

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 black ink that reads "Wil Rice IV". The signature is written in a cursive style with a horizontal line underneath the name.

Wil Rice IV, President
Bill Rice Ranch, Inc.

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PHILOSOPHY

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.

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.

PROGRAM

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).

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.

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.

CHARACTER DEVELOPMENT PROGRAM

We define character as consistently 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 character traits should be visible in our students' lives.

1. **Obedience** – Ephesians 6:1 (*September*)
 - a. Definition – actions brought about by submission to authority
 - b. Actions
 - i. Follow directions, procedures, and rules immediately, completely, and with a right attitude.
 - ii. Simply obey.
2. **Respect** – Matthew 7:12 (*October*)
 - a. Definition – to honor; to have consideration for
 - b. Actions
 - i. Respect your teacher by responding with a quiet, humble attitude.
 - ii. Always respond with “Yes mam” and “No mam”.
 - iii. Always say “Please”, “Thank you”, and “No thank you”.
 - iv. Say “Good morning” to any one that says it to you. Answer them with “How are you?”.
 - v. Never laugh when others make mistakes.
 - vi. Always use “Pardon me?” or “Mam?”, but never use “What?” or “Huh?”
 - vii. Never interrupt. If you need to walk between two people who are talking, first try to go around or say “Excuse me, please.”
 - viii. Use good table manners (Chew with your mouth closed, don't talk with food in your mouth, thoroughly clean up after yourself, etc.).
 - ix. Show respect for property that belongs to the school or other students (books, desks, name tags, etc.).
 - x. Look people in the eye when they talk to you, you talk to them, or in front of class.
3. **Thankfulness** – I Thessalonians 5:18 (*November*)
 - a. Definition – expressing gratefulness; outwardly giving thanks
 - b. Actions
 - i. Say “Thank you” each time you receive something (e.g., help, a compliment, a test, a treat, etc.).
 - ii. Say “No, thank you” each time you are offered something that you do not take.
 - iii. Never complain.
4. **Integrity** – Proverbs 12:22 (*December*)
 - a. Definition - state of being entire; honesty

- b. Actions
 - i. Even if you might get into trouble, always tell your teacher the truth.
 - ii. Never exaggerate the truth to your friends.
 - iii. Obey the spirit of the law, not just the letter of the law (e.g., “No talking” – don’t mouth the words; “No running” – no jogging, skipping, etc.).
- 5. **Responsibility** – Romans 14:12 (*January*)
 - a. Definition – being accountable for your actions; fulfilling your duties
 - b. Actions
 - i. Do what you say you will do.
 - ii. Do your homework correctly, and turn it in on time each day.
 - iii. Make your room job a priority, and do it to the best of your ability each day.
 - iv. Never respond with an excuse (“I was just...”).
 - 1. Never cast blame on others when you are in trouble.
 - 2. Take responsibility for your part.
- 6. **Discernment** – Proverbs 1:5 (*February*)
 - a. Definition – making right choices without hope of reward or fear of punishment
 - b. Actions
 - i. When facing a tough decision, pause; and ask God to help you choose correctly.
 - ii. When the teacher leaves the room, obey all rules as if she was still there.
 - iii. On the playground, choose to play right no matter what.
 - iv. Never laugh when someone does wrong.
 - v. Have appropriate conversations; speech should always honor Christ (no movies, TV, or disgusting talk; never boast or gossip).
- 7. **Diligence** – Galatians 6:9 (*March*)
 - a. Definition – steady application; not giving up
 - b. Actions
 - i. Be thorough. Do everything (seatwork, homework, & room job) right the first time.
 - ii. If you start a game at recess and don’t like it, finish it anyway.

- iii. Keep yourself and your area neat and clean (decently and in order).
- 8. **Kindness** – Ephesians 4:32 (*April*)
 - a. Definition – having goodness of nature; friendliness
 - b. Actions
 - i. Find one person each day to give a compliment.
 - ii. At recess, play with someone you usually do not play with.
 - iii. Win or lose games with a happy heart (Say “Good job” to the person who won.).
 - iv. Congratulate a student who is doing well in school (e.g., answers question, good grade, etc.).
 - v. Greet all school visitors with “Good morning” or “Good afternoon”.
- 9. **Service** – Mark 10:44-45 (*May*)
 - a. Definition – selflessly helping others; usefulness
 - b. Actions
 - i. Volunteer to help your teacher when your work is finished.
 - ii. Serve your classmates by letting them go first, getting their lunch, letting them choose the recess game, or doing their room job.
 - iii. Pick up trash even if it is not yours.

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 3:10-5:30 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 3:10, they will automatically join the Extended Care program and will need to be picked up at camp. **Charges begin at 3:10 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.

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.

FIRST DAY OF SCHOOL

Students will attend a full day on the first day of school (for all students). Parents are to leave the child outside with the teacher on the first day of school. When the parent remains in the classroom or on the school grounds, it makes the period of adjustment more difficult for both the child and the teacher. It is also to the children's advantage for parents **not** to wait on the school grounds with the children before the opening of school each morning. Parents are also asked not to bring their children to their rooms in the morning or to wait in the building for their children before school is dismissed.

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.

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 for Upper Elementary.

We request parents' full cooperation in seeing that the assignments are completed. Homework should be done neatly in the assigned place. Failure to complete homework can result in a detention (4th-5th). First through fifth grades will have daily assignments written in their Student Planner. **The planner is to be signed at night when homework is finished and checked by parents.** Homework written on anything else will not be accepted. Parents may write brief, general notes to the teacher, but please do not use this book for anything other than assignments.

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.**

LUNCHES

Hot 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 Pizza Days are allowed.) If your child is sick or you need to cancel a lunch for any reason, you will need to call/text Mrs. Reeves (ext. 121) by 9:00 a.m., and a credit will be added to your FACTS account. 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.

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.

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.*

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.

POLICY

ADMISSIONS

Bill Rice Christian Academy offers grades K5-9. We accept new students for K5 through 5th grade.

All new students must first apply online (BRCAmustangs.org). Next, they will take a tour of the school with their parents. At this visit, parents must disclose any academic or behavioral problems. Each student applying for 1st-5th grades must take a placement test to show they are on grade-level with our curriculum. If the placement test is passed, a questionnaire will be mailed to the student's current/former teacher asking general questions about academics and behavior. If the test and questionnaire are passed, the applicant will receive an acceptance email and instructions on how to enroll online. Once the online enrollment process is completed, the student is officially enrolled. All new students must submit an up-to-date immunization form completed by their physician prior to entering school. Students must be five years old by August 15 to enter kindergarten. We do not accept new students in the 4th quarter.

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. 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 sixth grade and up.

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.

ARRIVAL & DISMISSAL

School hours are 8:00 a.m.-3:00 p.m. Half-day kindergarten students are to remain no later than 11:30 a.m. if they are not staying for lunch and 12:30 p.m. if they are staying for lunch. Kindergarten parents should park and enter the building to pick up their half day kindergarten student. (Tuesday is Pizza Day and all students eat at camp. Half-day kindergarten students must be picked up at the classroom at 11:20.) Please have your child arrive no earlier than 15 minutes before school starts (7:45 a.m.) and remain no more than 10 minutes after school is dismissed (3:10 p.m.). Students arriving after 8:00 need to go through the office door to get a tardy slip. 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 3:10 p.m.*

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.

Definitions

1. ***Absence: missing a complete day of school***
 - a. ***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.
 - b. ***Excused Absence:*** An absence that meets qualifications to be excused and allows the student to make up any missed assignments, quizzes, or tests.
 - c. ***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.* Upon the fifth unexcused absence within a school year, the child’s parents are required by law to meet with the administrator to discuss truancy laws. The administrator is also required to report the truancy issue. 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 absences approved by administration
(At least five school days advance notice is required.)

A previously arranged absence will not be approved the last week of each semester or during standardized testing. ***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.

- d. For make-up tests and quizzes, the student will be responsible for the first day he missed on the day he returns. On the day he returns, he will not need to take the tests/quizzes scheduled for that day (unless the teacher feels he is already prepared). When multiple days are missed, he will have the same number of days to make up tests and quizzes. (e.g., If Monday and Tuesday are missed, on Wednesday he will take Monday's tests/quizzes, and on Thursday he will take Tuesday's.)
2. ***Tardy: arriving to school late*** (besides doctor's appointments)
 - a. 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 secretary to get a tardy slip. Students are allowed up to nine tardies per semester. On the tenth tardy, that child's parents will be charged \$10 (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.

Attendance Miscellaneous

1. Students may not miss more than fifteen school days each semester. Failure to comply will put their promotion in jeopardy.
2. ***Absences do not excuse a student from major projects or papers. They are due the date assigned.***
3. Make up tests and quizzes are usually done after school.

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, VibrioCholera, 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.**

COMMUNICATION

We strongly encourage communication between parents and teachers. Teachers give out their personal phone numbers at the beginning of the year so you can reach them when you need to. If a problem arises, please do the following:

1. Go to your child's teacher first. You may call the teacher directly to discuss the problem or to schedule a time to meet with them after school. Please do not call teachers during school hours or late in the evening.
2. If the teacher is unable to resolve the problem, please feel free to contact the administrator.

It is never helpful to discuss school problems with other parents. It will usually make the problem worse. Because the teachers and administration are happy to help resolve problems, please follow the above chain of command.

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. The administration of Bill Rice Christian Academy places much confidence in the judgment and ability of a godly, Spirit-filled teacher. All parents and students should understand that the administration will support the teachers in matters of discipline. If a child does not respond to school discipline, parents will receive a phone call to come to school and discipline their child.

Fourth and fifth grade students will serve detentions for unacceptable behavior. Unacceptable behavior would include but not be limited to the following: disobedience, lying, stealing/cheating, vulgar behavior, repeated incomplete homework, bad language, bad attitude, fighting/aggressive behavior, damaging property, etc. We have no tolerance for fighting or aggressive behavior. For 4th-5th graders, the following steps will be taken per instance, per school year: (1) detention, (2) suspension, (3) expulsion. A suspension results in zeros on all tests and quizzes for that day, including exams. Upper Elementary detentions are thirty minutes in length after school the following day, and the child's account will be charged \$5 for each detention. Parents will be responsible to make arrangements to pick up their child at 3:30. A detention slip will be sent home to inform the parent and must be signed and returned the next school day. ***This is an indication that parents need to take action at home so that the teacher's time is not consumed with behavioral problems but with academic instruction.***

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.

GIRLS

1. Girls must always wear dresses/skirts to school. Girl's dresses/skirts are to be knee-length and in proportion to size and age.
2. No miniskirts, split skirts, culottes, gauchos, or capris 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.
4. For both shirts and skirts/dresses, any see-through material (e.g., sheer, lace, etc.) 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. Hairstyles should not call attention to itself. Unnaturally dyed color, boyish cuts, or pop-styled cuts are allowed.
6. Activity dress: approved culottes, t-shirt, tennis shoes

BOYS

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

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).

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)
Full-day students	\$3,550 per year	\$295 per mo.	\$355 per mo.
Half-day kindergarten	\$2,950 per year	\$245 per mo.	\$295 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 one-time \$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 – A nonrefundable, nontransferable \$200 fee 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 and workbooks 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. Parents will receive a supply list in July. *All books and supplies are nonrefundable and nontransferable should a student leave the school.*

Graduation Fee – A \$40 fee for all graduating kindergarteners will be charged to your May tuition payment. (*No student graduates until tuition and all fees are up to date.*)

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

INSURANCE

BRCA provides secondary accident insurance for students hurt on our property that usually covers any cost over the family’s policy.

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. No medicine is allowed in students’ backpacks. 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 week of school, we will send your medicines home. 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 (without fever-reducing medicine) 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.

No child is allowed to remain in class with blood on their clothing. A parent will need to bring in a change of clothes.

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.

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 either 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.

MISCELLANEOUS

1. No personal electronics (e.g., video games, cell phones, tablets, etc.) are allowed on campus at any time, including field trips.
2. If a student or parent is found using any source (the actual *Abeka* teacher books or answer keys, online sources, etc.) that gives test and quiz answers, the parents will be asked to stop using them. If they are found with them again, they will be asked to withdraw 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. We are not responsible for anything lost, stolen, or damaged from lockers, vehicles, or anywhere else on campus.
5. 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.