

Brazos River Christian Academy

"Teaching God's Word, the guideline to all truth."

2 Timothy 3:16

2021-2022

Student and Parent Handbook



Physical Address:

2473 Oak Grove Loop

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Student and Parent Handbook

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Statement of Purpose

It is the purpose of Brazos River Christian Academy to help students interpret and apply all knowledge from a biblical perspective. We aim to always provide a classroom environment that encourages learning and will strive to maintain a consistent, high-quality academic program for each grade level. We acknowledge there are a variety of learning styles. For this reason, BRCA is devoted to include different learning opportunities to meet the needs of each student. It is our desire to provide hands-on learning wherever possible.

Brazos River Christian Academy believes in working hand-in-hand with the parents to help the students meet their God-given potential both academically, emotionally, and spiritually. We believe in a team approach and consider ourselves a part of your child's educational team, coming alongside the family, not taking the place of the family.

Mission Statement

The mission of Brazos River Christian Academy is to provide students a quality Christ-centered education and opportunities for the development of Christ-like character. We believe in education based on truth, of which God is the ultimate source. All treasures of wisdom and knowledge are found in Him (Colossians 2:3).

"For the Lord gives wisdom; from His mouth comes knowledge and understanding."
Proverbs 2:6

Core Values

To fulfill our mission statement of "Christ-centered education and Christ-like character," it is the desire of Brazos River Christian Academy to create an atmosphere of growth through the following core values:

- Seeking truth from the word of God
- Equipping our students for a lifetime of learning, leadership, service, and worship
- Connecting learning to real world scenarios

- Developing Christian centered leaders of today and tomorrow

Section 1 - General Information

1.1 Programs Offered

It is our desire to meet the ever-increasing educational needs of our community at Brazos River Christian Academy (BRCA).

Students in PreK-8th grade have the benefits of daily instruction and supervision available at the Academy. Students will come to BRCA each day, Monday through Friday (8:00 a.m. - 3:45 p.m.), and complete their necessary educational requirements. The time spent at the Academy is devoted completely to academics under the authority of certified teachers and volunteers, as well as under the Master ProTeach program through Abeka Academy. BRCA does not offer any extracurricular activities.

ENRICHMENT CLASSES: Students have daily classes in PE and weekly classes in art and music. Every six weeks the student's can choose from an elective. (Examples: yearbook, cooking, gardening)

Extended School Day: Our extended school day begins at 4:00 p.m. and ends at 5:45 p.m. Extended school day is \$10 a day per family. There will be a \$1 a minute charge after 5:45 p.m.

1.2 General Admissions Policy

All of the programs of BRCA are open to qualifying students regardless of race, sex, age, national origin, ethnic background or religious beliefs. BRCA does not administer an admissions test to determine eligibility to enroll. Applicants, along with their parents, agree to abide by all standards, guidelines, and policies outlined in this Student/Parent Handbook, and to abide by any special conditions which may be determined upon initial enrollment or when a need arises. BRCA employs practicing Christians as faculty and staff, and primarily uses Christian-based curricular materials. There is no requirement, however, for students or their parents to be of, or to profess, Christian faith to enroll.

1.3 Report Cards

A student will obtain a personal report card every 6 weeks for grades PK-4th and every 9 weeks for grades 5th-8th.

1.4 Health Information

All parents/guardians must complete and return the Medical Consent Form.

Masks Policy: Mask will not be required on campus at BRCA.

Immunizations: Records of current immunizations are a requirement when students enroll for the school program. It is the responsibility of the parent to see that these records are up-to-date and that BRCA has a copy. A student may not begin classes with incomplete or out-of-date immunizations. Students not immunized because of medical exemption must have a letter from their doctor stating reason(s) for exemption. Students who are not immunized because of parental convictions are required to have an affidavit from the state of Texas on file at school. The affidavit must be renewed every two years.

Should students need medical attention while at the school, a staff member will telephone the parents, and if necessary, call an ambulance. It is vital that parents provide up-to-date telephone numbers for their places of employment, home, other relatives, and the family physician on the medical consent form that is submitted with the registration form and kept on file in our office.

Illness: Any student with fever above 100° will be removed from their peers to the office until the parent can pick them up. When sent home with fever over 100°, the student may not return to school until fever is below 100° for 24 hours without medication. Even though a fever may be reduced with medicine, the student is still contagious. For a student diagnosed or has the signs of flu/Covid, they will not be allowed to return until being 72 hours free of any symptoms without the use of fever reducing medication. In the case of vomiting and/or diarrhea a student must be symptom free for 24 hours before returning to school.

Communicable Disease: Students should not be sent to school with a communicable disease. Should students display symptoms of a communicable disease while at school, a school staff member will notify the parent to take the child home. Students are subject to school office approval for re-admittance to class.

COVID: In the event that a student/staff member contracts Covid, the school will follow our standard procedures for cleaning and disinfecting. The school will continue to run as normal and a class will not be shut down for quarantine. The student can return after being symptom free for 72 hours.

Rashes and Eye Infections: A student may have to be sent home with a rash or eye infection if there is a question of contagion. The student may return to school when a physician states the student is no longer contagious, or when symptoms disappear. If the rash is chicken pox, the student may return to school when the fever drops below 100° for 24 hours and all scabs are dry.

Lice: In the event of head lice being found, a parent will be contacted by the school staff and treatment must be given, nits removed, and students will be checked before attendance in class the next day.

Medication: When occasional illness necessitates over-the-counter medication or prescription medication, a note with the following information signed by the parent will be required:

- name of child
- name of medication
- dosage
- frequency
- duration

All medication must be kept in the school office, not with the student. A prescription medication must be sent in its original container and the parent must notify the school regarding any changes in administering the medication. Only topical and oral medications will be dispensed. School staff will not administer injections with the exceptions of diabetes and Epi Pens. All medication must be clearly labeled.

Accidents: Please keep a change of clothes, underwear, and socks in your child's bag in case of any kind of accident.

1.5 Inclement Weather

It is the policy of BRCA to suspend classes when China Spring ISD closes or starts late for inclement weather.

1.6 Safety Fire / Tornado / Intruder Emergency Drills

Periodic drills will rehearse emergency procedures to be followed in the event of a fire, severe weather, or intruder, which threatens the safety of the inhabitants of the school. Students will be expected to respond quietly and quickly to faculty and staff directions during these drills or emergency events.

Section 2 - School Policies and Procedures

2.1 Enrollment

Each student is considered on an individual basis. The privilege of remaining in the program depends upon the student's attitude and action after being placed in the school.

2.2 Academic Policies

The Brazos River Christian Academy program consists of a pre-kindergarten program through eighth grade. All grade levels begin the day with the pledges to the American flag, the Texas flag, and prayer. Each day will begin with a quiet time and then within their individual classrooms, students sing songs, memorize scripture, and learn about God's Word through a Bible lesson.

The Abeka Master ProTeach Video program is used with each grade level. In addition to this program, the students get to experience daily hands-on activities and exploration. BRCA is not limited to the classroom only being within the walls of a building, but will also incorporate an outside classroom for our students.

Weekly Newsletter

In order to inform parents of their child's weekly activities specific to their grade level, a weekly newsletter will be sent home each Friday for the next week.

Grading System

Brazos River Christian Academy uses the grading system of Abeka Academy which differs with grade levels. Families will be provided with the grading system for their child's grade level at the start of each school year. Families will also be provided with the report card schedule at the beginning of each year. Some grade levels receive report cards each six weeks and some grade levels receive report cards each nine weeks. Cheating is an attempt to get something for nothing. It robs the student of the most successful and productive educational experience and will receive an automatic 25% penalty on the test/quiz. This grade will be recorded whether it is a passing or failing grade.

Homework

In promoting academic excellence, your student will have homework each day. Brazos River Christian Academy has no policy regarding completing the homework, however, it will affect your student's academic growth and class grade if not completed.

Special Services

If your child requires special services such as Speech Therapy, Occupational Therapy, Physical Therapy, ABA, etc..., these services are not provided by BRCA. BRCA can give you information on resources for these services if needed.

2.3 Communications with Parents

BRCA believes in an open door policy. If a parent desires a meeting with BRCA staff, please schedule a meeting time. Due to the importance of the day's activities/lessons, sit down meetings in the mornings are not available unless scheduled with BRCA staff. BRCA staff believe in teamwork with the family of each child and will be in constant contact with parents regarding student academic, emotional, behavioral and spiritual progress.

2.4 Attendance and Tardies

The school building opens at 7:00 a.m. each morning. The school day begins at 8:00 a.m. each day. If your child is absent or has to attend an appointment, the school work will need to be completed upon returning to school. Due to our program being the Master Teach Program, if your child is late to school, the lesson will have already begun and your child will make up the lesson at a later time in the day.

BRCA will keep records of attendance and tardies.

2.5 Behavioral Policies

BRCA is a partnership between home and school in which the prime relationship is the home. By enrolling children into BRCA, parents agree to support the school in all of its policies. BRCA reserves the unconditional right to take disciplinary action, suspend or dismiss any student whose progress, conduct and/or whose parent's conduct is considered by BRCA, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the school's mission.

Students are expected to maintain responsible, courteous and respectful conduct whenever they are at BRCA or attending a field trip with BRCA. The following guidelines are given to clarify what is and is not considered to be courteous and respectful behavior.

Cursing and Profanity

"Kind words are like honey - sweet to the soul and healthy for the body." Proverbs 16:24

Curse words, disrespectful words, using the name of God or Jesus other than in respect to deity, and obscene or profane gestures are never acceptable at BRCA. Such words and actions are not to be used toward staff members, other students, or parents. If this behavior occurs, students will be addressed by the BRCA staff the first time and then a meeting with the parent/s and the student will occur. If the behavior continues to occur, it is the right of BRCA to dismiss the student from the Academy.

Social Media

"You are the light of the world. A city set on a hill cannot be hidden; nor does *anyone* light a lamp and put it under a basket, but on the lampstand, and it gives light to all who are in the house. Let your light shine before men in such a way that they may see your good works, and glorify your Father who is in heaven." Matthew 5: 14-16

Inappropriate social media posts are not allowed and are subject to disciplinary actions from the school. Example: foul language, inappropriate pictures, etc...

Stealing

"Ill-gotten gains do not profit, but righteousness delivers from death." Proverbs 10:2

Students found in possession of items not belonging to them will be spoken to by BRCA staff, and will have to return the item to the one it was stolen from.

Technology Use

"The eye is the lamp of the body; so then if your eye is clear, your whole body will be full of light." Matthew 6:22

While at BRCA, students can use the technology provided by BRCA for course work. Therefore, students will have Wi-Fi access. Visiting unauthorized websites or downloading material is strictly prohibited. Violation of this will result in the student losing technology privileges.

Students are **NOT** allowed to bring personal technology devices including; laptops, ipads, ipods or cell phones to school. An IWATCH may be worn only if the data is turned off while at school.

IF your child is leaving with another adult at the end of the day and they must have a cell phone they are to be turned into the office upon arrival. Students found having or using cell phones during school hours will have their devices confiscated. The parents will need to pick them up from the office.

Gender Identity

BRCA is committed to the biblical model of a person being made in the image of God and that God establishes a person's identity rather than society. All persons made in God's image will be treated with dignity and respect. Genesis 1:27 makes it clear that God, when He created mankind in His image, He made them male and female. All students will be treated in accordance with their biological sex as given to them by birth and will function in that manner at BRCA.

Section 3 - General Policies

3.1 School Supplies

A minimal school supply list will be provided before school begins each year.

3.2 Food and Beverages

Breakfast is not served at school. If your child arrives before 8:00, they can bring their breakfast with them. A school lunch calendar will be provided at the beginning of each month. Students can purchase a “lunch punch” card for \$34. This punch card will have 34 lunches on it. When the card is filled, you may purchase another one.

Students will be required to provide their own snack/s each day. This will be kept with their belongings. Students will need to bring a water bottle to have for the day.

3.3 Student Appearance and Dress Code

Students are not required to wear a uniform at BRCA. When dressing for the day, think of these two words...MESSAGE and MODESTY.

- Shoes: Close toed shoes daily
- Shorts/Skirts: Consider modesty when wearing shorts and skirts. Shorts should be worn under skirts.
- Leggings: Shirts that cover the bottom should be worn with leggings.
- Shirts: If a shirt is worn with writing, the writing must be appropriate and not contain any inappropriate pictures/language.
- Hair: Boys are not allowed to wear a ponytail.

3.4 Threats of Violence Policy

BRCA has a **no tolerance** policy involving threats or perceived threats of violence by students. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, he/she is subject to immediate dismissal. Any written, spoken, or implied willingness to damage school property or other property is considered a threat of violence.

If the school determines that a threat of violence is credible and specific (directed toward students or staff), the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities.

Any student who threatens or delivers a threat of bodily harm to another student or a staff member outside of school, while at BRCA, is subject to immediate dismissal.

3.5 Backpack/Purse/Bag Checks

BRCA reserves the right to check bags, purses, backpacks or other items brought into the school at their discretion if it is suspected that illegal substances, stolen items, answer keys or any other items that would be a distraction to the students are in a student's possession. Such items will be confiscated and appropriate action taken.

3.6 Visitor Policy

BRCA has an open door policy to the adult family members (including siblings with adult supervision). All visitors must sign in at the school office. If you would like to come for lunch please let us know that morning so we can make sure we have enough food for those eating with us. As much as we encourage parent participation, it is not in the best interest of the school for parents to visit on a daily basis. This could interfere with the learning of the other children as well as your child.

Parent observation: Parents may observe their student in the classroom once a semester if they choose. Criticism of teachers and other students is entirely inappropriate. Please schedule classroom observations in advance with the staff.

Parent participation: Participation by parents or grandparents in activities that support the classroom or the school is invaluable. Here are some of the many opportunities available. BRCA encourages volunteer participation. All volunteers must have a background check before volunteering.

- Room Parent (helps with school parties)
- Birthday Card Organizer
- Art Supply Organizer
- Story Teller
- Lunch Help
- Homework Monitor
- Listening to a child read
- Attending field trips

Section 4 - Parent Responsibilities

4.1 Payment of Fees

BRCA relies solely on the payment of tuition and fees to pay staff salaries, purchase curriculum and provide adequate facilities in which students can learn. With this in mind, the following financial policies have been established:

For each month's tuition, the following pay schedule should be followed:

1st day of the month: Tuition due

5th day of the month: If tuition has not been paid, \$30 late fee is added

10th day of the month: If tuition has not been paid, your child will be unenrolled

You can pay your tuition with cash, check or credit card. If you choose to use a credit card you will be sent an invoice. There will be an additional 2.9% fee for all credit card payments.

4.2 Tuition

Child	Yearly Tuition	Monthly Rate (10 months)
Child 1	\$5,500.00	\$550.00
Child 2	\$5,250.00	\$525.00
Child 3	\$5,000.00	\$500.00
Child 4	\$4,750.00	\$475.00

Number of children	Yearly Tuition	Monthly Rate (10 months)
1 Child	\$5,500.00	\$550.00
2 Children	\$10,750.00	\$1,075.00
3 Children	\$15,750.00	\$1,575.00
4 Children	\$20,500.00	\$2,050.00

Early Re-Enrollment Dates and Fees: We will open re-enrollment for all BRCA families in January. Upon enrollment a one-time \$75 non-refundable Application Fee is required with the complete application (per family). A BRCA student is not considered re-enrolled until the Family Tuition Commitment Contract is returned. Early re-enrollment ensures your student will not be placed on a wait list. Enrollment for the year will open up to the public in March.

Accreditation Plan of Study Fee: (Optional for grades K-8th) \$215.00

Should you choose the Accredited Plan of Study, your child's report card will come from ABEKA Academy. Should you opt out of this plan of study, your child's report card will come from Brazos River Christian Academy. The same curriculum and testing will be administered regardless of the plan you choose. All high school students will be required by BRCA to enroll in the accreditation plan of study.

Curriculum Fee: To attend the first semester of a school year, the annual curriculum fee is due by June 1st. By August 1, your child's first month of tuition is due. If the payment has not been received by August 5th, a late fee of \$30 will be applied. If the payment isn't received by the 10th, your child will be unenrolled.

- PK- \$100.00
- K- \$150.00
- 1st Grade \$330.00
- 2nd Grade \$350.00
- 3rd Grade \$365.00
- 4th Grade \$310.00
- 5th Grade \$300.00
- 6th Grade \$300.00
- 7th Grade \$300.00
- 8th Grade \$300.00

4.3 Parent Conferences/Parent Complaints

BRCA ensures parent contact on a frequent basis with parents. If a parent would like to schedule a parent conference in which they sit down with BRCA administrators, this will need to be scheduled with the administrators at least 2 days in advance so that needed arrangements can be made.

Complaints against a staff member must be presented **first** to the staff member by requesting an appointment with the staff member outside of normal school hours. If the issue cannot be resolved in this manner, a meeting will be arranged with the administration, the staff member, and the complainant.

4.3 Withdrawal of Student/Transfer of Records

The parent or guardian must notify the school in writing 30 days in advance if a student must be withdrawn from school. If a 30 day notice is not given, the parent is responsible for the next month's tuition. There will be no refund given for the month you withdraw.

Records will not be transferred until financial responsibilities are met.

Acknowledgement of Parent/Student Handbook Policies

The complete Brazos River Christian Academy Handbook can be found online at www.brazosriverca.org

I/We agree to abide by all policies and procedures stated in the Student and Parent Handbook. I/We understand that we will be notified, in writing, of any changes in these policies. Any complaints, concerns, or grievances against Brazos River Christian Academy will be made in writing and/or telephone call and will be followed up with in a timely manner.

I/We, also, understand that any breach of policies, procedures, and contracts may be grounds to terminate school enrollment. A two-week notice will be given in such circumstances unless the infraction is severe enough to warrant termination without notice.

Student Printed Name/Student Signature

Date

Parent/Guardian Printed Name/Signature

Date