

Big Cove Christian Academy Handbook



2018-2019

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BIG COVE CHRISTIAN ACADEMY

**Sponsored by the
Central Seventh-day Adventist Church**

**Excellence in Christian Education
Since 1957**



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BIG COVE CHRISTIAN ACADEMY HANDBOOK

INTRODUCTION

Big Cove Christian Academy is a Seventh-day Adventist school which welcomes students of all faiths who seek a Bible-centered education. Our staff is committed to providing quality education in a Christ-filled environment. Every student entrusted to our care is a gift of God to be educated for both now and eternity.

Mission Statement

Our mission is to harmoniously blend the work of redemption and education in one ministry through a Christ-centered curriculum.

Philosophy

We believe that true education involves more than the fulfillment of certain basic course requirements, as important as these requirements may be. It means more than a preparation for life here on earth. True education prepares children and youth for the happiness of service in this world, as well as for the greater happiness of expanded service in the world to come.

*“The Seventh-day Adventist Church recognizes that God, the Creator and Sustainer of the earth and the entire universe, is the source of knowledge and wisdom. Seventh-day Adventists conduct their own schools, elementary through university, for the purpose of transmitting to their children their own ideals, beliefs, attitudes, values, habits, and customs.”*¹

Objectives

- Lead students to develop a relationship with God;
- Stimulate high scholarship;
- Assist in the formation of a noble Christian character by placing emphasis on the spiritual values of life;

¹ SDA Education Leaflet No. 47

- Give each student the opportunity to develop his/her unique gifts and abilities;
- Develop habits of accuracy, responsibility, and resourcefulness in thinking and doing;
- Assist in developing a desirable personality; and
- Promote the understanding and practice of the principles of healthful living and to recognize that physical fitness is the foundation of any achievement in life.

Academic Excellence

Big Cove Christian Academy operates Kindergarten through Grade Nine. BCCA's academic program provides an excellent foundation for students which will be required as they continue on to the higher levels of learning. The multi-grade classroom is the structural model employed by BCCA.

Longitudinal studies have shown that multi-grade schools produce a higher level of *“academic achievement than those in single-grade schools.”*²

Social advantages of the multi-grade classroom indicate *“students show increased self-esteem, more cooperative behavior, better attitudes toward school in general, increased prosocial (caring, tolerant, patient, supportive) behavior, enriched personal relationships, increased personal responsibility, and a decline in discipline problems.”*³

*“Research evidence indicates that multigrade instruction has a significant positive impact on student attitudes and tends to enhance achievement outcomes under positive implementation conditions.”*⁴

² The Multigrade Classroom: A Resource Handbook for Small, Rural Schools. Northwest Regional Educational Laboratory, Portland, Oregon, 1999. pg. 6.

³ Ibid. pg. 17.

⁴ Improving Multigrade Classroom Instruction in Small, Rural Schools: A Series of Workshops for Educators Interested in Multigraded Classroom

Add to this scholastic setting highly trained, motivated, and dedicated teachers with a Christian interest in the training of children, and the solid basis for the success of children is formed.

GENERAL INFORMATION

Location and Facility

Big Cove Christian Academy is located southeast of Huntsville on Highway 431 South. The school is centered on eleven acres of land and consists of a large building with four classrooms, a chapel, a science lab, a library, offices, and lunch room facilities. Also on the property are ball fields, a playground, and a full-sized gym.

School Hours

School hours are from 8:00 AM until 3:00 PM Monday through Thursday and 8:00 AM to 2:00 PM Friday. If an unusual situation arises and someone newly authorized is to pick up a student, prior notice should be given to the principal by phone or note. Students will be placed in BCCA After School Care at 3:30 PM Monday through Thursday, and by 2:30 PM on Friday (see After School Care section for complete details). Students are not to be dropped off before 7:30 AM.

Admission Policies

Big Cove Christian Academy is a Seventh-day Adventist school which welcomes students of all faiths. Students who apply agree to abide by the standards and the policies outlined in this handbook.

A child must be five (5) years of age by August 15 before entering kindergarten and six (6) years of age by August 15 before entering grade one. Birth certificates must be shown upon registry of all kindergartners and first graders.

Placement tests normally will be given as a key for admittance and placement of each new student. The pupil must give evidence in these tests of ability to handle the work of the grade to which he or she is seeking admittance. Big Cove Christian Academy is not equipped to handle children requiring special education.

The school reserves the right, after testing an applicant and counseling with the parents, to change the grade placement to another more suitable for the child.

Students will not be admitted if they have a previous unpaid bill from BCCA or another school.

All students will be accepted only by action of the School Board after formal application has been made. All new students are accepted on a provisional basis for one year.

Application Procedures

The following steps are to be completed on or before Registration Day:

All Students

1. Complete application forms and return to BCCA.
2. Pay all registration fees and first month's tuition.
3. Physicals must be current within 3 years.

New Students

4. Interview with principal and/or School Board Chair prior to registration.
5. Return recommendation forms.
6. Present previous years records (report cards and immunization record).
7. Testing for admission and/or placement.
8. Physical exam completed by a physician. (Forms are provided by BCCA.)

Attendance Regulations

The attendance record is a legal document. An explanation of any absence is required. The pupil must bring a written excuse from the parent.

Excused absences include, but are not limited to: verified illness of the student, medical, dental, or optometric service (if possible, please arrange appointments for non-school hours), quarantine, or bereavement.

Unexcused tardies are considered a significant violation of the attendance regulations. Student punctuality is required to avoid disruption of the school program. When a student has accumulated eight (8) unexcused tardies, the parents will be notified. The principal will notify the School Board when a student has ten (10) unexcused tardies during a nine-week period, and a fine of \$5.00 for each additional tardiness will be assessed during that nine-week period.

Students shall be permitted to leave the school premises during the regular school day only by prior request, presented in writing, from the parent or guardian.

After School Care

To accommodate working parents, as well as the unexpected delays, BCCA provides After School Care from 3:30 – 5:30, Monday – Thursday; and 2:30 – 5:30, Friday. During the months of November, December, and January, After School Care on Friday will be 2:30 – 4:00 because of the earlier sunset times.

For those parents who need After School Care on a regular basis, there is a monthly rate of \$100.00, to be paid at the beginning of the month, with a 20% discount for children after the first. For those who will just need After School Care once in a while, there is an hourly drop-in rate of \$4.00 per child calculated on half hour segments. After School Care charges will appear on the monthly statement. Any student not picked up by 3:30 will automatically be put into After School Care. When picking children up, parents must indicate the time of pick-up, along with their signature. Late pick-ups (i.e. after 5:30) will be charged \$5 per 15 minutes. Students will be barred from After School Care if the BCCA bill is not current.

After School Care will begin with a play time during the first hour, followed by an activity/homework time in the second hour.

Student Health

If a student becomes ill during school hours, the parent/guardian will be notified and asked to come and pick up the child. If the parent/guardian is unable to pick the child up from school, the child will be removed away from the other students until arrangements have been made by the parent to pick up the child.

For a fever, we ask that you wait a complete 24 hours after the fever is gone before returning the child to school.

If your child is injured at school, first aid will be administered and an attempt will be made to contact at least one parent/guardian or the designated emergency contact for further instructions. If a parent cannot be contacted by phone, Huntsville Emergency Medical Services, Inc. (HEMSI) will be called or the child will be transported to the nearest hospital emergency room.

No medication may be administered by any teacher, student or school official without prior written authorization from the parent/guardian. All medication must be kept in the teacher's possession until needed.

Guidance Counseling

BCCA utilizes the counseling expertise of our local ministers, who encourage, teach, talk to, and work with our students on a regular basis.

Careers

BCCA actively promotes career awareness and education through various means. Students visit businesses first hand and talk to the employees about that line of work. Guests are invited to our school to make career presentations as well.

COMMUNICATION

Progress Reports

Report cards will be issued four times a year. A conference is held at the end of the first and third grading periods. Conferences may be arranged by the parent or teacher as the need arises.

School Board

School Board meetings are held at least once a month at the school and meeting notices are placed in the Central Seventh-day Adventist Church Bulletin. School Board meetings are open except when executive session is called.

Line of Grievance

It is School Board policy that if a parent perceives a problem, the situation is to be first discussed with the teacher involved. If an amicable agreement cannot be reached, contact the principal. If further assistance is needed, the School Board may be contacted through the board chair. The school follows the Lord's counsel: *“If thy brother shall trespass against thee, go and tell him his fault between thee and him alone”* (Matthew 18:15).

Home and School Association

The purpose of the Home and School Association is twofold: (1) To provide parent education, and (2) to unite the home, the school, and the church in their endeavors to provide a Christian education for the children. To these ends, the BCCA Home and School Association will conduct meetings throughout the school year. Parents and children are encouraged to attend these very important meetings regarding development of Christian centered life-styles.

Changes to the Handbook

All information in this handbook is subject to change by the School Board. Notice of such change need only be given to parents of students enrolled at the time in order to become effective.

SCHOOL REGULATIONS

Discipline

The disciplinary policy becomes effective upon arrival on campus until departure. Any disruption by an individual or by a group will be cause for disciplinary action. The following is an outline of behavior that is inappropriate at Big Cove Christian Academy:

- Disrespect towards adults, insubordination
- Disrespect towards classmate, fighting or bullying
- Skipping class
- Violation of Dress Code
- Discussion or display of immoral/violent material
- Profanity
- Tampering with firefighting equipment, vandalism
- Gambling, cheating, lying, stealing
- Possession of a weapon, firecrackers or other explosives, or matches
- Possession or use of tobacco, alcohol, or illicit drugs
- Indecent sexual behavior
- Conviction of a criminal offense
- Any activity that is a serious detriment to the student's physical, mental, emotional, or spiritual health; or that is a detriment to the student body or the facility.
- Big Cove Christian Academy is a Seventh-day Adventist Christian school. Because of our beliefs, we prohibit students from engaging in any sexual conduct/activity, including same-sex relationships. We have chosen to define sexual conduct/activity to include anything that advocates for, promotes or supports the homosexual lifestyle in any forum, including in social media. Sexual conduct/activity also includes any consensual sexual behavior that occurs before marriage, such as sexual intercourse, public displays of affection, intimate contact, homosexuality or behavior that exhibits a same-sex relationship, pornography, and actions (for example, spending the night with someone of the opposite sex), that may lead to situations of temptation, regret and immoral conduct.

Sometimes it will be necessary to assign detention, suspension or expulsion. A teacher may suspend a student from school for one day; the principal may suspend for up to three days. The School Board may, at their discretion, suspend or expel a student from school at any step in the disciplinary process below.

A “Notice of Concern” form will be completed by the teacher when a student exhibits continual poor behavior. The following steps will be taken:

1. When a student has received one form, a student/teacher conference will take place.
2. When a student has received two forms, a student/parent/teacher conference will take place.
3. When a student has received three forms, the parent(s) will meet with the Disciplinary Committee.
4. When a student has received four forms, the parent(s) will meet with the School Board. The School Board may suspend or expel the student at their discretion. When a Board suspension is made, it will be a minimum of three days duration. Following suspension, a student will be reinstated on a probationary status and/or other conditions as set forth by the School Board.

Security

BCCA desires to provide a safe and secure learning environment for the students. To ensure that everything possible is done to provide this environment, your cooperation is necessary to alert the staff if you are aware of any of the following situations:

1. Domestic problems in your family, which may or may not involve the student directly, but that have the potential of occurring on the school premises or at school events.
2. Any threat, expressed or implied, towards a specific student, a specific teacher, the entire student body, or staff.
3. A student’s potential for intentionally injuring himself or others.

Your report on any potential dangerous situations will be kept confidential, if at all possible.

Safety Plan

- All exterior doors will be locked at 8:15 and unlocked 15 minutes before dismissal. Anyone who comes between those hours will need to ring the bell.
- An eighth or ninth grade boy will answer the doorbell when it rings. If it is someone he does not know, he will get a teacher immediately.
- All students who go outside during school hours will do so in pairs. (For example, to empty trash, put up flag, etc.)
- If a student sees an unfamiliar person outside the school they will go inside, shut the door, and get an adult immediately.
- Students will be supervised at all times outside.
- Anyone who comes to the school when the doors are locked needs to sign a log sheet.
- Students must be signed out if they are leaving the school premises at other than dismissal times.
- We will maintain an admittance policy by the front door.
- Parents will pick students up at their classroom door when school is dismissed. Students must remain with their parents at all times. All students must stay in the building until their parent walks out the door with them. No games (e.g. chasing, running, hiding) are allowed on the porch or parking area.

School Lunches

Because good nutrition is essential to the child's ability to learn at an optimum level, we encourage students to bring with them a nourishing, satisfying lunch which would include fresh fruits or other natural treats are better for the child's mental alertness and growth, rather than non-nutritional snacks. Soft drinks are not allowed. The use of unclean meats as defined by the Bible (Leviticus 11) will not be permitted.

Research shows that having a healthy and balanced diet improves brain capacity, maximizes cognitive capabilities, and improves academic performance in school-age children.^{5, 6}

School Visits

Parents are encouraged to visit the school and to acquaint themselves with the school program. Prior arrangements must be made with the principal and teacher, with a 24 hour notice.

Telephone Use

The office telephone is primarily for emergency and school business use. Please limit calls to the half-hour before and after school. Students are not permitted to use the phone unless absolutely necessary and with permission from a teacher. Any student with a cell phone must have permission from his/her homeroom teacher prior to making the call.

Hazardous Weather Conditions

In case of inclement weather, Big Cove Christian Academy delays or closings will be posted on the local TV stations.

Technology Guidelines

All students will be held responsible for following the school technology guidelines. Failure to follow these guidelines may result in loss of technology use privileges and other disciplinary action as appropriate.

- Sharing your user ID or password is prohibited. You are responsible for any action taken in relation to your user ID.
- Any work published by BCCA on the World Wide Web will be identified by students' first names only. Therefore, do not

⁵ Rausch R. Nutrition and Academic Performance in School-Age Children The Relation to Obesity and Food Insufficiency. J Nutr Food Sci, 2013, 3: 190.

⁶ Center for Environmental Education (CEE). How School Food Affects Student Health - Upload Knowledge. Unity College, Unity, Maine 04988, 2008.

share your last name, address, or phone number, or the names, addresses, or phone numbers of any other students or staff members over the internet.

- Deleting, modifying, copying, or examining files on the computer system (other than files created by the user) is not to be done without permission from the teacher.
- Any unauthorized, deliberate action that damages or disrupts the computing system is prohibited.
- Student use of the internet will be supervised by a teacher. Use of internet chat rooms is prohibited unless directed by a teacher.
- Attempts to gain unauthorized access to any system are prohibited.
- Copying copyrighted materials, such as software is prohibited without prior permission.
- The modification of any program settings, system settings, or network privileges without the approval of the teacher is prohibited. Users must log off the computer system before leaving a terminal unattended and when not actively using the computer.
- Accessing obscene, violent, racist, or otherwise inappropriate material on the internet is prohibited and will be punished by loss of computer privileges and/or other school disciplinary measures, including possible student suspension or expulsion.

Other guidelines for use may be added at any time at the discretion of the School Board or school administration.

Dress Code

As an outward evidence of the Christian principles held by the school, Big Cove Christian Academy requires that its students and staff follow certain high standards.

Each student is expected to be neat, clean and well groomed. The guiding principles of dress are modesty and simplicity.

Regular school day and school functions:

- Polo shirts with the school logo are required, available in Navy, Burgundy, and Carolina Blue. They are to be ordered at registration. During cold weather, solid Navy or White long sleeve shirts may be worn under the school shirts. Solid Navy or White sweaters may also be worn. No coats, jackets, or hoodies are to be worn in the classroom.
- Shirts must cover stomach when arms are raised.
- Our uniform is dress casual. Uniform pants, shorts (knee-length), skirts (knee-length), capris and scooters (skirts with shorts built in underneath), in Navy or Khaki, are required. No denim or cargo or stretch pants are allowed. Several local stores carry these items including Dennis School Uniforms, Walmart, and Target. They are also available for purchase online from French Toast, www.frenchtoast.com.
- Uniform capris in Navy or Khaki will also be available for purchase at registration.
- Boys: Shorts or pants in Navy or Khaki.
- Girls: Bermuda shorts, pants, or capris in Navy or Khaki. Girls in K-4th have the option of scooters; Girls in 5th – 9th have the option of skirts (shorts, leggings, or tights underneath are required). Leggings and tights must be Navy or White.
- No hats, scarves, or bandanas in the school building.
- No extreme hairstyle.
- No jewelry, make-up, nail colors, or artificial nails.
- Socks or hose must be worn.
- Undergarments are to be covered.
- Sneakers for P.E.
- Shoes must have backs.

Choir performances and special programs:

- Girls - Dark skirt (knee length) and white blouse.
- Sleeves required on all tops and dresses.
- Boys – Dark pants and white shirt.

ACADEMIC INFORMATION

Elementary Curriculum

Subjects offered in grades one to eight include: Bible, Math, English, Reading, Spelling, Writing, Science, Social Science, Physical Education, Music, and Art.

Secondary Curriculum

The curriculum for ninth grade: Religion I, English I, Algebra I, Physical Science, Keyboarding/Computer Applications, Health, Chorus, and Physical Education. This is a college preparatory course of study.

FINANCIAL INFORMATION

Tuition and Fees

Registration fees and the first month's tuition for each student are to be paid on or before Registration Day (see the school schedule for dates). Registration fees are the same for each student. Tuition rates for more than one child from the same family are reduced for grades K-8 to assist with the higher cost of education.

A portion of the registration fee is for the rental of textbooks. However, this does not cover mistreatment of a book. If the principal determines that a book must be replaced because of abuse it will be replaced at the user's expense.

No student will be considered for admission without prior payment of the registration fee and first month's tuition.

Transcripts, report cards, and other student records will be released only for students whose bill is paid in full.

Registration Fee

A registration fee is due upon application for admission. Registration fees are applied toward the cost of books, student insurance and library expenses.

For 9th graders there is an additional \$400 annual technology rental fee due at registration. This fee is for a laptop and software required for the math and science classes.

The registration fee schedule is as follows:

On or before Registration Day	\$235 per student
After Registration Day	\$260 per student
Technology fee, 9th grade only	\$400 per student

For students starting the second semester:

On or before start of semester	\$235 per student
After start of semester	\$260 per student

Tuition

Two different payment plans are offered as options:

10 Month Plan — The 10 month plan divides the year's tuition into ten equal payments. The first payment is due on registration day. Remaining payments are due and payable by the first of each month for the following nine months.

Prepayment Plan — Payment in full at or before registration day will entitle the parent to a five percent discount from the total yearly base tuition.

	Central SDA Member	Gulf States Conference Member	Non Member
Elementary K-8			
1 st Child	\$357	\$440	\$489
2 nd Child	\$322	\$396	\$440
3 rd Child	\$286	\$352	\$392
4 th Child	\$250	\$308	\$343
Secondary			
9th	\$518	\$639	\$710

Note: Secondary students are not eligible for a tuition discount, but they may be included in the family total when calculating the tuition discount for elementary students.

Late Payments

If the full amount of tuition and all fees is not paid by the last day of the month in which it is due, the student will not be allowed to attend classes and will be required to withdraw from school. Reinstatement will be contingent on payment of all past due amounts in full and action (re-admission approval) by the School Board.

The final tuition payment for the year, and all other charges and fees must be paid no later than May 10. If the full amount is not paid, the student will not be able to complete the school year. No final report card, transcripts, or other student records will be released until the student's account is paid in full.

Insurance

Accident insurance is provided for each child. This is secondary insurance and will pay only if the parent's primary insurance will not cover the claim. Insurance claim forms are available at the school office and are to be filled out by the principal, the teacher in charge, the parent, and the hospital or doctor. If an accident occurs, an accident claim form should be filed promptly to ensure payment.

SCHOOL CALENDAR

FIRST SEMESTER

First Period

Registration	July 26 (2-6 pm)
First Day of School	August 13 (8-noon)
Home & School Meeting	August 21 (6-7 pm)
Labor Day Holiday	September 3
Home & School Meeting	September 18 (6-7 pm)
ITBS Testing, Grades 3-9	September 24-28
End of First Period	October 12

Second Period

Parent/Teacher Conferences	October 17 (1-5 pm)
Fall Festival	October 21
Science Fair	November 13 (6-7 pm)
Thanksgiving Vacation	Nov. 20 (noon) - 23
Christmas Program	December 15
Christmas Vacation	Dec. 21 (noon)- Jan. 6

SECOND SEMESTER

Third Period

Return to School	January 7
Parent/Teacher Conferences	January 16 (1-5 pm)
Martin Luther King Jr. Holiday	January 21
School Day (Sunday)	January 27
Education Fair (Grades 5-9)	January 27-28
President's Day Holiday	February 18
Spirit Week	February 25 - March 1
Spring Vacation	March 1 (noon) - 8

Fourth Period

Return to School	March 11
Parent /Teacher Conferences	March 20 (1-5 pm)
Outdoor School (Grades 5-6)	April 8-11
School Picnic	May 6
Graduation/Promotion Exercises	May 16 (6-7 pm)
Last Day of School	May 17 (8-noon)