

- dent ; Step Six—if the problem is not resolved the Conference K-12 administrative body or appointed committee will be convened and their decision is made final (Policy 4240-1).
- 8) In harmony with the Southern Union Education Policy, all formal teacher evaluations in the Conference elementary schools and junior Academies shall be under the direction of the Conference Office of Education (Policy 4370).
 - 9) Christian educators are intended to be an exemplar to pupils, the school and the community and will fulfill the following responsibilities:
 - A. Have a high sense of loyalty to the aims and ideals of Christian education, particular to the Seventh-day Adventist philosophy of education.
 - B. Look upon Christian teaching as a holy vocation and ministry.
 - C. Strive for excellence in teaching methods and techniques to more effectively serve students.
 - D. Give encouragement and more support to associates on the school staff.
 - E. Recognize the lines of authority, the duties and responsibilities assigned to other staff members, and the functions of administrators.
 - F. Demonstrate loyalty to the school by observing its regulations and policies.
 - G. Participate in activities and programs sponsored by the school, and willingly accept and carry responsibilities as may be assigned.
 - H. Carry out job assignments and follow a supervisor's reasonable orders, directives, and recommendations, direct or implied.
 - I. Assume responsibility for professional self-improvement.
 - J. Participate in constituent church and community activities.
 - K. Develop effective relationships with parents, patrons, and colleagues.
 - L. Participate in Home and School Association activities.
 - M. Implement policies of the school administration and the Conference Office of Education.
 - N. Report for duty as stipulated by the school administration and Conference Office of Education, including pre-school and post-school duties, and follow the school schedule and calendar.
 - O. Fulfill responsibilities as provided in the faculty handbook or by the principal's of the respective school.
 - P. Maintain a working knowledge of the Southern Union Conference of Education PreK-12 Education Code.
 - Q. Carry out reasonable job assignments, and follow the local Conference Office of Education's recommendations, direct or implied (Policies 4610 and 4612).

For further information call or write:

**South Atlantic Conference of Seventh-day Adventists
Office of Education**

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SOUTH ATLANTIC CONFERENCE of
SEVENTH-DAY ADVENTISTS
OFFICE OF EDUCATION

THE CODE OF ETHICS AND PRINCIPLES OF PROFESSIONAL CONDUCT

CONDENSED WORKING POLICIES



Adventist Education
A JOURNEY TO EXCELLENCE

South Atlantic Conference of Seventh-day Adventists Education Working Policies

- ◆ The following working policies are based upon the working policies of the North American Division of Seventh-day Adventists and the Southern Union conference of Seventh-day Adventists Education Code K-12, as well as federal laws and the constitution of the South Atlantic Conference and action of the K-12 Board of Education. Policies contained herein are adopted by the appropriate committee and are subject to change by those bodies.

Obligation to Students:

- 1) Seldom does a child benefit by advancing more than one grade per year. When this occurs he or she may miss valuable steps in development. It is recommended that a teacher provide enrichment rather than acceleration (Policy 4000-1).
- 2) Students shall not use computers to annoy or harass others with unacceptable language, images or threats including obscene or objectionable information (Policy 4070).
- 3) Transmission of any material in violation of federal or state laws is prohibited with costs incurred by users (Policy 4070).
- 4) Corporal punishment is not to be used as a disciplinary measure in South Atlantic Conference schools (Policy 4080).
- 5) Adventist Christian Education has its primary role to educate and spiritually strengthen Seventh-day Adventist youth. In addition, the school can serve, to some extent, as a mission outreach to the community by accepting a limited number of non-Seventh-day Adventist student. Non-Seventh-day Adventist enrollment should not exceed twenty percent of the total enrollment (Policy 4210).
- 6) No student shall be excluded from any school activity because of his or her financial situation (Policy 4220-2D).
- 7) Supervision of students is not only an indicator of teacher concern for the welfare of students, but is a legal matter. In case of negligence, the teacher may be held personally

liable. Adequate supervision requires close attention to whatever is occurring. The teacher must be active, alert, and aware of the various groups and what is happening in them (Policy 4350-1).

- 8) Christian educators are intended to be an exemplar to pupils, the school and the community and will fulfill the following responsibilities:
 - A. Recognize the dignity and worth of every person, and the right of opportunity for all, according to their ability, without discrimination.
 - B. Meet promptly and faithfully all appointments with classes, individual students, and student groups.
 - C. Cultivate friendly relationships with students and student groups.
 - D. Give all students the freedom to express their views and assurance of careful and objective consideration of their opinions.
 - E. Hold professional confidence the ideals, needs, weaknesses, and failures of students.
 - F. Refrain from discussing personal problems with students.
 - G. Provide a dynamic environment with emphasis on Christian living and effective learning.
 - H. Establish and maintain classroom effective organization.
 - I. Secure and maintain adequate records that are required by the school administration and the Conference Office of Education (Policies 4610 and 4612).

Obligations to Professionalism:

- 1) The Association of Seventh-day Adventist Educators serves the education profession of the Seventh-day Adventist Church. This professional organization is open to all Seventh-day Adventist educators (Policy 4020).

- 2) The Conference shall implement, monitor, and evaluate electronic media resources for proper use, but does not guarantee the security, accuracy, quality or confidentiality of the data accessed. Each individual assumes personal responsibility for the use of his or her computer account and the maintaining the security of his or her user account (Policy 4070).
- 3) All employees of South Atlantic Conference schools requiring direct contact with students are required to submit fingerprints to the appropriate state Department of Law Enforcement and the Federal Bureau of Investigation for processing. The costs shall be borne by the applicant or the school (Policy 4090).
- 4) The employment, assignment, and transfer of teachers in the South Atlantic Conference shall be by action of the Conference K-12 board of education upon recommendation of the Office of Education in counsel with the local school board (Policy 4100).
- 5) Nonpublic schools serving K-12 students must file a database survey with the State Department of Education indicating the name of the institution, address, telephone number, type, administrative officers, enrollment by grade or special group, number of graduates, number of instructional and administrative personnel, number of school days, and other data required by state statutes (Policy 4130).
- 6) Each school is required to establish a Loss Control/Risk Management Committee to periodically survey the school premises and record their findings, along with assuring subsequent corrective action where appropriate (Policy 4190).
- 7) Conciliation procedures are based on Matthew 18 and I Corinthians 6. It is understood that the objective of both parents and teacher is to resolve the problem on an informal basis. Step One—talk to the teacher; Step Two—talk to the principal; Step Three—involve the local school board chairperson if the situation is not resolved; Step Four—if problem persists the school board chair will convene the local school board's executive committee; Step Five—If problem persists the parent may contact the Conference Office of Education and speak with the Superintendent.