

Bruce Institute of Higher Learning
3892 Knight Arnold Road
Memphis, TN 38118
901-590-2485

“Educating and Empowering Soldiers for the Army of God”
Kindergarten through Twelfth Grade

Parent
Handbook
2009 – 2010

India Bruce, Founder / Headmistress
Robert Bruce, Jr., Founder/ Principal

Bruce Institute of Higher Learning

K – 12th

Parent Handbook

2006 – 2007

**Bruce Institute of Higher Learning
4194 Woodcrest Drive
Memphis, TN 38111
901-743-9921**

Non-discrimination Policy

Bruce Institute of Higher Learning admits students of any race, color, sex, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of this school.

Bruce Institute of Higher Learning does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in the administration of its educational policies, admissions policies, and other school administered programs.

Table of Contents

Non-Discrimination Policy

Letter from Founders

Parents of Academy Students

Parental Agreement*

Public Relations Event*

Christian Education Philosophy

Educational Goals

Admissions Policies

School Board Requirements

Kindergarten & First Grade Entry

Admissions Policies—Homeschool

Probationary Enrollment

School Schedule

Attendance/Truancy

Tardies (grades, suspensions)

Absences

Unexcused Absences

Early Dismissal

Inclement Weather

Extended Care

Hours

Guidelines

School Meals

Cafeteria Policy

Visitation Policies

Visitors

Lunch Visits

Class Visits

Parties

School Name and Colors

Uniform Code

Uniform Violation

Finance Policies

Tuition Payments

Tuition Fees

Supplemental Tuition Payments

Delinquency

Late Payments

Withdrawals

Returned Checks

Service Fees

Non-Refundable Fees

Records Release

Refund Payments

School Conduct

Discipline

Student Orientation

Parents

Parenting Classes

Parent/Teacher Conferences

Home/School Communication

Parent Orientation

Health Requirements

Student Illness/Injury

Physical Exams

Medication

Academic Program

Curriculum

Textbooks

Media center

Chapel

Grades

Conduct Grades

Discipline

Progress Reports

Report Cards
Honor Roll
Achievement Testing
Incomplete Grades
Academic Probation
Homework
Makeup Homework

BIHL School Awards

Use of School Property
Lockers/Cubbies
Lost and Found
Telephone Restrictions

BIHL Events
School Presentations
Science Fair
Field Trips

Transportation Policy
Transportation
Parking Lot Safety

Extracurricular Activities
Student Activities
Clubs
Band/Choir/Music
Athletics
Competition
Physical Education

Safety Procedures*
Emergency & Multi-Emergency Planning

*Forms must be signed and returned to BIHL office

Letter from our Founders

Dear Parents and Students,

Welcome to Bruce Institute of Higher Learning! We pray that you are beginning this school year with enthusiasm and great expectations! Remember, God has created you with a unique purpose, and has placed in you everything needed to fulfill that purpose. You have the potential to accomplish more than you accomplished last year, last week, or even what you may be accomplishing at the present time.

Even though it may appear that you are successful or even unsuccessful, your potential much greater! Either of the two can be a hindrance to realization of you full potential. “Success” is often a hindrance because of a feeling that one has arrived, while a sense of feeling “unsuccessful” may leave one with a feeling of hopelessness. **NEVER SETTLE FOR WHERE YOU ARE RIGHT NOW!** Allow God to reveal His strength in you, your **FULL** potential.

“Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. We ask ourselves who am I to be brilliant, gorgeous, talented and fabulous? Actually, who are you not to be? Your playing small doesn’t serve the world. We were born to make manifest the glory of God within us. And as we let our light shine, we unconsciously give other people permission to do the same.”

Nelson Mandela

“Now unto Him that is able to do exceeding abundantly above all that we ask or think, according to the power that worketh in us. Ephesians 3:20

Yours in His Service!

Mr. Robert L. and Mrs. India P. Bruce

Parental Agreement

As a parent enrolling my child in Bruce Institute of Higher Learning, I understand the importance of familiarizing my family with the policies and procedures of BIHL.

My signature below indicates that I am stating that I read this handbook and that I am willing to abide by the policies and procedures therein. Furthermore, my signature also indicates that I am willing to comply with all BIHL policies whether written or verbally communicated.

I am also willing to work with BIHL in an effort to resolve any disputes that may arise in a swift and equitable manner.

Child's Name

Signature of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date

Important Notice: This form must be signed and returned to the school office in order for your child's registration process to be complete.

Christian Education Philosophy

Christian schools are ministries. Therefore, they are safe harbors of reality, spirituality, and academics.

Christian schools are prepared to educate students for life in the real world because God's perspective of all things *is* the real world. Everything else is unreal!

Christian school educators attempt to inspire students to lead purposeful lives – lives characterized by honesty, meekness, diligence, and commitment to Godly values.

Christian schools are vital to a well-ordered society. Knowledge of God, purpose, and identity are prerequisites, which enable man to find peace with himself, his neighbor, and the world. Remember, it does make a difference what children are taught and by whom! Mrs. India always says, *"I have no greater joy than to hear my children walk in truth."* (III John 4)

Membership

Bruce Institute of Higher Learning is not yet accredited, but proudly holds membership with the Association of Christian Schools International.

Educational Goals

BIHL exists because of the belief that all parents should have the opportunity to give their child a quality education, based on the Word of God. Our school views itself as an extension of the Christian home.

BIHL teaches its students through a balanced curriculum in the academic, social, physical, and spiritual arenas.

At BIHL, school life and in studies, we emphasize the sovereignty of God and we acknowledge that the primary purpose of man is to express God in all things.

Admission Policies

BIHL admits students of any race, color, or national or ethnic origin. All applicants are considered on the basis of aptitude, achievement, recommendations, previous report cards, and the results of any admissions testing. A student's previous educational records, behavioral patterns, and the personal interview with the student and parent are all considered in the acceptance process. In addition, the following school board requirements must be met:

School Board Requirements

Students must have on file a completed application and records from previous schools. All required testing and/or achievement information must be completed and interviews held before official notification of acceptance is given. **Students entering school for the first time must have birth certificates, records of immunizations, medical examination, and social security card on file.**

1. Students should have at least a "C" average in all subject areas and satisfactory conduct on their year-end report card, or latest cumulative report. Student must be at or near grade level on nationally standardized achievement tests. If it is determined that functioning is inconsistent with chronological age, special academic arrangements must be made in order to enroll students in this category. Any student not meeting full requirements may be considered for admission on a probationary status. However, he/she must show significant improvement during specified period of time. In some cases, a decision may be made that it is in the best interest of the child to seek other placement to properly accommodate his/her needs.
2. Students must demonstrate a Biblical respect for all persons in authority, must abide by all school policies and rules at all times. Otherwise, disciplinary action will follow. Students must comply with the uniform code of the school and must always be properly attired.
3. Each parent or guardian in the household must be interviewed by the principal along with the student, (intermediate, junior high and high school ages). Both parents and students must agree to the purpose, goals, and policies of the school.
4. Parents must understand that the Bible will be taught as the authoritative Word of God and both parents and/or guardian must sign the Bible class form in the application packet, indicating that they will support the Bible teaching of Bruce Institute of Higher Learning.

Admission Policies (Home School)
(For Applicants From Home School Programs)

Students applying to Bruce Institute of Higher Learning who are enrolled in Home School programs at the time of application or the year before proposed entry must meet the following requirements to be considered by the school:

1. The student must have attended a Home School program, which is under the “umbrella of a regular Christian school”, or under the direction of a nationally recognized Home School program.
2. The “umbrella school” or national program must provide BIHL with a complete set of grades for courses taken under that program, identifying the grade levels of the courses taken and numerical or lettered grades.
3. The “umbrella school” or national program must provide BIHL with copies of the results of nationally standardized test administered by the school or program for the student.
4. The student must take nationally standardized testing at BIHL and must score at their grade level or above on each part of the test. If they do not score at their chronological level, parents will be notified of recommendations, including “Help” classes.
5. Elementary students must be tested (grades 1-6) will also be evaluated by a classroom teacher to determine grade level equivalency and compatibility in reading, phonics, math, using text materials in the classroom at BIHL.
6. All new students must be tested; therefore, a testing fee of \$25 is assessed. A fee of \$75.00 is also assessed for additional testing and evaluation required for Home School students.
7. Parents and students must meet all other admission requirements of BIHL

Admission Policies (Home School) **Without An “Umbrella” Program**

Bruce Institute of Higher Learning will accept applications for possible enrollment from parents who have home schooled their children without the benefit of umbrella program if the following conditions are met:

1. Each student will be required to take a selected National Achievement Test at Bruce Institute, at the expense of parents.
2. If indicated, a student may be required to take other academic tests administered by a classroom teacher.
3. The Administrative Committee makes the final decision for admittance.
4. Parents and students must meet all other admission requirements of BIHL. Any student not meeting full requirements may be considered for admission on a probationary status. However, he/she must show significant improvement during a specified period of time.

Special Probationary Enrollment

Students who do not meet the full requirements for regular admission may be considered for admission on a *Probationary Status*. However, if accepted for admission, the student must show significant improvement during a specified period of time. The probationary period is not to exceed one school year. Counseling, parenting classes and student sessions may be required as agreed upon by the parent, and/or student and other members of the admission team. Any lack of cooperation, inappropriate actions or disrespect on the part of the **parent** or lack of cooperation, inappropriate action, or disrespect and lack of progress by the **student** will be sufficient cause for terminating the student’s attendance at Bruce Institute.

School Schedule

Please note: After the first two (2) days of school, parents are requested not to bring their child (ren) to the classroom since faculty supervision begins with the child's entry into the building.

Attendance

Quality education requires regular school attendance. A student's level of success in school relates directly to class attendance and quality of work. Parents are encouraged to have their children in regular attendance and to support them in achieving their educational goals. School is in session for a **minimum 180** days each year. **Mandatory attendance laws also apply.**

School begins promptly at 8:00 am each morning. All students are expected to be present and on time each day. Our doors open at 7:45 a.m. for students to enter the building. **The tardy bells ring at 8 a.m.** Students arriving late must go to the school office to be admitted to class. A student arriving late, for whatever reason, disrupts the flow of the class.

Tardies

ALL STUDENTS ENTERING THE BUILDING AFTER 8:00 A.M. ARE TARDY!

All students with **three (3) unexcused tardies** will be given a warning. The accumulation of **(5) unexcused tardies** will require a parent conference in order for the student to be admitted to class. Further, **habitual tardiness will affect a student's grades, attendance record, and/or may result in suspension.**

While we are aware that a number of reasons may result in a child's being tardy on a given day, **only personal illness and death in the immediate family will constitute an excused tardy.** Traffic tie-ups, work schedules, lack of transportation, etc. **will not be acceptable excuses.** **After the tardy bell, all students MUST come to the office to be admitted to class.**

In addition to the penalties listed above for excessive tardies, BIHL has also implemented the following policy. Parents are allowed **ONE** free tardy per month. The second tardy thereafter will cause **\$5 per student** to be charged against a family's account. Every tardy after the second one will cause a **\$10 fee per child** to be assessed against the family's account.

Absences

Students who have been absent **MUST bring a written notice** signed by a parent or guardian on the day of their return to school, stating the reason for the absence. The only excused absences are personal illness and death in the immediate family. Any student who has been absent more than five (5) aggregates or consecutive days shall be reported as *truant*. **The Board reserves the right to dismiss a student from BIHL for excessive absences. In addition BIHL adheres to the State of Tennessee laws regarding mandatory attendance, excused and unexcused absences.**

Parents are encouraged to ensure that students are absent only due to illness or emergency. When medical, dental, or other necessary appointments are made, parents should make appointments at varying times so that a student does not miss the same class all the time.

For lengthy absences due to personal illness, parents may have to provide additional outside tutoring for students to keep-up or catch-up with their studies. Students are required to make up missed work so their learning can proceed in an orderly manner. In this case, a doctor's statement is mandatory.

Unexcused Absences

A student will receive an **unexcused absence**:

- For all absences other than sickness or death in the immediate family.
- For failure to bring a written note from home on the day returning to school, even if the absence was excused.

Early Dismissals

Early dismissals are strongly discouraged. **Five (5) early dismissals will constitute one (1) absence** provided that there is no doctor's statement. Parents must come to the office to sign out and pick up their children. **No parent is allowed in the school or classroom without first checking in at the office.**

Students, who leave during the day for doctor appointments or other necessary reasons, should bring a written note to the teacher or the office. This must state the time the student will be picked up. Parents should make sure that the school is notified in writing, if anyone else is to pick up their child. **The safety and protection of our children is given top priority.**

Parents **MUST** come to the school office for early dismissal or when leaving items for their children. **DO NOT GO TO YOUR CHILD'S ROOM.** The office staff can only interrupt classes. Therefore, for the safety of our children, we require parents and all visitors to stop by the office to receive a **VISITOR'S PASS.**

Authorized Persons For Student Pick Up

Parents must provide a list of authorized persons to pick up their child (ren) to the BIHL office and to the teacher. In the event, that an unauthorized person comes to pick up, your child will not be released until proper notification has been given to the appropriate office staff. In the event there is a legal issue of custody, legal documentation must be provided. Bruce Institute of Higher Learning abides by the state laws and regulations regarding parental rights.

Postponement/Cancellation of School-Inclement Weather

BIHL will abide by most of the decisions of the Memphis City Schools regarding the postponing or cancellation of school due to weather conditions. Our student body comes from a very wide geographic area and all these areas must be considered in the decision to postpone school. Major television stations and some radio stations will carry official announcements for Bruce Institute. Others may be added.

Extended Care

Extended care is available for all students. Parents may drop their children off as early as 6:00 a.m. and pick them up as late as 6:00 p.m. All students arriving before **7:45 a.m.** must be signed into *Extended Care*. At **7:45 a.m.** these students will be under the supervision of the teacher on duty. In the afternoon, supervision is provided until **3:15 p.m.** At **3:15 p.m.** any student remaining on school grounds must report to Extended Care and remain under supervision until the parent or other authorized persons arrive for pick up. Any student picked up after 6:00 p.m. will be charged a fee. Extended care is \$10 a week for before or after school care and \$20 a week for both before & after school care, and offered as a courtesy to our parents. Any violations of extended care rules will be considered just cause to withdraw your child from extended care privileges.

All students should be dropped off at school or picked up after school only in the parking area. This is for the safety of the child. Parking is only permitted in the designated spaces. **Parents using extended care must sign the child in and out. Please do not park for any reason in assigned parking spaces.**

Extended Care Guidelines

Extended care guidelines are available for all parents using our extended care service. All parents must be knowledgeable of all policies, rules and regulations. Handbooks may be picked up from the office.

School Meals

Cafeteria Policy

The faculty supervises all lunch periods. Students have a 1/2 hour lunch period. Students are required to display appropriate manners, behavior, and practice good health habits during their lunch period. Students who display misconduct, inappropriate behavior, rudeness, poor health habits will receive a written warning. Each class will be required to make sure his or her lunch area is clean before leaving the cafeteria. All students must be present in the lunch area during the lunch period unless otherwise authorized. Students are not allowed in the kitchen or food prep areas under any circumstances.

Breakfast: Breakfast is from 7:00 a.m. – 7:30 a.m. & is only provided to extended care children who arrive during this time.

AM Snack & Lunch: Students may bring lunch, milk, juice and snacks each day. However, hot lunches, salads, milk, juice, other beverages, and snacks are available.

PM Snack & Dinner: These meals are only provided to extended care participants & are included in tuition prices.

Visitation Policies

Visitors

Visitors to Bruce Institute must give advanced notice. Visitors must be properly attired and must conduct themselves in an orderly and respectful manner.

Visitors are **NOT** allowed in the school building without permission from the office. Any person entering the school building that is not an enrolled student at BIHL must first check in at the school office and obtain a **VISITOR'S PASS**. **Please note: All visitors MUST be escorted while inside the school building.**

Lunch Visits

Parents or legal guardians may call the office to schedule a day and time that they may have lunch with their child (ren). Parents are always welcome and encouraged to have lunch with their child.

Classroom Visitations

Parents or legal guardians are permitted to observe their children in the classroom. However, calling ahead would be appreciated to minimize classroom disruptions and coordinate scheduling of disciplines to be observed. Time limits are observed. *Please note: All parents must first check in at the school office to receive a **Visitor's Pass**.*

Parties and Other Events

BIHL is responsible only for social events that have been approved by the administration at least one day prior to the event, and have both teachers and parents as chaperones.

All parties that are held during the school day must have approval from the administration a minimum of two days in advance. In elementary school, birthday parties are not part of regular classroom routine. Birthday celebrations must be limited to refreshments only, unless other arrangements have been discussed & approved in advance and must be scheduled during a meal or snack time.

Birthday presents and party favors are not given until the end of the school day.

School Name & Colors

Bruce Institute of Higher Learning is an extension of the Christian home and exists because of the belief that all parents should have the opportunity to give their child a quality education based on the Word of God. Our school colors are royal blue, white, and red. Royal blue represents and signifies peace, vigilance, royalty, and perseverance. White represents purity, protection, and innocence. Red represents the shed blood of our Lord & Savior Jesus Christ. Our school mascot is the warrior, which represents strength, wisdom, and courage.

Uniform Code

Parents must purchase school gym uniforms. BIHL provides uniforms for purchase and information as to when uniforms may be purchased. No substitutions can be made for our school uniforms. Parents must accept the responsibility for the dress and appearance of their children while enrolled at Bruce Institute. It is imperative that students follow the School Board's Uniform Code.

Gym/P.E. Uniforms

- Navy Blue shorts and sweatpants
- White socks
- Black or White Sneakers
- BIHL Gym/P.E. Tee and Sweatshirt
- Excessive jewelry is not permitted

Hair must be conservatively styled and neat, no "fad" hairstyles.

Uniform Code Violation

Any student whose dress violates the Uniform Code will be sent to the office. For students violating BIHL's uniform code, the office will issue a Uniform Code Citation to the student, which must be signed by both parents and student and returned to school. Failure to return the citation with signatures on the next day will result in a second citation. If a student should receive three citations during the course of the school year, a one-day suspension from school is mandatory. This suspension will be recorded as an unexcused absence in each class. Further violations of the Uniform Code will result in additional suspensions, or expulsion.

Finance Policies

Tuition Payments

If a monthly or weekly payment plan has been arranged, tuition statements may or may not be sent for each family's account. If individual statements are not sent, a written notification will be sent home announcing tuition payments due.

Tuition should be paid in full at the beginning of the school year. However, if tuition cannot be paid in full, BIHL will allow tuition to be paid on a monthly or weekly basis. Families must request such arrangements. If these monthly arrangements are made a five per-cent (5%) service fee will be added.

Payments may be paid in monthly or weekly increments. Those choosing either of these payment plans must have the payment due as follows:

Monthly-1st payment due on or before the 1st day of class and by the 1st of the month each month thereafter.

Weekly- payments are due on or before the 1st day of class & each Friday thereafter

Please note all payments after the first payment due should follow the tuition payment schedule noted above.

All tuition payments are due the first (1st) of each month and are late after the fifth (5th) of that month. All tuition payments not received by the fifth (5th) of each month are subject to a late fee of \$25.00. Weekly payments are due each Friday morning for the following week. All payments received after this time are subject to a late fee of \$25.00, as well. After the 5th day, students will not be allowed in class, unless satisfactory arrangements have been made. BIHL expects on time tuition payments.

All payments must be received at the office and receipted. As an added convenience, tuition and other payments may be sent by mail (**checks or money orders only**) on or before the due date. Tuition payments paid with a charge card (**Visa, MasterCard, Discover, and American Express**) are accepted by phone, PayPal, or in the BIHL office.

****See attachment for 2007-08 tuition fees***

Supplemental Tuition Payments By Other Agencies

Parents entering into an agreement with other agencies for BIHL tuition and/or childcare must take the responsibility for any payments that are not made by those agencies in a timely fashion. It is also the responsibility of the parent to see to it that those agencies have the necessary paperwork for payments. In the event that payments from other agencies are not made on a timely basis, BIHL will notify the parent to make the payment in order for the student to remain in good standing at BIHL.

Service Fees*

A Service fee of *five percent* (5%) will be added to all tuition payments that are not paid in full at the beginning of the school term. All monthly tuition payment plans are subject to a service fee charge. (see Tuition Payments, page 14)

Late Payments

Tuition should be paid in full at the beginning of the school term. However, if this cannot be done, other payment schedules may be arranged. **The maximum number of late tuition payments that will be allowed on any account is three (3).** Please note that all late tuition payments are assessed a late fee.

Returned Checks and Fees

Any check that is returned for tuition and/or other payments or BIHL fees will be assessed a returned check fee in the amount of \$30.00. BIHL will only allow three (3) returned checks for any family account. Thereafter, tuition payments must be paid with certified funds.

Delinquent Accounts

If payment is not made in full by the fifth (5) day after tuition due date, the student (s) will not be allowed to return to class and will be dropped from the student roster after the 10th day. In such case, no make-up work will be allowed and a \$25.00 re-enrollment fee will assessed.

If you have a special situation regarding tuition, please communicate this to the business office. Operational costs require all parents to keep their account current.

Early Withdrawals

Parents must give at least a **five (5) day notice** to BIHL office for a transfer request if a student is being withdrawn. A **25% penalty** is assessed to tuition payments that have been **paid in full**. In addition, **tuition paid monthly, is also due for the month in which a student is withdrawn, regardless to the number of days in attendance.**

Refundable Fees

Tuition is due on the first scheduled day of class. Tuition will NOT be refunded for the month in which a student is withdrawn, regardless as to the number of days in attendance. In the case of advance monthly payments and/or tuition paid in full, a 25% penalty will be assessed to the refunded amount. Students who withdraw from school before the first day of class are entitled to the following refunds:

Book Fees (if books have not been issued)
Class Fees (if applicable)

Non-Refundable Fees

Students who withdraw from school after the first day of class or thereafter, the following fees will not be refunded:

Registration Fees (non-refundable and non-transferable at all times)
Testing Fees (if test has been given)
Tuition Fees (will not be refundable in the month of withdrawal regardless to the number of days in attendance)
Book Fees (if books have been issued)
Class Fees (if applicable)

Payment of Refunds

Refunds will be mailed within a 30-day period from the time of withdrawal. It will be the responsibility of the parents to leave a forwarding address when necessary.

Release of Records

No records will be released if a student is withdrawn from BIHL and a balance is due. Account balances must be paid in full and in certified funds. In addition, all

materials such as library books, music equipment, sports equipment, etc. must be returned. We will only release records on a student's account that has been cleared.

SCHOOL CONDUCT

Bruce Institute of Higher learning provides an environment conducive to the academic and spiritual growth and development of young people. A sense of the need for spiritual growth has led BIHL to adopt the following standards which it believes are necessary to promote an environment that will best promote the spiritual welfare of the students. BIHL, therefore, requests that each student whether at home, school, or elsewhere maintain high standards in courtesy, kindness, morality, and honesty.

A BIHL warrior is expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found out of harmony with the Bruce Institute of Higher Learning Conduct may be asked to withdraw.

Authority

All students are taught and are therefore expected to **respect** and obey authority.

Discipline

Even as the Father disciplines in love, so does the staff at Bruce Institute will endeavor always to discipline in love. BIHL does employ corporeal punishment. When punishment is deemed necessary, the child's teacher will notify the parents. Each teacher will make an effort to counsel with the student to solve any problem, which may arise. Whenever possible, the teacher will attempt to work out a problem with the student, without administration involvement. However, the incident will be documented. A student that is deemed by the teacher to need administrative conferencing will be sent to administration for further action. BIHL takes disruptive behavior seriously. Conduct deemed by BIHL as disruptive to the school's program may result in suspension or even expulsion.

Student Conduct

Bruce Institute of Higher Learning is a Christian School and The very nature of this institution requires certain conduct on the part of its students. Any students found to be in compromising situations will be suspended and/or expelled.

Any of the following will be grounds for suspension or expulsion:

Alcohol and Drug possession or usage
Books/Magazines of sexual content or demeaning to another
Smoking in the building and/or on the premises
Weapons or any items deemed as a weapon
Profanity
Slander
Pregnancy

Sexual innuendoes, objects and/or acts
Harassment of any kind
Fighting (Physical or Verbal)
Actions deemed disrespectful to authority, oneself, and others
Destruction of school property, or property belonging to another
Any action or behavior that infringes upon the right, well being, or safety of another, or upon this institution
Violation of school policies

Parent and Student Orientation

Orientation is scheduled before the first day of school and may contain at least one week thereafter. Parent and Student Orientation are subject to be scheduled at the same time. The Administrator and/or Principal will conduct the Parent/Student Orientation. During the orientation parent and student will review BIHL rules and guidelines. Parents and students are admonished to read and further review the Parent Handbook.

Parents

Bruce Institute of Higher Learning is the Christian school that you have chosen at this time for your child. We must, therefore, work together in an atmosphere of trust and respect for the benefit of our children.

- Parents are always welcomed to come in or call the office to set up appointments with teachers and the administration to discuss their interests and/or concerns. It is the policy of BIHL to follow logical and orderly steps to resolve any concerns that may arise.
- Should a parent have a concern that he/she feels a need to address relative to a classroom situation or matter, a conference should be scheduled with the classroom teacher.
- Should there not be a resolution at this level, the principal or designee is next in line. If the matter is not cleared up at this level, the principal will bring the matter to the attention of the administration.

Parents wanting a fair and thorough resolution to any misunderstandings and/or concerns will follow this procedure, as we are here to work together for the benefit of you and your child. Any violations of this procedure will be cause for immediate dismissal of your child from Bruce Institute.

BIHL takes a strong position on a display of rudeness, profanity, threats, and disrespect on the part of its parents. In as much as you have placed your trust in this institution to work with you and your child, we insist upon maintaining an atmosphere of mutual respect. Should parents cause this to be jeopardized, you child may be prohibited from

attendance at BIHL. Should you have any recommendations, concerns, or complaints, kindly bring them to our attention in order that we may take them under advisement and, if feasible, incorporate them or take corrective action.

Parenting Classes

All parents are welcome to attend our parenting classes. However, parenting classes will be mandatory for parents of students who are experiencing disciplinary difficulties or who have had a history of disciplinary problems. Failure to cooperate with these requirements will cause your child not to be accepted into BIHL or to be expelled (whichever is applicable).

Parent/Teacher Conferences

Teachers will contact parents by telephone or written notification to request a conference to discuss a student's progress, conduct, homework, or other classroom matters, etc. Parents must attend these conferences.

Home/School Communication

Home/School communication is vital to each child's success in school and is greatly encouraged. BIHL provides an innovative and unique approach to on-going communication between the home and school. Therefore, communication between home and school will be given top priority. Teachers will keep parents informed by telephone or by written notifications, parent conferences, etc. Parents are likewise encouraged to keep the school informed of pertinent information, and request conferences as needed.

Parent Meeting and/or Orientation

Parent Orientation is mandatory for parents of both new and returning students each year. Important policies and procedural changes are discussed. Parents are required to attend BIHL parent meetings when they are scheduled. If parents cannot attend, they must notify the BIHL office. Generally these meetings are held every six weeks. The parent(s) will have an opportunity to pick up his/her child's report cards and schedule conferences with the child's teacher.

Health Requirements Student Illness or Injury at School

The Bruce Institute policy is to ensure and provide a safe environment for its student during school hours. BIHL strives to provide the greatest precautions and the closest supervision of its students, however accidents can and do happen at school. Parents are required to complete an annual Parental Authorization Emergency Consent and Release of Liability form that includes persons to be contacted, family physician, and

authorization to provide emergency treatment for their child. It is the parents' responsibility to keep information current by notifying the school of any changes.

In case of an emergency, serious injury, illness, or accident, the parents shall be notified immediately. School personnel will administer emergency or minor first aid. Serious injuries will receive first aid by trained personnel or by the emergency services of the nearest hospital. If parents/guardians, physician, or other emergency contacts cannot be located the student will be released to the parent/guardian designee or qualified medical personnel, if it is deemed appropriate or necessary. BIHL does not assume responsibility for the payment of hospital, physician or ambulance fees. It is the parents' responsibility to provide medical insurance.

No child with a fever above 100 degrees will be allowed to remain in class. Any rashes or eye infections may require a child to go home when there is a question of contagiousness. A child may return to school when the symptoms disappear and there is no longer a possibility of a contagion.

In accordance with state laws parents must provide official copies of the records listed: Birth Certificate, Immunization record, Medical Examination, and Social Security Card.

All health records must comply with state regulations. Parents must make sure that these records are up to date and are on file in the school office in order for the student to remain enrolled.

Physical Examination

Yearly physical examinations will be required for all students.

Medication

BIHL staff does not administer medications. If a child needs regularly scheduled dosages due to illness, parents are asked to take the responsibility of seeing that provisions are made for administering medications.

Academic Program

Curriculum

BIHL's School Board approves all subjects and course content in the school. The courses are based on the philosophy of the school and the entire curriculum is accelerated.

Students in attendance at Bruce Institute of Higher Learning will take the prescribed courses for each grade level. Therefore, only the School Board will approve any exceptions to or exclusions from the courses or their content.

Textbooks

Textbooks are to be purchased by the student. At present Bruce Institute does not have a buy back program and parents are welcomed to donate textbooks to BIHL. BIHL textbooks that are issued to students are the property of BIHL. If textbooks have been damaged when returned, a fee will be charged to the parents' account. If library books have not been returned to the school library, fines and/or cost of the library book (s) will be charged to the parents' account.

Media Center

Each student is encouraged to obtain a library card from the Memphis Public Library or a library in his/her area. Students may find it necessary to take trips to the library to complete course assignments.

Bruce Institute maintains a library with over 2,000 volumes. We seek to maintain volumes that will enhance and support our school curriculum and aid in building each student spiritually and academically. The library houses educationally sound books, magazines, newspapers, and reference sources. Most materials are available to be checked out by students.

The Media Center at Bruce Institute makes available to the classrooms a large selection of films, filmstrips, videotapes, cassettes, records, and other media material. Parents are encouraged to contribute to the Media Center from their own home collections, purchase new books, and/or make contributions from other family members and friends.

Chapel

Chapel services will be held for students each week on a designated day. Parents are invited to attend these programs. Chapel is a time of praise to God; a time of thanksgiving for the privilege of being an American with the freedom to attend a Christian school. Students learn about their spiritual, cultural and ethnic heritage, their purpose and destiny.

Grades

Bruce Institute's grading system demands hard work and diligent study. Our grading system is as follows:

90-100 = A 80-89 = B 70-79 = C 65-69 = D Below 65 = F

Any student whose grade drops below a "C" average in any given quarter will be placed on academic probation. In this case the parent must come in for an academic review. Parents are encouraged to conference with the teacher as needed to keep abreast of his or her child's progress.

Students are encouraged to discuss grades with each teacher so they will know their class standing and can maintain their grade average. Teachers will assist students in reaching their desired goals, if the student is willing to do the work.

Conduct Grades

Conduct grades on progress reports and report cards are indicators to both the student and parents concerning the attitudes and behavior of the student. Appropriateness of response to authority, manners, Christian relationships, willingness to do work, attitudes toward other students and staff, and following school policies are some of the criteria for the assignment of the conduct grade.

Discipline Marks are as Follows:

E – Exemplary

S – Satisfactory

N – Improvement Needed

U – Unsatisfactory – Parent Conference Required

Progress Reports

Progress reports will be sent out upon Parent's request. Progress reports inform parents of the status of the student's achievement during a given quarter. Parents should monitor student's progress throughout the year.

Report Cards

Report cards are issued every quarter. Report card must be signed and returned to the teacher the next school day. Report Cards are usually issued to parents at our parent classes and/or parent department meetings. Exceptions will be announced.

Scholastic Standards

Students must be able to maintain a minimum of “C” level work in the grade to which they are assigned. A student may be restricted from participation in extracurricular activities if, in the judgement of the administration, the student’s academic performance could be adversely affected.

Headmistress’ Honor Roll

“A” Honor Roll-Student must have all A’s in each subject or a 4.0 grade point average for Junior/Senior high students. All conduct grades shall be either “E” or “S”.

Principal’s Honor Roll

Student must have all A’s or B’s in any combination, in all subjects in elementary school. All conduct grades shall be either “E” or “S”. All middle school students must yield at least a 3.0 grade point average. Maximum one “C” grade in order to qualify.

Quarterly Exams

Students are required to take quarterly exams. There are no exemptions. Students must learn to take tests and perform well at all times in preparation for college and for life.

Acheivement Testing

BIHL will administer **Standardized Achievement Test each spring**. These test are mandatory for all BIHL students in the grades designated. It is important that students are present during the week of these testings. No makeup test will be given to students who miss part or all of the test beyond this period.

Incompletes on Report Cards

Incomplete, “I” must be removed as soon as possible. If an incomplete grade is not corrected by the next report card period, the grade will become an **“F”**. It is the responsibility of the student and the parent to see that the incomplete work is finished and a satisfactory grade obtained.

Academic Probation

Students with one final grade of **“D”** in a major subject (**English, Math, Science, History**) will be passed on to the next grade on probation. It is recommended that the student attend a summer tutorial program.

A student passed to the next grade on probation must maintain a “C” average in that grade. He/She will remain on a probationary status during the 1st quarter. If satisfactory progress is not made during this probationary period, the student may be returned to his/her previous grade.

Should a student fail two (2) major subjects he/she will fail that grade. Certain skills must be passed in order for a student in kindergarten to be promoted to the 1st grade.

Homework

Homework is an important part of the student’s learning experience. Homework reinforces learning in the classroom, assists in progression of materials, and requires that the learner disciplines time and energy in a positive, productive manner.

From time to time, teachers will ask parents to work with their children on specific projects at home. Parents are urged to honor these requests in order that their child might continue to progress with the class.

Students should make every effort to keep up with their daily and quarterly assignments. This will assist students in doing their best work and preventing last minute stressful situations.

Students in grades 1-6 may be required to keep a homework organizer, which will necessitate parental signatures. Parent cooperation with homework is requested. Students learn lessons about honesty from what their parents sign.

Makeup Work

It is the responsibility of the Parent/student to make arrangements with the teacher about class work and/or tests that were or will be missed during an excused absence.

A student must make up his/her work in the same number of days missed unless special permission has been granted by the administration. If a test or other work was assigned while the student was in school, the student must be prepared to take the test or assignment on the day of his/her return. If the student was absent when the test or assignment was given, the teacher will allow for a re-scheduling of the test or work, if the absence is excused. **No makeup work will be given for unexcused absences!**

Other Bruce Institute of Higher Learning Awards

Presidential Academic Fitness Award

Headmistress' Science Fair Award (Annual Science Fair)

Scholarship Award (All A's and B's on report cards for the year)

Certificate of Merit (All B's on report cards for the year and/or 3.0 average)

Achievement Award (given in all subjects areas to students with the top grade point average)

Recognition Award (given to students with high grades in subjects)

Diligence Award (persistent in doing one's best)

Perfect Attendance Award

USE OF SCHOOL PROPERTY

Lockers and Cubbies

Lockers or cubbies are provided for students in all grades. Students must provide the following: Combination and/or key locks and combinations or keys must be on file in the school office and with the classroom teacher. Administration reserves the right to inspect the lockers or cubbies at any time.

Lockers and cubbies must be kept neat at all times. Food and beverage may not be kept in them more than one day at a time. There should be no writing or anything attached to the inside or outside. Students may use only one locker and/or cubby and must use the one assigned to them. Any student who goes into the locker or cubby of another without specific approval may forfeit the right to have a locker or cubby.

Lost and Found

All students should have his or her belongings labeled with his or her name. Should any student's belongings become lost these articles will be held for at least two weeks. Parents are encouraged to check the lost and found bin daily. Because of space, all unclaimed lost and found articles will be donated to charitable organizations at the end of two weeks.

Telephone Restrictions

Students are permitted to use only the telephone in the school office and only in case of emergency. Telephone messages from parents to students should be only for emergency situations. Classes will not be interrupted for messages unless it is an emergency. Incoming phone messages from one student to another are forbidden. Students are not allowed to have in their possession, cell phones, pagers, nor personal computers while on the school premises.

ACADEMY EVENTS

BIHL Presentations

There will be periodic school presentations during the school year.

BIHL Presentations are designed to:

- Enhance public speaking skills
- Display the progress and high standards of our students.
- Promote student confidence
- Offer family spiritual growth, inspiration, and encouragement
- Promote parental involvement and participation

Science Fair

BIHL is involved in an Annual Science Fair, giving students the opportunity to examine God's creative genius from an orderly scientific framework.

Participants form a hypothesis and attempt to solve that problem through a systematic scientific approach. The students with the best projects may compete at Regional and National Science Fairs. All students are required to submit a Science project to be evaluated by judges. These projects are eligible for the regional fair. The Science Fair will be held annually and dates will be announced. Judges will select the projects that represent Bruce Institute at the Regional Science Fair held each spring.

Field Trips

Field trips that are pertinent to instructional objectives will be conducted for various classes during the school year. Parents are encouraged to participate.

- All students participating in school events will ride in the vehicles designated by the school.
- All students will return to the specified area (school or meeting place) after the event in the designated school vehicle unless the parent of the student has made other arrangements through prior contact in person or by phone with the sponsor or teacher in charge.
- Students are the responsibility of BIHL staff members while at school events and they must remain under the supervision of staff at all times while at the event.

- Upon the return to the school after the event, Bruce Institute of Higher Learning is no longer responsible for the transportation of the student. The parent must arrange for the student's transportation home.
- Parents and Students not agreeing to the above policies will not be allowed to participate in school events involving transportation.

TRANSPORTATION POLICY

Transportation

Bruce Institute of Higher Learning does not provide transportation. It is the parent's sole responsibility to provide transportation to and from school. Please note the following:

- The school assumes no responsibility for the safe keeping of bicycles, cars, or any other personal property.
- No student is allowed to ride any vehicle, including skateboards on the school ground from 8:00 A.M. to 4:30 P.M. Students not adhering to this policy will be subject to disciplinary action by the administration.

Parking Lot Safety/Reserved Parking

Parking lot entrances and exits must be observed for the safety of our children. Also, an adult must escort small children to the walkway. The speed limit on the parking lot is **NOT TO EXCEED 5 MILES PER HOUR.** Extra care is to be given to watching out for pedestrians and other moving vehicles. REMEMBER, courtesy is always welcomed.

Please observe all reserved and handicap parking at all times during the school day, evenings, at special school functions, etc.

Should you receive a **PARKING LOT TICKET,** you will be required to pay at the office within ten (10) school days. Otherwise, a late fee will be added to the parking ticket. Tickets must be paid in full in order for your child to remain in good standing.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are available for all students. However, there is an activity fee and registration fee required for all extracurricular activities. Registration fees are neither refundable nor transferable. The activity fee does not include uniforms, equipment, book materials, or major trips and expenses. Parents must give written permission for his or her child(ren) to participate in school extracurricular activities.

Extracurricular activities include the following: Basketball, Volleyball, PeeWee Basketball, Dance, Choir, Band, Piano, Drama, Communications (Broadcasting, Media,

Production, Journalism), Cheering Teams, Color Guards, Drum and Flag Corps, Capoeira, and Taekwondo.

STUDENT ACTIVITIES

Our student activities provide an outlet and an opportunity to work with their peers as a committee. These activities will aid students in their intellectual and social growth. It will also help to develop and gain skills and abilities in various areas, including motivation, making decisions, time management, budget, and strategies, which help them to be successful. These activities will help prepare students for a lifetime of active contribution and support to their communities.

CLUBS

Any student may join the clubs available at Bruce Institute according to his or her grade level and/or like interests. All clubs are supervised and have a sponsor who will render support and monitor the club's activities. The following clubs are offered at Bruce Institute: Honor Society, Young Entrepreneurs of America (Y.E.A.), The Drama Club, Orators Club, National, Junior, & Senior Beta Club, Girl Scouts, Pioneer Scouts, Boy Scouts, and Art Club.

BAND/MUSIC

The Band/Music department will provide opportunities for students to express their God-given music abilities, and creativity while exploring the world of music. It will also enable students to enhance and expand the role of music in their environment. Students will learn to recognize and pursue excellence in their musical experience and to understand and enrich their cultural heritage. Band/Music will also enable students to recognize the relationship between music and other disciplines.

ATHLETICS

The purpose of the athletics at Bruce Institute is to nurture the whole person: that is the spiritual, mental, emotional and physical well being of all students. Students that participate in BIHL athletics program are in a unique position of representing the school to the public in both sportsmanship and performance. We offer many diverse opportunities to student to experience growth through development of sound mind and body. Our purpose is also to enhance self-esteem and self-respect to guide our children toward maturing adults.

COMPETITIONS

A.C.S.I REGIONAL Competitions are held at various Christian schools within our area. BIHL participates in the various festival and competitions. Competition dates will be announced.

ACADEMIC: Bible Memory, Essay Writing, Poetic Writing, Short Story, Physical and Biological Science projects, Spelling, History, Yearbook, Academic Bowl, Math Challenge, Geography Challenge, Public Speaking.

PLATFORM PERFORMANCE: **Oratory**, Poetry, Recitation, Expressive Reading, and Debate.

DRAMATICS: One-Act Play, Monologue, Dialogue, pantomime, Illustrated Storytelling, Dance, and Puppets/Marionettes

ARTS: Acrylics, Mixed Media, Oil Pastels, Pen/Ink, Sketching, Watercolor, Commercial Art, Banners, Computer Art, Macramé, Stained Glass, and Clay.

PHOTOGRAPHY: Black/White Action, Black/White Still, Color Action, Color Still, and StoryBoard.

MUSICAL-VOCAL: Male Solo, Female Solo, Duet, Trio, Quartet, Octet, Ensemble, and Choir.

MUSICAL-INSTRUMENTAL: Piano, Organ, Woodwinds, Brass, Strings, Percussion, Handbell choir.

MUSIC-COMPOSITION: Original instrumental and Original Vocal Compositions

ATHLETICS-GIRLS

100 Meter Dash, 200 Meter Dash, 400 Meter Dash, 800 Meter Dash, 1600 Meter Dash, 400 Meter Run, 400 Meter Relay, 800 Meter Relay, 1600 Meter Relay, Cross Country (team), High Jump, Running Long Jump, Light Weight Lifting, Heavy Weight lifting, Basketball, Volleyball, Bowling, Table Tennis (sgl), Tennis (sgl), and Swimming

ATHLETICS-BOYS

100 Meter Dash, 200 Meter Dash, 400 Meter Dash, 800 Meter Dash, 1600 Meter Dash, 400 Meter Run, 400 Meter Relay, 800 Meter Relay, 1600 Meter Relay, Cross Country (team), High Jump, Running Long Jump, Light Weight Lifting, Heavy Weight lifting, Basketball, Volleyball, Bowling, Table Tennis (sgl), Tennis (sgl), and Swimming

Physical Education

The Physical Education program will include the following strands or broad curriculum area-physical fitness, healthy living, fundamental movement skills, lifetime games, recreation, personal values and social experiences, safety skills, and attitudes. Word of Faith Christian Academy offers: Physical fitness, games, relays, gymnastics, football, basketball, soccer, softball, volleyball, bowling, tennis and square dancing.

SAFETY PROCEDURES

Students will participate in unscheduled fire and tornado drills and other emergency procedures during the year. The following directions are to be followed.

FIRE DRILL

A long blast on the emergency horn will be sounded to signal a fire drill. Students are to proceed in a quiet, orderly manner to the places designated on the fire drill exit sheets posted in each room. Teachers will close windows and doors before leaving the rooms and be sure students are a safe distance from the building. Students are to remain quiet and follow directions.

Teachers and students will stay in their designated areas until an official instructs them to leave the area and return to the building. Teachers should note where fire extinguishers are located.

TORNADO DRILL

A series of short blasts on the emergency horn will signal the possible approach of a tornado or damaging storm conditions. Students will leave their rooms and proceed into the hallway near their rooms to a designated area. They should get down on their knees facing the wall with their heads in their hands, or in a crouched position. Students and staff will remain silent and wait for further instructions from the staff.

In the event of an emergency in which an area of the building is damaged, students are to respond immediately to the directions of the teacher. No student should be near glass windows or doors.

LOCK DOWN

In the event of an emergency or any situation that may endanger the safety of students, a lock down will be announced. Students are to be calm and quiet and remain in their classrooms. Doors and windows will be locked and secured. Students should remain wherever they are until the lock down order has been withdrawn. Parents will be notified immediately of such an occurrence.

