

Bill Rice Christian Academy

A Ministry of the Bill Rice Ranch

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A MESSAGE FROM OUR PRESIDENT

Like you, we take the Bible injunction, *“Train up a child in the way he should go...”* seriously. And while we believe that statement and others akin to it in the Scripture are aimed primarily at the family, we have a genuine desire to be a help.

Since its beginning in 1953, the Bill Rice Ranch has always had a burden to help young people—and for that matter adults—spiritually. As a father, I am thankful for any ministry that will help me help my children! It is no wonder that we are so excited about Bill Rice Christian Academy.

Since its founding, the Bill Rice Ranch has always had a burden for evangelism and training. This ministry first began with twelve Deaf youngsters in the summer of 1953 and has grown to include camping facilities in Middle Tennessee and Northern Arizona and specialty camps in the Northeast and in the Philippine Islands.

Through all these years, the ministry has had a commitment to “doing right” and to excellence in the ministry. May the Lord give you wisdom in the training of your children. We want you to know that we are thankful to have a part in that process.

Your friend,

A handwritten signature in cursive script that reads "Wil Rice IV". The signature is written in dark ink and is positioned above the printed name.

Wil Rice IV, President
Bill Rice Ranch, Inc.

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PHILOSOPHY

STATEMENT OF FAITH

Bill Rice Christian Academy is a ministry of the Bill Rice Ranch which is a fundamental, independent organization which believes:

1. In the verbal inspiration of the Scriptures and their absolute reliability, without error, in the original manuscripts.
2. In the virgin birth, atoning death, bodily resurrection, and deity of Jesus Christ.
3. That man is a fallen creature sinful by nature and choice, and can only become a child of God by regeneration by a supernatural work of the Holy Spirit.
4. That salvation is by penitent faith in Christ as our substitute on the merits of his atoning death and shed blood.
5. In Christ's premillennial second coming.
6. In the eternal blessedness for the saved, and in the eternal punishment in Hell for the lost.
7. In the need for personal enduement of power by the Holy Spirit who already lives in the body of each Christian.
8. The only legitimate marriage is the union of one man and one woman (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23). It is our religious conviction that God forbids any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography. We also believe that God forbids any attempt to alter one's gender by surgery or appearance. The following Scriptures are examples but are not exhaustive: Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4. We feel we cannot fulfill our mission with families whose household is acting in these ways and, therefore, contrary to our mission.
9. In the duty of each Christian to live a holy life, to make soul winning the main end of all Christian work; that God's Great Commission never changes, as the principal obligation of churches and Christians, and that this includes mass evangelism as well as personal soul winning through other means and agencies.

MISSION STATEMENT

Bill Rice Christian Academy's mission is to give each student an excellent education and a desire to do right. The philosophy of training knowledge and character drives our faculty and staff each day.

PROGRAM

BIBLE

Bible study is recognized at BRCA as of fundamental importance and is a required subject. It strengthens the study of English, history, geography, and science. Without knowledge of Biblical truth, a student cannot be considered educated. The Bible gives direction for this life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as “The Book of Books.”

Knowledge of the Bible is one of the greatest educational assets any man can have in addition to the moral and spiritual values resulting from the study. Character development is one of the most important works of our school, and no other course offered in the school affords the great opportunities for laying the foundation for Christian character.

CHARACTER DEVELOPMENT PROGRAM

We define character as doing right apart from outside influences (including anticipated gain or possible punishment). We aim to instill in our students a desire to do right (if everyone is looking or if no one is), and “right” is dictated by the principles outlined in the Bible. We have chosen nine character traits to train throughout the year – one per month, building upon each other. These traits are modeled, coached, and rewarded consistently at BRCA in and outside the classroom. The desire to do right must be planted and grown from the time the child is young and throughout adolescence. ***Our goal for training character is to produce young people who desire to do right on their own by obeying God’s principles.*** These descriptions should be visible in our students’ lives.

1. **Obedience** – Ephesians 6:1 (*September*)
 - a. Definition – actions brought about by submission to authority
 - b. Description – submissive, humble
2. **Respect** – Matthew 7:12 (*October*)
 - a. Definition – to honor; to have consideration for
 - b. Description – courteous, decent, good manners
3. **Thankfulness** – I Thessalonians 5:18 (*November*)
 - a. Definition – expressing gratefulness; outwardly giving thanks
 - b. Description – content, joyful

4. **Integrity** – Proverbs 12:22 (*December*)
 - a. Definition - state of being entire; honesty
 - b. Description - honest, trustworthy
5. **Responsibility** – Romans 14:12 (*January*)
 - a. Definition – being accountable for your actions; fulfilling your duties
 - b. Description – accountable, dependable, sense of duty
6. **Discernment** – Proverbs 1:5 (*February*)
 - a. Definition – making right choices without hope of reward or fear of punishment
 - b. Description – wise, self-controlled
7. **Diligence** – Galatians 6:9 (*March*)
 - a. Definition – steady application; not giving up
 - b. Description – faithful, careful, hard working
8. **Kindness** – Ephesians 4:32 (*April*)
 - a. Definition – having goodness of nature; friendliness
 - b. Description – encouraging, courteous, impartial
9. **Service** – Mark 10:44-45 (*May*)
 - a. Definition – selflessly helping others; usefulness
 - b. Description – helpful, humble, giving

CHARACTER COMMITMENT

The Character Commitment is memorized and signed each year by each Middle School student. It states: ***“I give my word that I will not lie, steal, or be disrespectful.”*** Lying (using words or silence to portray a false impression), stealing (including cheating and plagiarism), and disrespect (toward faculty or staff) are considered violations of the Character Commitment. The violation of the Character Commitment is considered a serious offence and results in five demerits and suspension.

TEAMS

All students are assigned to one of three teams at the beginning of their 6th grade year by spinning the Team Wheel. These teams are a mixture of staff, genders, and grades. This will be their team throughout Middle School. Teams will vote for a Team Leader during School Kick-Off Day. Points can be earned any time during the day for displaying good character, completing service hours, making good grades, not getting unprepared, etc. The team with the most points by Graduation

will be crowned the Team of the Year. Parents are invited to be involved with all team events (projects, bring snacks, plan events, etc.)

SERVICE HOURS

In order to train our Middle School student to serve others, the following service hours are required each quarter: 6th grade – 1 hour, 7th grade – 2 hours, 8th grade – 3 hours. These hours can be accomplished at school, home, church, or in the community. Students earn team points for every service hour, and failure to complete the quarterly requirement will result in a zero for a Bible quiz grade. Service hours accumulate each year, and there will be service hour requirements for graduation.

PARENTAL SUPPORT

Our faculty and staff desire a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify *their child's teacher*. An effort will be made to resolve any differences and maintain excellent communication between parents and staff. Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the administration, faculty, staff, or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school. Please remember that all parent(s) sign the Responsibility Contract and have agreed to help enforce it at school and at home.

Parent-Teacher Meetings are designed to help the students by improving parent and teacher communication. PTM's will be held in the classroom on the Monday evening that report cards go home each quarter (see calendar). *Children are not to attend.*

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons:

1. **Reinforcement:** Most students require adequate review to master material essential to their educational process.
2. **Practice:** Following classroom explanation and review of new work, homework is given so that the material will be mastered.

3. **Remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.

4. **Special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

While parents will still assist, starting in Middle School it becomes the students' responsibility to complete homework.

HELP CLASS & TUTORING

If a student fails a test or two consecutive quizzes in any subject other than Bible, reading, or penmanship, they will need to attend Help Class until they have caught up. A note will be sent home, and the classroom teacher will conduct this 30-minute class on specific days after school at no extra charge. Tutoring is for students who do not qualify for Help Class, but the parent wants them to attend the class for extra help. There is an \$8 charge per class for tutoring.

STANDARDIZED TESTING

All students take standardized achievement tests in the spring of each year to measure their achievement in areas of English, reading, math, science, and social studies. We use The Iowa Tests.

LUNCHESES

School lunches are available daily. You will order on RenWeb. Pizza Days are every Tuesday, and all students will eat lunch at camp. (No microwaveable lunches on Chapel/Pizza Days are allowed.) A parent may wish to eat lunch with his child from time to time and will need to make arrangements with the teacher in advance.

FIELD TRIPS

Educational field trips will be taken at various times during the school year. All students are to participate in the planned trip since it is academic in nature. Students are required to maintain the same level of discipline away from school as is required at school. Parents may be asked to serve as chaperones.

EXTENDED CARE

The Extended Care program (EC) is designed to help parents who need child care before or after school hours. The times are 7:15-7:45 a.m. and 3:05/3:15-5:30 p.m. The location is the Patio.

Billing: Before school care is \$2 per day per child. After school care is \$10 per day per child. If a student is not picked up from school by 3:15, they will automatically join the Extended Care program and will need to be picked up at camp. ***Charges begin at 3:15 p.m.*** If a child enters EC for any amount of time, parents will be billed for the entire time (AM or PM). After 5:35, the parent will be charged \$1 for each minute each child is in EC. BRCA reserves the right to dismiss any child from EC that is consistently picked up late. A discounted rate is also available by signing up for the monthly plan (September-May). These students can attend morning and afternoon care each day of the month. The cost is \$192 per child, which results in one day per week free (normally \$240). Families can join or discontinue the monthly plan anytime during the year, but we must be notified before the month begins or you will be automatically billed.

LAST DAY OF SCHOOL

We request that parents not ask for students to be dismissed early or be absent on the last day of school since the Graduation Ceremony and Awards Presentation is that night and ***all students are required to attend.***

AFFILIATIONS & ACCREDITATION

Bill Rice Christian Academy is a member of Tennessee Association of Christian Schools (TACS) and is a candidate for accreditation with this organization. The state of Tennessee recognizes TACS as an accrediting agency. BRCA is also a member of American Association of Christian Schools (AACCS).

CAMPUS SECURITY

While we realize that “safety is of the Lord,” we also realize our responsibility to keep our faculty, staff and students safe. According to Tennessee state law, the Bill Rice Christian Academy administration can appoint certain individuals on staff to carry a concealed handgun. Those appointed must have a Tennessee handgun permit. We do not take this lightly and are constantly improving campus security.

POLICY

ADMISSIONS

Bill Rice Christian Academy offers grades K5-9th. We accept new students for K5 through 5th grade, and do not accept new Middle School students. In order to attend BRCA's Middle School, the student must have attended BRCA during their 5th grade year. If a former student wishes to reenroll but has been enrolled in another school for more than one school year, they will be considered a new student and will not be allowed to apply for Middle School.

Bill Rice Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs. All our families must agree with our Statement of Faith.

ATTENDANCE

BRCA strictly adheres to its attendance and tardy policies as part of our educational philosophy. Regular attendance and promptness is essential to a successful education and to character development. **In the case of an absence, the parent must write a dated note to the teacher explaining the reason for the absence.** This note must be sent the day the student returns.

Definitions

Excused Absence: An absence that meets qualifications to be excused and allows the student to make up any missed assignments, quizzes, or tests.

Unexcused Absence: An absence that does not meet the qualifications to be excused and does not allow the student to make up any missed assignments, quizzes, or tests (resulting in a zero) *unless satisfactory arrangements were made with the teacher before the absence occurred.*

In general, the following reasons will receive an excused absence:

1. Sickness (a note from a doctor is required for more than 3 consecutive days of illness)
2. Death in the family
3. Verified medical appointments

4. Previously arranged trips (At least five school days advance notice is required.)

If an absence is unexcused, the student will not be allowed to make up work that was missed unless satisfactory arrangements were made with the teacher before the absence occurred. An excused absence will not be given for trips during achievement tests or the week before the close of school. ***Students are required to attend all school programs, including the Christmas Program and the Graduation Ceremony and Awards Presentation.*** A doctor's appointment does not excuse a student from the full day of school unless proof is shown to merit this. Students are expected to be at school before the appointment and return immediately after the appointment.

Any student who leaves school before 10:00 a.m. without returning will be counted absent. Any student who misses three hours or more in one day will be counted half day absent.

Students may not miss more than fifteen school days in the fall and seventeen in the spring. Absences beyond this due to sickness will be counted as unexcused unless the student has a doctor's note. Failure to comply will put their promotion in jeopardy.

Tardiness

Tardy students are disruptive to the other students and also have an adverse effect on their own educational success. Students arriving after the start of school must first go to the receptionist to get a tardy slip stating the reason for tardiness before going to the classroom. Unexcused tardies are given for lateness. Excused tardies are given for illness, doctor's appointments, unforeseen traffic problems, and weather. Students are allowed up to nine tardies per semester (excused or unexcused). On the tenth tardy, that child's parents will be charged a \$10 fine (per child). After every additional three tardies during that semester, a \$5 fine will be assessed. We need all parents to help in this area.

DISCIPLINE

Bill Rice Christian Academy expects full cooperation from both student and parent in the education & character development of the student. The teacher is in full control of the classroom and will handle all misconduct of a general nature. All parents and students should understand that the administration will support the teachers in matters of discipline.

Demerits

Middle School students will receive demerits for misbehavior based on the following criteria:

1. **Minor Offenses:** add up to one (1) demerit
 - Tallies (talking without permission, not paying attention, or any other minor infraction; students also miss their morning break): 8 tallies = 1 demerit; resets after 8 and at the start of a new quarter
 - Unprepared (not having completed homework, assignments, books, supplies, etc.): 4 unprepareds = 1 demerit; resets after 5 and at the start of a new quarter
 - Dress code violation: 3 dress code violations = 1 demerit; resets after 3 and at the start of a new quarter; students will be required to change before entering class.
2. **Major Offenses:** one (1) demerit
 - Disobedience
 - Vulgar behavior or language
 - Damaging property
 - Possession of a knife or other weapon (could result in dismissal)
3. **Character Offenses:** five (5) demerits
 - Lying
 - Stealing (includes cheating)
 - Disrespect (includes a bad attitude and aggressive behavior)

This list is not meant to be exhaustive and final decisions are left to the teacher and administrator. One (1) demerit will result in a detention. Detentions are one hour in length after school the following day, and the child's account will be charged \$10 for each detention. Parents will be responsible to make arrangements to pick up their child at 4:00. Committing a Character Offense is also a violation of the student's Character Commitment. This is considered a serious offence and results in five demerits and an in-school-suspension. If a student gets fifteen (15) demerits within one semester, they will be dismissed from school (expulsion). **These are all indications that parents need to take action at home so that the teacher's time is not consumed with behavioral problems but with academic instruction.**

Plagiarism: If a student is caught plagiarizing in Middle School, he will receive a demerit/detention and will redo the paper. The highest

grade he can make on that paper will be a 64/F. If it is viewed as cheating, it will be considered a Character Offense.

If at any time the school feels that parental cooperation is lacking, the student may be requested to withdraw. Also, if the behavior of the student indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of BRCA, he may be requested to withdraw. **Attendance at Bill Rice Christian Academy is a privilege and not a right.** Students forfeit this privilege if they do not conform to the standards and ideals of work and life of Bill Rice Christian Academy.

DRESS CODE

All students are expected to be dressed appropriately and modestly at all times. Good taste and judgment are the guidelines for daily school dress. The dress code, just as other standards, is not meant to be a spiritual measure of a student. Our standards have been established to help in the daily operation of our school and to maintain a system of order that we feel is most conducive to education. **Students who violate a dress or appearance standard will not be allowed to remain in class.** Parents will be called in to correct the problem, and the student will not be allowed to return to class until the problem has been fixed. We expect parents to see that their children come to school properly attired.

We ask that students refrain from wearing current trends in fashion that highlight pop culture or that set a very casual atmosphere that often carries over into the learning environment. The school administration reserves the right to initiate policies on new fads and changes in style during the school year. School functions & field trips shall be regarded with the same dress code as a normal school day unless otherwise prescribed.

LADIES

1. Girls must always wear dresses or skirts to school. Girl's dresses are to be knee-length and in proportion to size and age.
2. No miniskirts, split skirts, culottes, gauchos, capris, sun dresses, or midriffs may be worn.
3. While girl's shirts may be sleeveless, the edge of the shirt is required to extend to the edge of the shoulder. Girl's shirts may not have straps unless worn under or over another shirt. Girls should be careful not to wear low-cut shirts without an undershirt.
4. For both shirts and skirts/dresses, any see-through material will not be an acceptable covering. For example, if a shirt is see-through in

the back, an undershirt will be required. If see-through material is added to a skirt that is too short, it will not be accepted.

5. Hair should not be dyed an unnatural color. If it is, the student will not be allowed in class until it is dyed back to a natural color.
6. Activity dress: approved culottes, t-shirt, tennis shoes

GENTLEMEN

1. Guys must always wear casual pants or nice jeans (no holes) to school. They may not wear shorts, wind pants, or camouflage pants.
2. All guys must wear a shirt with a standard collar. All shirts should be kept tucked in and buttoned. Guys must wear a belt if their pants have belt loops.
3. All guys should wear nice tennis shoes or casual shoes and socks. Sandals, crocs, or flip-flops are not acceptable.
4. Guys' hairstyles should be above the eyebrows, trimmed neatly on the sides and back (off of the ears and collar). The hairstyle should not call attention to itself.
5. Guys may not wear jewelry other than watches.
6. Activity dress: wind pants or jeans, t-shirt, tennis shoes

FINANCES

BRCA seeks to provide quality Christian education at a minimum cost. It is absolutely necessary for us to insist on prompt payments. Your tuition can be paid once annually or divided into twelve or ten equal payments with the first payment due in June or August and the remaining payments due monthly. We use FACTS as a third party tuition management company. Payments are withdrawn from the account of your choice on the 5th or 15th of every month. Payment plans are as follows:

Program	Annual	12-month (starts June 1)	10-month (starts Aug. 1)
Middle School	\$3,380 per year	\$281 per mo.	\$338 per mo.

The following ***multi-child discount*** is automatically applied to each child in families with three or more children: 3 students = 10% discount and 4 or more students = 15% discount. The discount is automatically applied to each student in the family but cannot be combined with financial assistance.

BRCA charges a \$20 late fee and FACTS charges a \$30 late fee of to any family's account not paid on schedule. Students will not be admitted to class if payments are one month late. **Students attending one full day or more of any period will owe the full period's tuition.** No school

records will be released for any student when there is a balance due on the student's account.

The following is the list of fees for the school year:

Application Fee – All applying students pay a \$40 fee to apply for enrollment.

Enrollment Fee – This fee is \$200 per student. This is a nonrefundable, nontransferable fee that reserves a place for your child in the school.

Book Fee – \$200 will be charged for each student's books each year. The book fee is due in August, and the student is not allowed to begin school until it is paid. All textbooks will remain the property of Bill Rice Christian Academy and will be given out at the beginning of the school year and collected at the end of the year. **Students are responsible for book replacement should the book be lost or destroyed any time during the school year.** Make sure that all of your student's supplies and possessions are clearly marked with the student's name. All non-consumable books need to be covered by clear contact paper. Students will receive a supply list in July. *All books and supplies are nonrefundable and nontransferable should a student leave the school.*

Activity Fee – 9th-12th graders will pay a \$40 Activity Fee to cover the cost of specialty supplies (science labs, computer, fine arts, etc.), as well as other incidentals not covered in the Enrollment Fee.

Lunches – School lunch is available daily. Prices are indicated on the online order forms. Fees are billed monthly through FACTS.

Extended Care – See the "EXTENDED CARE" section.

Replacement Fees – The following amounts will be charged to replace any of the following items: Student Planner (\$10) and text/workbooks (price of book). Students have one week to find lost items.

GRADING SCALE

A+ 99, 100	C+ 82, 83, 84
A 96, 97, 98	C 78, 79, 80, 81
A- 94, 95	C- 75, 76, 77
B+ 91, 92, 93	D+ 72, 73, 74
B 88, 89, 90	D 65, 66, 67, 68, 69, 70, 71
B- 85, 86, 87	F 0–64

MEDICINE & ILLNESS

Parents will need to bring in any medication (Tylenol, cough or allergy medication, cough drops, etc.) that you think your child may need throughout the school year in an unopened package/bottle with your child's name clearly written on it. We will store the medicine and call if we need your permission to give the medication. If you have a child at both buildings, you will need to send in two sets of medicine. If your child has a need and you have not sent in medicine, you will be called to bring the medicine in that day. During the last two weeks of school, you will need to come in and pick up your medicine. The school will have a first aid kit in case of emergencies but will not have a supply of regular medicines.

If a student is to take medicine on a regular basis (over the counter or prescription) at school, he must have on file the Authorization for Administration form. A faculty member will call the parent for permission when medicine is needed occasionally. No medicine of any kind will be given to a student without parental permission.

24 Hour Sick Rule: Any child sent home for fever or vomiting must be free from fever or vomiting for a total of 24 hours before they return to school. **When a child has a temperature of 100°F or more, the parent must pick up their child immediately.** BRCA does not have a sick room. When your child returns to school, please send a hat, coat, etc., to help prevent future illness as the class does participate in outdoor activities each day, weather permitting.

COMMUNICABLE DISEASES

Bill Rice Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administration. The reportable diseases include, but are not limited to, the following: Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, Animal Bite of Humans (by a potentially rabid animal), Botulism, chicken pox, Diphtheria, Encephalitis, Gonorrhea, Hand Foot Mouth Disease, Hansen's Disease (Leprosy), head lice, Hemorrhagic Fevers, Hepatitis,

Human Immunodeficiency Virus (HIV), Legionnaire's Disease, Malaria, Measles (Rubeola), Meningitis, Mumps, Pesticide Poisoning, Rabies, Relapsing Fever, Rocky Mt. Spotted Fever R. Rickettsia, Rubella (including congenital), Salmonellosis, Schistosomiasis, Scarlet Fever, Smallpox, Syphilis, Tetanus, Tuberculosis, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, or Yellow Fever.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, BRCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable diseases. **BRCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.**

ARRIVAL & DISMISSAL

School hours for all students are 8:00 a.m.-3:00 p.m. Please have your child arrive no earlier than 15 minutes before school starts (7:45 a.m.) and remain no more than 15 minutes after school is dismissed (3:15 p.m.). If a student is not picked up by these times, they will join the Extended Care program and will need to be picked up at camp. ***Extended Care charges begin at 3:15 p.m.***

EMERGENCY CLOSINGS

Bill Rice Christian Academy will be in session every scheduled day except in cases of unexpected emergencies. There are two forms of communication for school closings (both during school hours & before/after) – emergency texts & TV listings (channels 2, 4 & 5).

SCHOOL VISITS

Each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by definite appointment with the teacher after school. Teachers are not available to visit or answer calls during class time.

School office hours are from 7:45 a.m. to 3:30 p.m. on weekdays. When coming inside the Administration Building during school hours for any reason, please go directly to the receptionist's desk first. The Ranch

is a closed campus, and we request that non-students stay with their parents and that neither loiter on the property.

RESTRICTIONS ON CHILD PICK-UP

If someone other than a parent arrives to pick up your child, their name must be on the pick-up list or the parent must call or text to inform the teacher. If parents are divorced or separated and one parent is *not allowed* to see or pick up the child, we *must* have on file at the school office a certified copy of the court order of Final Judgment.

AHERA NOTIFICATION

On October 22, 1986, Congress promulgated the Asbestos Hazard Emergency Response Act (AHERA), Public Law 99-519. AHERA mandated that EPA develop regulations to respond to asbestos in schools. On October 30, 1987, EPA promulgated the Asbestos-Containing Materials in Schools Rule (hereinafter referred to as the AHERA Rule), 40 CFR Part 763, Subpart E. This rule requires that all of the nation's nonprofit elementary and secondary schools, both public and private, identify and inspect their school buildings for both friable and non-friable asbestos-containing building materials (ACBM) and develop a plan to properly and safely manage any discovered asbestos material for each building. This Document and Notice offers “Annual Notification” that Bill Rice Christian Academy seeks to update the (AHERA) Asbestos Management Plan in a timely manner as required by the Environmental Protection Agency under Federal Law, 40 CFR 763, Subpart E, and in doing so will meet this notification requirement plus other aspects of the AHERA Program. As required by the EPA, the school’s management plan is available for review in the school office.

MISCELLANEOUS

1. No personal electronics (e.g., video games, cell phones, tablets, MP3 players, etc.) are allowed on campus at any time, including field trips.
2. If a student or parent is found with any *A Beka* teacher books or answer keys, they will be asked to discard the books. If they are found with them again, they will be asked to withdrawal from school. We also ask that students or parents do not photo copy in any way tests or quizzes the student has taken.

3. We regret that we are unable to distribute advertising items and materials from parents. The administrator must approve any item (e.g., birthday invitations) before being passed out by a student.
4. The Parent/Student Handbook is designed to be helpful and informative. The administration reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such changes. Parents may feel free to ask any questions necessary.