

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. Teachers are expected to work a regular schedule during the contract period.

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)

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. Texas Conference Elementary Teacher Staffing Formula (TXBOE 2014)

Rationale

There is a need for an equitable way to determine the number of teachers that the Texas Conference will subsidize for any given school. While the majority of the teacher salary and benefit package is borne by the local school/church, the conference pays approximately 30% per teacher. This proposed policy is an attempt to level the field as to how resources are allocated to fund elementary/junior academy teachers in our conference. Although the formula could also apply to academy teachers, this is not included in the policy since the subsidy to academies from the Texas Conference is currently calculated on a per student basis.

Assumptions

- Small schools receive a higher level of subsidy per student because of the following factors:
 - A. The student-teacher ratio needs to be smaller based on the number of grade levels in order to offer quality education.
 - B. Typically, the smaller communities have less of a financial lifting power to subsidize the school or pay tuition.
 - C. Ellen White speaks of having a church school where there are “six children”.
 - D. We would like to encourage the option of Adventist education to as many constituents as possible over our entire conference.
 - As student numbers increase, the school operation should become more efficient. Thus, the gradual increase in the minimum number of students required to fully fund a teacher.

Policy

In order for schools to qualify for full conference subsidy the following minimum number of pupils should be met. The number of teachers indicated refers to full time conference-subsidized teachers and includes principals.

- One-teacher Schools—6 Students (6 per teacher)
- Two-teacher Schools—18 students (9 per teacher)
- Three-teacher Schools—33 students (11 per teacher)
- Four-teacher schools—48 students (12 per teacher)
- Five-teacher schools—65 students (13 per teacher)
- Six-teacher schools—84 students (14 per teacher)
- Seven-teacher schools—105 students (15 per teacher)
- Eight-teacher schools—128 students (16 per teacher)
- Nine-teacher schools—144 students (16 per teacher)
- Ten plus-teacher schools--16 students per teacher

Please note: Secondary students in a junior academy count as 1.5 students in the above configuration per action of the K-12 Board, October 2013.

Implementation

If any school falls below the indicated number of students required, they will not be penalized the first year. The school board chairperson, principal, and pastor will receive notification from the superintendent of education that they are out of policy and will either need to increase enrollment or drop a teacher for the next school year. If at beginning of the next school year the school does not meet the policy, the school will be assessed a penalty of 2% of the contract rate for one teacher per student below the required number.

For example, assuming a four-teacher school has enrollment of 42 during the 2013-2014 school year. Since the policy requires a minimum of 48 students to qualify for 4 teachers, the school board will receive notice that they are out of compliance with the Staffing Policy. There is no penalty charged for the 2013-2014 school year. The school board determines they will keep the four teachers and recruit additional students. They begin the 2014-2015 school year with 44 students. They are still out of compliance with the policy. Therefore, they will be assessed an additional 8% of one teacher salary. Assuming a per teacher charge of \$50,000 or \$5000 per month, the school will need to pay \$5400 per month (which includes a \$400 penalty) for one teacher and \$5000 for each of the other three teachers. In January they have a family of four children enroll in the school. As of January, they will be billed \$5000 per teacher and no longer be charged the additional penalty.

Enrollment numbers for the purpose of the policy will be based on the opening report for the school, approximately three weeks after school begins.

Conclusion

The purpose of the policy is not to be punitive but to bring about a sense of equity and accountability for all the schools and supporting churches. We want our schools to operate effectively and efficiently in our mission of providing top-quality Adventist education to our families.

1206 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.

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.

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.

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.”

1437 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 duties such 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.

1460 INTERNET ACCEPTABLE USAGE (AUP)

In Adventist schools Internet use and policies should demonstrate respect for God, others, 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)

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
- Teachers are to refrain from personal use of personal email, Facebook, Twitter, Instagram, etc. during school hours.

(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
- ITBS labels and charts

- Discipline notices – *(kept until one year after withdrawal from the school)*
- Notes
- Correspondence regarding child

Special Education Folders – *(if applicable)* Given to parents when student withdraws or graduates.

- Individual Educational Plans (IEP)
- Test results involving special education
- 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
- Copies of permission slips for field trips *(save for two years or longer if an incident occurred)*
- Insurance Reports and/or Claim Forms (retain permanently)

Discipline files – current school year only

School Accident folder(s) – retain with academic report

Incident Reports – retain with academic report

Academic – retain permanently

Immunization Records – retained permanently with academic records

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 to 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)
- Previous evaluation – Self-study and Visiting Committee Report(s)

(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 the website. 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. First Aid Equipment

First Aid kits and first responder kits (for bloodborne pathogens) should 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.

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—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. See the Texas Conference website form.

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

1603 TRIP SUPERVISION

All school trips must have at least one conference-employed teacher as a chaperone.

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)

1619 VAN USAGE

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

1621 PERSONAL VEHICLE USAGE GUIDELINES



Adventist Risk Management, Inc 

Personal Vehicle Usage Guidelines

Adventist Risk Management does not recommend the use of non-owned autos on approved events. If non-owned vehicles are used, however, adhere to the following guidelines:

Adventist Risk Management's auto insurance policy provides coverage for non-owned vehicles on an excess basis. It is designed to protect the organization, not the vehicle owner. In the event of an accident, the vehicle owner must go to his/her insurance company first.

- Make sure drivers understand that their personal auto insurance is "primary".
- Refer to the North American Division Working Policy, section P 50 26 *Vehicle Insurance* and Section X 30 *Automobile Policy*.
- Driver must be at least 21 years old.
- Copy of the Drivers License.
- Employees and volunteers who use personal vehicles on an *infrequent* basis must carry a minimum of \$100,000 per person/\$300,000 per occurrence limits of liability. (See Section X 30 20 3.a for *regular use* insurance requirements.)
- Copy of the driver's proof of insurance (insurance card).
- Do not allow a person with a poor driving record (at-fault accidents, moving violations) to operate a vehicle on behalf of the church.
- Make sure the owner understands that his insurance is responsible for any damage done by the vehicle or to the vehicle.
- If someone other than the owner will be driving the vehicle, obtain information on the owner's insurance (company name, policy number, and policy term) and give this information to the person who will be driving the vehicle. The driver will need this information if an accident occurs.

- Verify that the vehicle is in good working order.
- Agree with the owner or driver on who will be responsible for any comprehensive or collision deductibles that might apply to damage done to the *borrowed* vehicle.
- Do not overload vehicles.
- Require occupants to wear seatbelts.
- For long trips, ensure that there are sufficient drivers so that no one is required to drive more than three hours at a stretch.

Every insurance policy contains limits, conditions, and exclusions. Read the policy carefully, because it may not respond to all claims for damage.

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’’ found on the Texas Conference website.
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.

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.

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.

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 should be posted on school property.

School sponsored trips require the use of proper helmets for all snowboarding 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. Fund raisers should not include activities such as raffles or other gambling type of activities.

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** (except Chisholm Trail Academy)