parent or Guardian:

The Texas State Legislature has amended its policy (TEC 25.092) in regard to student attendance/absence.

It reads in part ...students must be in attendance for at least 162 days during the school year in order to receive credit for a class.

The Texas Seventh-day Adventist School System school calendar has 180 school days, 90 of those days in each semester.

Your child has accumulated _____ absences to date this year, and is in danger of losing class credit.

Please contact me at your earliest convenience so we may discuss this matter.

Sincerely,

Principal

PLEASE SIGN AND RETURN

I have read and understand the attendance letter.

DATE:

STUDENT NAME:_____

PARENT Signature:____

TEXAS SEVENTH-DAY ADVENTIST SCHOOL SYSTEM

Attachment #3

SCHOOL:

DATE:

STUDENT NAME:

Dear Parent or Guardian:

Your child has accumulated _____ absences to date and is in danger of losing class credit.

The Texas Education Code, Section TEC 25.092 and the Texas Conference Board of Education and local school board require that parents whose child has fewer than 162 days per year in attendance must petition the school's Attendance Committee for the child to receive credit for the school year.

The Attendance Committee is authorized to accept petitions for credit from parents. The Committee will consider such factors as extenuating circumstances and alternative ways students can make up work and/or regain credit lost due to absences.

In order for your child to receive class credit, you must petition the Attendance Committee. By completing and returning the attached petition form, you will initiate a review of your child's circumstances by the Attendance Committee.

Thank you for your interest in your child's education and also for your prompt reply.

Sincerely,

Principal

PLEASE SIGN AND RETURN

I have read and understand the attendance letter.

DATE:

STUDENT NAME:

Parent Signature: _____

TEXAS SEVENTH-DAY ADVENTIST SCHOOL SYSTEM

Attachment #4

SCHOOL:

P E T I T I O N T O
A T T E N D A N C E C O M M I T T E E

DATE:

STUDENT:

Please indicate below the appropriate response(s) to be considered by the Attendance Committee.

The maximum allowable days absent from school have been exceeded because of the following extenuating circumstances:

Please allow class credit by alternative methods. Thank you.

Signed:

(Parent or Guardian)

PLEASE RETURN PROMPTLY TO: (your school name and address)