

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.

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.**