

# TEACHER HANDBOOK

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Welcome to the online Teacher Handbook for the Texas Adventist School System. The Teacher Handbook is designed to assist the teachers and principals of the Texas Conference by providing information in three areas - general information, professional information, and working policy. Also included are the forms that may be used throughout the year.

Each school in the Texas Conference should have a copy of the *Southwestern Union Education Code K-12 Book*. This Union Code, available on the Southwestern Union Conference Education Department website, should be used in conjunction with the Texas Conference Teacher Handbook.

Updates to the Teacher Handbook and forms will be posted online as they become available.

## **HANDBOOK CODING:**

001 - 999 PHILOSOPHY

1000 – 1999 ORGANIZATION AND ADMINISTRATION

2000 – 2999 FINANCES

3000 - 3999 PERSONNEL

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## **ABBREVIATIONS:**

TXOE = Texas Conference Office of Education  
TXBOE = Texas Conference Board of Education  
SWUEC = Southwestern Union Education Code K-12  
NADWP = North American Division Working Policy

# *“Building Kid Communities for Eternity”*

*The Office of Education’s mission is “Building Kid Communities for Eternity.” This is manifested through an established connection with Jesus Christ, the Church, and responsible relationships with other students and adults. A life of service to others is stressed throughout the curriculum, and the academic standards are high in order to prepare students for their future careers. Adventist education provides many distinct advantages that enable kids to develop into the adults that Christ creates them to become.*

## 100 PHILOSOPHY

*The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning God created in His image a perfect humanity, a perfection later marred by sin. Through the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in nature, the Bible, and Jesus Christ. The distinctive characteristics of Adventist education, derived from the Bible and the inspired writings of Ellen G. White, point to the redemptive aim of true education: to restore human beings into the image of their maker.*

*While God presents His infinitely loving and wise character as the ultimate norm for human conduct, human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of returning human beings to their original relationship with God. Its time dimensions span eternity.*

*Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful.*

*An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person – physically, intellectually, socially, and spiritually. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.*