



# BFCS Student Handbook

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# BFCS Foundation

## A. The School's Inception

Ben's Ford Christian School is a ministry of Ben's Ford Baptist Church. The school was conceived in the heart of the pastor, Bro. Lynn Martin, and was brought forth through much prayer and effort. Ben's Ford Christian School is a church school first, and functions under the direction of the pastor. Ben's Ford Baptist Church considers the school a primary part of the teaching ministry of the church. The original goal of the school founders was to provide a quality education to the children of the church. BFCS now also serves other families desiring a quality Christian education for their children. By God's grace, through the efforts of all those who labor, the school will continue to progress.

## B. BFCS Philosophy of Education

**Mission Statement:** *Ben's Ford Christian School was established and exists to minister to the whole being of each student, with the aim that each student may come to know the Lord Jesus Christ as Savior, as we integrate the truths of the Bible throughout our curriculum and activities, teaching our students spiritually, academically, socially, emotionally, and physically, so that each may attain to his fullest and highest potential, all to the glory of God.*

Ben's Ford Christian School believes that the Scriptures give us the true view of God and man. The Scriptures tell us that God is an orderly personality who created man and the universe and that He is the Author of the order, reason, and reality that are reflected in the universe. Christian traditional education is rooted in absolutes as opposed to relativism. All truth is God's truth.

Christian education must deal with the social and the spiritual as well as the academic dimensions of the student. Thus, the academic programs of BFCS are only a part of the educational process. The student is taught the Christian philosophy of life, so that he is armed "lest any man spoil [him] through philosophy and vain deceit." (Colossians 2:8)

Through Christian education, the student is brought to the "unity of the faith, and the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of Christ." (Ephesians 4:13) Therefore, the goal of Ben's Ford Christian School is for each student to be academically equipped, able to manifest the fruit of the Spirit in his daily life, and able to be an effective witness for Jesus Christ.

## C. School Symbols

**School Scripture:** "I am the true vine, and My Father is the husbandman. Every branch in Me that beareth not fruit, He taketh away; and every branch that beareth fruit, He purgeth it, that it may bring forth more fruit. Now ye are clean through the word which I have spoken unto you. Abide in Me, and I in you. As the branch cannot bear fruit of itself, except it abide in the vine; no more can ye, except ye abide in Me. I am the vine, ye are the branches: He that abideth in Me, and I in Him, the same bringeth forth much fruit: for without me ye can do nothing" (John 15:1-5).

**School Motto:** Jesus said, "Without me ye can do nothing." John 15:5

**School Mascot:** Eagle

**School Colors:** Royal Blue and Gold

# Spiritual Emphasis

## A. Statement of Faith

1. We believe in the verbal inspiration and authority of the Scripture.
2. We believe the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
3. We believe in the Trinity: God the Father, God the Son, and God the Holy Ghost.
4. We believe in the deity, virgin birth, sacrificial death, and bodily resurrection of Jesus Christ.
5. We believe that salvation is by grace, plus nothing and minus nothing; the conditions for salvation are repentance and faith.
6. We believe that men are justified by faith alone and are accounted righteous before God only through the merits of our Lord Jesus Christ.
7. We believe in the visible, personal, and pre-millennial return of Jesus Christ.
8. We believe in the everlasting conscious blessedness of the saved in Heaven and the everlasting conscious punishment of the lost in Hell.

***Final Authority for Matters of Belief and Conduct*** The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Ben's Ford Christian School's faith, doctrine, practice, policy, and discipline, our school board, working under the leadership and direction of Ben's Ford Baptist Church's pastor, is Ben's Ford Christian School's final interpretive authority on the Bible's meaning and application.

## B. Statement on Human Sexuality

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one naturally-born man and one naturally-born woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Gen.2:24; Gen. 19:5-13; Gen. 26:8-9; Lev.18:1-30; Rom.1:26-29; 1 Cor.5:1; 6:9; 1 Thess.4:1-8; Heb.13:4).
2. We believe that the only Scriptural marriage is the joining of one naturally-born man and one naturally-born woman for life (Gen.2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23).
3. We believe that in order to preserve the function and integrity of Ben's Ford Christian School as a ministry of the local Body of Christ, and to provide a biblical role model to the Ben's Ford Christian School students, staff, and the community, it is imperative that all persons employed by the school in any capacity, or who serve as volunteers, or who are enrolled as students agree to and abide by this Statement on Human Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22).

## C. Statement on Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

#### **D. Bible**

Bible study is recognized as having fundamental importance and is a required subject. It is foundational to the study of English, history, geography, science, and other elective subjects. No other book can so enrich the minds and the hearts of young people as the Word of God. We believe that without a knowledge of Biblical truth, a student's education is limited. Ben's Ford Christian School teachers integrate Biblical truths into all subjects across the curriculum.

Bible study, prayer, and worship are an integral part of Ben's Ford Christian School. Ben's Ford Christian School teaches and preaches from the **King James Version** of the Bible and requires that all students, faculty, and chapel speakers use this version.

#### **E. Chapel**

Weekly chapel services are scheduled at Ben's Ford Christian School. Chapel services are scheduled for elementary, junior high, and high school students. During times of revival, students often attend daily chapel services. Attendance at chapel services is mandatory.

# Admissions

## A. Admission Requirements

1. All families seeking to enroll their children must be in agreement that their children be taught Biblical doctrine through the ministry of Ben's Ford Baptist Church.
2. All parents and students must agree to abide by all of the policies of the school.
3. All prospective families must interview with the administrator or principal prior to acceptance to Ben's Ford Christian School.
4. All students in grades 1-12 will be required to take an academic admissions test prior to acceptance into the school.
5. All students are required to have a birth certificate, social security number, and immunization record on file.
6. All students must have report cards and achievement test scores from prior schools reviewed by the principal and/or administrator prior to acceptance into Ben's Ford Christian School.

## B. Junior High and High School Admissions (Grades 7-12)

Acceptance into Ben's Ford Christian School in grades 7-12 will be based on academic achievement, character, space and/or availability. Prior academic records, current admissions tests, letters of recommendation, and drug screening are required for admission. Admission is not based on race, religion, or ethnic origin. Parents and students must give special attention to the behavior requirements that are required of enrolled students and consequences for failing to adhere to behavior expectations before continuing with the admissions request.

## C. Acceptance on Trial Basis

All students that are accepted into Ben's Ford Christian School will be admitted on a trial basis. Academic failure or disciplinary/behavioral issues may require withdrawal.

## D. Right of Refusal

Ben's Ford Christian School reserves the right to refuse admittance to any student based upon unsuccessful completion of any of the above requirements.

Additionally, because BFCS is a Christian school, adhering to the truths of the Bible, we reserve the right to refuse admittance or require withdrawal for any student that participates in sexually immoral behaviors, as described in Biblical teaching (Gen. 2:24; Gen.19:5,13; Gen.26:8-9; Lev.18:1-30; Rom.1:26-29; 1 Cor.5:1; 6:9; 1 Thess. 4:1-8; Heb.13:4).

## E. Notice of Nondiscriminatory Policy

Ben's Ford Christian School, Inc. admits students of any race, color, national, or ethnic origin to all rights and privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of educational policies, admissions policies, or athletic policies, and other school administered programs.

## Finances

### A. Tuition and Fees

Ben's Ford Christian School operates on a 12-month tuition payment schedule, beginning in June and ending in May. Payments are due on the 1st of each month. A late charge will be added to any delinquent payments made after the grace period which is the 5<sup>th</sup> of the month.

- All registration fees are non-refundable.
- All accounts must be current for the student to begin classes at the start of any term.
- Any account one month in arrears must be cleared by the 15<sup>th</sup> of the following month for the student to continue in school.
- Any student having delinquent fees/tuition will not be allowed to participate in graduation.
- If a student withdraws with an outstanding balance, records will not be released to the parent or new school until payment is made in full.

Termination of attendance will be enforced for students whose accounts become delinquent. Any family whose account has to be submitted to the Financial Board for action for non-payment more than twice in a one-year period will be required to pay all fees in advance prior to re-enrollment for the following school year.

Payments may be made in the school office or may be mailed to:

Ben's Ford Christian School  
59253 Mt.Pleasant Rd.  
Bogalusa, LA 70427

### B. Late Charges

An administrative charge of \$25 per month will be assessed for any payment not received in the school office by the 5<sup>th</sup> of the month it is due. A check returned for non-sufficient funds will be charged a \$35 fee. In the event that a student transfers to another school, transcripts cannot be provided to that school until all financial obligations have been satisfied.

### C. Cafeteria Charges

Breakfast is served daily in the school cafeteria on an a la carte basis for a nominal fee.

Lunch is served daily in the school cafeteria and may be paid for on a weekly, monthly, or annual basis.

Weekly payments are collected on **MONDAYS** by the homeroom teachers. The lunch count will be completed by 8:30 A.M., so students who are tardy should make arrangements in the offices for their lunches. Monthly payments are collected in the office and are due on the first day of the month. Yearly payments may be added to the annual fees or paid in full by the first day of school.

The lunch program operates in the following manner:

- Monthly menus are posted on Ren Web.
- Parents order lunches for the month through the use of RenWeb.
- If a child has paid for lunch and decides not to eat, the money will not be refunded.
- Junior high and high school students have the ability to charge lunch items at full price to their account by using their student identification card. However, this should not be utilized on a daily basis.

# Academics

## A. Academic Standards

Ben's Ford Christian School strives to impart academic excellence to all students. The school has chosen A Beka and Bob Jones as the primary curricula of the school and has seen excellent results from consistent use of these curricula. As has been stated before, any and all curricula used will be presented in accordance with the Bible, the absolute source of truth.

## B. Accreditation

Ben's Ford Christian School holds state approval with the Louisiana State Department of Education and is accredited through the Mississippi Association of Independent Schools (MAIS) and the Southern Association of Colleges and Schools (SACS /Advance Ed).

The Mississippi Association of Independent Schools is a legal accrediting agency for non-public schools. This authority was granted to them by the State of Mississippi, section 37:17-9 of the Mississippi Code of 1972. Although the Mississippi Association of Independent Schools is based in Jackson, Mississippi, it is a service agency for a four-state region.

The Southern Association of Colleges and Schools (SACS/AdvancED) is the largest community of education professionals in the world. They are a non-profit, non-partisan organization that conducts rigorous, on-site external reviews of PreK-12 schools. With more than a hundred years of work in school accreditation, the organization reviews schools on a regular basis with a focus on accreditation and school improvement.

## C. Achievement Tests

Each year BFCS administers a nationally-normed achievement test, usually administered in March or April. Tests scores are reviewed as one of several means to determine student progress and school performance.

## D. Grading Scale

Ben's Ford Christian School uses the following grading scale (*revised August 2014*):

93-100	A
85-92	B
76-84	C
70-75	D
0-69	F

## E. Report Cards and Progress Reports

Parents are able to check student grades on a daily basis through the school's online service, RenWeb.com. Electronic report cards and progress reports are emailed to notify parents of a student's academic progress. Students receive interim reports in the middle of the nine weeks grading period, with report cards issued at the conclusion of each grading period. These reports **MUST** be electronically signed by the parent or guardian within three days. *Parents are advised to check student report cards carefully as they become final records.*

## F. Homework

Ben's Ford Christian School believes that homework is a necessary part of a student's education and serves to reinforce concepts that are taught at school. Homework is required. As a general rule, homework is assigned on Mondays, Tuesdays, and Thursdays. Families are encouraged to attend church services on Wednesday evenings; therefore, homework is usually not assigned on these evenings. Homework is also limited on weekends and holidays, though students are responsible for maintaining progress on long-term projects.

## G. Make-up Assignments

On the first day that a student returns to school after an absence, the student must secure makeup assignments from each teacher or refer to RenWeb. Failure to turn in written makeup work may result in a zero for the work. **All makeup work is the responsibility of the STUDENT.**

**Junior High and High School:** In grades 7 through 12, students who have missed tests or quizzes because of excused absences must make up those tests or quizzes within **one week** of the last day of absence. **Failure to make up a test or quiz in a timely manner will result in the student receiving a zero.** Tests will be made up at 7:00 A.M. on Tuesdays and Thursdays. No makeup quizzes or tests will be taken during any other teacher's class time.

Since major tests are assigned and reviewed in advance, a student who is present on the day of the test may be required to take the test that day, even if he had been absent the previous day.

**Elementary:** In grades 3-6, students are to check with their teachers the first day back after an absence to determine what work needs to be made up. Make-up tests are administered on Wednesdays at 7:00 A.M. In grades 1-2 make-up work will be administered in the classroom by the teachers.

Any exceptions to this policy must be approved by the administration.



# Uniform Requirements and Dress Standards

Ben's Ford Christian School is a ministry of Ben's Ford Baptist Church. It is our desire that we bring honor and glory to our Lord in all that we do. This includes our manner of dress. In light of this truth, we have established guidelines regarding dress standards. We expect parental support in each of these areas and thank you in advance for that support.

## A. School Uniforms

BFCS requires all students to be in uniform each day. Uniforms must be neat and clean and not worn or tattered. Our uniform suppliers are:

School Time [www.globalschoolwear.com](http://www.globalschoolwear.com)  
#12 St. Ann St., Ste.3  
Mandeville, LA 70448  
(985) 626-7335  
1-800-425-0121

The following information will outline our uniform requirements. Uniforms that are purchased from places other than the suppliers listed above must be the same color, style, and fabric as those made available through these companies. Uniforms that do not meet these requirements will have to be replaced.

## Daily Uniform Requirements

### **PK – 3rd grade:**

- Girls:**
1. White collared blouse or white collared knit polo
  2. Plaid jumper (*Jumpers must come to the knee*)
  3. Black, white, or navy socks
  4. Appropriate shoes (*Fully enclosed dress shoes, casual shoes, tennis shoes, or boots.*)  
*Shoes must be black, white, navy, brown, gray, or tan. Trim of another color is acceptable. Royal blue and gold may be worn to demonstrate school spirit. Plaid or patterned not allowed.*

### **4<sup>th</sup> – 5<sup>th</sup> grade:**

*Girls in 4<sup>th</sup> and 5<sup>th</sup> grades have the option of wearing the plaid jumper, skirt, or skort. If wearing a skirt or skort, the school logo must be on the white knit polo shirt.*

**6<sup>th</sup> grade:** *Girls in 6<sup>th</sup> grade wear the blue plaid skirt or skort with white knit polo with crest.*

### **PK -- 6<sup>th</sup> grade:**

- Boys:**
1. Light blue polo shirt with school crest.
  2. Navy pants or shorts - no cargo pants
  3. Navy, black, khaki or brown belt (*required for grades 1-6.*) Belts may not hang down or be looped over.
  4. Navy, black, or white socks
  5. Appropriate shoes (*Fully enclosed dress shoes, casual shoes, tennis shoes, or boots*)  
*Shoes must be black, white, navy, brown, gray, or tan. Trim of another color is acceptable. Royal blue and gold may be worn to demonstrate school spirit. Plaid or patterned not allowed.*

### **7<sup>th</sup> - 12<sup>th</sup> grade:**

- Girls:**
1. BFCS uniform plaid skirt or skort. (Skirts or skorts must come to the knee.)
  2. Navy pique knit polo shirt with school crest on left chest. Other types of shirts are available at our online store. (**Loose fit required**) (**Shirts must be tucked in at all times.**)  
(*T-shirts worn under the uniform shirt must be either a gray PE shirt or white or navy.*)
  3. Black, navy, brown, khaki, or white socks
  4. Appropriate shoes (*Fully enclosed dress shoes, casual shoes, tennis shoes, or boots.*)  
*Shoes must be black, white, navy, brown, gray, or tan. Trim of another color is acceptable. Royal blue and gold may be worn to demonstrate school spirit. Plaid or patterned not allowed.*

- Boys:**
1. Medium-colored khaki pants. *No cargo pants.*
  2. Navy pique knit polo shirt with school crest on left chest. Other types of shirts are available at our online store. (**Shirts must be tucked in at all times.**)  
(*T-shirts worn under the uniform shirt must be either a gray PE shirt or white or navy.*)
  3. Navy, black, brown, or khaki belt (*required for grades 3-12*) Belts may not hang down or be looped over.
  4. Navy, black, brown, white, or khaki socks
  5. Appropriate shoes (*Fully enclosed dress shoes, casual shoes, tennis shoes, or boots.*)  
*Shoes must be black, white, navy, brown, gray, or tan. Trim of another color is acceptable.*  
*Royal blue and gold may be worn to demonstrate school spirit.*  
*Plaid or patterned not allowed.*

## B. Additional Requirements

### **Girls:**

1. Jewelry
  - Only one earring per ear (*located on the bottom of the ear lobe. Earrings may not hang more than 1" below the ear lobe.*)
  - No large or gaudy jewelry
  - No body piercing or tattoos  
*Any enrolled student that gets a tattoo or body piercing will be required to withdraw from the school.*
2. Make-up
  - Allowed only in junior high and high school
  - Must be worn conservatively
3. Hair
  - Must be neat and well groomed
  - No unusual coloring or cuts
4. Skirts
  - Skirts may not be rolled
  - No long pants or sweatpants are to be worn under skirts
  - Shorts are highly recommended to be worn under skirts
5. Shoes
  - Shoes with eyelets must have laces and laces should be tied properly
  - Shoes must be black, white, navy, brown, or tan.
  - Shoes must have low heels
  - Boots may be worn. Low heels required. Black, brown, navy, gray or tan allowed.  
No rubber boots allowed.
6. Accessories
  - Hats, bandanas, sunglasses, and other accessories may only be worn on school-sponsored "fun dress" days.

*Decisions concerning any questionable area will be made by the administration. Administrative decisions are final.*

### **Boys:**

1. Jewelry
  - No necklaces
  - No ear piercing, body piercing, or tattoos  
*Any enrolled male student who gets a tattoo, ear piercing, or body piercing will be required to withdraw from the school.*
2. Hair
  - Short haircut required: off the collar, above the ears, above the eyebrows when straight down.  
*Haircuts must be thin and tapered. Thick, curly, or bushy hair will not be allowed more than 2" high.*
  - No trendy hairstyles (rat tails, undercuts, shaved areas); no unusual hair coloring
  - No slick shaved heads

3. Shaving
  - Clean shave required - no mustaches, beards, or “scruff”
  - Sideburns allowed to the middle of the ear
4. Pants
  - Oversized, baggy, sagging, or extremely tight fitting pants are prohibited
  - Extra pockets or exaggerated pant bottoms are prohibited
  - Pant waist must not sit lower than the hipbone
  - Pants may not be tucked into boots.
  - Pants may not be split or frayed at the hem.
5. Shirts
  - Shirts must be worn tucked in at all times. Undergarments must not be visible.
6. Shoes
  - Shoes with eyelets must have laces and laces should be tied properly
  - Shoes must be black, white, navy, brown, or tan.
  - Boots may be worn. Black, brown, navy, gray or tan allowed.  
Boys’ pants may not be tucked into the boots. No rubber boots allowed.
7. Accessories
  - Hats, bandanas, sunglasses, and other accessories may only be worn on school-sponsored “fun dress” days.

*Decisions concerning any questionable area will be made by the administration. Administrative decisions are final.*

**Winter Uniform Wear:**

- **Solid** navy, brown, black, tan, gray, or white jackets, BFCS letter jackets, and winter wear purchased through the school or our online store. Hoodies must follow the same guidelines as all winter wear. **School uniform shirt must be worn under hoodies. No other colors or “camo” allowed.**
- Black, navy, or white turtlenecks may be worn underneath uniform jumpers or uniform blouses
- Any logo on jackets or hoodies may not be larger than the uniform school crest. Student initials are allowed.
- Black, navy, or white tights, leggings, and/or knee socks (**Sweat pants are not permitted.**)
- Boots may be worn on cold days. Low heels required. Black, brown, navy, gray or tan allowed. Boys pants may not be tucked into the boots. No rubber boots for boys or girls.

**Friday Eaglewear:**

- Eaglewear t-shirts that are purchased **during the current school year** may be worn on Fridays. If school is not in session on Friday, the Eaglewear may be worn on the last school day of the week.

**Throwback Thursday Shirts:**

On the first Thursday of each month students may wear any BFCS shirt of their choice.

**Eagle Sports Team Wear:**

Jerseys or team shirts may **only** be worn on game days.

**School-Sponsored “Fun Dress” Days:**

From time to time the school sponsors “fun dress” days. On these days students may only wear clothing and accessories that coordinate with the theme of the day. Unless otherwise noted, regular uniform pants or skirts must be worn. No hair coloring or skin coloring allowed.

*Decisions concerning any questionable area will be made by the administration. Administrative decisions are final.*

## **C. Dress at School Functions**

**To encourage orderly and modest dress, BFCS has dress standards for all school functions.**

These dress standards apply for ball games, field trips, or any activity in which Ben's Ford Christian School is involved. Please keep in mind that we are representing Ben's Ford Christian School and, most importantly, our Lord Jesus Christ. Below are the guidelines that have been set for students so as to alleviate any questions or misunderstandings.

**Girls:** Modest dresses and modest skirts are considered proper dress for most school functions. These must be knee-length or longer. No tight, strapless, revealing necklines, low-cut backs, revealing material, short dresses, high slits, or bare midriffs are allowed. Modest, loose-fitting wind pants, loose knee-length shorts, or loose-fitting capris are acceptable to wear to sporting events. Tight-fitting jeans, tight fitting blouses, and immodest apparel are not appropriate. **Leggings worn as pants are not allowed.** No inappropriate writing or symbols may adorn clothing.

**Boys:** Jeans or slacks and shirts are required for boys. Tank tops, muscle shirts, and tight-fitting pants are prohibited. Loose-fitting knee length shorts are acceptable for sporting events. No inappropriate writing or symbols may adorn clothing.

**All students:** All students may wear activity uniforms to designated school functions.

***The school reserves the right to refuse admission to any student who chooses to dress inappropriately. Any student failing to comply with the above guidelines will be referred to the administration.***

# Discipline

We at Ben's Ford Christian School believe that classroom order and proper behavior on campus is a necessary component and prerequisite for true education. We have, therefore, implemented the following disciplinary policies in our school.

## A. General Guidelines

1. All discipline is to be done in love and according to the Word of God.
2. All children are to be treated with respect at all times.
3. Rules and expectations are to be clearly communicated.
4. Major violations will receive swift, immediate, and serious consequences.
5. A parent may be required to come to school to correct continual or major misbehavior.
6. A student may be required to withdraw for continued and repeated misbehavior.

## B. Elementary

### Classroom Management:

Every teacher is responsible for appropriate classroom management in order to create an atmosphere conducive for education. Teachers are accountable for maintaining an educational learning environment and for handling minor offenses in the classroom. Disciplinary support is provided by the elementary principal when a student is sent to the office for major offenses (such as disrespect, defiance, inappropriate language, etc.) or repeated misbehavior in minor offenses (talking, out of seat without permission, not doing their work, etc.). Some actions such as fighting, cheating, stealing, swearing, etc., will need immediate referral. A complete list of misbehaviors would be impossible to note. Teachers and principal will use their discretion. All teachers are required to deal fairly, kindly, and consistently with the students, in accordance with the Word of God. All teachers must follow the three-step classroom discipline plan outlined below in the order listed:

1. 1<sup>st</sup> Offense: Verbal warning
2. 2<sup>nd</sup> Offense: In-class punishment and communication with parent (email)
3. 3<sup>rd</sup> Offense: Discipline Referral

### Disciplinary Referral:

The principal will handle all office referrals. She will administer corrective action which will be determined by the number and severity of the offenses. Consequences may include, but are not limited to detentions, conferences, suspensions, behavioral accountability, behavioral probation, and withdrawal or expulsion. The elementary principal will follow the steps outlined below:

#### **1<sup>st</sup> Referral:**

1. Principal will conference with the child, give appropriate punishment work, usually in her office at lunch recess, and document on behavior report.
2. Principal will email parents

#### **2<sup>nd</sup> Referral:**

1. Principal will conference with the child, give punishment work, usually in her office at lunch recess, assign morning detention, and document on behavior report.
2. Principal will email parents.

#### **3<sup>rd</sup> Referral:**

1. Principal will call parents in for a conference, give a one day suspension, place student on behavioral accountability, and document on behavior report.
2. Parents will sign Behavioral Accountability form.
3. Elementary Behavior Accountability

A student placed on Behavior Accountability is responsible to have his or her teacher sign and evaluate his or her behavior each hour. At the end of the day the report will be given to the elementary principal for review. The principal will encourage the student in any areas that are poor and work with the teacher to see if there is a pattern of behavior at different times in the day. Parents will be sent a copy of the week's behavior report.

#### **4<sup>th</sup> Referral:**

1. Principal will call parents letting them know their child is being placed on Behavioral Probation with a two-day suspension, and document on behavior report. Parents will need to come and pick up their child.
2. Parents will sign Behavioral Probation form.

#### **5<sup>th</sup> Referral:**

Principal will call parents to withdraw their child from BFCS.

The administration of Ben's Ford Christian School reserves the right to ask a family to withdraw their student, or to expel a student, for extremely violent, dangerous, or disruptive behavior without following the above steps.

## **C. Junior High and High School**

### **Student Code of Conduct**

With the belief that all of our attitudes, actions, and words are meant to be in obedience to God's Word and bring glory to Him, all students at Ben's Ford Christian School are expected to:

1. honor our Lord and His Word at all times
2. respect and obey the authorities over them
3. show a genuine respect for others
4. adhere to all school policies

### **Classroom Management**

Every teacher is responsible for appropriate classroom management in order to create an atmosphere conducive for education. Teachers are accountable for maintaining an educational environment and for handling minor offenses in the classroom, through the use of a Classroom Management Plan (CMP). Disciplinary support is provided by the Principal or School Disciplinarian when the teacher needs such support. All teachers are required to deal fairly, kindly, and consistently with the students, in accordance with the Word of God. Teachers follow procedures which include:

1. clear communication of rules, expectations, and procedures
2. individual correction
3. in-class punishment
4. communication with parent
5. disciplinary referrals

### **Disciplinary Referrals**

The School Disciplinarian will handle all disciplinary referrals, conferring with the Principal if necessary. He will administer corrective action which will be determined by the number and severity of the offenses. Consequences may include, but are not limited to, conferences, detentions, suspensions, behavioral accountability, behavioral probation, and expulsion. The behavioral consequences are outlined below and the School Disciplinarian has full authority to assign consequences as deemed necessary:

1. Conference: Held with the student, principal or disciplinarian, and parent if needed, to discuss the inappropriate behavior and to take steps to correct the misbehavior.
2. Detention: Held at designated break times. Failure to report will result in attendance at the next detention time. Subsequent failure to attend will result in suspension.
3. Suspension: Suspension may range from a one to five day suspension, based upon the seriousness and/or frequency of the offense. Students will receive zeroes on all missed work.
4. Behavior Accountability: Student will meet with assigned faculty mentor a minimum of once a week to track behavior and document improvement. Failure to demonstrate improvement will result in being placed on Behavior Probation.
5. Behavior Probation: After continued behavior problems or following a major violation, the student and parents will be notified that the student has been placed on Behavior Probation. Further problems will result in dismissal from the school.
6. Expulsion: Student is required to withdraw from the school.

### **Disciplinary Course of Action**

Outlined below are guidelines of both major and minor violations of the expected code of conduct for Ben's Ford Christian School students, as well as the general consequences assigned for misbehavior or infractions. The BFCS administration has full authority to modify these guidelines whenever deemed necessary.

## **Disciplinary Course of Action Guidelines Junior High and High School**

*(Revised 6/30/2015)*

**The consequences for violations stated below are general guidelines. Final consequences will be determined according to the situation and the student's prior disciplinary record. The administration reserves the right to apply consequences accordingly. Continued and repeated misbehavior of any kind may require withdrawal from the school. All administrative decisions are final**

<b>Violation</b>	<b>Consequence</b>
<b>Classroom Violations</b>	
Tardy to Class	Three tardies = Automatic Detention
Disrupting Class	Teacher Classroom Management Plan (CMP) Repeated Offenses – Disciplinary Referral
Disobedient/Lying to Teacher	Teacher Classroom Management Plan (CMP) Repeated Offenses – Disciplinary Referral
Meddling with Others' Belongings	Teacher Classroom Management Plan (CMP) Repeated Offenses – Disciplinary Referral
Rude to Fellow Students	Teacher Classroom Management Plan (CMP) Repeated Offenses – Disciplinary Referral
Inattentive/ Sleeping in Class	Student required to stand
Chewing Gum	Automatic Break Detention
Eating/Drinking in Class	Automatic Break Detention
Uniform Infraction	Automatic Break Detention
<b>Major Violations</b>	<b><i>All major violations require automatic disciplinary referral and will receive swift, immediate, and serious consequences.</i></b>
Bullying (Proven)	Suspension
Disrespect/Defiance	Suspension
Physical Contact Between Students (6 inch rule)	Detention/Suspension
Rough "Horseplaying"	Warning/Detention/Suspension
Fighting	Suspension
Stealing	Suspension
Cheating	Zeros on assignment for all parties involved

Cell Phone/Electronic Devices	1: Detention and \$25 fine 2: Suspension and \$50 fine 3: 2-Day suspension and \$75 fine
Internet Infraction	Detention/Suspension
In Restricted Area (Any area without teacher supervision – classrooms , gym, locker rooms, behind buildings, parking lot, etc.)	Detention/Suspension
Driving Violation	Detention/Suspension
Leaving Campus without Permission/Skipping (Students participating in class “skip days” will also receive disciplinary action.)	Suspension
Destruction of School Property	Restitution and Detention/Suspension
Profanity/Obscenity/Vulgarity	Suspension/Expulsion
Obtaining Tattoo or Body Piercing	Expulsion
Sexual Immorality (Outlined in the Statement of Human Sexuality on p. 2) and/or Pregnancy	Expulsion
Possession or Use of Tobacco	Suspension
Possession or Use of Alcohol	Suspension/Expulsion
Possession or Use of Illegal Drugs	Call Law Enforcement/ Refer to Drug Screening Policy/Expulsion
Possession of Weapons on Campus	Call Law Enforcement/Suspension/Expulsion

*It is impossible for any handbook to include all the details of appropriate conduct. In general, a BFCS student is to conduct himself in a Christ-like manner. When a student's behavior falls outside of the realm of what is generally expected, appropriate disciplinary action will be administered, even if the misbehavior is not specifically named in the Course of Action Guidelines.*

#### **D. Driving Violations**

A student must have a parking permit (obtained in the school office) to drive on the BFCS campus. The following are considered driving/parking guidelines at BFCS. Failure to comply with any of these guidelines will be considered a driving violation and will result in disciplinary action.

1. Students must drive very slowly on the school grounds at all times.
2. Students must park their cars in the designated areas.
3. Students must leave their cars as soon as they arrive at school and report to the designated high school area. Under no circumstances are students allowed to remain in their cars or return to their cars before dismissal. Leaving campus without permission is prohibited.
4. Reckless driving is prohibited. This includes spinouts, skidding, cutting into the flow of traffic, loud pipes, no mufflers, etc. Any damage caused by a vehicle, intentionally or otherwise, is considered a serious violation. Drivers caught “cutting donuts”, making ruts or skid marks, etc. will be subject to disciplinary actions as well as the cost to repair the damage.
5. Vehicles should be driven and parked on regular drives and roadways. Driving on or across grassy areas between buildings and other non-traffic areas is prohibited.
6. Inappropriate bumper stickers, wording, or logos will not be allowed on any car on campus.
7. Playing loud music on campus is prohibited.
8. Dangerous materials, weapons, alcoholic beverages, drug paraphernalia, and illegal drugs are NOT to be brought onto the campus. The driver of any vehicle is responsible for any violation of this regulation. Vehicles are subject to inspection and/or searches at any time by school officials, as a specific condition of the student driving privilege.
9. Consistent tardiness to school is a violation of driving privileges and a detriment to education. Late students must call parents to notify them of tardiness and will receive an unexcused admit to class. Continued tardiness may result in revocation of driving privileges.
10. Texting while driving on campus is strictly prohibited.



## **E. Student Searches**

The school is the exclusive owner of any school building and any desk or locker utilized by any student or any area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or law enforcement officer, having a reasonable belief that any school building, desk, locker, grounds or area of BFCS contains any weapons, illegal drugs, alcoholic beverages, nitrate-based inhalants, stolen goods, or other items, the possession of which is prohibited by any law, school policy or rule, may search such building, desk, locker, area or grounds of said school. **The acceptance and usage of locker facilities or the parking of privately owned vehicles on school campus by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel.**

Any teacher, principal, administrator, or law enforcement officer may search the person of a student or his/her personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, school policy or rule. Such a search shall be conducted in a manner that is related to the purpose of the search and the nature of the suspected offense. Such factors to be considered in determining the manner in which searches may be conducted are:

1. Age and sex of student;
2. Behavior record of the student;
3. Need for, purpose of, and type of search;
4. Reliability of the information used to conduct search;
5. Relative importance of making the search without delay;
6. Nature and severity of problem in overall school environment.

Random searches with or without a metal detector of a student or his/her personal effects may be conducted at any time, provided such searches are conducted in the presence of other school personnel.

A teacher, administrator, or law enforcement officer of the same sex as the student to be searched shall perform any search of student's person privately. At least one witness, who is of the same sex as said student, shall be present throughout the search. Detailed documentation shall be made of all searches. If requested, notification of the search shall be sent to the parents of the student involved.

School officials who have articulated facts that lead them reasonably to believe that items in violation of state law or school policy or rules are contained therein may also search any automobile parked on school property at any time. If the automobile is locked, the student shall unlock the vehicle. If the student refuses to unlock the vehicle, proper law enforcement authorities shall be summoned and the student shall be subject to disciplinary action.

No action taken pursuant to this policy by any teacher, principal, or administrator employed by the school shall be taken maliciously or with willful and deliberate intent to harass, embarrass, or intimidate any student.

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the appropriate law enforcement officials. Any implement or material confiscated shall be retained, catalogued, and secured by the principal, so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement for disposal.

If, in any suit brought against any teacher, principal, administrator, or law enforcement officer, there is a specific finding that the action of the teacher, principal, administrator, or law enforcement officer was maliciously and willfully and deliberately intended to harass, embarrass, or intimidate the student, the school shall not indemnify such personnel in the event a judgment for damages shall be rendered against him/her. Whenever any search is conducted pursuant to this policy, a written record shall be made by employees who conducted the search and shall include names of the persons involved, the circumstances leading up to the search, and the results of the search.

## **E. Drug Screening Policy**

Every student in grades 7-12 who applies for admission to Ben's Ford Christian school will be drug tested prior to admission. A negative test result must be attained for the applicant to receive admission into the school.

Every student enrolled in Ben's Ford Christian School in grades 7-12 shall automatically be subject to drug screening examinations on a random basis. Parents are required to sign drug screening consent forms upon student admission to the school, authorizing random screening tests to be conducted on their child. Failure to consent to drug screening shall result in being required to immediately withdraw from the school.

A first positive test result shall result in immediate suspension and/or expulsion.

If the student is allowed to remain enrolled in school, he will:

1. be required to serve a three-five day suspension
2. be required to stop all drug use
3. be placed on behavior probation
4. be suspended from all extra-curricular activities, including sports, until he tests negative on a subsequent drug screening test
5. be required, with the parents, to participate in a school-approved counseling program
6. be automatically included in every drug screening test for the remainder of his enrollment at BFCS
7. be subject to a drug screening test at any time that the administration deems necessary

**A second positive test, at any time, will result in immediate expulsion from the school.**

Important Notes:

1. All expenses incurred in any drug counseling program or subsequent drug screening tests shall be borne by the parent of the student who tested positive.
2. Failure to complete the required drug counseling program in a manner satisfactory to the school shall result in expulsion.
3. Only students who show remorse, express a desire to change their behavior, and agree to the above listed consequences shall be extended the opportunity to remain at the school. All others shall be automatically expelled.

## **F. Technology Code of Ethics**

The use of technology at BFCS is an opportunity extended to the students, faculty members, and staff to enhance learning. **The computer hardware and software of BFCS shall be solely used for educational purposes.** (No games, entertainment, social media sites, and non-educational sites may be accessed during school hours.) To be considered for approval to use communications technology at BFCS, the following rules and guidelines must be understood and agreed to:

1. The use of the system is a PRIVILEGE which may be revoked at any time for any violation of this policy. Such conduct includes but is not limited to:
  - a. The placing or publishing of unlawful information;
  - b. The use or creation of obscene, abusive, or otherwise objectionable language or material in either public or private messages;
  - c. The altering of any system, in any manner, for any purpose;
  - d. The installation of any viruses or enabling the spread of viruses on school equipment;
  - e. The malicious use of information or technology to disrupt the use of technology by others, or to infiltrate unauthorized computer systems.
  - f. Logging in with another student's information.
2. The school administration will determine what constitutes obscene, abusive or objectionable language or material. The same will be true for altering of any computer system or software. Violators of this policy may also be subject to further penalties.
3. BFCS reserves the right to review any material added on external storage devices from school hardware. Any of the material that the school administration deems obscene, abusive, or otherwise objectionable will be edited, deleted, or turned over to the proper authorities, if such action is warranted.
4. Only those individuals who are given specific permission by the appropriate faculty/administration are allowed to save anything on the hard drive of the computer. Students must have their external storage devices approved by the teacher. Absolutely no software may be introduced into a computer without prior permission of the teacher.
5. The communication technology at BFCS is for the use of its students and employees. Any commercial or unauthorized use of these materials, in any manner, is forbidden.

6. The use of communication technology for commercial purposes, such as advertising, by students is prohibited (solicitation of business on the internet is the primary concern here).
7. Violation of any part of these rules could result in further disciplinary action.

### **Disciplinary Action**

Violation of any part(s) of the technology code of ethics policy will result in disciplinary action, which **may** include, depending on the severity of the offense and the discretion of the administration:

**Detention; notification of parents; banning of the use of BFCS information technology; charging full financial restitution for any unauthorized expenses incurred or any damages caused; possible additional disciplinary action deemed appropriate by the school administration and/or proper legal authorities, up to and including expulsion from school; litigation; and dismissal from school.**

In consideration for having access to information through school technology devices, BFCS, BFCS school board, its administration, employees, and agents are released from all liability, damages, and costs (including attorney's fees) arising from or in any way connected with the use of information and/or materials used, downloaded, or stored from school computers.

## Athletics

Ben's Ford Christian School, from its beginning, was formed as a Christian education institution. Its attitude toward athletics recognizes the value of athletics in teaching sportsmanship, teamwork, cooperation, obedience to authority, and Christ-likeness in all we do in life. However, athletics is not our priority at Ben's Ford.

### A. Eligibility Requirements for Junior High Athletics

1. AGE - In order to participate in junior high athletics (grades 7, 8, 9) a student shall not have reached their 16<sup>th</sup> birthday before August 1 of the school year in which they wish to participate. In 7<sup>th</sup> and 8<sup>th</sup> grade competition only, no participant shall have reached their 15<sup>th</sup> birthday before August 1 of the school year in which they wish to participate.
2. PARTICIPATION - Students entering the 7<sup>th</sup> grade shall have three consecutive years of eligibility in junior high. Any student who repeated the 7<sup>th</sup> or 8<sup>th</sup> grade would not be eligible as a 9<sup>th</sup> grader on the junior high level.
3. ACADEMICS - Eighth (8<sup>th</sup>) graders must pass four (4) major subjects the previous school year. Ninth (9<sup>th</sup>) graders must pass four (4) major subjects the previous year. Any student athlete eligible at the beginning of the new school year shall be eligible for the entire school year.
4. ACADEMIC SUSPENSION – Any student athlete failing 2 or more subjects will be suspended from participation in the athletic program until the student brings up the failing grades.

### B. Eligibility Requirements for Varsity Athletics

1. Must have accumulated four major units during the past school year (may include summer school and proper correspondence courses).
2. Shall not have reached his/her 19<sup>th</sup> birthday before August 1 of the current school year. Anyone not meeting this requirement would be ineligible.
3. Shall be able to play for four years.
4. ACADEMIC SUSPENSION – Any student athlete failing 2 or more subjects will be suspended from participation in the athletic program until the student brings up the failing grades.

\*\*\*TRANSFER STUDENTS: A student who transfers from one MAIS school to another MAIS school will not be eligible to participate in inter-school activities until one school year has lapsed from the time he/she left the first MAIS school unless MAIS grants special permission.

### C. Conduct and Dress Standards

Students who display unsportsmanlike conduct or bad attitudes toward coaches or teammates, or who fail to abide by the sports contract may be suspended from play.

Parents who display excessive bitterness toward officials, coaches, or opposing players will be required to meet with the administration before their athlete will be allowed to participate in future games. Offenses can result in stiff fines from MAIS and suspension of the school from the MAIS league. We must, therefore, require all parents to conduct themselves in an appropriate manner.

All athletes represent our school at home games and when traveling to away games. **School dress standards apply to all school functions, including all ball games and practices. All athletes must wear designated travel attire on travel games.**

### D. Physical Examination

Before participating in athletics, a student must present a physician's certification stating that he or she is physically fit for competition.

### E. Parental Consent

Prior to each year of participation, parents/guardians shall furnish a signed statement which grants permission for the student to participate in inter-scholastic athletics. Said parental permission statement shall be recorded and kept on file with the school.

## Organizational Policies

Rules and regulations are a necessary part of any organization. These rules serve to produce a more orderly and effective school. Your cooperation with these rules is essential.

### A. School Hours

School begins each day promptly at 7:50 A.M. Dismissal is at 2:50 P.M.

### B. Attendance

Attendance is strictly regulated by the Louisiana Department of Education. The Louisiana Department of Education's policy, as stated in Bulletin 741 for non-public schools, is outlined below:

In order to be eligible to receive grades, high school students shall be in attendance a minimum of 160 days per course during a school year. Elementary students shall be in attendance a minimum of 160 days during a school year.

#### **Absences:**

Ben's Ford Christian School operates on a school calendar of 175 school days. Therefore, any student that misses more than **15 days** in one school year must repeat that grade or that course.. *This total of **15 absences** includes **both excused and unexcused absences**. To meet the state requirement we must count total days **in attendance**.*

Excused absences:

- Include sickness, hospitalization, natural catastrophe, and death in the immediate family
- Require a written explanation (*including the date and reason for absence*) or phone call from the parent the day following an absence.
- Excused absences still count in the total absences (maximum 15), but allow the student the opportunity to make up missed work.

*Any other unusual circumstances that would result in an absence may only be approved by the principal.*

*Important note: A student that is absent from school may not participate in any extra-curricular activity on that day. However, in the event of extenuating circumstances, an appeal may be made to the school administration.*

#### **Tardies:**

**K-6th** - Students in grades K-5 are expected to be in their assigned classrooms by 7:50 A.M. Any elementary student who arrives after 7:55 A.M. will be considered tardy and must check in through the school office. *After 3 tardies, the student will serve detention at 7:00 A.M. on Wednesday.*

**7th-12th** - Students in grades 7-12 must be in their homeroom class by 7:50 A.M. Any secondary student who arrives after 7:50 A.M. is considered tardy. If a student arrives to school after his first hour class has begun, he must report to the front office to obtain an admit slip before going to class. Teachers may not allow tardy students into class without an admit slip. *After 3 tardies, the student will serve break detention on the designated days.*

#### **Early check-out:**

BFCS is aware that situations arise that require students to be checked out early. We strongly urge that this procedure be kept to a minimum. Your child misses required instructional time when he is checked out early. To minimize the excessive number of early checkouts, BFCS has implemented the following policy, which also aligns with our excessive tardy policy. **Three (3) unexcused early check-outs will result in a break detention for your child.** (Note: Medical appointments (with a doctor's excuse) or family emergencies will qualify as an **excused early check-out**). A student who checks out is still responsible for missed work.

Students that are to be checked out early must have permission from parents.

Parents must:

- Send a signed written notice to school granting permission for early leave OR
  - Call the school just prior to coming to get the child
- AND
- Come into the office and check the student out.

Parents should come into the office to check out their child. The secretary will call for the student to come to the office.

High school students that drive themselves must:

- Have written permission from parents allowing them to check out AND verbal permission from the principal or administrator
- Report to the office to be checked out by the secretary
- Leave the school grounds immediately once he/she has signed out
- Not allow anyone else to leave with him/her unless permission has been granted from school

**NOTE: Any student in grades 9-12 who has more than 15 absences per year in any class is required by Louisiana state law to repeat the course.**

*NOTE: Any student who leaves school without checking out will be considered to be skipping school and will be disciplined accordingly.*

Parents should keep in mind the schedule of their child's class and check them out when it would be least disruptive. Please schedule any appointments with this in mind.

## CLASS/BELL SCHEDULE

### ***Junior High Regular Schedule***

HR/ Period 1	7:50-8:50
Period 2	8:50-9:40
Break	9:40-9:55
Period 3	9:55-10:45
Period 4	10:45-11:35
Period 5	11:35-12:25
Lunch	12:25-12:45
Break	12:45-1:05
Period 6	1:05-1:55
Period 7	1:55-2:50

### ***High School Regular Schedule***

HR/ Period 1	7:50-8:50
Period 2	8:50-9:40
Period 3	9:40-10:30
Break	10:30-10:45
Period 4	10:45-11:35
Period 5	11:35-12:25
Break	12:25-12:45
Lunch	12:45-1:05
Period 6	1:05-1:55
Period 7	1:55-2:50

### ***Elementary Lunch Schedule***

1 <sup>st</sup> Grade	10:45-11:05
2 <sup>nd</sup> Grade	11:05-11:25
3 <sup>rd</sup> Grade	11:25-11:45
4 <sup>th</sup> grade	11:30-11:50
5 <sup>th</sup>	11:35-11:55
K5	11:50-12:20

*Each class's break will follow its respective lunch time.*

*Elementary daily class schedules vary by grade, curriculum, and teacher*

### ***Withdrawal:***

Any student that is being withdrawn or is transferring must officially withdraw through the office. All unpaid balances must be paid and books and other school property returned in good condition before records can be released.

## C. School Visits

God has given the responsibility of raising children to parents. Therefore, it is the school's desire to work in conjunction and cooperation with parents to educate their children. BFCS welcomes parents' calls or visits, but we do ask that you follow these guidelines:

**Visitor Policy:** BFCS is a CLOSED CAMPUS. For the protection and safety of our students and school personnel, **ALL VISITORS MUST REPORT DIRECTLY TO THE OFFICE UPON ARRIVAL ON THE CAMPUS.** The visitor will be required to sign in on the Visitor's Log listing the date, time, and purpose of the visit and must wear identification at all times while on campus.

**Parent Phone Calls and Conferences:** Parents may call the office to leave a message for their child. The child will not be called out of the classroom to come to the telephone. Any messages left for a student will only be given during breaks.

Parents may also call the office to leave a message for a teacher. The teacher will return the call as soon as possible.

- All appointments with teachers must be prearranged. Parents may call the office to request an appointment with a teacher. The secretary will confirm the date and time and return your call.
- Parents may not detain teachers when they need to be in the classroom. An appointment should be scheduled when the teacher does not have the responsibility for the children in the classroom.
- Our teachers do have families and other after-school appointments. It is unfair to detain them without first making proper arrangements. We do pray that if there is a problem or a disagreement, parents will come to us in Christian love, and together we will work toward a solution. It is the desire of the administration and staff to serve both parents and students.

## D. Chaperones for Field Trips

Chaperones are greatly appreciated on field trips and for other events; however, our insurance regulations require that no additional children be brought on class field trips. Please adhere to this policy. Additionally, all parents serving as chaperones will have to drive their own vehicle on the trip. The school is not allowed to provide transportation to the parents.

## E. Transportation

### ***Drop-Off and Pick-Up Procedures:***

Students (K5-12th) are to be dropped off at the front doors of the school. If it is between 7:00 and 7:30, students must report to the cafeteria for Before School Care, and pay a small Before School Care fee. After 7:30, elementary students are to report directly to their classrooms or to the gymnasium for "So Run, So Walk.". All high school students are to report directly to the cafeteria until the bell rings at 7:50 when they will go directly to their classroom. Students may not remain in the parking lot before, during, or after school.

School is dismissed at 2:50 p.m. K5-6<sup>th</sup> grade students are to be picked up at the front of the school. Older siblings must also be picked up at this location. Seventh-12<sup>th</sup> grade students, with no younger siblings, are to be picked up near the high school buildings. There are certain procedures that we follow to prevent a line of traffic from building up on the parish road. We will send a diagram home indicating pick up locations and car line formations. If we need to make changes to this procedure, you will be notified at the beginning of school.

### ***High School Students with Cars:***

Students who wish to drive and park on campus must obtain a parking permit which can be obtained from the office. Each request for a parking permit will be reviewed individually. It is the responsibility of the student to turn in all necessary documentation in to the office. **NO STUDENT WILL BE ISSUED A PARKING PERMIT WITHOUT A DRIVER'S LICENSE AND PROOF OF INSURANCE.** A "driver's permit" is unacceptable. A vehicle which does not have a BFCS parking tag displayed or that is improperly parked may be towed at the owner's expense.

### ***Changes in Regular Transportation:***

For your child's safety, the school must be notified by the parents (in writing or by phone) if the child will be going home in a different manner than usual. This notification should take place prior to 2:30 p.m. Please be understanding with us if you have not notified the office and we refuse to let your child go home in a different manner. This is for your child's safety.

If there are court documents prohibiting someone from picking up your child, a copy of that document must be on file in the school office and your child's teacher must be aware of this situation.

## **F. Emergency School Closings**

During severe weather conditions or other emergencies, BFCS will close school when Washington Parish schools close. This policy has been established for the convenience of parents. Parents may watch local news to determine school closings. If a family lives outside of Washington Parish and schools and/or roads in their area are closed, those students will be excused from school. Parents will also be notified by text and phone through our Parent Alert system.

School closure information will also be posted on the school website.

## **G. School Holiday Observances**

The school calendar indicates the beginning of school, the end of school, and special days and holidays during the year that the school will be closed. We hope this will help families with planning vacations, etc.

*Important Note: At BFCS, we attempt to keep our focus on the Lord Jesus Christ for holiday observances. The school plans special activities for Thanksgiving, Christmas, and Easter. Because we focus on Jesus, we ask that all holiday items that are sent from home be in agreement with this focus. Please do not send items to school that include Santa Claus, Christmas trees, Easter bunnies, etc. **There will be no observance of Halloween or Mardi Gras.** Items related in any way to these holidays (witches, goblins, Halloween costumes, jack-o-lanterns, king cakes, Mardi Gras trinkets, etc.) will not be allowed at school.*

## **H. Health Matters**

### ***Immunization Records:***

An immunization record is required for all students.

All kindergarten students must have an immunization record and/or health form prior to the beginning of school. *No child may be admitted to class until this is completed, as required by law unless the parent signs the proper form abstaining from immunizations* If a child has transferred from another school, these records should be sent with his school records. If for any reason these forms are missing, it will be the parents' responsibility to obtain them.

### ***Medications:***

Ben's Ford Christian School will not administer any medication to a child unless the parent sends the medicine in the child's prescription bottle with a current prescription date, and has a signed permission slip.



## Conclusion

Through this handbook, we at BFCS have attempted to communicate our policies and procedures to you and to provide answers to questions which commonly arise. **This handbook does not contractually bind Ben's Ford Christian School to its content and is subject to change without notice.** Should you need further information, please feel free to contact the school office. We will assist you in any way that we can.

Additionally, we do ask that you pray for our school: for administrators, for teachers, and for students. We desire to be all that our Lord Jesus Christ desires us to be as we assist you with the academic and spiritual development of your children.

*To the only wise God our Savior,  
be glory and majesty, dominion, and power,  
both now and forever.  
Amen.  
Jude 25*