

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,

A handwritten signature in black ink, reading "Wil Rice IV". The signature is fluid and cursive, with the "IV" written in a slightly different style than the rest of the name.

Wil Rice IV, President
Bill Rice Ranch, Inc.

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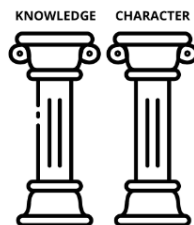
PHILOSOPHY

1.1 HISTORY

Bill Rice Christian Academy was founded in 1993 by Bill Rice III. The founding purpose was to meet the educational needs of staff children while also influencing our community. For the first fifteen years, enrollment was in the twenties and thirties. We decided to move to traditional education in 2009, and enrollment began to grow. We surpassed 100 students in 2015 and added additional buildings in 2017, 2021, and 2025.

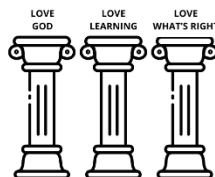
1.2 MISSION STATEMENT

Bill Rice Christian Academy's mission is to give each student an excellent education and a desire to do right. This mission is summarized in our school slogan – Knowledge & Character for Life. **Knowledge** is two-sided – biblical and academic. Students must learn the Bible to be saved and to grow more like Christ. Students must have a broad understanding of all academic areas to be used by God and to contribute to society. **Character** is *doing what's right, even when it's hard*. 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.*



1.3 VISION AND GOALS

Bill Rice Christian Academy's vision is to guide each student on a Christ-centered journey of knowledge and character to prepare them to **love God, love learning, and love what is right**. Our goals help us accomplish this vision. Our goal each day is to instill a love for God through the Bible, a love for learning through academics, and a love for doing right through character development.



Our first goal is to instill in our students a love for God through **the Bible**. A child must learn the Bible to understand what it means to be saved from their sins. The Bible reveals our sinfulness, the punishment

for our sin, our need for a Savior, Jesus' payment for our sin on the cross, and that we can have eternal life in heaven by simply trusting Jesus alone to forgive our sins, rather than relying on our own efforts. Once a student has trusted Christ for salvation, he or she needs to learn Bible principles to discern between right and wrong and to build a biblical conscience. The Bible convinces us of wrongdoing and shows the right path. Both teaching and applying the Word of God in all subjects are key aspects to instilling a love for God.

Our second goal is to instill a love for learning through **academics**. Each student at BRCA receives an excellent education through our superior curriculum and our teachers. BRCA classrooms are teacher-led and traditionally taught. Primarily using the *Abeka* curriculum, we practice the biblical principle of "precept upon precept, line upon line" (Isaiah 28:10). We also believe that if we are excellent in academics, more families will want what BRCA students get, and this will allow us to spiritually influence more young people.

Our third goal is to instill a love for doing what is right through **character development**. While the knowledge we instill separates us from many schools, character training is our real advantage. Some schools focus on sports or fine arts; we teach character. We aim to instill in our students a desire to do the right thing (if everyone is looking or if no one is), and "right" is dictated by the principles outlined in the Bible. These principles include submission and obedience to authority, honesty, diligence, respect, a strong work ethic, manners, kindness, self-control, helpfulness, thankfulness, etc. These character traits are modeled and taught consistently at BRCA in and outside the classroom.

1.4 STATEMENT OF FAITH

Bill Rice Christian Academy is a ministry of the Bill Rice Ranch, which is a fundamental, independent organization that 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.

1.5 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).

1.6 ADMINISTRATIVE TEAM

Nathan Reeves	Administrator	(nreeves@billriceranch.org)
Jennifer Reeves	Administrative Assistant	(jreeves@billriceranch.org)
Adam Reeves	Administrative Assistant	(areeves@billriceranch.org)
Anna Williams	Office Manager	(awilliams@billriceranch.org)

1.7 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 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

2.1 AFFILIATIONS & ACCREDITATION

Bill Rice Christian Academy is a member of and accredited (K5-8) through the Tennessee Association of Christian Schools (TACS) and holds recognition status by the Tennessee State Department of Education as a Category 2 school. The state of Tennessee recognizes TACS as an accrediting agency. BRCA is also a member of the American Association of Christian Schools (AACCS).

2.2 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.

2.3 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. Required emergency drills (fire, tornado, lockdown, and evacuation) are conducted throughout the year. We do not take this lightly and are constantly improving campus security.

2.4 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 the 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 anyone who says it to you. Answer them with “How are you?”
 - v. Never laugh when others make mistakes.
 - vi. Always use “Pardon me?” or “Ma’am?”, 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 the 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 were 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 questions, 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.
10. **Character Commitment:** The Character Commitment is memorized and signed each year by each Middle & High 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.

2.5 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 who 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.

2.6 FIRST DAY OF SCHOOL

Students will attend **a full day** on the first day of school (half-day for half-day K5 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.**

2.7 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 a \$15 charge per 30-minute class for tutoring.

2.8 HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students in advancing in their studies. Therefore, each student is required to complete their homework assignments on time.

We request parents' full cooperation in seeing that the assignments are completed. Homework should be done neatly in the assigned place. **Homework is graded in 3rd-12th grades. While parents will still assist,**

starting in Middle School, it becomes the students' responsibility to complete homework. Failure to complete homework can result in a detention (3rd-12th). First through fifth grades will have daily assignments written in their Student Planner. **The planner is to be signed at night when homework is finished and checked by parents.** Homework written on anything else will not be accepted. Parents may write brief, general notes to the teacher, but please do not use this book for anything other than assignments.

2.9 LUNCHES

School 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. A parent may wish to eat lunch with their child from time to time and will need to make arrangements with the teacher in advance.

2.10 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 immediately***. 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. BRCA considers any action by a student and/or his parents or guardian that seriously interferes with the school's ability to accomplish its mission grounds for dismissal. Parents are expected to fully support both the letter and the spirit of the guidelines.

Parent-Teacher Meetings are designed to help the students by improving parent and teacher communication. PTMs will be held in the classroom (see calendar). *Children are not to attend.*

As a show of support from parents toward BRCA, we ask that parents:

1. Be respectful of the school staff and students and display Christ-like behavior in speech that is edifying.
2. Voice school-related concerns only to those involved and following the Matthew 18 principle of confrontation.

3. Be responsible for knowing and adhering to all school policies.
4. Dress modestly and appropriately while on campus and at all school-related events and fieldtrips.
5. Attend all Parent-Teacher Meetings to help improve parent and teacher communication. PTMs will be held in the classroom on the Monday evening that report cards go home each quarter.

2.11 SERVICE HOURS

To train our Middle & High 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, 9th-12th – 5 hours. These hours can be accomplished at school, home, church, or in the community. The main guidelines when choosing service opportunities are that 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. Middle Schoolers earn team points for each service hour, and 6th-12th graders earn a 100 for a Bible quiz grade (failure to complete the quarterly requirement will result in a zero). The total number of hours will be announced at the Graduation Ceremony.

2.12 MIDDLE SCHOOL TEAMS

All 6th-8th graders are assigned to one of three teams at the beginning of Middle School 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.

POLICY

3.1 ADMISSIONS

Bill Rice Christian Academy accepts new students for grades K4-8 but offers grades K4-12. Once a K4-8th grader joins BRCA, they can continue throughout High School.

BRCA is most effective when working with families who share our commitments. Therefore, priority is given to these families in the admissions process. Each family and student admitted to BRCA is expected to exhibit a cooperative spirit. Prospective parents should read the Parent/Student Handbook for a description of the Academy's standards and expectations.

Admissions Steps: All prospective students start with a tour of the Academy with their parents and take a placement test to show they are on grade level with our curriculum. Next, parents submit an Online Application. If the placement test is passed, a questionnaire will be sent to the student's current/former teacher, primarily asking about behavior (two questionnaires required for Middle School). If the questionnaires are passed, the applicant will receive an online Enrollment Packet. Once submitted, the student is officially enrolled if space is available in the classroom. Otherwise, they'll be put on a waitlist.

Attendance at BRCA is a privilege. This privilege may be forfeited at any time if a cooperative spirit is not maintained in complying with the rules and regulations. If at any time a student or his/her parents do not demonstrate support for BRCA, its policies, or its biblical stand, the parents may be asked to withdraw the child. BRCA reserves the right to refuse admission to anyone who would not fit into the spirit of the Academy. The administration also reserves the right to refuse to define the criteria or reasons when applications are not accepted.

Because BRCA is not a corrective institution, we ask that a child not be enrolled with the idea that we will reform him or her. We are here to work with the home, but not to take the place of parents who are experiencing difficulty with their child. If a student has been dismissed or expelled from another school, the student will usually be required to prove himself or herself for one year before being considered for admission at BRCA.

By August 15, students must be four years old to enter K4, five years old to enter kindergarten, and six years old to enter 1st grade. All new students must submit an up-to-date immunization form (completed by their physician) and birth certificate before entering school. 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 High School.

Bill Rice Christian Academy does not discriminate based on race, nationality, or ethnic origin in its admission policies or in the administration of its programs.

Parents sign that they have read this handbook during the admissions process, including the Statement of Faith and the Statement on Marriage and Human Sexuality. Parents are responsible for making sure that their child understands and abides by BRCA policies.

3.2 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 offer an "Annual Notification" that Bill Rice Christian Academy seeks to update the (AHERA) Asbestos Management Plan promptly 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.

3.3 ARRIVAL & DISMISSAL

School hours are 8:00 a.m.-3:00 p.m. Half-day K4 students are to be picked up at 11:15 and K5 students at 11:30 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.). 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. **K4 Release Policy:** BRCA works hard to ensure the safety of its students by ensuring that all exterior doors remain locked, and at the end of the school day, K4 students are signed out by the teacher.

3.4 ATTENDANCE

BRCA strictly adheres to its attendance and tardy policies as part of our educational philosophy. Regular attendance and promptness are essential to a successful education and to character development.

Definitions

1. **Absence:** missing a complete day of school (K5-8) or a complete class period (9-12)

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 on 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.* 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:** 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.)

Middle & High School: When a student is absent, he must check with each teacher the day he returns to get all make-up assignments, tests, or quizzes. ***This is the student's responsibility.***

2. ***Tardy: arriving at school late***

- a. It is important to teach punctuality as an integral part of life. Tardy students disrupt other students and hinder their own educational success. We ask the student and parent to make the appropriate adjustments to be at school at the appropriate time.
- b. 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 at class after the bell*** (6th-12th grades)

- a. The student will receive a tally.

Attendance Miscellaneous

1. K5-8th-grade students may not miss more than fifteen school days each semester. High school class credit becomes in jeopardy if a student is absent fifteen class periods or more (regardless of reason). Failure to comply will put their promotion in jeopardy.
2. A student who leaves before 11:30 a.m. will be counted as ½ day absent. A student who leaves after 11:30 is counted present.
3. Parents of students arriving at 8:00 or later must park and sign their student in at the office (early pick up too). High Schoolers can sign themselves in and out.
4. Absences do not excuse a student from major projects or papers. They are due on the date assigned.
5. While there are no attendance requirements for preschool students, missing long periods harms the student. Parents must let the teacher know five school days in advance for previously arranged trips.

3.5 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 follows all state laws.

3.6 COMMUNICABLE DISEASES

Bill Rice Christian Academy desires to maintain a healthy 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.**

3.7 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 after 8 p.m.
2. If the situation is not resolved, feel free to contact the administrator to set up an appointment.
3. 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.
4. 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

5. 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.

3.8 CURRICULUM

The preschool curriculum is taught traditionally. 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 taught in K4. A copy is in the school office for parents to see if interested.

3.9 CHARACTER GRADE

As a way to report behavior and behavior progress separately from academic achievement, teachers give students a "Character Grade" on their report card to reflect the habits and/or traits exhibited by a student during the grading period. The rubric below is a guide for teachers as they evaluate a student's growth according to BRCA's core values.

	1	2	3	4
Obedience Submissive Humble	Rarely	Sometimes	Often	Consistently
Respect Courteous Good Manners	Rarely	Sometimes	Often	Consistently
Thankfulness Content Joyful	Rarely	Sometimes	Often	Consistently
Integrity Same Person Honesty	Rarely	Sometimes	Often	Consistently
Responsibility Dependable Sense of Duty	Rarely	Sometimes	Often	Consistently
Discernment Wise Self-Controlled	Rarely	Sometimes	Often	Consistently
Diligence Faithful Hard-Working	Rarely	Sometimes	Often	Consistently
Kindness Encouraging Courteous	Rarely	Sometimes	Often	Consistently
Service Helpful Giving	Rarely	Sometimes	Often	Consistently

3.10 CONTINUOUS ENROLLMENT

Upon enrollment at BRCA, students participate in a process of reenrollment called Continuous Enrollment. Previously, reenrollment was an “opt-in” program involving the time-consuming effort of annual paperwork and forms. By signing a Continuous Enrollment contract, families will opt into the BRCA community once and will not be asked to complete annual forms or paperwork informing the school of their decision each year.

Once enrolled in the Continuous Enrollment Program, reenrollment will consist of an email reminder informing families that may not be returning to BRCA to notify the office before the end of January (when the enrollment fee is due). Those who plan to continue at BRCA do not incur the burden of responding each spring with their plans for the fall.

3.11 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.

Elementary

1. **Minor Offenses** (irresponsible behavior) would include but not be limited to the following: talking without permission, misbehavior at recess (one warning for some things), not returning Monday folders, signed notes, or planner, not following directions, unnecessary noise, not paying attention, etc.
 - a. **Step #1: *Name on the board.*** This means a time-out (walking). K4 & K5 will do their time-outs ASAP (in class).
 - b. **Step #2: *Checkmark after their name.*** This is another time-out.
 - c. **Step #3: *Second checkmark.*** This is another time-out.
 - d. **Step #4: *Third checkmark.*** *This is another time-out & a call home.*
 - e. For *repeated offenses & severe disruptions*, parents will be asked to pick up their child.
2. **Major Offenses** (unacceptable behavior) would include but not be limited to the following: disobedience, lying, cheating, stealing, vulgar behavior, repeated incomplete homework, bad language, bad attitude, fighting or aggressive behavior (initiator and retaliator, but not defender), damaging property (parents will be responsible for paying for any damage to property caused by a student), bringing a weapon to school (could result in expulsion), etc.
 - a. K4-2nd: Depending on the severity, parents may need to come pick up their child. A punishment will also be given.
 - b. 3rd-5th: Students receive a detention. Detentions are thirty minutes after school the following day, and the child's account will be charged \$10 for each detention. Parents will be responsible for making arrangements to pick up their child at 3:30. A detention slip will be sent home to inform the parent, and it must be signed and returned the next school day. If a student gets fifteen (15) detentions within one semester (for any reason), they will be dismissed from school (expulsion).

Middle & High School

Middle & High 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 (Parents will be responsible for paying for any damage to property caused by a student.)
 - Possession of a knife or other weapon (could result in expulsion)
3. **Character Offenses:** five (5) demerits
 - Lying
 - Stealing (includes cheating)
 - Disrespect (includes a bad attitude)

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 are responsible for making 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).

Miscellaneous

1. **Detentions are 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.**
2. **Expulsion Policy:** For major issues, the following steps will be taken per instance per semester: (1) one-day suspension, (2) two-day suspension, (3) expulsion. Every student 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 that is dangerous, the student will be removed from the classroom, meet with the administrator, and potentially sent home. Depending on the situation, a conference will be scheduled between the parents, teacher, and administrator. 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 physical safety or becomes more severe), there is no improvement, the child may be removed at the Academy's discretion.** We see the first two weeks of K4 as a behavioral trial period; if a student doesn't comply with classroom rules, they will be transferred out. We reserve the right to dismiss any student at any time whose behavior the Administration deems is beyond the scope and capacity of the staff. While dismissal is not our desire, it is certainly not in the student's best interest to remain in an environment that does not meet his/her needs, nor is it fair to deny the other students in the program the optimal learning environment to which they are entitled.
3. **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 or High School, they will receive a demerit/detention and will redo the paper. The highest grade he can make on that paper will be a 59.
4. **Personal Property Search and Seizure:** A search of a student's possessions, including but not limited to his/her vehicle, locker, bag, or other personal belongings, may occur when any member of the faculty or administration has reason to believe that the existence of physical or other potential harm to the student or others will be discovered. The Academy may choose to conduct a random search of any area on campus, including any item of a student's personal belongings or in a student's possession at any time and without prior

notice. Students who refuse the requested search may be subject to disciplinary action, which could include expulsion.

5. 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.

3.12 DRESS CODE

School is a place of work and productivity for students. Clean, neat, and appropriate attire creates an appearance of quality and enhances the learning atmosphere and process. All students are expected to be always dressed appropriately and modestly. 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/skirts to school. Ladies' dresses/skirts are to be knee-length and in proportion to size and age. For modesty reasons, all Elementary girls must wear shorts or leggings under their dresses/skirts, and the dresses/skirts must still be knee-length (no jeans under dresses/skirts).
2. No miniskirts, split skirts, culottes, gauchos, or capris may be worn.

3. While ladies' shirts may be sleeveless, the edge of the shirt is required to extend to the edge of the shoulder. Girls' shirts may not have straps unless worn under or over another shirt.
4. For both shirts and dresses/skirts, 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. Ladies' hairstyles should not call attention to themselves. Unnaturally dyed colors, 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. Piercings are limited to the ears.
8. 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. We ask K4-1st grade boys not to wear belts and 2nd-12th grade boys to wear belts if their pants have belt loops.
2. All guys 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 the ears and collar. Hairstyles need to be distinct from girls' (no dreadlocks, braids, buns, etc.) and should not call attention to themselves (Mohawks, lines drawn in hair, mullets, afros, etc.).
5. Guys may not wear jewelry other than watches and silicone wristbands (2 max).
6. Pullover 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

Students have outdoor recess when the temperatures are between 36 and 94 degrees (adjusted for wind chill and heat index) and not

raining. We ask that you consider the temperature when dressing your child. Students are not allowed to wear winter coats in the classroom.

3.13 ARTIFICIAL INTELLIGENCE (AI) POLICY

At BRCA, we recognize the potential of AI applications as valuable tools for enhancing learning and creativity. However, we also believe these technologies should not replace individual thought or creative effort. While AI can help, its accuracy and reliability can be variable. Our goal is to encourage the responsible use of AI technology, ensuring it supports rather than replaces students' original work and intellectual development.

AI tools, similarly to other educational tools, should be used to support and enhance a student's work and can be valuable when used appropriately. However, their use must align with academic integrity standards, and they should not be used to generate complete assignments or replace original ideas and efforts. Misuse of AI technology will be considered plagiarism. Misuse of AI includes, but is not limited to:

1. Submitting AI-generated text as your own work without proper attribution
2. Over-relying on AI tools to complete assignments, thereby undermining your own learning and creativity
3. Using AI to produce work that should be completed through individual effort and thought

3.14 EMERGENCY CLOSINGS

We follow Rutherford County for all inclement weather closings. We reserve the right to have school if Rutherford is out for a reason not applicable to BRCA (e.g., buses). 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.

3.15 FINANCES

Because BRCA seeks to provide an excellent Christian education at a minimum cost, we must 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)
Half-day K4	\$4,500 per year	\$375 per mo.	\$450 per mo.
Full-day K4	\$5,500 per year	\$458 per mo.	\$550 per mo.
Half-day K5	\$4,300 per year	\$358 per mo.	\$430 per mo.
Full-day K5-12	\$5,300 per year	\$441 per mo.	\$530 per mo.

BRCA and FACTS charge a 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 application fee.

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 students' 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 (K4-8) – This \$100 fee is nonrefundable, nontransferable and covers fieldtrips (students only), a yearbook, classroom activities, and other activities.

Graduation Fee (K5, 8 & 12) – A \$50 fee for all graduates will be charged in May. (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 form.

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.

Education Freedom Scholarships (EFS) Policies: The following policies govern families who apply for and are granted an EFS through the state:

1. There are three types of charges at BRCA: fees, tuition, & incidentals. **Fees** must be paid upfront and will be reimbursed. Fees include the application fee (new families only), enrollment fee, book fee (due July 1), & activity fee (July 1). These fees will be charged to & paid by EFS in the fall, but BRCA will reimburse families for these fees in May. If the family leaves the school early, we will prorate this reimbursement (because we have to reimburse the state as well; so, because they are non-refundable, the state pays half & the parent pays half).
2. Families' **tuition** plans will be changed from a 10- or 12-month plan to a FACTS invoice that will be due May 1 (in FACTS only). We will receive EFS funds through the third party each quarter. When funds are deposited, we will credit families' FACTS account & subtract that amount from their tuition invoice. So by the end of March, the invoice should be at zero.
3. **Incidentals** (e.g., school lunches, extended care, piano lessons, tutoring, school supplies, etc.) are required to be paid by the family through FACTS (not paid by EFS).

3.16 GRADING SCALE

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

3.17 HIGH SCHOOL GRADUATION REQUIREMENTS

At BRCA, we exceed all high school graduation requirements of the state of Tennessee. Students earn credits toward graduation based on the following criteria:

1. A total of 26 credits is required for graduation. Credits are earned per semester.
2. Passing a class that meets five days a week for the whole year earns 1 credit. Classes that meet fewer than five times per week per year earn 0.5 credit. Passing a class that meets five days per week for a semester earns 0.5 credit.

Courses	Units
Bible I, II, III, and IV.....	4.0
English I, II, III, and IV	4.0
Mathematics ¹	4.0
Science ²	3.0
Social Studies	3.0
Wellness	1.0
Physical Education	0.5
Personal Finance	0.5
Foreign Language	2.0
Fine Arts	1.0
Keyboarding.....	0.5
Computer Science.....	1.0
Electives.....	1.5
TOTAL.....	26.0

¹ Algebra I, Algebra II, Bridge Math, and Geometry

² Physical Science, Biology, and Chemistry

³ US History, World History, Government & Economics

3. If a course is failed, it must be made up before graduation. Their options are to take the class through *Abeka Academy* at home in the summer or to take the class again the next year.

3.18 HIGH SCHOOL DUAL ENROLLMENT POLICY

1. For juniors and seniors, we allow dual enrollment through Bill Rice Bible College, Pensacola Christian College, and Crown College.
2. Online classes can be done at home or during a study hall.
3. In-person classes (BRBC) must fit within BRCA's class schedule. For instance, a 7:45-8:45 BRBC class would work since the student can be on time for their 8:50 BRCA class. Students may not be late for any BRCA classes (tardies will be given).

4. Dual enrollment classes must be approved each semester. To get approval, email the administrator which class the student would like to take by May 1 (1st semester) and December 1 (2nd semester).

3.19 INSURANCE

BRCA provides secondary accident insurance for students hurt on our property that helps with any costs not covered by the family's policy.

3.20 LOCKERS

Some students will be allowed to use a locker. 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. No student is to open another student's locker. Lockers will be checked periodically. BRCA is not responsible for lost, stolen, or damaged valuables.

3.21 MATTHEW 18 POLICY

"Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear [thee, then] take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican." -Matthew 18:15-17

Matthew 18:15 specifically addresses what should be done if a Christian has been sinned against by a brother or sister in Christ. While not all matters involve sins, the basic principle of going to the person with whom one disagrees or has a concern still applies.

Both during and after the resolution of a conflict, it is professional conduct on the part of faculty and staff, and courtesy on the part of students and parents, to maintain confidentiality and avoid gossip about the conflict with others. It is never helpful to discuss school problems with other parents. It will usually make the problem worse. (Pv. 26:17).

The following should serve as a guideline for all concerns:

1. All questions, problems, or complaints should be brought face-to-face to the teacher or employee first before anyone else.
2. If the situation is not cleared up at this level through face-to-face contact, it should then be brought to the administrator.

3. If the situation is not appropriately addressed by the school administrator, it can then be brought to the president of the Ranch, Wil Rice.
4. Any issues that deal with safety or morality go directly to the administrator or president.

3.22 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 they 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, has a constant cough, or has signs of contagious infection such as colored nasal or eye 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 any 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.

3.23 POTTY TRAINING

K4 students must be completely “potty-trained” before starting school. 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 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.

3.24 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.

3.25 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.

3.26 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.

3.27 MISCELLANEOUS

1. No electronics (e.g., cell phones, tablets, cameras, etc.) are allowed on campus at any time, including fieldtrips (cameras are allowed on fieldtrips). Smartwatches are not allowed if they can access the internet or receive texts/phone calls.
2. Every student is required to bring a spill-proof water bottle every day (K4-1st – recessed spout, no screw-on lid). Water bottles need to be taken home and washed daily.
3. If a student or parent is found using any source (*Abeka* teacher books or answer keys, online sources, AI apps, etc.) that gives test and quiz answers, the parents will be asked to stop using them. If they are found with them again, they will be asked to withdraw from school. We also ask that students or parents not photocopy in any way tests or quizzes the student has taken.
4. Fieldtrip Ride Policy: For a student to go on a school fieldtrip, their parents must secure a ride for them. A parent can attend the trip and drive them, or check with a friend's parents to see if they can give them a ride. BRCA cannot coordinate rides, and teachers cannot transport students in their own vehicles.
5. No tattoos (including temporary) should be visible on students.
6. Only store-bought snacks, such as cupcakes, can be brought in by parents to share with the class.
7. The only students who can attend a class fieldtrip are the students in that class. Siblings who attend BRCA cannot attend another class fieldtrips (K4 students are the only exception).
8. 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.
9. We are not responsible for anything lost, stolen, or damaged anywhere on campus.

10. 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.