

Brookhaven Seventh-day Adventist® School



Handbook 2016/2017

“Educating students for this world and the next.”

4658 Reedy Branch Rd.
Winterville, NC 28590
(252) 756-5777

<http://www.brookhavenschool.us>

Welcome

Dear Parents and Students:

We welcome you to Brookhaven Seventh-day Adventist® School. This handbook has been prepared to provide information concerning the school’s operation. Additional information will be given as needed in weekly letters and other sources.

Sincerely,
Brookhaven School Staff

Teachers:

Principal/Grades 5-8 Sandi Spady
Grades 2-4 Mindy Meadows
Grades K-1 Claudia Perry

Other Primary Contacts:

School Board Chair Adolphus Leonard
Treasurer Maria Manns
Home & School Julia Faulk

School Phone: (252) 756-5777

Operated by:

The Greenville North Seventh-day Adventist® Church

Supervised and Accredited through:

The Carolina Conference of Seventh-day Adventists
Department of Education
P. O. Box 44270
Charlotte, NC 28215-0043

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Mission

“Educating students for this world and the next.”

Philosophy

We believe that the Christian life is the happiest and most fulfilling way to live. It prepares students for life in this world and for heaven. Therefore:

- ◆ We desire to pass to our children our faith, our commitment to Jesus and our responsibility to the world around us.
- ◆ We desire our children to believe in the teachings of Christ’s church, to share in its gospel commission to the world, and to dedicate their lives to fulfill Christ’s mission for them.
- ◆ We desire to have our children with us as a church/school family worshipping together, working together, growing together.

We are a family dedicated to Jesus and committed to each other in preparation for Christ’s second coming.

“True education means more than perusal of a certain course of study. It means more than a preparation for life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of wider service in the world to come.” EDUCATION, p. 13

Objectives

The purpose of this school is to prepare young people to assume intelligently and conscientiously their responsibilities toward betterment of their own lives and the up building of God's kingdom on earth.

Spiritual: God is the source of spiritual power and by connecting to this power we can reach our learning potential.

Academic: God is the source of all knowledge and by following His learning principles we can attain academic excellence. We use a variety of learning strategies to make learning meaningful and practical.

Social: God is our example and by practicing the golden rule in interrelations among our school family we promote thoughtful, kind individuals who think of others first and accept all people groups.

Specific Objectives

1. Promote excellence in academic skills.
2. Assist children in their social development.
3. Instill in students a healthy self-esteem through accomplishment, and the unconditional love of Jesus Christ.
4. Assist students in understanding the principles and practice of healthy living.
5. Involve students in community service.
6. Instill in students a work ethic and work skills.
7. Instill in students a sense of responsibility toward God, and their community.
8. Assist students in becoming self-disciplined.
9. Assist children's physical development through physical education and sports activities.
10. Teach students the values of good sportsmanship.
11. Establish students on their journey to know the knowledge of God with understanding and wisdom and discernment.
12. Assist parents in the character development of their children and its practical application in school.

Admission Policies

Immunization: All children in North Carolina are required to be immunized against diphtheria, tetanus, whooping cough, smallpox, polio myelitis, red measles (rubeola), and German measles (Rubella). [GO 130-87 & 130-93.1]

Sixth grade Immunization Requirements: A booster dose of Tdap vaccine is required for all children before entering 6th grade that are enrolled in public school, or by the age of 12 for those not attending public schools (i.e., private, religious, home schools) on or after August 1, 2008, if 5 years or more have passed since the last dose of tetanus-containing vaccine.

No principal shall permit any child to attend a public, private, or parochial school without the certificate provided for (by the State Board of Health), or some other evidence of immunization against smallpox, diphtheria, tetanus, whooping cough, and polio myelitis. [GS 130-92 & 130-93.1]

This requirement does not apply: (a) if the physician certifies that a preparation required to be administered is detrimental to the child's health or (b) if the parents or guardian of such child are bona fide members of a recognized religious organization whose teachings are contrary to the practices required for immunization. [GS 130-90 & 130-93.1]

Physical Examination: All students enrolled must have a physical examination completed by the family physician and on file at the school.

Placement of New Students: All students transferring to the school must present a report card or its equivalent. All students will meet with the teacher for testing before grade placement.

Entrance Age: Parents are urged to not start their children at too early an age. Kindergarten students are to be five by August 15. First grade students are to be six by August 15.

It is the policy of the Brookhaven Seventh-day Adventist[®] School to admit students of any race to all the rights, privileges, programs, and activities accorded or made available to students at school and to make no discrimination on the basis of race in the administration of education, policies, application for admission, scholarship or loan programs, athletics, or extra-curricular programs.

All new students will be accepted on a probationary period of nine weeks. If deemed necessary, a student's progress will be reviewed at the end of the probationary period.

Brookhaven Seventh-day Adventist[®] School is not equipped to handle children with special needs.

All applications must be approved by the Brookhaven School Board.

Financial Policies

Registration Fee: A registration fee for each student is payable at the time of registration. This fee covers books, a library fee, art materials, and other general supplies. This fee is non-refundable. This registration fee is also required for students starting in the middle of the school year.

Tuition Rates: Monthly tuition is based on an annual tuition rate divided by ten monthly periods August through May.

Tuition is due by the tenth of each month, August-May.

If payment is not received by the last day of the month it is due, there will be a \$10 late charge.

If an account becomes 30 days overdue the student may be excused from school until the account is paid. Exceptions will be at the discretion of the School Finance Committee.

There is a fee of \$20 for each returned check.

Final grades will be released when all outstanding account balances are paid.

For current tuition and registration rates you may check online, contact the school principal or the school treasurer.

Tuition only pays for a portion of school operations. The balance of funds required is raised by vigorous fund raising projects and the financial support of the Greenville North Seventh-day Adventist® Church. The successful operation of our school depends on the cooperation of all by prompt payment of tuition and support of fund raising activities. All parents are to pledge their support by participating in these fund-raising activities. This helps keep tuition rates down.

Student Insurance: All students are covered by a limited student policy. The premium is paid by the Carolina Conference of Seventh-day Adventists.

Attendance

Attendance/Absences Policy: The law requires a minimum of 180 school days. Excess absences may affect the student's academic achievement.

Every student is expected to attend school punctually. Any student entering school after 8:00 a.m. will be marked as tardy on the attendance record. State law holds the teachers responsible for reporting attendance. Parents should send a signed excuse with a child on the day he/she returns to school after an absence or tardiness.

Absences are excused for illness, death in the family, medical, dental, and vision appointments. Parents are to give reasons for absences on written excuses.

In the event that a student has accumulated 8 or more unexcused tardies, or 5 or more unexcused absences a notification and encouragement letter will be sent to the family. When 10 or more unexcused tardies or 7 or more unexcused absences have been accumulated, the name will be taken to the board. The board will take action in one of the following ways:

- board letter of notification and encouragement
- parent conference with board or board chair
- parent/teacher/board to develop a written plan to rectify the situation

Arrival and Departure Schedule

Grades 1-8

School begins at 8:00 am and ends at 3:00 pm Monday – Thursday and begins at 8:00 am and ends 2:00 pm on Friday.

There will be no gym or playground use before school. Students are not to leave the premises during school hours without permission from the teacher. Children should be picked up immediately after school closes.

Weather Delays and Cancellations

We follow the Pitt County Public Schools in regard to school closing and late opening.

Student Conduct

Goals: The primary goal of our discipline policy is to create and encourage self-discipline in students. The secondary goal is to teach that there are consequences associated with our choices.

Philosophy: Our philosophy is based on Respect.

Respect for God

Respect for Others

Respect for Yourself

In order to facilitate learning in the school, certain basic requirements in behavior and dress are required of all.

1. Students are to respect teachers and staff. Their spoken instructions are to be followed as well as posted school rules. Courtesy and attentiveness is expected.
2. Students are to respect other students and their property.
3. Students are to demonstrate respect for God by participating in devotion, being quiet in the sanctuary, bowing their head with closed eyes during prayer and following the principles of the golden rule.
4. Students are to demonstrate respect for themselves by doing their assignments with effort and on time.
5. Leaving school property without permission is prohibited.
6. Physical violence and crude or vulgar language is prohibited.
7. Stealing, cheating, or dishonesty of any kind cannot be tolerated.
8. Running in the hall, loud talking or any conduct of a boisterous nature is not allowed.

9. The following items are not allowed on school grounds, or at school functions; weapons of any kind (including pocketknives), tobacco, alcoholic drink or illicit drugs of any kind.

Please do not bring radios, TV's, CD players, MP3 players, any electronic games, or other toys to school without permission from the teacher(s). These items, if brought, may be taken and returned to the parent at the discretion of the teacher and/or principal.

Cell phones are to be used only with the permission of the teacher and or principal.

School behavior expectations are enforced at all school-sponsored activities and in all school environments: bathroom, hallways, on the playground, before school starts and after school ends. If these or other school rules are breached, this will be the consequence:

1. A verbal warning
2. A written warning (alt. name on the board) and loss of privileges.
3. A note goes home to the parent to sign. The teacher and student may write a behavior modification plan at this time. Further loss of privileges.
4. Repeated violations may result in suspension or dismissal.
5. In serious problems the school may go directly to suspension.
6. A system will be in place to reward students for good behavior.

If, because of a student's conduct, their influence is determined to be detrimental to the student body, they may be asked to withdraw.

Attire and Appearance Policy

Each student is expected to be neat, clean, and well-groomed in a moderate and modest manner.

A. SHIRTS/BLOUSES

1. All shirts are to be solid color polo shirts with collars. Hunter green shirts are required for field trips.
2. Shirts are not to have visible labels, words or pictures.
3. Shirts are to be appropriately sized and tucked in unless the shirt is designed for outside wear and is no longer than 3 inches below the natural waist.
4. Shirts are to be long enough to cover the midriff when sitting or standing. Shirts are to cover the chest and back so there is no inappropriate exposure.
5. Undergarments may not be visible at any time. However, students may wear plain colored t-shirts under collared shirts.

B. PANTS/SKIRTS/SKORTS/JUMPERS/CAPRIS/SHORTS/DRESSES

1. Colors are to be solid khaki, black, or navy.
2. Clothing is not to have visible labels, words, or pictures.
3. The length is to be no shorter than three inches above the top of the knee when standing.
4. No clothing is to have pockets half way down the legs.
5. Clothing is to be appropriately sized. No baggy or sagging pants or shorts are allowed.
6. Clothing is to cover the body adequately so there is no inappropriate exposure.
7. Undergarments may not be visible at any time.

C. GENERAL INFORMATION

1. Students are to wear shoes that give support and protection to feet and are suitable for school activities. All students must wear tennis shoes/athletic shoes for P.E.
2. Jewelry and colorful cosmetics, hats, and caps are not to be worn.
3. Clothing is not to have holes, or a ragged appearance.

Health

Sleep: We recommend students get an adequate amount of sleep.

Breakfast: The most important meal of the day. A nutritious breakfast helps the child be more attentive and disposed to learning.

Lunch: A healthy diet is essential for children to reach their optimum learning potential. Students should bring their own lunches. Brookhaven Seventh-day Adventist® School advocates a low-sugar, vegetarian, non-caffeine diet.

Medication: If a student must take medication while he/she is at school, the following Carolina Conference policy shall apply:

A written statement is required from the parent or guardian requesting that the teacher assist the student. The medication will be kept by and dispensed by the teacher. Unused medication will be destroyed unless picked up by the parents after school.

Student Illness: When a student complains of not feeling well, or has a temperature of 100 degrees Fahrenheit or above, the teacher may:

1. Call the student's parents.
2. Contact the "designated" person to notify of the student's condition, if the parents are unable to be reached.
3. Designate a quiet place where the student can lie down, if it is determined that it is best for the student to remain at school.

The teacher will:

1. Provide needed supervision for the student.
2. Provide a soft pillow and blanket to help make the sick student feel more comfortable.

Curriculum

The curriculum requirements fall within the confines of the Office of Education of the Southern Union Conference and the Carolina Conference of Seventh-day Adventists Department of Education.

1. **RELIGIOUS INSTRUCTION:** As a Seventh-day Adventist® Christian institution, our fundamental objective is to uplift Christ and His principles of life. In addition to Bible classes being a prominent part of the daily schedule, all classes and activities will emphasize Christ-centered character building. Each school day will begin with prayer and devotional experience.
2. **ACADEMIC INSTRUCTION:** No less important is emphasis on reading and language skills; mathematics; social, physical, and life sciences; health; and physical education.
3. **FIELD TRIPS:** There may be times when the school will go on field trips. Signed permission slips will be required for these trips.

Evaluating and Reporting

Weekly grade summaries are sent home with students with a response form to be signed by the parent and returned the following day. These “rainbow slips” will keep parents aware of their child(ren)’s progress on a frequent basis. Mid-term and quarterly reports generated by the Hunter System/Small School Minder will be sent home within a week of the end of the mid-term and marking term. The grading scales for the Hunter system are as follows:

Grading Scale for Grades K-2

I	Achieves objectives and performs skills independently
M	Missing
NT	Needs more time to develop
P	Progressing toward achieving objectives and skills
X	Exempt

Grading Scale for Grades 3 – 8

Grade	Percentage
A	95-100
A-	93-94
B+	91-92
B	86-90
B-	84-85
C+	82-83
C	72-81
C-	70-71
D+	68-69
D	67
D-	65-66
F	0-64

- Late work may receive ½ credit.
- Daily class assignments are due by the following school day.
- Corrections earn ½ credit.

Parent Involvement

Parent Cooperation:

1. Help the student be prepared
2. Make sure your child has the supplies they need
3. Provide your child with clothing that meets the dress code (uniforms) and the weather for the day
4. Help your child develop good study habits
5. Provide a good breakfast before school every day
6. Encourage your child to do their best
7. Make sure your child arrives at school on time

Parent-Teacher Conferences: At the conclusion of the first and third quarters, the teachers shall be formally available to confer with parents concerning the progress of the students. Teachers are available at other times as well to discuss needs as they arise.

Grievance Procedures: Support the staff in disciplinary matters. Always speak respectfully about the staff in front of your children. If there is a problem, handle it privately and directly with the teacher.

1. Address your concerns to the teacher first. Assume the best intentions of the other party.
2. If the problem can't be resolved with the teacher, then request a meeting with the school board chairman and teacher.
3. If it is still not resolved, then request a meeting with the school board at its next meeting. Please follow these steps in order.

Working Relationship: To maintain a good working relationship with the teachers:

1. Communicate with your child's teacher on a regular basis
2. Ask lots of questions
3. Attend Parent/Teacher Conferences
4. Read school newsletters and other correspondence from school
5. Visit your child's classroom
6. Volunteer to help when possible
7. Be familiar and supportive of the school policies and rules
8. Be familiar with the school financial policies
9. Attend Home and School Meetings, programs and fund-raising activities

Home and School Association

There shall be an organized and active Home and School Association to help carry out the functions as outlined by the General Conference Office of Education.

The purpose of the Association shall be to enhance the cause of Christian Education in the home and in the school and to guide in the development of Christian character in all its members and families. To this end, the Association shall assist in the following:

1. Fostering Christian education for all school-aged children in the constituent church
2. Sponsoring regular and periodic meetings for parents and constituents
3. Developing ways and means to provide the school with necessary equipment to enable it to meet high educational standards
4. Providing social and educational opportunities for the members of the home, church, school, and community through programs, social activities, and group services
5. Encouraging financial sponsorship for tuition assistance
6. Keeping the church informed of issues concerning school operations that need church support

“The teacher in the home and the teachers in the school should have a sympathetic understanding of one another’s work. They should labor together harmoniously, imbued with the same missionary spirit, striving together to benefit the children physically, mentally, and spiritually, and to develop characters that will stand the test of temptation.” (Counsels to Teachers, p. 157)

Visitors

We encourage parent visitation at Brookhaven School. Your children need the assurance that you are behind them in all aspects. We only ask that when you visit that you do it quietly, taking a chair and observing. Postpone conversation until the children have been dismissed. Please make arrangements with the teacher(s) prior to your visit.

Telephone

Students at Brookhaven are allowed to use the telephone at the discretion of the teacher or principal.

If possible, incoming calls to the school should not be made during school hours. It is preferable to phone the teachers after school hours. Cell phones must be turned off during school hours. No texting is permitted without teacher/principal permission.

School Board Committee

The School Committee meets from 6:30 p.m. to 7:30 p.m. on the 3rd Tuesday of each month at the school. The function of the School Committee is to set financial guidelines and school policies.

A Final Word

This handbook was prepared to give you a better understanding of the philosophy, operations, and policies of Brookhaven Seventh-day Adventist® School. If you have further questions, please contact the principal.

By being cooperative, helpful, and working together, God can bless our school.

The Brookhaven School Board reserves the right to make policy additions, deletions, and/or modifications during the school term that are deemed appropriate for a more effective school program and learning environment.

Tuition

Tuition is based on an annual tuition fee divided by 10 equal payments due August through May.

For current tuition rates you may check online, contact the school principal or the school treasurer.

A 5% discount is offered if tuition is paid in full at registration.

Notes

Notes

A Child
Author Unknown

If a child lives with criticism he learns to condemn.
If a child lives with hostility he learns to fight.
If a child lives with fear he learns to be apprehensive.
If a child lives with pity he learns to feel sorry for himself.
If a child lives with jealousy he learns to hate.
If a child lives with encouragement he learns to be confident.
If a child lives with praise he learns to be appreciative.
If a child lives with approval, he learns to like himself.
If a child lives with recognition he learns to have a goal.
If a child lives with fairness he learns justice.
**If a child lives with friendliness he learns that the world is
a nice place in which to live.**