

# 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.

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 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. 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 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.

## **FIRST DAY OF SCHOOL**

The first day of school is a regular day (half-day for half-day 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.**

## **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. A snack will be provided to each K4 student daily. Lunches will not be served on half days. If a lunch is forgotten, teacher will call the parent to have a lunch brought in. If a parent is unable to bring a lunch for their child, a protein snack, fruit, and water will be provided at the regular lunch menu price.

## **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 (see calendar). *Children are not to attend.*

## **POLICY**

### **ADMISSIONS**

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

All new students must first apply online. Next, they will take a tour of the school with their parents. At this visit, parents must disclose any academic or behavioral problems. After the tour, 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 as long as there's space in the classroom. Otherwise they'll be put on a waiting list. All new students must submit an up-to-date immunization form (completed by their physician) and birth certificate prior to entering school. Students must be four years old by August 15 to enter K4.

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.

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 K4 students are to remain no later than 11:15 a.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.). Students arriving after 8:00 need to go through the office door. 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.***

**Release Policy:** BRCA works hard to ensure the safety of its students by observing several measures:

1. All exterior doors remain locked.
2. At the end of the school day, K4 students are signed out by the teacher.

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.

## **ATENDANCE**

While there are no attendance requirements for preschool students, missing long periods has an adverse effect on the student. We do ask that you let your teacher know if you will be gone for an extended period due to vacation or illness.

## **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 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 preschool director.
3. If the situation is not resolved, feel free to contact the administrator to set up an appointment.
4. If you are not satisfied with the administrator's decision, he will be glad to accompany you to a meeting with the President of Bill Rice Ranch, Wil Rice IV.
5. For further information, contact our representative at TACS:

Randy Scallions  
Tennessee Association of Christian Schools  
602 Belvoir Avenue  
East Ridge, TN 37412  
(423) 622-7310

6. If needed, the Department of Children's Services can be reached at 1-877-237-0004.

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.

## **CURRICULUM**

The preschool curriculum is taught in the traditional fashion. Reading based on the phonetic method is emphasized because it is the foundation of the educational process. The primary curriculum materials are from *Abeka*. A Christian-based child abuse program from *TakeTenn Publications* is also used. A copy is in the school office for parents to see if interested.

## **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 pick up their child.

If a student does not follow instructions or rules, they will have their name put on the chalkboard. This results in a time out. A second infraction will result in a check by their name and another time out. The parent will also be contacted. A third infraction results in the teacher bringing the preschool director and/or administrator in to help. If the problem persists, the parent will be asked to take the child home for the remainder of the day.

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.

**Expulsion Policy:** Every child will be given ample opportunity to correct his/her behavior with the assistance of the teacher. If this process fails repeatedly or if the child is involved in an action physically dangerous, the student will be removed from the classroom to the Director's office, and a conference will be scheduled between the teacher, parents and Director at the first opportunity. During this conference, the behavior will be discussed, and a solution will be sought. The family and staff will work together to hold the child accountable for continued inappropriate behavior and work for a positive outcome. **If after a period of two weeks (shorter if it involves the physical safety of children or becomes more severe) there is no improvement, the child may be removed at the discretion of the school.** We reserve the right to dismiss any child at any time whose behavior the Administration deems is beyond the scope and capacity of the preschool staff. While it is not our desire to ever dismiss a child, it is certainly not in the student's best interest to stay in an environment that is not suited to meet his/her needs, nor is it fair to deny the other students in the program the optimum learning environment to which they are entitled.

## 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.

### GIrlS

1. Girls wear dresses/skirts to school. Girl's dresses/skirts are to be knee-length and in proportion to size and age. For modesty reasons, we required K4 girls wear shorts under their dresses/skirts.
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. 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

### BOYs

1. Boys wear casual pants or nice jeans (no holes) to school. They may not wear shorts, athletic pants, or camouflage pants. Preschool boys should not wear a belt.
2. All boys must wear a shirt with a standard collar.

3. All boys 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.).
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

Preschool students are required to have an outdoor time when the temperatures (adjusted for wind chill and heat index) are between 32 degrees and 95 degrees and not raining. We ask that you take the temperature into consideration when dressing your child.

## **EMERGENCY CLOSINGS AND PROCEDURES**

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 5<sup>th</sup> or 15<sup>th</sup> of every month. Payment plans are as follows:

Program	Annual	12-month (starts June 1)	10-month (starts Aug. 1)
Full-day K4	\$5,350 per year	\$445 per mo.	\$535 per mo.
Half-day K4	\$4,400 per year	\$366 per mo.	\$440 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:

**Application Fee** – All applying students pay a one-time \$52 fee to apply for enrollment.

**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 fee (K4 only) is \$100 and covers classroom activities and daily snacks.

**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**

There is no grading in K4 but rather skill level progress reports that are sent home twice a year to see what skills your child has mastered.

## **INSURANCE**

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

## **ITEMS REQUIRED**

Each child should have the items listed below at all times. Be sure to check that all items needed are at the school daily.

1. A complete change of clothing with a plastic bag for dirty clothes. Please label your child's clothes with his/her name.
2. Cots will be provided; however, each child needs to bring a nap roll. The nap roll will be sent home each Friday for laundering. Students should bring it back on Monday.

## **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. 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. 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.

## **POTTY TRAINING**

Students must be completely "potty-trained" before entering K4. The school is not equipped to change diapers, pull-ups, or soiled clothes. In the classroom, each child should have an extra change of clothes for occasional accidents. If a child has regular accidents (more than one a week), the teacher, director, and parents will need to assess the situation. If a restroom accident occurs, the child will be told to clean themselves. If they cannot, a parent will be required to come clean their child. The child will wait in the office until the parent comes. No teacher is allowed to clean a child after a restroom accident.

## **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.

## **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.

## **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 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 (K4-1<sup>st</sup> – recessed spout, no screw-on lid). Water bottles need to be taken home and washed daily.
3. Only store-bought snacks, such as cupcakes, can be brought to share with the class.
4. 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.
5. We are not responsible for anything lost, stolen, or damaged anywhere on campus.
6. 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.