

Bill Rice Christian Academy

A Ministry of the Bill Rice Ranch

Mail: 627 Bill Rice Ranch Road
Murfreesboro, TN 37128

Phone: 615.893.2767

E-mail: info@BRCAmustangs.org

Web: BRCAmustangs.org

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.

Through all these years, the ministry has had a commitment to excellence and to “doing right.” 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,



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.

PHILOSOPHY OF CHRISTIAN EDUCATION

BRCA's philosophy of education is built on our statement of faith and a conservative, biblical worldview. We believe in the fallen nature of man (Ps. 14:3), the principle of delegated authority (Rom. 13), and the pursuit and conservation of excellence (Phil. 1:10).

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. 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.

STATEMENT ON MARRIAGE AND HUMAN SEXUALITY

1. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18–25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2–5; Hebrews

13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

2. We believe that God wonderfully and immutably creates each person as male or female, as determined by biology (Genesis 1:26-27). We believe that God creates each individual as one of only two sexes (male or female as determined by biology) (Genesis 1:27, 5:2; Matthew 19:4; John 1:3). These two distinct, complementary sexes reflect the image and nature of God. Sex is a part of God's creation and is bound to its roots as a biological reality. It is identifiable at birth and is to be evident in the course of everyday life in expressions of masculinity and femininity. Rejection of one's biological sex (including through dress, surgeries, etc.), is a rejection of the image of God within that person.
3. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10.)
4. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11.) Every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Bill Rice Christian Academy.
5. We believe that in order to preserve the function and integrity of Bill Rice Christian Academy's mission statement and to provide a biblical role model to BRCA members and the community, all employees (or volunteers), all Middle & High School students, and all legal guardians must agree to support (in practice, not necessarily in beliefs) BRCA in this Statement on Marriage and Human Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)

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 (AACS).

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 (Public Chapter No. 698), 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 & additional training. We do not take this lightly and are constantly improving campus security.

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 an in-school suspension.

CHARACTER DEVELOPMENT PROGRAM

Character is doing what's right, even when it's hard. 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.** The following 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. 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

EXTENDED CARE

The Extended Care program is designed to help parents who need child care before or after school hours. The times are 7:15-7:45 a.m. and 3:15-5:15 p.m.

Billing: Before school care is \$4 per day per child. After school care is \$13 per day per child. If a student is not picked up from school by 3:15, they will automatically join the Extended Care program. ***Charges begin at 3:15 p.m.*** If a child enters Extended Care for any amount of time, parents will be billed for the entire time (AM or PM). After 5:20, the parent will be charged \$1 for each minute each child is in Extended Care. BRCA reserves the right to dismiss any child from Extended Care 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 \$272 per child, which results in one day per week free (normally \$340). 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.

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 a 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 \$15 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 graded in Middle School.** **While parents will still assist, starting in Middle School it becomes the students' responsibility to complete homework.**

LUNCHES

Hot lunches are available daily. You will order online one week in advance. If your child is sick or you need to cancel a lunch for any reason, you will need to call ext. 0121 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 and Parent Agreement form, 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.*

SERVICE HOURS

In order to train our Middle School students 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. The main guidelines when choosing service opportunities are students cannot be paid for their service, serving immediate family does not count, hours must be turned in the quarter they are completed, and there is a five-hour maximum per event. Students earn team points for every service hour and a 100 for a Bible quiz grade; failure to complete the quarterly requirement will result in a zero. Total amount of hours will be announced at the 8th grade Graduation Ceremony.

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 Middle School Boot Camp. Points can be earned any time during the day for displaying good character, completing service hours, making good grades, not getting unprepareds, etc. The team with the most points by Graduation earns the Team of the Year Award. Parents are encouraged to be involved with all team events (projects, bring snacks, plan events, etc.).

POLICY

ADMISSIONS

Bill Rice Christian Academy offers grades K4-12. We accept new students for grades K4-5. 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.

Bill Rice Christian Academy admits students of any race, color, national and 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, national and ethnic origin in administration of its educational policies, admissions policies, financial assistance program, and other school-administered programs. All our families must agree with our Statement of Faith.

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 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. ***Extended Care charges begin at 3:15 p.m.***

If an occasion were to arise that a parent (or other authorized guardian) is showing obvious signs of instability (i.e., agitated, drunkenness, etc.), BRCA will not release the student into their care. For the protection of the student, they will be kept in a safe place until phone calls can be made to others on the student’s pick-up list. If the situation escalates so that law enforcement is necessary, appropriate phone calls will be made.

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 (not a text) 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. 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 (Notifying the teacher five school days ahead is required.)
- 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. Students are required to attend all school programs.* 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. **Make-up Work Policy:** When a student is absent, he must check with each teacher the day he returns in order to get all make-up assignments and tests or quizzes. ***This is the student's responsibility.*** 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.
3. **Late to class: arriving to class after the bell**
 - a. The student will receive a tally.

Attendance Miscellaneous

1. Students may not miss more than fifteen school days each semester. Failure to comply will put their promotion in jeopardy.
2. A student who leaves before 11:30 a.m. will be counted $\frac{1}{2}$ day absent. A student who leaves after 11:30 is counted present.

3. Absences do not excuse a student from major projects or papers. They are due the date assigned.

CHILD ABUSE POLICY

Tennessee state law requires any person who suspects child abuse (including neglect) to report it to the Department of Children's Services, the county sheriff, or the chief law enforcement officer. Failure to report child abuse is a misdemeanor punishable by fine and jail sentence. BRCA's policy is to follow this state law.

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, COVID, Diphtheria, Encephalitis, Fifth disease, 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 needed. If a problem arises, please follow the proper chain of command.

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. 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, late to class, or any other minor infraction; students also write spelling words during their morning break): 4 tallies = 1 demerit; resets after 4 and at the start of a new quarter
 - *Unprepareds* (not having completed homework, assignments, books, supplies, etc.): 4 unprepareds = 1 demerit; resets after 4 and at the start of a new quarter

- *Dress code violation:* 4 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.
- Minor Offense Slips go home each time so parents can help encourage their student.

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 or 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 \$15 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. The child's account will be charged \$25. 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.**

We have no tolerance for fighting or aggressive behavior. The following steps will be taken per instance, per school year: (1) one-day suspension, (2) two-day suspension, (3) expulsion.

Plagiarism: Plagiarism is presenting someone else's words and/or ideas as your own. Plagiarism is a matter of integrity. 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 59/64.

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 measurement of a student. Our standards help 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 current trends in fashion that highlight pop culture or that set a 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 and fieldtrips shall be regarded with the same dress code as a normal school day unless otherwise prescribed.

LADIES

1. Ladies wear dresses or skirts to school. Lady's dresses 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 lady's shirts may be sleeveless, the edge of the shirt is required to extend to the edge of the shoulder. Lady'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. Girls' hairstyles should not call attention to itself. Unnaturally dyed color, boyish cuts, or pop-styled cuts are not allowed.
6. Pull-over hoodies and sweatshirt material are acceptable to wear to school but not in class (except BRCA sweatshirts). Acceptable tops in class would include sweaters, fleece, dry-fit, soft shell, etc.
7. Activity dress: approved culottes, t-shirt, tennis shoes

GENTLEMEN

1. Guys wear casual pants or nice jeans (no holes) to school. They may not wear shorts, athletic pants, or camouflage pants. Guys must wear a belt if their pants have belt loops.
2. All boys must wear a shirt with a standard collar. All shirts should be kept tucked in and buttoned.
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 and off of the ears and collar. Hairstyles need to be distinct from girls' (no dreadlocks, braids, buns, etc.) and should not call attention to itself (Mohawks, lines drawn in hair, mullets, etc.). Sideburns should not be longer than the earlobe, and guys must be clean shaven at all times.
5. Guys may not wear jewelry other than watches and silicone wristbands (2 max).
6. Pull-over hoodies and sweatshirt material are acceptable to wear to school but not in class (except BRCA sweatshirts). Acceptable tops in class would include sweaters, fleece, dry-fit, soft shell, etc.
7. Activity dress: athletic pants or jeans, t-shirt, tennis shoes

EMERGENCY CLOSINGS

We follow Rutherford County for all inclement weather closings. Parents will receive a text alert for all school closings (both during school hours & before/after). Required emergency drills (fire, tornado, lockdown, and evacuation) are conducted throughout the year.

FINANCES

BRCA seeks to provide an excellent 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	\$5,150 per year	\$429 per mo.	\$515 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 \$30 late fee and FACTS charges a \$30 late fee 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:

Enrollment Fee – This \$250 fee is nonrefundable, nontransferable and reserves a place for your child in the school.

Book Fee – A nonrefundable, nontransferable \$250 fee will be charged for each student's books each year. The book fee is due in July, 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 anytime 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. All book fees are nonrefundable and nontransferable should a student leave the school.

Activity Fee – This \$100 fee covers all activities except the fieldtrip.

Graduation Fee – A \$50 fee for all graduating 8th graders 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.

Extended Care – See the “EXTENDED CARE” section.

Replacement Fees – The following amounts will be charged to replace any of the following items: Student Planner (\$15) and text/workbooks (price of book). Students have one week to find lost items.

GRADING SCALE

6th Grade

A+	99-100	C+	82-84
A	96-98	C	78-81
A-	94-95	C-	75-77
B+	91-93	D+	72-74
B	88-90	D	65-71
B-	85-87	F	0-64

7th-8th Grade

A+	98-100	C+	77-79
A	93-97	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	60-66
B-	80-82	F	0-59

LOCKERS

It is the student's responsibility to keep his locker clean and neat at all times. No writing, stickers, tape, or pictures are allowed inside or outside the locker. Magnets are permissible on the inside only. Lockers will be checked periodically. No student is to open another student's locker. BRCA is not responsible for lost, stolen, or damaged valuables.

MEDICINE & ILLNESS

While BRCA does have a first aid kit in case of emergencies, we do not have a supply of regular medicines. Parents 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. This must be accompanied by the ***Permission to Administer Medicine*** form. No medicine is allowed in students' backpacks except cough drops. We will store the medicine and call if your child needs to take it. ***No medicine of any kind will be given to a student without parental permission.*** 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.

24 Hour Sick Rule: When a child has a temperature of 100°F or more, is vomiting, a constant cough, or has signs of contagious

infection such as colored nasal drainage, the parent must pick up their child immediately. Before returning, the student must be symptom free – free from fever (without fever-reducing medicine), vomiting, or no signs of contagious infection – **for a total of 24 hours before they return to school.** BRCA does not have a sick room.

Students with diagnosed cases of strep throat, pink eye, or impetigo shall be treated and the student must stay out of school for 24 hours after they start their antibiotic medicine. Students with diagnosed cases of scabies or lice must have a doctor's note allowing them to return to school.

Please be sure the office and teacher know if your child has a particular allergy. If your child needs an EpiPen or inhaler, please be sure the office has one on hand for emergencies. Also, please make sure you fill out the medical information in FACTS.

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

Immunization sheets are required before the first day of school.

RESTRICTIONS ON CHILD PICK-UP

If someone other than a parent arrives to pick up your child and they do not have a car sign, 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.

SEXUAL HARASSMENT POLICY

We believe that there is adequate Scriptural basis for a policy against sexual harassment (see Matt. 7:12). Bill Rice Christian Academy prohibits any form of sexual harassment, including a repeated pattern of verbal or physical unwelcome, hostile, and/or offensive behavior of a sexual nature that has the purpose or effect of substantially interfering with an individual's well-being or which interferes with a person's ability to do his/her job. This policy against sexual harassment extends to both employees and students of Bill Rice Christian Academy. Any student who feels that he or she has been the victim of sexual harassment should contact the school administrator or one of the teachers, who will then report to the administrator.

MISCELLANEOUS

1. No electronics (e.g., cell phones, tablets, cameras, etc.) are allowed on campus at any time, including fieldtrips. Smartwatches are not allowed if they can access the internet or receive phone calls.
2. Every student is required to bring a spill-proof water bottle every day. Water bottles need to be taken home and washed daily.
3. If a student or parent is found using any source (*Abeka* teacher books/answer keys, online sources, etc.) that gives test or quiz answers, the student will be given five demerits for stealing/cheating. If they are found using them again, they will be asked to withdraw from BRCA. Students or parents should not photocopy in any way tests or quizzes the student has taken.
4. Only store-bought snacks, such as cupcakes, can be brought to share with the class.
5. 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.
6. We are not responsible for anything lost, stolen, or damaged anywhere on campus.
7. 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.