

# **Big Cove Christian Academy Handbook**



**2023-2024**

# **BIG COVE CHRISTIAN ACADEMY**

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

**Excellence in Christian Education  
Since 1957**

**BCCA is a fully accredited K-12 school.**



**6354 Highway 431 South  
Owens Cross Roads, Alabama 35763  
(256) 518-9642  
[www.BigCoveChristianAcademy.org](http://www.BigCoveChristianAcademy.org)**

Dear Parents and Students,

Thank you for choosing Big Cove Christian Academy to be a part of your educational journey!

Please take the time to read and understand each item in the BCCA handbook. We have worked hard to answer any questions you might have about BCCA and our expectations.

You will want to keep this in a safe place and reference it throughout the year. The school calendar is the last item in the handbook and lists all the days we will be out of school or having special programs at the school. I encourage you to take a moment and put these dates in your calendar.

We look forward to a fantastic year together as we learn and grow in Christ as a school family.

Know that our school families are prayed over daily, and if there is ever a specific way we can pray for you, please let us know!

I welcome any questions or comments, please save my cell number and text me if needed. 509-301-1844

Blessings!

Cassie Fristoe

BCCA Principal and Middle School Teacher

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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 Christ-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 blend the work of redemption and education through Christ-centered teaching.

### **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.

*Train up a child in the way he should go; even when he is old he will not depart from it. (Proverbs 22:6)*

*“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.”<sup>1</sup>*

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<sup>1</sup> SDA Education Leaflet No. 47

## Aims and Objectives

- Lead students in developing 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;
- Give each student the opportunity to develop his/her unique gifts and abilities;
- Develop critical thinking and problem-solving skills;
- Develop habits of accuracy, responsibility, and resourcefulness in thinking and doing;
- Assist in developing a desirable personality;
- 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; and
- Use a multidisciplinary approach to reach all children, including integrated technology, videos, dialogue, and projects.

## Academic Excellence

Big Cove Christian Academy offers kindergarten through 8th grade in a traditional classroom setting and 9th-12th grade as a remote campus of Atlanta Adventist Academy. BCCA's academic program provides an excellent foundation for students which will be required as they continue to the higher levels of learning. The low student-to-teacher ratio offers an ideal learning and growing experience, and a multi-grade classroom setting has been shown to produce a higher quality of education than large single-grade classrooms.<sup>2</sup>

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*

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<sup>2</sup> The Multigrade Classroom: A Resource Handbook for Small, Rural Schools. Northwest Regional Educational Laboratory, Portland, Oregon, 1999.

*relationships, increased personal responsibility, and a decline in discipline problems.”<sup>3</sup>*

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

Big Cove Christian Academy’s curriculum includes all core subjects mandated by the State of Alabama. In addition, it includes Bible classes and music education. Drama and musical programs are developed and presented during the school year.

Each classroom has updated technology for the students’ educational use.

BCCA is fully accredited by National Council for Private School Accreditation and Adventist Accrediting Association.

## **Teachers and Staff**

Our full-time educational staff are certified elementary educators and hold degrees from highly accredited universities. Our policy requires all staff and all volunteers to pass a rigorous screening and background check.

Mrs. Cassie Fristoe, Mrs. Wendy Boyd, and Miss Melissa Boyd are our full-time certified teachers. All teachers participate in ongoing professional development to enhance BCCA’s strong academic program. Mrs. Jennifer Olmsted is our treasurer and part-time school secretary.

## **Non-Discrimination Policy**

The Seventh-day Adventist Church in all its church schools, admits students and does not discriminate on the basis of race, color, ethnic background, country of origin or gender, as is consistent with

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<sup>3</sup> Ibid. pg. 17.

<sup>4</sup> Improving Multigrade Classroom Instruction in Small, Rural Schools: A Series of Workshops for Educators Interested in Multigraded Classroom Instruction. Northwest Regional Educational Laboratory, Portland, Oregon September, 1997.

biblical principles. in administration of education policies, application for admission, scholarship or loan programs, and extracurricular programs.

## ***GENERAL INFORMATION***

### **Location and Facility**

Big Cove Christian Academy is located southeast of Huntsville at 6354 Highway 431 South, Owens Cross Roads, AL. 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, a Pathfinder club room, offices, and lunchroom 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. Students are not to be dropped off before 7:45 AM without prior arrangement. Students should be picked up promptly after school.

If an unusual situation arises and someone newly authorized is to pick up a student, prior notice must be given to the principal by phone or note. Students will be placed in BCCA After School Care *when available* at 3:30 PM Monday through Thursday, and at 2:30 PM on Friday (see After School Care section for complete details).

### **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 may 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 unless otherwise decided by the School Board.

## **Immunization Policy**

To ensure the health of all our students, it is necessary that each student receive all immunizations required by law. It is also required that the school be provided with current copies of the child's immunization record. If by 30 days from the start of the school year it is determined that a student needs an immunization, he/she will be unable to attend school until it is administered, or a waiver has been provided.

## **Application Procedures**

The following steps are to be completed on or before July 1:

### **All Students**

1. Complete application or reenrollment forms and return to BCCA.
2. Pay "Hold Your Seat" fee by March 1 and first month's tuition by July 1.
3. Birth certificates are required to be on file for all students.

### **New Students**

4. Interview with principal and/or School Board Chair prior to registration.
5. Present previous years records (report cards and immunization record).
6. Testing for admission and/or placement.

- Physical exam completed by a physician. (Compliance forms are included in your paperwork packet. New students need an exam within 6 months of the start of school.)

Early re-enrollment includes all re-enrollment forms completed and a non-refundable \$100 fee to “hold your seat” for next year. The \$100 fee will be rebated off of your first month’s tuition payment due on July 1. *Please note that for every month after the March 1 re-enrollment date, the “hold your seat” fee will increase by \$25.* For example, after March 1 the fee will increase to \$125, after April 1 it will increase to \$150, and so on. Only the \$100 portion of the fee will be rebated off your first month’s tuition payment. See the Financial Information section for more finance information.

## 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 three (3) unexcused absences (3 tardies = 1 unexcused absence), the parents will be notified. The principal will notify the School Board when a student has six (6) unexcused absences during a nine-week period, and parents must meet with the school board.

Students shall be permitted to leave the school premises during the regular school day only by prior request, presented in writing (text or written note), from the parent or guardian. Please text or send a written note as soon as you know your child will be missing school so teachers can plan accordingly.

## **After School Care**

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

ASC charges will appear on the monthly statement (rate will be announced when we offer ASC). Any student not picked up by 3:30 will automatically be put into ASC when available. 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 five minutes. More than three late pick-ups may result in a family forfeiting the use of ASC. Students will not be allowed to participate in ASC if their bill is not current by the 10<sup>th</sup> of each month.

After School Care may include play time, an activity or homework time.

## **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, you must 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. In the event of a severe emergency and 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. Students are not allowed to keep medication/vitamins/supplements of any kind in their backpack.

If a member of the student's household has COVID, your student must stay home for three days following the positive COVID test. This policy may change as information about COVID is updated.

Students who are coughing or sneezing at school need to wear a mask when inside the building.

## **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. Middle school students may be allowed to visit businesses firsthand 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, and grades are handed to parents in person. Grades for the second and fourth grading periods are mailed or given to parents at pickup. Grades are also available through the RENWEB Parents Portal. Conferences may be arranged by the parent or teacher as the need arises.

Grading is based on in-class assignments, projects, homework, effort, participation, and tests/quizzes.

Transcripts, report cards, and other student records will be withheld until student accounts are paid in full or satisfactory financial arrangements have been made unless prohibited by law.

## 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 generally the second Monday of each month. School Board meetings are open except when executive session is called. Anyone wishing to present a topic to the board must provide a written request at least 10-days before the next school board meeting so that board members have time to research the topic and, if necessary, to add it to the agenda.

## 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 Home and School Association is an avenue that provides opportunities for parents to be involved with Big Cove Christian Academy. The Home and School Association provides events throughout the school year for parents to meet with one another and the teachers.

## 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 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. We follow all Biblical principles, therefore we prohibit students from engaging in any sexual conduct/activity/inappropriate conversations.

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.

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

## **Weapon Policy**

BCCA is a weapons-free zone. Students are not allowed to possess or use a dangerous instrument or weapon on school property or at any school function or activity.

**\*\*\* State law prescribes a maximum penalty of three (3) years imprisonment and a fine not to exceed five thousand dollars (\$5,000) for carrying weapons on school property\*\*\***

## **Safety Plan**

- BCCA maintains 24-hour closed-circuit security cameras in the classrooms and entrance.
- All exterior doors will be locked at 8:00 AM and the front door will be opened at 3:00 PM. Anyone who comes between those hours will need to ring the bell and sign in on the visitor log if they are wanting to enter.
- A teacher or other adult will answer the doorbell when it rings. If no one answers the door, please call the number on the door (all classes may be outside or in the gym.)
- 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 always be supervised 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.
- Emergency contact information is posted on the front door.
- Parents or designated adults will pick up students in the car line when school is dismissed. All students must stay in the building until their ride arrives in the car line. No games (e.g. chasing, running, hiding) are allowed on the porch or parking area.
- Parents are welcome to park and come in to speak to teachers as needed.

## **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 should include fresh fruits and vegetables and other natural treats that 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.<sup>5, 6</sup>

## 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.

## Office Telephone Use

The office telephone is primarily for school business and emergency use. Please limit calls to the half-hour before and after school. Students are not permitted to use the office telephone unless absolutely necessary and with permission from a teacher.

\*Please text teachers directly for the most prompt response if something cannot wait until after school.

## Hazardous Weather Conditions

In case of inclement weather which may cause Big Cove Christian Academy delays or closings, families will be alerted by email and text message (we use the GroupMe app for group text messaging).

BCCA Conducts monthly emergency drills to prepare for emergencies while in school including fire, tornado, and lockdowns.

## 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.

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

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

- Students are given a BCCA email account that will be used to log in to school devices.
- 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 internet will be identified by students' first names only. Do not share any personal information.
- 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.

### **Student-Owned Device Guidelines**

- Any student with a cell phone must have permission from his or her homeroom teacher prior to making the call.
- During school hours students must store all personal technology (cell phones, smart watches, and tablets) in the teacher's filing cabinet.
- Student-owned laptops are only allowed in secondary.

## Dress Code

As an outward evidence of the Christian principles held by the school, Big Cove Christian Academy requires that its students 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 be worn.
- BCCA hoodies may be worn when available. No other hoodies are allowed.
- 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, cargo, or stretch pants are allowed.
- Uniform capris in navy or khaki will also be available for purchase at registration.
- Used uniforms are \$3 each when available.
- 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 – 8th 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 tights must be worn.
- Undergarments are to be covered.
- Sneakers for P.E.
- Shoes must have backs.

Students may be permitted dress-down days (such as Garden Club days) on which they may wear blue jeans without holes and BCCA t-shirts.

Field trip dress code is blue jeans and blue uniform polos.

#### Choir performances and special programs:

- Girls – Black skirt (knee length or longer) or pants and white blouse.
- Sleeves required on all tops and dresses.
- Boys – Black 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. More information on curriculum taught in the classroom can be found at [www.adventistedge.org](http://www.adventistedge.org).

#### **MAP Testing**

MAP (Measure of Academic Progress) Testing is scheduled each year to assess student and classroom performance and growth. Parents will be given student MAP reports at conferences. These assessments are given to grades 2-8 and do not count toward students' grades but may be used for future grade placement.

#### **Secondary School**

BCCA has partnered with Atlanta Adventist Academy to offer a real-time, virtual, interactive learning program for grades 9-12 through distance learning. Each student is equipped with an iPad which helps engage them with their classmates and teachers through live classrooms. More information can be found at [www.aaa.edu/trueconnect](http://www.aaa.edu/trueconnect).

## ***FINANCIAL INFORMATION***

The first month's tuition for each student are to be paid on or before July 1. Tuition rates for more than one child from the same family are reduced to assist with the higher cost of education.

A portion of the tuition 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 admitted without prior payment of the first month's tuition.

### **Secondary School Registration Fee**

Registration fees are payable to Atlanta Adventist Academy. For more information please refer to [www.aaa.edu/trueconnect](http://www.aaa.edu/trueconnect).

### **Elementary Tuition**

Two different payment plans are offered as options:

11 Month Plan — The 11-month plan divides the year's tuition into eleven equal payments. The first payment is due on July 1. This is a change from previous years so please take note of the new payment schedule. Remaining payments are due and payable by the first of each month for the following ten months.

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

Monthly tuition rates are shown in the following table, including discounts for additional children from a single family. Monthly tuition includes registration fees, field trip costs, and a yearbook. There is no additional cost for any of the above items.

During the 2023-2024 school year, students will have the opportunity to participate in an additional overnight field trip to the Ark Encounter for an additional cost. This is not included in tuition.

	Tuition Rate
Elementary	
1 <sup>st</sup> Child	\$553
2 <sup>nd</sup> Child	\$498
3 <sup>rd</sup> Child	\$444
4 <sup>th</sup> Child	\$389

## Secondary Tuition

Atlanta Adventist Academy charges and discounts may vary, affecting the monthly tuition paid through BCCA. Please refer to <http://www.aaa.edu/trueconnect> for tuition information. The monthly BCCA charges for distance learning are \$100 for the first student and \$50 for siblings.

## Tuition Supplements

Members of Huntsville Central SDA Church may receive a scholarship of up to 27% due to funds the members of the church give to the school to supplement tuition for church members.

Members of other Gulf States Conference of Seventh-day Adventist churches may also receive a 10% scholarship from the conference.

Partnering for Eternity (PFE) provides a scholarship of up to \$120 a month for each participating student, who will partner with an eligible community member and visit with them once a week for one hour. More details can be found at <https://sffcfoundation.org/pfe>. To apply, please contact Jennifer Olmsted at [j.olmsted@bigcovesda.net](mailto:j.olmsted@bigcovesda.net).

## Late Payments

If the full amount of tuition and all fees is not paid by the last weekday 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 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.

# ***2023-2024 SCHOOL CALENDAR***

## ***First Quarter***

Registration/Back to School	August 3 (2-6 pm)
BCCA Prayer Walk	August 5 (2:00 pm)
First Day of School	August 14
Labor Day (no school)	September 4
Garden Day	September 11
MAP Testing	September 11-22
Fall Week of Prayer	September 18-33
Noah's Ark Overnight Field Trip	September 28-29
Garden Day	October 9
End of First Quarter	October 13

## ***Second Quarter***

Professional Development (no school)	October 16
Begin Second Quarter	October 17
Lyon Family Farm Field Trip	October 20
Alumni Sabbath	October 21
Fall Picnic	October 22 (2-6 pm)
Conferences (no school, but students required to attend conferences)	October 25
Garden Day	November 6
Veterans Day (IN SCHOOL)	November 10
History Fair	November 16 (6:00 pm)
Thanksgiving Potluck	November 17 (12:00 pm)
Thanksgiving Break	November 20-24
Garden Day	December 11
Christmas Program (noon dismissal)	December 14 (6:00 pm)
Christmas Party (noon dismissal)	December 20
End of Second Quarter	December 16
Christmas Break	December 21-January 3

### ***Third Quarter***

Begin Third Quarter	January 4, 2024
Garden Day	January 8
Martin Luther King Jr. Day (no school)	January 15
MAP Testing	January 16-26
100 <sup>th</sup> Day of School	January 24
National School Choice Week	January 22-26
Education Fair (Grades 5-8)	January 28-29
Re-Enrollment begins	February 1
Conference Caving Invitational (13+)	February 2-4
Garden Day	February 12
President's Day (IN SCHOOL)	February 19
Silent Auction	February 24
Professional Development NS	February 26
WrAP Assessment	March 4-8
Garden Day	March 4
End of Third Quarter	March 8
Spring Break	March 11-15
Cross Examination (13+)	March 16

### ***Fourth Quarter***

Begin Fourth Quarter	March 18
Conferences (no school, but students required to attend conferences)	March 20
Spring Manners Banquet	March 24
Step-Up Day/Kinder Round Up	March 29
Garden Day	April 1
Outdoor School (Grades 6-7)	April 8-11
MAP Testing	April 15-26
Spring Talent Show	April 28 (2:00 pm)
Garden Day	May 13
Graduation (noon dismissal)	May 16 (6:00 pm)
Last Day of School (noon dismissal)	May 20