



The Buckner Fanning Christian School at Mission Springs

Student-Parent Handbook

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Head of School Letter

Dear BFCS Families,

Welcome to the Buckner Fanning Christian School at Mission Springs! We are blessed that you have chosen our school for the education of your child.

I would like to take this opportunity and say on behalf of the administration, faculty and trustees that we are delighted to have your family as part of our extended school family. At BFCS we are dedicated to educating the whole child. Not only do our students excel academically, but socially, spiritually, and physically as well. We strive to help our students learn to love and love to learn!

The Buckner Fanning Christian School is an interdenominational Christian school that focuses on sharing the unconditional love and grace of God while offering an exceptional and challenging academic program. We instruct our students not only in the basic three R's of reading, writing, and arithmetic; but also the Three R's for a joyful and productive life; Reverence for God and all of His creation, Respect for one's self and one's fellow man, and Responsibility for contributing to making the world a better place.

Since its beginning in 1998 the Buckner Fanning Christian School has been a Core Knowledge driven school. In 2005 we changed our status from a "Friend" of Core Knowledge to "Official and Visitation Core Knowledge School." Our school met the strict requirements established by the Core Knowledge Foundation to receive this distinguished status. BFCS was presented at the Core Knowledge National Conference in February of 2006 as the first Official Core Knowledge private school in San Antonio.

In 2010 the Buckner Fanning Christian School began the process of accreditation. Through a dedication to improvement, we have achieved our goal in 2011 of full accreditation with accommodations meeting all seven standards of (SACS/CASI) the Southern Association of Colleges and Schools / Council on Accreditation and School Improvement. BFCS is committed to providing a quality Christian education for your children through accreditation. By partnering with SACS/CASI for continuous improvement of our school and student performance we are devoted to better preparing your children for a successful future.

I look forward to getting to know you and your child and sharing in many special times together. We ask that each family carefully read through and implement the expectations in this Student-Parent Handbook.

Our mission is to better prepare your child for life, by providing an exemplary education grounded in faith and focused on the future.

With respect and dedication,

John Purcell

Head of School



The ABC's of a Supportive Parent/Student/School Relationship

- A - **Attend** all the school functions you can as a parent.
- B - **Behave** respectfully toward other students, adults and teachers. Loving others as God loved us.
- C - **Communicate** the importance of education to your child.
- D - **Do not** criticize a teacher, textbook or school in front of your child as the child may well adopt your attitude.
- E - **Encourage** your child to discuss what happened at school today.
- F - **Fix** your child a good breakfast each and every day.
- G - **Good readers** are made, not born. Read to your child or listen to your child read at least 10 minutes every day.
- H - **Help** your child get organized for school the night before.
- I - **Impress** upon your child the importance of good attendance.
- J - **Join** the Parent-Teacher Organization at your child's school and find ways you can help volunteer.
- K - **Keep up** with what is happening at your child's school.
- L - **Lying** for your child is wrong. Do not write false excuses for a child not doing homework or missing a day of school.
- M - **Monitor** the amount and type of television watching, video game playing, and computer surfing your child participates in.
- N - **Never** do your child's homework or projects for her or him. Instead, help your child with homework and projects.
- O - **Observe** the work your child brings home from school each day.
- P - **Praise** something in the work that your child brings home from school, even if you only mention how neatly it is written.
- Q - **Quiet** corners in your home encourage study. Set up a special study area for your child.
- R - **Request** conferences with teachers or administrators when you have a concern. Do not wait until a full-grown problem develops.
- S - **Send** a happy, well-rested, well-organized and appropriately dressed child off to school each morning.
- T - **Take** your child to the library on a regular basis.
- U - **Understand** that learning is not always easy and that your child may occasionally need help.
- V - **Value** your child as an individual. Never compare a child to a brother, sister, or another child.
- W - **Work** with your child's teacher and school. Consider yourself a partner of your child's teacher rather than an adversary.
- X - **X is often an unknown ingredient.** It is the Extra special things that you do to help your child succeed in school.
- Y - **You** are your child's most important teacher.
- Z - **Zip** it all up with love, for love is what gives meaning to a child's learning and life!

Author unknown.



Mission Statement

The Buckner Fanning Christian School at Mission Springs is dedicated to educating children in an interdenominational Christian environment that extends the unconditional love and grace of God while providing an exemplary educational experience that addresses the needs of the whole child. Promoting a lifetime desire for learning, the school will equip the future men and women of the twenty-first century with the tools necessary to help them shape and better the world in which they live.

General Information and Procedures

School Hours

Preschool	8:00 A.M. – 3:10 P.M.
Kindergarten through 2 nd grade:	8:00 A.M. – 3:15 P.M.
3 rd grade through 8 th grade:	8:00 A.M. – 3:30 P.M.

Absences and Tardies

The school day begins promptly at 8:00 A.M., arrival time is between **7:45 and 8:00 A.M.** All students arriving before 7:45 A.M. will be sent to Morning Care, which incurs a charge. Promptness is a very important part of a child's training. We recognize that the child generally has no control over the family's schedule and punctuality. Tardies are part of school records, so please make every effort to help your child arrive on time. **Excessive tardies or absences are detrimental to your child's school experience and may effect promotion to the next grade level.** *School office hours are from 7:30 A.M. until 4:00 P.M. All students must arrive at school by 8:00 A.M. each day unless early morning doctors' appointments prevent that arrival time. Attendance is taken and opening morning activities begin promptly at 8:00 A.M. A child is tardy if he/she is not in class by 8:00 A.M. Tardy slips will be given, will need to be signed by a parent and will be reflected on the child's report card. A child is counted absent for the entire day if not in class by 10:00 A.M.

Arrival and Dismissal Procedures

Drop Off Procedure:

Drop off and pickup location for students in kindergarten through second grade is in front of the Administration Building. Drop off and pickup location for preschool children and students in third through eighth grade is in the back parking lot adjacent to the gymnasium.

Pick Up Procedure: Pick up location for students in kindergarten through second grade is in front of the Administration Building. Pickup location for preschool children and students in third through eighth grade is in the back parking lot adjacent to the gymnasium.

Safety issues dictate that parents **do not attempt to park in the parking lots and walk the students to class.** This can pose a dangerous situation if you try to walk between cars that are arriving. Teachers and safety patrols are on duty each morning and afternoon to open car doors and see that the children get to and from their classes safely.

Your promptness in picking up your children at the close of the school day is important. Children often become frightened, confused or worried when parents are late or make frequent changes in pick-up plans. Teachers remain on duty outside the classroom for fifteen minutes following dismissal time. **Students in preschool through 2nd grade who are not picked up by 3:30 P.M. and students in 3rd through 8th grade who are not picked up by 3:45 p. m. will be escorted to extended school care and a late fee will be assessed.**



It is important to note that children are released **ONLY** to their parent, guardian, and custodial parent in case of divorce decree or car pool driver whose name has previously been given to the school staff. Children cannot be released to a parent who does not have primary custody of a child (due to a custody decree) without the permission of the custodial parent. In addition, **any changes at all in the persons designated to pick up children must be channeled through the school office prior to the close of the day.** These changes should be in writing. Exceptions to this will be made only in case of extreme emergency and phone calls should be directed to the Head of School or Assistant Head of School.

Attendance Policy

Regular school attendance is a critical factor in a student's success at school. We understand there are times when your child cannot attend. Some acceptable reasons for an excused absence include personal illness, illness or death in the family, natural disaster or unsafe road conditions, religious holidays, a school function authorized by the school, or any other reason judged to be acceptable by the Head of School. If a student is unable to attend school, the parent should notify the office by telephone or e-mail as soon as possible. When the student returns to school **after any absence**, he/she must bring a written note from a parent or guardian with reference to the absence. **A physician's note is required with all absences of five or more days.**

The Buckner Fanning Christian School at Mission Springs (BFCS) schedules holidays throughout the year. Thanksgiving, Christmas and Spring Break are designed to allow families to vacation during these holidays. ***Please respect the school calendar by not planning discretionary family vacations during the regular school session.*** We adhere to the Texas law requiring that students must attend classes at least 90% of the days on the approved school calendar. **Therefore, if a student has over 17 absences in a school year, he or she may be required to repeat that grade the following year.**

If a student has excessive absences, frequent unexcused absences, or excessive tardiness, the Head of School will request a conference with the parents to develop a plan to improve attendance, as frequent absences hinder a child's academic progress.

Students who are absent should request missed assignments. A request for assignments should be made to the school office in the early morning so the teacher has adequate time before the close of the day to prepare a send-home packet. All make-up work must be completed promptly according to a schedule provided by the classroom teacher. The teacher and student will have a conference upon the student's return to school following the absence in order to discuss the schedule outlined for makeup work. **Any work not turned in by the dates required on the schedule will be considered missing assignments and will earn scores of zero.** This responsibility must be taken seriously by the student and parents. One of our goals is to help our students develop a genuine sense of responsibility and importance of doing what is required.

Behavior Expectations

Good conduct and courteous manners are expected of all students at BFCS, as both are mandatory for a healthy and positive learning environment. It is our goal for teachers, students and parents to work together to develop an environment of mutual trust and respect for one another and to model such behavior for our children.

- Students are required to stand when a visiting adult enters their classroom, and an appointed classroom greeter will welcome the guest.
- All adults are to be addressed as "Ma'am" and "Sir".

Your help in encouraging good manners in the home environment will be greatly appreciated. As in any learning situation, reinforcement is the key.

Students are expected to be respectful at all times toward other students, adults and teachers. This includes all activities involving our students in the classroom, on the campus, in the cafeteria and at sports events.

Bullying, be it physical, or emotional, will not be tolerated on the BFCS campus at any time. We realize that what our students do in their home environment is entirely up to the parents. However, cyber bullying often carries over into the classroom and therefore will be addressed if necessary.



Each classroom teacher has the autonomy to develop a classroom management system that is consistent with our school's mission and that helps to direct the child's conduct along in a positive route. In the event this is not an effective solution to the problem, a child may be referred to the Head of School, at which time it may be necessary to ask the parents for a conference. Repeated referrals to the office may warrant the development of a plan for behavior improvement involving specific goals and a timeline for improvement. If goals are not met within the specified period of time, the student will be dismissed from school. Certainly our goal is to help each and every child operate within the acceptable behavior parameters. There may be situations in which alternate behavioral interventions cannot be provided at BFCS, and another school setting will be sought.

Expectations for student behavior include the following:

- Responsibility for school work
- Responsibility for actions
- Truthfulness
- Use of appropriate language
- Respect for oneself, staff, and for other students
- Respect for the property of the school and of other students
- Compliance with directives, policies, and school rules
- Students will not show willful defiance of authority
- Regular attendance
- Students are not to run in the classrooms or on school pathways
- Abstention from aggressive actions, physical violence, threats of violence, profanity, name calling, offensive language, teasing, racial slurs, harassment, bullying and gambling
- Abstention from possession and use of alcohol, tobacco, drugs or drug paraphernalia
- Abstention from weapons, criminal mischief and vandalism
- Abstention from any activity, which disrupts the school environment or the educational process
- Refrain from bringing, electronic games, bicycle, skateboards, beepers, or other receiving devices to school
- Students are not allowed to use cell phones or MP3 players during the school day (they are to be off/silenced in the students' backpack or locker)
- Abstention from scuffling: shoving, grabbing, bumping
- Adhere to cafeteria, health, safety, and playground rules
- Adhere to computer use/internet and dress code policies

In addition, BFCS possesses a zero tolerance policy and, at the discretion of the Head of School, can enforce expulsion for the following infractions:

- **Possession and/or use of tobacco, alcohol, drugs or other illegal substances**
- **Possession and/or use of a deadly weapon (includes firearms, knives, and any other weapon that can cause death)**

BFCS reserves the right to exclude from class, school functions, or school trips, any student whose presence is detrimental to the best interest of either the student or the school. If in-school suspension is necessary, the student will receive no grade higher than a "C"/78 for daily work completed. When suspension away from school is necessary, the student will not receive credit for work assigned during that period. Multiple suspensions may result in expulsion at the administration's discretion.

A Christian school is not only a preparation for a Christian life, it is Christian life itself. God's Word and God's children are a Christian school's most valuable resources. In order to provide a productive learning environment, our school has determined rules and regulations for conduct and discipline. **These rules and potential disciplinary actions are a positive part of the Christian educational process.** As in society, laws and consequences for breaking laws are a necessary element of everyday life. Most people and students desire guidelines in which to work, perform properly and cooperate with one another. The manner in which a student conducts himself is representative of his character and faith, a reflection on his parents, his friends, and often on the entire school. At BFCS, we desire each student's conduct to be the best it can be. When corrective steps become necessary, they will be carried out in the light of Biblical principles and the love of Jesus Christ. **The ultimate goal is to help our students develop their self-control, character, orderliness, and efficiency.**



Pre-school and Elementary School Conduct and Consequences

At times disciplinary measures are necessary and will be implemented. The actual forms of discipline will vary and may go through a process. It depends upon the seriousness of the infraction, the circumstances involved, and the spirit of the element. **A student not responding to corrective measures and guidance makes him/herself subject to possible expulsion from school.**

The following measures may be used in pre-school and elementary school discipline, but not necessarily in the listed order below:

- Verbal reprimands
- Time-outs
- Written discipline report
- Telephone call to parent/parent conference
- Counseling
- Behavioral contracts
- Loss of privileges
- Special assignments or writing
- Removal from extra-curricular activities
- Confiscation of prohibited items
- Temporary removal from class
- In-school suspension
- Out-of-school suspension
- Expulsion

Cooperation with these guidelines by students, teachers, and parents is expected in a spirit of Christian love. The Head of School will notify a parent when he/she feels parental involvement is needed in a specific or continuing behavior situation. Consultation with parents, students, and any staff member is welcome as we work together as partners in meeting the goals of Christian education. The cooperation of students, parents, and the school is the basis for good student discipline and a positive learning environment. It is understood that parents may not select disciplinary alternatives one over another. Nor shall any parent direct a teacher to withhold proper procedure in their classroom discipline plan.

Middle School Conduct and Consequences

All middle school students are expected to conduct themselves with

- Reverence
- Respect
- Responsibility
- Truth
- Tolerance

To that end, middle school students will be awarded merits or given demerits accordingly.

Students will be awarded **“Live Like You Mean It”** merit coupons which can be traded in for treats and/or privileges. Teachers will award these to the students who go out of their way to live with a servant heart by being kind and helping others.

Generally speaking, one demerit will be issued to a student for each responsibility infraction (uniform violations, not bringing materials to class, third unexcused tardy or more to school, etc.) and two demerits will be issued for each behavioral infraction (disruption, disrespect, not following class or school procedures, and repeated responsibility infractions, etc.)



Middle school students receive one Conduct Grade per nine weeks that encompasses all classes:

<u>Conduct Grade</u>	<u># of Demerits in 9 Week Grading Period</u>	<u>Further Consequences</u>
E	0-1	
S+	2	
S	3-4	Lunch detention (at discretion of staff)
S-	5	Warning of future D-halls
S-	6	Detention hall
N	7-8	Detention hall
U	9 or more	In-school or out-of-school suspension as needed

An “N” or a “U” prohibits a student from “A” or “A/B” honor roll and also from participating in various safety patrol and athletic activities.

At the discretion of the Head of School, more than one “N” during the school year may prohibit the student from participating in school functions and school trips.

If a student reaches 20 or more demerits for the year or otherwise fails to meet the behavioral expectations stated in the handbook, he/she will not be allowed to participate in school functions or trips.

Parents must also fulfill all contractual obligations to BFCS before a middle school student will be permitted to attend their annual trip or participate in the end-of-the-year awards & graduation ceremony.

Parents will be notified of each demerit in writing. Parents need to sign the demerit form and the student should return it to their homeroom teacher the following day. Detention hall and/or suspension will be assigned by the Head of School.

Certain behavioral infractions may be assigned automatic lunch detention, detention hall, in-school suspension, or out-of-school suspension. These automatic consequences will be assigned at the discretion of faculty or administrative staff. Examples of such misbehavior include, but are not limited to, extreme misbehavior, defiance, disrespectfulness, obscenity, aggression, tardy between classes or leaving supervised area without permission. Parents will be informed when such discipline is assigned. If a student serves two Detention Halls, the Head of School will confer with his/her parents to formulate a plan of action for more appropriate behavior. An unreasonable accumulation of Detention Halls will result in further disciplinary action. Certain misbehaviors might result in the expulsion of the student (see above).

Birthdays at BFCS are Special!

Every student’s birthday is special! We will recognize each “birthday” child in chapel. You may celebrate your child’s birthday at the school, if you wish, by sending treats for his/her whole class on that special day. ***However, as a courtesy to the classroom teacher, please let them know in advance just in case other plans have been made that day that would possibly conflict with this celebration. Parents may provide cupcakes or cookies to serve during lunch time or during a special snack time in the classroom. Again, this should be established in consultation with the classroom teacher and not extend into class work time after the special snack time.***

Please do not deliver birthday party invitations at school unless everyone in the class is invited. We encourage parents to honor their child’s birthday by donating a book to their classroom library or the school library. Special school bookplates are put inside the book designating the special gift with the name of the donor and the honoree. Contacting the classroom teacher or the school librarian for suggestions of book titles is encouraged.



Chapel

The Buckner Fanning Christian School at Mission Springs is a Christian School rooted in helping our students learn about and experience the unconditional love of God, so a Chapel time is an important part of every school day. Chapel is held each school day. **Chapel begins promptly at 8:00 A.M. on days held in the classroom and 8:15 A.M. when held in the fine arts building or Worship Center. Parents are always welcome and encouraged to join us in worship on any given day! Students are expected to begin their day at chapel and will be counted tardy if they miss chapel. Teachers are not available for conferencing during chapel time. Please feel free to make an appointment at a more convenient time.**

Christian Education

The Buckner Fanning Christian School is rooted in the *Unconditional Love and Grace of God*. We teach all subjects in the curriculum as part of an integrated whole with the Scriptures at the center and strive to provide a clear model of Biblical Christian living by the staff and Board Members. We are committed to the central principles of the Christian faith, while secondary doctrinal issues are referred to the parents. This interdenominational school embraces students from a wide variety of faiths. All students will be exposed to Christian history and culture, beliefs, and practices through prayer, Bible study, and Chapel. **Students are encouraged, through the gentle witness and loving example of our teachers and staff, to grow closer to God through a personal relationship with Jesus Christ.**

Colors, Mascot and Bible Verse

The school colors are navy blue and metallic gold. The school mascot is the bobcat. **The Bible verse is “....Let us run with perseverance the race marked out for us.” Hebrews 12:1**

Conferences

Parent-Teacher conferences will be held during the first and last nine weeks of school. Each family is encouraged to make attendance at the conference a priority. Requests for an additional conference should be made at least one day in advance. We believe that close communication between home and school is very important in monitoring a student's progress during the year.

If at any time a parent has a concern or problem with something that has happened in the classroom, the **TEACHER, NOT ADMINISTRATION OR OTHER PARENTS SHOULD BE CONTACTED FIRST.** We strive to maintain an atmosphere of mutual trust among our faculty and families, so we ask you to kindly adhere to this policy by communicating directly with the person with whom you have the concern. The Head of School will only become involved once the parent and teacher have met and attempted to problem-solve together. At this time the Head of School will meet with both parent(s) and teacher(s) together to come to a mutually satisfactory solution.

Curriculum

BFCS offers a participatory curriculum that integrates Christian philosophy, fine arts, and technology. A child learns best when they are an active participant in the learning process. Teachers use an interdisciplinary approach and provide a wide variety of experiences to enrich the learning environment.

Curriculum has been developed using the Core Knowledge Sequence developed by Dr. E.D. Hirsch. This core curriculum provides a solid sequence of specific knowledge and provides a framework for content from grade to grade. The curriculum also reflects the Texas Essential Knowledge and Skills (TEKS), which is the standard in Texas public schools. For specific grade level goals and objectives please refer to the Core Knowledge Sequence.

Directory

A directory containing the names of our students, their parents, addresses, e-mail address and telephone numbers is published at the beginning of the school year. Parents must give written consent for a student's information to appear in the school directory. The directories include all teachers, administrators and staff school e-mail addresses.



Parents are encouraged to utilize e-mail as a means of communicating with their child’s teacher. The directory is a project of our Parent Teacher Council (PTC).

Extended Care

BFCS provides extended care outside of the usual school hours of 8:00 A.M. - 3:30 P.M. **There is an additional charge for any extended care services.** An extended care information sheet can be obtained from the school office. This explains the various options and charges for hours beyond the regular school day.

All students participating in extended care must be picked up by not later than 6:00 P.M. There will be a late charge assessed to those who do not adhere to this pick up time.

Field Trips

Field trips will be scheduled throughout the year to enrich and extend the curriculum. A permission form signed by the parent or legal guardian must be on file in the office in order for a student to participate in field trips. Parents will always be notified about upcoming field trips.

BFCS does not have a school bus at this time. For the convenience and safety of our children, buses will be chartered for school-wide field trips when deemed necessary. Parents will be notified prior to all field trips and informed of the fee involved for chartering the bus. This fee will vary with each field trip because it is based on the number of children participating in the trip. **The bus fee must be paid prior to the day of the field trip.**

There will be some occasions when parents will be called on to drive for field trips. Parent drivers must have a current copy of their automobile insurance card and driver’s license on file in the school office prior to the scheduled field trip. *In addition, siblings or other children not enrolled at the school cannot attend school field trips.* In fairness to all of our students, special treats and drinks should not be provided for the occupants of individual cars, nor should stops for food or drinks be made along the way when that is not on the approved itinerary for everyone. It is very important that drivers for our field trips not purchase gifts for the occupants of their cars at gift shops that are on the premises of our field trips. This is obviously not fair to others and takes away from the purpose of the trip. Students should view field trips as learning experiences, not shopping excursions.

Grade Reporting

Progress of students in kindergarten and first grade is recorded on skill mastery checklists. Students in second through eighth grade receive a report card with numeric grades. The numeric grade scale follows:

90 – 100	Excellent	A
80 – 89	Above Average	B
75 – 79	Average	C
70 – 74	Below Average	D
Below 70	Failing	F

Grades in handwriting, art, music, physical education, and other enrichment classes are recorded using the following:

E	Excellent
S+	Very Good
S	Satisfactory
S-	Less than satisfactory
N	Needs improvement
U	Unsatisfactory



In K-5, the report card will reflect the content/participation grade over a conduct grade for these subjects. For example, a child's music grade might read "E/E." That means that they received an excellent participation and excellent conduct grade in music.

Promotion at kindergarten and first grade is determined by skill mastery and performance level. Second through eighth grade students must have an overall average of 70 or above in all core subjects to be promoted to the next grade. The final decision rests with the Head of School.

Students will be scored on the following:

- **Tests:** Dates will be announced for tests at least one week in advance. Study suggestions will be given. Projects may be assigned and scored as a test grade. Tests receiving failing grades (below 70) can be retaken if arrangements are made with the teacher. Arrangements for re-testing must be initiated by the student or parent. *Teachers will not automatically re-test students receiving a failing grade.* The re-test given will not be the original test, but it will cover the same material. Re-testing can bring the grade up, but the recorded grade will not be higher than 70. The re-test must be taken within one week of receiving a failing grade.
- **Daily Work:** This portion of the grade consists of daily assignments, vocabulary, class notes, etc.
- **Homework:** The amount of homework depends primarily on the grade level and the study habits of the individual student. Homework is not busy work; it is part of the learning experience. Therefore, parents should encourage their student and assist where appropriate, but should not do the work for them! See the Homework section in this handbook for more information
- **Late work:** Unless arrangements are made in advance, assignments are expected to be turned in on time. Assignments that are late will be graded as follows:
 - **One day late** – 10 points off
 - **Two days late** – 20 points off
 - **Three days late** – 30 points off
 - **Over three days late** – at least ½ off

Health, Immunizations and Medication

The responsibility of the school, in case of student illness or accident, is to give immediate emergency aid, note symptoms, and notify parents. Parents of students with a communicable or contagious disease are required to telephone the school office, as it is important that we communicate this information to other parents. **Students MUST be fever-free for 24 hours before returning to school. Children MUST not be sent to school if they have been ill with vomiting, intestinal upset or fever within the last 24 hours. PLEASE FOLLOW THESE GUIDELINES FOR THE HEALTH OF ALL CHILDREN!**

Parents will complete an emergency procedure card each year. The form includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents are asked to supply other information that could be required in case of an emergency. Information should be updated as often as necessary.

All students must be immunized against certain diseases or must present a certificate of statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are: diphtheria/tetanus, polio, measles (rubella), mumps, HIB, Hepatitis A, Hepatitis B, varicella and rubella. Proof of immunization may be personal records by a licensed physician or public health clinic with a signature or rubber stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a licensed physician. This certificate must state that, in the doctor's opinion, the immunization would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specified a life-long contraindication.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a notarized statement. This statement, signed by the parent, must state that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent member. This statement should be renewed annually. Each year the students of BFCS participate in a vision and hearing



screening done by a registered nurse. Parents will be notified prior to the screening, and a report will be sent after it is completed if there are any indications that further follow-up is recommended.

If medication is required during the school day, the following guidelines, set by the school, **MUST** be followed:

- ***Prescription Medication:*** BFCS will administer prescription medicine **ONLY IF IT IS IN THE PROPER AND ORIGINAL PRESCRIBED CONTAINER.**
- ***Over-the Counter Medication:*** BFCS will administer non-prescription medicines **ONLY IF IT IS IN THE ORIGINAL CONTAINER.**
- ***Any prescribed medications that need to be administered in an emergency will be kept and administered by the teacher on an as needed basis. A note should be kept on file in the office for such medications. The parent will be notified if any emergency arises.***

Written parental permission with specific instructions must be brought with the medication to the school office. The permission to administer medication may only be given by the parent or guardian of the child for whom the medication is intended. ***Parents must bring the medication to the school office. Please do not send medication of any kind with students!*** All medications will be kept in a locked cabinet or isolated refrigerator in the school office and will be administered by a school official. ***BFCS cannot accept medications that are improperly packaged, such as aspirin or cough drops wrapped in an envelope, plastic baggies, etc.*** Please send all medicine in the original package or container from the pharmacy.

Homework

Homework is part of the learning process, for it extends the instructional program into the home and community. Homework for elementary students provides opportunities to apply learning, practice skills introduced in the classroom, develop self-discipline and independent study skills. It can expand, reinforce or enrich skills taught during the course of the school day.

Parents can be of great help to their children by providing ample time in the family's schedule and a quiet environment in which to complete assignments. We encourage parents to spend time with their children in the evening either reading to the children or having the children read to them.

We strongly appeal to you for your cooperation in helping your children realize that their homework is just that – *their homework* – not yours. Certainly parents are encouraged to assist their children in getting settled in and organized to do homework, and then checking over the work when it is completed. Answering questions for clarification during the homework can certainly be helpful. However, we ask you to help us work with the children in developing independent study skills by encouraging them to be responsible for accomplishing the completion of their work on their own. Homework may be assigned Monday through Thursday nights for the elementary grades. Although routine homework assignments are not made on weekends, long-range projects and books being read for class assignments are often expected to be worked on during some weekends. Amount of time for homework will vary from grade to grade and, in reality, from child to child.

Every student in third through eighth grade is expected to maintain an up to date agenda book. Long-range projects and research work that are more labor intensive will be carefully organized and spelled out, suggesting time management dates and deadlines that are to be met. ***Parents are encouraged to speak with the classroom teacher with any concerns or issues about homework, particularly if your child is spending a much greater amount of time than is expected.***

Honor Code and Policy

The BFCS administration and faculty believe that solid academic preparation must coincide with a learned and practiced sense of honor and integrity. Students in all grades make a commitment to honesty, obedience, acceptance, and teamwork.



Honor offences are those that involve lying, cheating, or stealing. When investigation is necessary, the Head of School may convene an Honor Council comprised of faculty members. Upon a first offence, a grade of zero is assigned for the particular assignment. The Head of School then confers with the involved student's parents to inform them of the nature of the violation and its consequences. After a second Honor Code violation, the student receives the first-offence consequences plus a one-day in-school suspension. At the third offence, the student faces permanent removal from school. The final decision rests with the Head of School.

Honor Roll

Students in grades second – eighth will be recognized for their outstanding grades in two Honor Roll categories:

“All A” Honor Roll – Student receives a grade of 90 or above in each subject and no conduct grade below an “S” in any class. This includes special areas.

“A – B” Honor Roll – Student receives a grade of 90 or above in more than 50% of their subject areas and receives a grade of 80-89 in remaining subject areas, and no conduct grade below an “S” in any class. This includes special areas.

Internet Use

We believe that technology is a vital part of the school program, and its use must be appropriate for the academic setting. The Internet is an integral part of the available technology, and we want to encourage children to learn how to access it for valuable information. We are committed to monitoring the use of the Internet sites as closely as possible in order to ensure that the information accessed by students is acceptable. We have software installed on each computer that blocks access to questionable sites. However, nothing is 100% effective, and final responsibility lies with the student. It is his/her responsibility to follow guidelines set by the teacher. In order to access the Internet, a child must have an Internet Permission Form signed by his/her parent on file in the school office. It is especially important that students in Grades 3-5 have permission to access the Internet, as it is in these grades children are beginning to refine the research process. Questions about Internet use can be directed to the classroom teacher or the computer instructor.

Leaving School During the Day

If a student must leave campus during the day for a doctor appointment or a family emergency, parents are asked to inform the teacher as to the time of departure that day. Parents must come to the school office to sign that he/she is taking the child off campus. They will be given an Early Release Form which they will take to the student's classroom and leave with the teacher for her attendance records before taking their child. We ask that you respect the school hours of 8:00 A.M. – 3:15 or 3:30 P.M. and not ask for your child to be released early for events other than emergencies or doctors' appointments. The number of absences and/or tardies will be reflected on your child's report card.

When a person other than a parent, guardian, or custodial parent assigned in a divorce proceeding picks up a student, the following guidelines must be followed:

1. Written permission from the parent, custodial parent or guardian must be sent to the school office giving specific permission about arrangements regarding person to pick up child and time of day.
2. That person's name must be on file in the school office.
3. The school will check a picture ID to verify the person's identity. *Please know that we must be strict about this for each child's safety.*

Lost and Found

Items that are found on the campus and not marked with children's names, nor claimed by anyone, will be taken to the office and held in the lost and found. At the end of each semester, items not claimed will be donated to charity. **ALL outdoor gear for Pre-K through 8th must be labeled.**

Lunch

Preschool through eighth grade students will be able to purchase a hot lunch every day. A monthly calendar will be



sent home and students will make lunch choices a month in advance. If students are not participating in the hot lunch program they must bring their own lunch from home.

Students bringing their lunch from home are encouraged to use small lunch bag ice blocks that help keep food cold and fresh. **Carbonated soft drinks are NOT to be brought to school.** A thermos of milk or fruit juice is suggested. The children also enjoy bottled water! **Parents are welcome to visit school and have lunch with their child. Prior notice is not necessary, but it is important to check in at the school office before going to lunch.**

Messages for Students During the Day

If parents must deliver important information to a student during the day, the parent should call the school office at 402-6905 before 2:30 P.M. Please do not call your child's cell phone, as this phone is not allowed **on** during school hours. The office will make every effort to get emergency messages to your child's teacher as soon as possible. Non-emergency messages will be delivered near the end of the school day. If a parent must deliver tangible items such as books or clothing, those things must be brought to the main office, and they will be taken to your child's classroom.

Parent/School Communication

Parent/Teacher Conferences are scheduled twice a year, as well as any other time that is deemed necessary by either parent or teacher. See section of this handbook titled *Conferences* for further details.

Communication from each classroom teacher is handled according to the teacher's preference. Some will send homework folders for your perusal on a daily basis. Others choose to send these folders weekly. Your teacher will tell you the procedure to expect during the opening orientation.

Report cards are sent home with students at the end of each nine weeks. Progress reports go home at the mid-point of each grading period. Specific dates to expect progress reports and grade cards are listed on the school calendar.

The weekly newsletter and calendar of events will be posted on the BFCS website www.bucknerfanningschool.org. Items about school announcements, extra-curricular sports teams or clubs that would be appropriate for the weekly school newsletter should be given to the administrative assistant in the office by noon each Monday.

Parent Participation

Parent participation is valued at The Buckner Fanning Christian School at Mission Springs. The role of the parent is critical in the intellectual, spiritual, emotional, physical, and social development of the child. Parents, school, and community form a partnership, and each must fulfill certain responsibilities if a child is to succeed.

We require all families to join the Parent-Teacher Council (PTC) and encourage parents to become involved in supporting the school through helping with planning and carrying out special celebrations and activities, serving as room mothers, sponsoring clubs and organizations that meet after school, working with community service projects, assisting with fund-raising efforts and driving for field trips.

The PTC is not a school policy-making organization, but instead, a support group for the whole school family. A yearly membership fee is required of all families who join the Parents' Council. This fee is applied to activities sponsored by the Council for projects they undertake and support they offer to the classroom and school each year.

Parent Visitation

Parents are welcome to visit the school campus, **but MUST check in at the office when you arrive. This is very important in our effort to provide a safe environment for our children!** If you plan to visit a classroom, it is important to call the office at least one day in advance and let us schedule your visit with the classroom teacher. We ask that the visits be limited to a maximum of one hour, and **younger siblings should NOT be brought by visiting parents.** We strive to provide an optimum learning environment free from distractions that might not be in the best interest of the students in the classroom. Teachers will provide you with a "special guest" chair so the children can



continue with their usual schedule and activities. If you feel the need for further discussion with the teacher, it is best to call the office and schedule a visit with the teacher during her conference period.

School Parties

Parties will be scheduled throughout the year for celebrating special holidays. These include Fall Festival,

Grandparents' Day, Thanksgiving, Christmas, Valentines, Fiesta, Earth Day and Easter. Other celebrations, like Core Knowledge Festivals or SMART NIGHT that extend the curriculum may be scheduled by individual teachers.

School Pictures

Individual and group pictures will be taken during the school year. Parents will be notified in advance of the specific dates.

School Supplies

Rather than issue supply lists, the staff at BFCS has adopted the policy of including an initial supply fee, within tuition, which covers the cost of school supplies, textbooks, audio-visual materials, and workbooks. All initial supplies are purchased by the school and issued to the children. As the year progresses, you may need to purchase additional consumable supplies. The only items that we do not supply are a backpack and a lunchbox. Lunchboxes should be a solid color and devoid of characters or ornamentation; however, on Spirit Days/Fun Fridays a lunchbox with other colors and ornamentation is acceptable. The school backpack is a part of the uniform requirements and must be purchased from Land's End and be monogrammed with student name or initials and school logo.

Standardized Testing

Students in grades first–eighth grade are administered the Stanford 10 Achievement Test and the Otis-Lennon Student Ability Test. Standardized testing week is scheduled in April. Parents are encouraged to view test scores as a mere fraction of their student's educational profile.

Student Information

A child's legal name is used on official school documents such as permanent records, grade books, and standardized tests. If you wish your child to be called by another name, please inform the teacher and administration. Should your child have a legal name change, please notify the administration by providing legal documentation.

It is mandatory that the school have the correct telephone number and address for each student. If at any time there is a change in this information, as well as the work telephone number of a parent or other adult designated on the emergency card, parents are required to report that change of information to the school. It is also important to provide any mobile telephone numbers to assist the school in reaching parents in case of an emergency.

Student Use of Telephone/Cell phones/ECD's (electronic communication devices)

The telephone in the office should be restricted to necessary calls. **Students may not call home for forgotten homework.** All after-school activities should be arranged by parents in advance so that it does not become necessary for students to have to do this during the school day.

Please remember that students are not allowed to use their cell phones/ ECD's during the school day. Parents are advised that the best way to get in touch with their student during the school day is by calling the school office.

Possession of a cellular telephone or other ECD by a student is a privilege which may be taken away if a student fails to abide by our policy.

The cellular telephone or other ECD must remain off and stored out of sight in the student's locker or backpack.

To retrieve a cell phone or ECD device, a parent will need to come to the office between the hours of 8:00 AM and 3:30 PM. Phones / ECD's will not be returned to the student. Repeated offences will result in loss of privilege to bring phones /ECD's on campus and be expected to make a donation of \$25.00 to the school.



Uniforms

The Buckner Fanning Christian uniform represents our school and what we stand for. Proper attire that represents our school is another form of discipline and teaches the students to respect their school. Therefore, we expect our students to wear their uniforms with pride. Students are expected to be familiar with each aspect required in their uniform, taking the responsibility to dress accordingly each day. Missing or inappropriate items will result in uniform infraction slips to be issued.

Students are required to wear uniforms daily. Parker Uniforms (www.parkersu.com) provide our school uniforms, as well as, our P.E. uniforms and Spirit shirts. If ordering your uniform on-line, you will need to use our web id code, which is SA083814. **It is important that your child wear ONLY THE SPECIFIED UNIFORM AND SHOES. Please do not substitute in any way.**

- **On Fridays, boys and girls of all age and grade levels are welcome to wear their school spirit shirts and plain denim jeans or shorts, with uniform black/navy braided belt and their choice of athletic shoes with the exception of “wheelies”.**
- **Parents are required to mark their child’s name in all clothing and shoes** so misplaced items can be easily returned. This is important for all clothing items, but especially for winter coats and jackets.
- We expect our students to be well groomed and have **shoes tied and shirt tails tucked in at all times.**

Girls

- Hairstyles will be neat, clean, and conservative, with bangs worn no lower than the eyebrows, no extreme hair color or hair accessories
- Earrings of post and dangle types are allowed if not a distraction or safety concern
- Multiple necklaces and/or bracelets are not acceptable
- No tattoos or other piercings
- Wristwatches without sound effects may be worn
- Light makeup only permitted for middle school, with no extreme colors of nail polish or lipstick
- Please limit or have no rubber spirit bracelets (e.g. Live Strong bracelets)
- Fridays jean shorts or denim skirts need to be finger tip length (please do not wear short shorts)

Boys

- Hairstyles will be neat, clean and attractive, with an overall length of no more than three/four inches. **Hair shall not touch the collar nor hang below the eyebrows or ears**
- No extreme hair color or hair accessories
- Males will be clean shaven
- No tattoos or piercings
- Wristwatches without sound effects may be worn
- **A cross or other Christian necklace may be worn by boys. No other jewelry will be permitted.**
- Please limit or have no rubber spirit bracelets (e.g. Live Strong bracelets)



Uniform specifics are as follows:

Backpacks – All Grades

School Logo backpacks purchased through Land’s End.

Plaid backpacks may be purchased from Parker Uniforms or solid red or navy backpacks for Pre-K through 5th. Red, Navy or Black solid color backpacks for Middle School. Solid colored backpacks are required to have the school logo and name monogrammed on the front for Pre-K – 5th grades.

Required Shoes – Everyday and Formal

	Girls	Boys
Preschool	<ul style="list-style-type: none"> • Solid white Velcro or Hook & Loop closure shoes rather than shoes with laces. 	
K-5th Grade	<ul style="list-style-type: none"> • Boys may wear white or black athletic tennis shoes. Reebok, New Balance or any athletic tennis shoes that meet the solid color specifications. Girls may wear navy and white Keds athletic saddle oxfords or white athletic tennis shoes... 	
Middle School	<ul style="list-style-type: none"> • Girls: Black and white J. J. “Cheerleader” saddle oxfords. White athletic tennis shoes are for P.E. ONLY. Burgundy “Penny Loafers” are optional. • Boys: Reebok, New Balance or any athletic tennis shoe that is solid black. A black leather Oxford is also an option. White athletic tennis shoes are for P.E. ONLY. Burgundy or black “Penny Loafers” are optional 	

Required Everyday Uniforms

	Girls		Boys	
	Warm Weather	Cold Weather	Warm Weather	Cold Weather
Pre-school	Red short-sleeve polo shirt Plaid pull on shorts, or skort White cuff socks, tennis socks or knee socks. No “not” socks. (Socks that do not show above the shoe).	Red long-sleeve polo shirt or white turtleneck shirt with red cardigan logo sweater or navy/red school sweatshirt Plaid pull on shorts or skort. Navy long pants are optional Navy tights or white knee socks School all-weather or fleece jacket	Navy short- sleeve polo shirt Khaki pull on shorts or slacks White crew socks, tennis socks. No “not” socks	Navy long-sleeve polo shirt or white turtleneck shirt with navy cardigan logo sweater or navy school sweatshirt Khaki pull on shorts or slacks White crew socks, tennis socks. No “not” socks. (Socks that do not show above the shoe). School all-weather or fleece jacket



**Required
Everyday
Uniforms**

K – 2 nd Grade	Girls		Boys	
	Warm Weather	Cold Weather	Warm Weather	Cold Weather
	Red short-sleeve polo shirt Plaid skort Braided leather belt (navy or black) Friday's only White cuff socks, tennis socks or knee socks. No "not" socks. (Socks that do not show above the shoe).	Red long-sleeve polo shirt or white turtleneck shirt with red cardigan logo sweater or navy/red school sweatshirt Plaid skort or navy slacks Braided leather belt (navy or black) Friday's only Navy tights or white / navy knee socks School all-weather jacket	Navy short sleeve polo shirt Khaki pleated shorts or pants Braided leather belt (navy or black) White crew socks, tennis socks. No "not" socks	Navy long-sleeve polo shirt or white turtleneck with navy cardigan or v-neck school sweater or navy school sweatshirt Khaki pleated pants or shorts Braided leather belt (navy or black) White crew socks, tennis socks. No "not" socks. (Socks that do not show above the shoe). School all-weather or fleece jacket

3 rd – 5 th Grade	Girls		Boys	
	Warm Weather	Cold Weather	Warm Weather	Cold Weather
	Red short-sleeve polo shirt Plaid skort Braided leather belt (navy or black) Friday's only White cuff socks, tennis socks or knee socks. No "not" socks. (Socks that do not show above the shoe).	Red long-sleeve polo shirt or white turtleneck shirt with red cardigan logo sweater or navy school sweatshirt Plaid skort or navy slacks Braided leather belt (navy or black) Navy tights or white/ navy knee socks School all-weather or fleece jacket	Navy short sleeve polo shirt Khaki pleated shorts or pants Braided leather belt (navy or black) White crew socks, tennis socks. No "not" socks. (Socks that do not show above the shoe).	Navy long-sleeve polo shirt or white turtleneck with navy cardigan or v-neck school sweater or navy school sweat-shirt Khaki pleated pants or shorts Braided leather belt (navy or black) White crew socks, tennis socks. No "not" socks. (Socks that do not show above the shoe). School all-weather or fleece jacket



**Required
Everyday
Uniforms**

6 th – 8 th Grade	Girls		Boys	
	Warm Weather	Cold Weather	Warm Weather	Cold Weather
	<p>Red or white short sleeve polo shirt</p> <p>Plaid boxpleat skort</p> <p>Braided leather belt (navy or black) Friday's only</p> <p>White cuff socks, tennis socks or knee socks. No "not" socks. (Socks that do not show above the shoe).</p> <p>P.E. Uniform required: Gray t-shirt with school logo and navy gym shorts with school logo.</p>	<p>Red or white long sleeve polo shirts or white turtleneck with navy/red logo sweatshirt</p> <p>Plaid boxpleat skort or navy slacks</p> <p>Braided leather belt (navy or black) Friday's only</p> <p>Navy / white tights or white / navy knee socks. No "not" socks. (Socks that do not show above the shoe).</p> <p>School all-weather or fleece jacket</p>	<p>Blue or white short sleeve polo shirts</p> <p>Khaki pleated shorts or pants</p> <p>Braided leather belt (navy or black)</p> <p>White crew socks, tennis socks. No "not" socks. (Socks that do not show above the shoe).</p> <p>P.E. Uniform required: Gray t-shirt with school logo and navy gym shorts with school logo</p>	<p>Blue long sleeve polo shirts or white turtleneck with navy logo sweatshirt</p> <p>Khaki slacks</p> <p>Braided leather belt (navy or black)</p> <p>White crew socks, tennis socks. No "not" socks. (Socks that do not show above the shoe).</p> <p>School all-weather or fleece jacket</p>



Formal Uniforms

Worn every Thursday for formal chapel and for special assemblies and events as deemed appropriate. Advance notice will be given for events other than the usual Thursday chapel.		
	Girls	Boys
Preschool	NO FORMAL ATTIRE REQUIRED	

	Girls		Boys	
	Warm Weather	Cold Weather	Warm Weather	Cold Weather
K – 2nd Grade	White short-sleeved Peter Pan Blouse with red cross tie Plaid pleated jumper Navy modesty shorts White cuff socks, tennis socks or knee socks. No “not” socks. (Socks that do not show above the shoe).	White Peter Pan blouse with red cross tie or white turtleneck with plaid jumper Navy modesty shorts Red cardigan/v-neck logo sweater or navy/red logo sweatshirt either may be worn over jumper, vests are also available Navy / white tights or white / navy knee socks. No “not” socks. (Socks that do not show above the shoe). School all-weather or fleece jacket	Blue oxford button-down short-sleeve logo shirt Khaki dress shorts or slacks Braided leather belt (navy or black) White crew socks, tennis socks. No “not” socks. (Socks that do not show above the shoe).	Blue oxford button-down long sleeve logo shirt Navy cardigan/v-neck logo sweater or navy school sweatshirt Khaki dress shorts or slacks Braided leather belt (navy or black) White crew socks, tennis socks. No “not” socks. (Socks that do not show above the shoe). School all-weather or fleece jacket.



Formal Uniforms

	Girls		Boys	
	Warm Weather	Cold Weather	Warm Weather	Cold Weather
3rd – 5th Grade	<p>White short-sleeved midly blouse with plaid midly tie</p> <p>Plaid pleated skirt</p> <p>White cuff socks, tennis socks or knee socks. No “not” socks. (Socks that do not show above the shoe).</p>	<p>White short-sleeved midly blouse with plaid midly tie</p> <p>Plaid pleated skirt</p> <p>Red cardigan or v-neck logo sweater or navy sweatshirt</p> <p>White/ navy knee socks, navy tights or leggings. No “not” socks. (Socks that do not show above the shoe).</p> <p>School all-weather fleece jacket</p>	<p>Blue oxford button-down short-sleeved logo shirt</p> <p>Khaki dress shorts or slacks</p> <p>Navy cardigan or v-neck logo sweater or navy sweatshirt</p> <p>Braided leather belt (navy or black)</p> <p>White crew socks, tennis socks. No “not” socks. (Socks that do not show above the shoe).</p>	<p>Blue oxford button-down long sleeve logo shirt</p> <p>Navy cardigan or v-neck logo sweater or navy sweatshirt</p> <p>Khaki dress shorts or slacks</p> <p>Braided leather belt (navy or black)</p> <p>White crew socks, tennis socks. No “not” socks. (Socks that do not show above the shoe).</p> <p>School all-weather or fleece jacket</p>

	Girls		Boys	
	Warm Weather	Cold Weather	Warm Weather	Cold Weather
6th – 8th Grade	<p>White monogram ¾ sleeve blouse with red sailor tie</p> <p>Plaid pleated skirt.</p> <p>White cuff socks, tennis socks or knee socks. No “not” socks. (Socks that do not show above the shoe).</p>	<p>White monogram ¾ sleeve blouse with navy sailor tie</p> <p>Red cardigan or v-neck logo sweater or Navy/red logo sweatshirt</p> <p>Plaid pleated shirt</p> <p>White / navy knee socks or white tights/leggings. No “not” socks. (Socks that do not show above the shoe).</p> <p>School all-weather or fleece jacket</p>	<p>White short sleeve button-down Oxford shirt with Monogram and Tie</p> <p>Khaki dress shorts or slacks</p> <p>Braided leather belt (navy or black)</p> <p>White crew socks, tennis socks. No “not” socks. (Socks that do not show above the shoe).</p>	<p>White long sleeve button-Oxford shirt with Monogram and Tie</p> <p>Navy cardigan or v-neck logo sweater or Navy/red logo sweatshirt</p> <p>Khaki dress shorts or slacks</p> <p>Braided leather belt (navy or black)</p> <p>White crew socks, tennis socks. No “not” socks.</p> <p>School all-weather or fleece jacket</p>



Weather

In the event that inclement weather occurs making it necessary to close school, local television and radio stations will carry the information. Decisions will be made by 6:30 A.M., at the latest.

The Implementation Agreement

Is on the following page with instructions to sign and return to school with your child as soon as possible after reading the important information in the handbook.

Thank you for entrusting the education of your child with us. It is a privilege and great calling to teach and nurture your child.

At BFCS we are dedicated to providing an exemplary education, grounded in faith and focused on the future.



Implementation Agreement

I have read and agree to implement the policies and procedures outlined in this handbook. I also understand that if my child comes to school with any item out of uniform they will receive one warning. Upon a second infraction they will be given a Violation Report. After receiving a Violation Report if the infraction has not been corrected to comply with policy this will constitute the need for a phone call to be made for the student to be picked up from school.

Student's Name

Parent Signature

Dated

Please cut or tear out, sign and return this Implementation Agreement to the Administration Office.