

Parent/Student Handbook 2011-2012

Bill Rice Christian Academy

A Ministry of the Bill Rice Ranch

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A MESSAGE FROM THE PRESIDENT

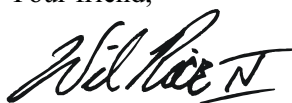
Like you, we take the Bible injunction, *“Train up a child in the way he should go...”* seriously. And while we believe that statement and others akin to it in the Scripture are aimed primarily at the family, we have a genuine desire to be a help.

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, appearing to read "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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2011-2012 Calendar

August

22 **First day of school / Parent Orientation Meeting**

September

5 Labor Day – NO SCHOOL

8 Textbooks covered

October

10-11 Teacher's Clinic – NO SCHOOL

21 Report cards go home

24 **Parent Teacher Meeting**

November

24-25 Thanksgiving Break – NO SCHOOL

December

15 Christmas Program

19-30 Christmas Break – NO SCHOOL

January

2 First day back to school

6 Report cards go home

9 **Parent Teacher Meeting**

16 Martin L. King Jr. Day – NO SCHOOL

26-27 TACS District Competition

February

20 President's Day – NO SCHOOL

March

1 Re-enrollment opens

16 Report cards go home

19 **Parent Teacher Meeting**

April

1 New family enrollment opens

2-6 Spring Break – NO SCHOOL

16-20 Stanford Achievement Tests

May

22 Last day of school
Graduation

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 endowment of power by the Holy Spirit who already lives in the body of each Christian.
8. 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.

OBJECTIVE OF BILL RICE CHRISTIAN ACADEMY

Bill Rice Christian Academy's primary purpose is to help our homes, churches and country by training each student in the knowledge and character of God and equipping the student with an excellent, disciplined education. Our slogan is "Knowledge & Character for Life." This philosophy drives our staff each day.

The teachers of Bill Rice Christian Academy realize the solemn responsibility before God in molding the life and character of each of their students in order to give a good foundation for each child's future. The administration and faculty at Bill Rice Christian Academy demonstrate a loving concern for each child under their care.

ABSENCES

Regular attendance is essential to successful class work. **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 work, assignments, 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 work, quizzes, or tests (usually resulting in a zero on all missed work) 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 after 3 consecutive days of illness)
2. Death in the family
3. Verified medical appointments
4. Previously arranged trips (At least 5 school days advance notice is required.)

If an absence is not excused, 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 unless special permission is granted by the administration. Students are required to attend programs that their class is participating in, including the graduation ceremony. 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, and any student who misses 3 hours or more in one day will be counted ½ day absent.

Students may not miss more than 17 school days in the fall and 19 in the spring. Failure to comply will put the their promotion in jeopardy.

TARDINESS

Promptness is a necessary and important part of the school routine. Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. **Students arriving after the start of school must first go to the office/receptionist to get a tardy slip stating the reason for tardiness before going to the classroom.** These slips must be signed by a parent and returned the next day. Unexcused tardies are given for lateness.

Excused tardies are given for illness, doctor's appointments, traffic problems, weather, etc. **We need all parents to help in this area.**

ADMISSIONS POLICY

Bill Rice Christian Academy offers grades K5-6th. We accept new students for K5 through 4th grade. We accept students 5th-6th grade only if they have a sibling enrolling in K5 through 4th grade.

Every applying student must first 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-6th grades must take a placement test to show they are on grade-level with our curriculum. The test usually takes about 20 minutes and may be taken the same day of the tour, or you may reschedule for a later date. If the placement test is passed, a questionnaire will be mailed to the student's former teacher asking general questions about academics and behavior. If the test and questionnaire are passed, the applicant will receive an acceptance letter and all necessary forms in the mail. We require all K5 students to have a physical examination and health form completed by their physician within the twelve-month period prior to entering the school. A certificate of immunization (or religious exemption form) is required for all students entering school. Once the enrollment form is submitted with the enrollment fee, the student is officially enrolled.

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.

ADDRESS OR PHONE NUMBER CHANGES

Any time an address or phone number (home, cell, or work) is changed, please notify the school office immediately.

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 (AACS).

AGE LIMIT

By September 30, students must be five years old to enter kindergarten and six years old to enter 1st grade.

ARRIVAL AND DISMISSAL

School hours for *Lower Elementary* are 8:00 a.m.-2:50 p.m. Half-day kindergarten students are to remain no later than 11:30 a.m. if they are not staying for lunch and 12:25 p.m. if they are staying for lunch. [Kindergarten parents should park (not on circle drive) and enter the building to pick up their ½ day kindergarten student.] *Upper Elementary* hours are 8:10 a.m.-3:00 p.m. Please have your child arrive no earlier than 15 minutes before school starts (7:45/7:55 a.m.) and remain no more than 15 minutes after school is dismissed (3:05/3:15 p.m.).

BIBLE

Bible study is recognized here as of fundamental importance and is a required subject. It augments 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. No other course offered in the school affords the great opportunities for laying the foundation for Christian character.

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), head lice, Amebiasis, Animal Bite of Humans (by a potentially rabid animal), Botulism, Diphtheria, Encephalitis, Gonorrhea, Hansen’s Disease (Leprosy), 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, 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.*

DISCIPLINE

Bill Rice Christian Academy expects full cooperation from both student and parent in the education 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. 3rd-6th grade students will serve detention for unacceptable behavior. Detentions will be served the following school day. The first three detentions will be 25 minutes (3:05–3:30); after the third, detentions will be 50 minutes (3:05-3:55). Parents will be responsible to make arrangements to pick up their child. 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.*** Unacceptable behavior would include but not be limited to the following: direct disobedience, lying, cheating, stealing, vulgar behavior, repeated

incomplete homework, bad language, bad attitude, fighting, damaging property, etc.

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. 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 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.

GIRLS

1. Girls must always wear dresses or skirts to school. Girl's dresses are to be feminine, knee-length, and in proportion to size and age.
2. No midriffs, spaghetti straps, split skirts, culottes, gauchos, sun dresses, or miniskirts may be worn.
3. School functions & field trips shall be regarded with the same dress code as a normal school day unless otherwise prescribed.

BOYS

1. Boys must always wear casual pants or nice jeans (no holes) to school. They may not wear shorts, wind 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-6th grade must wear a belt if their pants have belt loops.

3. All boys are expected to wear socks. No sandals, flip-flops, or Crocs are to be worn. Nice tennis shoes are acceptable.
4. Boy's 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. Boys may not wear jewelry other than watches.

EMERGENCY CLOSINGS

Bill Rice Christian Academy will be in session every scheduled day except in cases of unexpected emergencies. Watch TV listings for closings and delays.

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. **The school requires families to follow the same standards of dress and conduct as is required of the students.** Please understand that adults set the example.

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 divided into ten or twelve equal payments with the first payment due on June 1 or August 1 and the remaining payments due on the first of every month thereafter through May 1. Payment plans are as follows:

Program	Annual	12-month (starts June 1)	10-month (starts Aug. 1)
Full-day students	\$2,800 per year	\$234 per mo.	\$280 per mo.
Half-day kindergarten	\$2,200 per year	\$184 per mo.	\$220 per mo.

A late fee of \$20 will be charged on any family's account paying tuition after the 10th of the month. (When the 10th falls on a Saturday or Sunday, tuition payments may be made on Monday without paying the \$20 penalty.) Students will not be admitted to class if payments are one month in arrears. **Students attending one full day or more of any period will owe the full period's tuition.** In the event that a student is withdrawn or dismissed from BRCA, all financial obligations must be met before transcripts will be sent to the new school.

There is a \$20 charge for all checks returned to us by your bank for any reason. If two checks are returned within one year, the account will be on a cash basis only. We are unable to accept postdated checks. No school records will be released for any student when there is a balance due on the student's account.

FEES

Enrollment Fee - This fee is \$150 per student. This is a nonrefundable, nontransferable fee and at the time of enrollment to reserve a place for your child in the school.

Book Fee – \$140 will be charged for each student's books each year. 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.** The kindergarten book fee also pays for most of the supplies for their entire year. *All books and supplies are nonrefundable should a student leave the school.* The book fee is due on August 1, and the student is not allowed to begin school until it is paid. 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 contact paper by September 8. We use the finest Christian curriculum available – *A Beka Book*. Students will receive a supply list in July.

Graduation Fee – A \$30 fee for all graduating kindergarteners should be included with your May 1 tuition payment. *(No student graduates until tuition and all fees are paid up to date.)*

Lunches – Pizza will be available on chapel days for \$2.00 per student. If you pay for lunches in advance, please include it with the monthly tuition. If you choose to charge lunches, a letter will go home at the end of the month informing you of charges owed. Lunches need to be paid for on a monthly (not daily) basis. 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. No microwaveable lunches on these days.

FIRST DAY OF SCHOOL

Children will attend **a full day** on the first day of school (½ day for ½ day kindergarten students). **It is best for the parent to leave the child outside with the teacher on the first day of school.** When the parent remains in the classroom, 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.**

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

HELP CLASS

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. The classroom teacher conducts this class during regular school hours at no extra charge.

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. **For reinforcement:** Most students require adequate review to master material essential to their educational process.
2. **For practice:** Following classroom explanation and review of new work, homework is given so that the material will be mastered.
3. **For 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. **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

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 (3rd-6th). 1st-6th grades will have daily assignments written in their assignment pad. **The pad is to be signed at night when homework is finished and checked by parents.** 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 you not ask for students to be dismissed early or be absent on the last day of school since there will be a program that night in which everyone is involved. Report cards will also be handed out at that time. **All students are required to attend.**

MEDICINE & ILLNESS

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.

For the welfare of your child and others in the school, all children who are sick must be kept at home. When your child is well enough to participate in a normal school day, please send hat, coat, etc., to help prevent future illness. The class does participate in outdoor activities each day, weather permitting. **When a child has a temperature of 100°F or more, the parent will be notified and the child must go home.**

PARENT-TEACHER MEETINGS

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 following the Friday that report cards go home each quarter (see calendar). *Children are not to attend.*

RE-ENROLLMENT

During the month of March, re-enrollments for the following year are accepted on a first-come-first-served basis for current families. New families can begin enrolling on April 1.

REPORT CARDS

Report cards will be sent home with the students at the end of each nine-week period. Report cards must be signed and returned to school by the following Tuesday. The last report card will be handed out after the graduation program and may be kept by the parents.

RESTRICTIONS ON CHILD PICK-UP

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

Please feel free to consult with the school office regarding any problems or questions that concern your child. It is the desire of the administration and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by definite appointment with the teacher at a convenient after-school hour. 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 come directly to the office or receptionist's desk first; *do not go directly to the classroom*. We do have a closed campus, and we request that non-BRCA students not be in the building without their parents or loiter on the property during school hours.

TESTING PROGRAM

All students are given achievement tests in the spring of each year to measure their achievement in areas of English, math, science, and social studies. We use the Stanford Achievement Test (SAT).

MISCELLANEOUS

1. No electronics (i.e. – video games, cell phones, MP3 players, etc.) are allowed on campus at any time, including field trips.
2. We regret that we are unable to distribute other family's contact information or advertising items and materials from parents. The administrator must approve any item (e.g., birthday invitations) before being passed out by a student.

3. 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.

