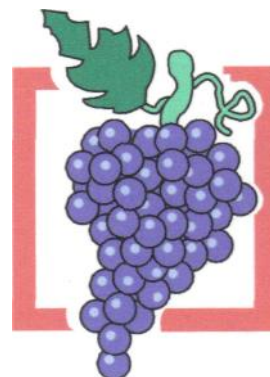


Ben's Ford Christian School

*Sowing Seeds
in Faith...*



*...Bearing
Fruit in
Due Season*

Student Handbook



Ben's Ford Christian School

A Ministry of Ben's Ford Baptist Church

*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 15:5

Pastor Jerry Lynn Martin, D. Div.
Bro. Jimmy Byrd, Pastor's Assistant
Mrs. Sharon McGehee, Administrator
Mrs. Donna Blackwell, Principal

Revised June 2009

Ben's Ford Christian School

59253 Mt. Pleasant Rd.

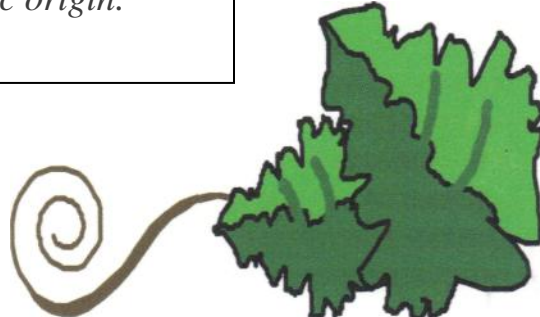
Bogalusa, LA 70427

(985) 735-0387

Fax: (985) 735-0382

www.bensfordchristianschool.com

*Ben's Ford Christian School does
not discriminate on the basis of race,
religion, or ethnic origin.*



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 Christian 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

Education at BFCS is based on the Christian traditional approach in contrast to the humanistic system of education, it is the belief of BFCS that the Christian traditional approach provides students with the best possible programs and methods of study. The staff seeks to impart to each student Christian character development, as well as knowledge and understanding that is in harmony with God's truth in each of the various academic disciplines. The objective of Christian education is to develop the student within a framework of the student's God-given personality, potential, and abilities. Academic knowledge, spiritual understanding, and Christian character are all stressed.

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 must be 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 student is academically equipped, is able to manifest the fruit of the Spirit in his daily life, and is 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 to 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 Slogan: 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, 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 premillennial 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.

B. Bible

Bible study is recognized as having fundamental importance and is a required subject. It is foundational to the study of English, history, geography, and science. 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 teaches and preaches from the King James Version of the Bible and requires that all students, faculty, and chapel speakers use this version.

C. Chapel

Chapel services are scheduled at Ben's Ford Christian School on Wednesday mornings. There is a rotation schedule that is followed which allows some chapel services for elementary students, some for high school students, and some for all grades. During times of revival, students often attend daily chapel services. Attendance at chapel services is mandatory.

Academics

A. Academic Standards

Ben's Ford Christian School strives to impart academic excellence to all students. The school has chosen the A Beka Curriculum as the primary curriculum of the school and has seen excellent results from consistent use of this curriculum. There are some secondary classes that substitute or supplement the A Beka Curriculum, again producing excellent results. As has been stated before, any and all curriculum used will be presented in accordance with the Bible, the absolute source of truth.

B. Accreditation

Ben's Ford Christian School holds state accreditation with the Louisiana State Department of Education.

In addition to state accreditation, we hold accreditation through the Mississippi Private School Association. The Mississippi Private School Association 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 Private School Association is based in Jackson, Mississippi, it is a service agency for a five-state region.

For any member school to keep its membership, specific academic and certification requirements must be met, and all requirements are examined yearly by the Mississippi Private School Association. MPSA serves to encourage all schools toward academic excellence and continued improvement.

C. Achievement Tests

Each year BFCS administers a nationally-normed achievement test. BFCS currently administers the Iowa Test of Basic Skills and the Iowa Test of Educational Development. This test is administered in public schools throughout the state of Louisiana, thus facilitating transfer of students.

These Iowa Tests are administered each spring, usually in late April.

D. Grading Scale

Ben's Ford Christian School uses the following grading scale:

94-100	A
86-93	B
77-85	C
70-76	D
-69	F

E. Report Cards and Progress Reports

Report cards and progress reports serve to notify parents of a student's academic progress. Students receive a report card each nine weeks. An interim report is also sent in the middle of the nine weeks grading period. These reports **MUST** be signed by the parent and returned to the student's home room teacher within three days.

F. Guidelines for Written Work

The Bible exhorts us to "do all things as unto the Lord." It is important, therefore, that the work of our hands be neat, orderly, and reflective of our respect for both God and the authorities that He has placed over us. For these reasons, students at BFCS should follow these guidelines in submitting written work:

1. All written work, unless otherwise instructed, should be submitted in black or blue ink on loose-leaf paper without irrelevant illustrations or doodles. Paper should be of regulation size (8-1/2" x 11") and not torn out of a notebook or binder.
2. Penmanship should be as neat as possible. Students with illegible penmanship may print.
3. Paper should be headed according to BFCS policy (name, date, and assignment in specified location at top of page).
4. Regardless of the subject at hand, teachers are required to mark and count off for run-on, sentence fragments, poor punctuation, misspelled words, incorrect capitalization, or obvious grammatical errors. This applies to all homework, class work, quizzes, tests, and examinations.

G. 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, and a homework grade is averaged into each student's grade. As a general rule, homework is assigned on Mondays, Tuesdays, and Thursdays. Families are encouraged to attend church services on Wednesday evenings and all special services, such as revival; therefore, homework is not typically assigned on these evenings. Homework is also limited on weekends and holidays.

H. Make-up Assignments

It is the responsibility of students in grades 6 through 12 who have missed tests or quizzes because of excused absences to make up those tests or quizzes on the first assigned morning. All makeups are to be completed within a week of the last day of an absence. No makeup quizzes or tests will be taken during any other teacher's class time. Failure to make up a test or quiz may result in the student receiving a zero or dropping a letter grade on that particular test or quiz. Any exceptions to this policy must be approved by the teacher.

Students in grades 6 through 12 who miss tests because they are out for school functions will make up tests at the teacher's discretion.

Tests will be made up at 7:00 A.M. on Tuesdays and Thursdays. A student who arrives to take a makeup test after 7:10 A.M. will not be allowed to take the test, and the resulting grade may be a zero. Testing locations will be posted. Since major tests are assigned in advance, a student who is present on the day of the test will be required to take the test that day, even if he had been absent the previous day. Students are accountable for attaining any work that was missed during an absence.

In grades 4 and 5, students are to check with their teachers the first day back after an absence to set up a date for make up tests or quizzes.

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

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. 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 anytime 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 on another student's login.*
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 stored on diskettes, tapes, or paper from school printers. 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 school administration are allowed to save anything on the hard drive of the computer. Students must either use diskettes that are provided by the school or have their diskettes approved by the teacher. Absolutely no diskette or 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. Students WILL NOT allow others to use their passwords or login identifications. Students should not use any password or login identification that is not their own.
8. In consideration for having access to information contained on it, 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 the information and/or materials.
9. 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, and possible 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.

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 students in grades 1-12 will be required to take an academic admissions test prior to acceptance into the school. In addition, students in grades 7-12 must have a 2.0 GPA at the time of application.
3. All students are required to have a birth certificate, social security number, and immunization record on file.
4. 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. Jr. High and High School Admissions (Grades 7-12)

There will be limited admissions to Ben's Ford Christian School in grades 7-12. Because we are a ministry of Ben's Ford Baptist Church, and seek to encourage young people to grow in grace and the knowledge of Jesus Christ, acceptance into Ben's Ford Christian School will be based on academic achievement, character, space or availability. Admission is not based on race, religion, or ethnic origin.

C. Acceptance on Trial Basis

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

D. Right of Refusal

Ben's Ford Christian School reserves the right to refuse admittance to any student based upon the following reasons:

1. Biblical doctrinal differences
2. Below grade level performance as demonstrated on admissions test
3. Below grade level performance as demonstrated on past school records
4. Suspension, probation, or expulsion from prior schools for disciplinary reasons including but not limited to:
 - blatant defiance of authority
 - possession or use of drugs, alcohol, or tobacco
 - violent or criminal acts
 - possession of weapons of any kind
 - sexual immorality and /or pregnancy
5. Any reason that would hinder students, classes, or school
6. Failure to be approved by the administration and school board

NOTE: Any exceptions to these policies will be made at the discretion of the administration.

Finances

A. Tuition

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 5th of the month.

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.

The Fund Raisers will not be included in your prorated amount. However, we need to know if you will be participating or paying the non-participation fee. (These fees will be due in the month the event is scheduled.)

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. Fund Raisers

To keep BFCS tuition fee at a minimum, three fundraisers are held each year. It is a requirement for all families that attend Ben's Ford Christian School to participate in *all* fundraising programs. Parents are offered the option of paying a designated flat fee in lieu of participation. Specific information on fundraisers can be obtained at the time of registration.

Ball games are also a means of raising funds for BFCS. Because these funds benefit the whole school, all parents are required to work in the concession stand.

C. Transportation

BFCS provides transportation to both the Covington and the Pine areas as a courtesy for our parents. It is a privilege to be able to ride the bus. Yearly transportation costs are listed on the fee sheets. There are no discounts given for part-time riders. All families of bus riders are obligated to pay the full fee.

Due to fuel prices, bus transportation will be adjusted based on present fuel cost which could change monthly.

Students will be given assigned seats on the bus according to the discretion of the driver. No food or drink is allowed on the bus. Misbehavior on school transportation is a safety hazard and will also be treated as a school disciplinary problem. Disregard for these policies is subject to suspension or expulsion from bus privileges.

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 local uniform suppliers are:

School Time
#12 St. Ann St. Suite 3
Mandeville, La. 70448
(985)626-7335
1-800-425-0121

Dunaway's
329 Alabama Ave.
Bogalusa, LA 70427
(985)735-1456

Young Fashions
1300 Perkins Road
Baton Rouge, LA
1-800-824-4154

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.

K3 - 6th grade:

- Girls:
1. White cotton uniform blouse with either Peter Pan or sports collar (*no knit shirts*)
 2. Plaid jumper (*Jumpers must cover the knee*)
 3. White or navy socks (*Crew socks or knee socks required - no ankle socks*)
 4. Appropriate shoes (*Dress shoes, casual shoes, or tennis shoes. Shoes must be totally enclosed*)

- Boys:
1. Light blue polo shirt with eagle emblem
 2. Navy pants - no cargo pants (*Long pants required*)
 3. Navy, black, or brown belt (*Belt required in K-5 - &^h grades*)
 4. Navy, black, or white socks
 5. Appropriate shoes (*Dress shoes, casual shoes, or tennis shoes. Shoes must be totally enclosed*)

7th-12th grade:

- Girls:
1. Plaid skirt (*BFCS uniform skirt required*)
(*Skirts must fully cover the knee.*)
 2. Navy pique knit polo shirt (*Loose fit required*)
(*Shirts have banded sleeves and a white imprint of the school name on the left chest, T-shirts worn under the uniform shirt must be white or navy.*)
 3. Navy or white socks (*Crew socks required.*)
 4. Appropriate shoes (*Dress shoes, casual shoes, or tennis shoes. Shoes must be totally enclosed.*)

- Boys:
1. Medium khaki pants (*BFCS uniform pants required*)
 2. Navy knit polo shirt a *khaki imprint of the school name on the left chest. T-shirts worn under uniform shirt must be white or navy.*)
 3. Navy, black, brown, or khaki belt (*Belt required 7-12*)
 4. Navy, black, white, or khaki socks
 5. Appropriate shoes (*Dress shoes, casual shoes, or tennis shoes. Shoes must be totally enclosed.*)

Winter uniforms:

1. Outdoor winter wear for breaks and recess:
 - Solid navy, BFCS letter jackets, and jackets purchased through the school
2. Classroom winter wear:
 - Solid navy jackets, sweaters, or *monogrammed uniform sweatshirts with or without a hood (available through the school)* Eaglewear sweatshirts & jackets
 - Navy or white turtlenecks may be worn underneath uniform shirts/blouses
 - Navy or white tights, leggings, and/or knee socks **(Sweat pants are not permitted.)**

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.

B. Additional Requirements

Girls:

1. Jewelry
 - only one earring per ear (*located on the bottom of the ear lobe*)
 - only one watch or bracelet per wrist
 - no huge medallions, or gaudy jewelry
 - no body piercing or tattoos

Any enrolled student that gets a tattoo or body piercing will automatically be asked to withdraw from the school.
2. Make-up
 - allowed only in jr. high and high school
 - must be worn conservatively
3. Hair
 - must be neat and well groomed
 - no trendy hairstyles (*no unusual coloring or cuts*)
4. Skirts
 - skirts may not be rolled
 - no long pants are to be worn under skirts
5. Shoes
 - shoes with eyelets must have laces and laces should be tied properly
 - laces must be black, white, navy, brown, or tan

Decisions concerning any questionable area will be made by the administration. All decisions of the administration are final.

Boys:

1. Jewelry
 - no necklaces
 - no ear piercing or body piercing
 - no tattoos

Any enrolled student that gets a tattoo, ear piercing, or body piercing will automatically be asked to withdraw from the school.
2. Hair
 - short haircut required: *(off the collar, above the ears, above the eyebrows)*
Haircuts should be tapered, with no obvious lines appearing due to different hair lengths.
 - no trendy hairstyles (rat tails, bowl cuts, undercuts, shaved areas)
 - no shaved heads
 - no unusual hair coloring
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
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
 - laces must be black, white, navy, brown, or tan

Decisions concerning any questionable area will be made by the administration. All decisions of the administration are final.

C. Dress at School Functions

To encourage orderly and modest dress, BFCS has dress standards for all school functions. The dress standards will 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 slacks are acceptable to wear to sporting events. Tight fitting jeans, tight fitting blouses, and immodest apparel are not appropriate.

Boys: Jeans or slacks and shirts are required for boys. Tank tops, muscle shirts, shorts, and tight fitting pants are prohibited. Jeans with white or light colored labels on the zipper are considered inappropriate and are not permissible. *No inappropriate writing or symbols may adorn clothing.*

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.

Behavior

A. Expectations

All students at Ben's Ford Christian School are expected to honor our Lord at all times, to respect and obey the authorities over them, to show a genuine respect for others, to expend their best effort in all endeavors, and to adhere willingly to all school policies.

B. Basic Restrictions

1. Students are not to leave the school campus at any time without following the proper check-out procedure.
2. Students may not be in vehicles or in the parking lot before, during, or after school.
3. Students may only be in designated break areas during break times. The gym is strictly off limits unless otherwise instructed such as rainy days, special events, etc.
4. Students may not use the school telephones. Only adults can make necessary phone calls.
Parental messages to students will only be relayed during breaks unless there is an emergency.
5. Chewing gum is not allowed on campus. Students will receive an automatic detention for chewing gum on campus. Repeated offenses will merit school suspension.
6. Radios, tape or disc players, comic books, and offensive literature may not be brought to school nor on school trips. **Cellular phones are strictly prohibited.** We are making every effort to protect your children, and we are fighting for their safety. Please help us in this endeavor. Violation will result in confiscation of the phone for 7 days and a fine of \$25.00 for the first offense, confiscation of the phone for one month and a fine of \$50.00 for the second offense, and expulsion from school for the third offense. When **finances are paid, phones will be released to a parent or guardian only.**
7. Public display of affection between students is strictly prohibited. There shall be no physical contact in any form nor any suggestive comments or gestures.
8. Profane or ungodly language is strictly prohibited.
9. Fighting, "rough-housing," and "horseplaying" are strictly prohibited.

C. Major Violations

All of the following behaviors are considered major violations of Ben's Ford Christian School behavior expectations. Swift and immediate discipline shall be administered, including suspension and/or expulsion.

1. Consumption or possession of alcoholic beverages
2. Sale, purchase, possession, or use of illegal drugs
3. Possession or use of any type of tobacco
4. Possession of guns, knives, or weapons of any kind
5. Vandalism or defacing school property (A stiff fine will be assessed.)
6. Sexual immorality and/or pregnancy
7. Continual disrespect or blatant defiance of authority
8. Theft
9. Cheating or dishonesty of any kind, including plagiarism
10. Misuse of internet
11. Fighting

*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. **Decisions concerning any questionable behavior will be made by the BFCS administration. All decisions are final.***

Discipline

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. First offenses for basic violations are to receive verbal correction with a warning.
5. Second offenses are to receive further correction (paddling, detention, suspension, etc.)
6. Major violations will receive swift, immediate, and serious consequences.

B. Corporal Correction

Our total educational program at BFCS is designed to develop both academic and spiritual qualities in each child. We believe it is necessary to follow Scriptural admonition to correct a child when his behavior is in violation of proper or reasonable rules and procedures. When warranted, corporal correction will be exercised, under the following guidelines:

1. The offense will be clearly discussed with the child.
2. A staff member will discuss spiritual applications with the student.
3. A reasonable number of firm strokes, not to exceed three, will be administered with a simple flat paddle by a staff member. In the junior high and high school, the students will only be paddled by a person of the same sex.
4. A staff member will always be present to witness the paddling.
5. After administering the strokes, the staff member will have prayer with the student, assuring him of his/her love.
6. The student will not be physically restrained. If he or she refuses to submit to a paddling, the parents will be asked to come to the school to discuss the matter. If it is believed to be in the best interest of the school, the student must be withdrawn.
7. A written report will be made of the date, offense, and names of correcting staff member and witness. A copy will be sent to the parents for notification and signature.

Upon enrollment in Ben's Ford Christian School, parents are required to sign a corporal correction release.

C. Detention

For basic violations of school policy, students may receive early morning detention. The number of days will be determined by the offense according to the administration. Detention will be served upon designated days of the week. Students with detention must arrive promptly at 7:00 A.M. on the day that detention has been assigned. Late arrivals will be required to serve an additional day. Anyone who misses detention will automatically receive two additional days of detention, to be served consecutively. If a student misses any of the consecutive days of detention, he will not be allowed to return to school on the day of his absence. A student absent due to a missed detention may not be allowed to make up missed work and may be subject to further disciplinary action.

D. Suspension

Students who are suspended will receive either in-school suspension or regular school suspension. Those students receiving in-school suspension must report to school in uniform, as usual, and will work the entire day at school on either academic or manual assignments, at the instruction of the principal or administrator. Students who fail to apply themselves to the assigned task may be required to spend another day in suspension. *Students receiving suspensions will be unable to make up missed class work or tests and will receive zeros in those classes for the day(s) of suspension.*

All suspensions are recorded in the student's cumulative file.

E. Behavioral Probation

Placement on Behavioral Probation indicates recognition of a student's need for special concentration on behavior or attitude. The length of the probation is set by the administration. During this time, the student will meet weekly with the principal and/or administrator for encouragement, planning, and progress reports. Any student who does not successfully address his or her behavior during this time of probation may be asked to withdraw.

*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. **Decisions concerning any questionable behavior will be made by the BFCS administration. All decisions are final.***

F. 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 reasonable 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 search;
4. Purpose of search;
5. Type of search;
6. Reliability of the information used to conduct search;
7. Relative importance of making the search without delay;
8. 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 present of another school personnel, (*a witness*)

A teacher, administrator, or law enforcement officer of the same sex as the student to be searched shall do 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 articulable 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 by a student 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, the results of the search.

G. Drug Screening Policy

Ben's Ford Christian School, in an effort to protect all of our students as well as provide additional incentive for BFCS students to avoid the use of illegal drugs, may test students in grades within the school year on a random basis for cause as determined by the principal. Should the administration receive a report of drug use from a reliable source, the administration will ask the parent to take his/her child for drug testing at the parents expense. Refusal to consent is grounds for dismissal. A confirmed positive drug test will result in the students immediate and permanent dismissal from BFCS. In such event, the parent of said student shall not be entitled to reimbursement of fees or tuition previously paid.

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, learning to win and lose, and Christ-likeness in all we do in life. However, athletics is not our priority at Ben's Ford. We have maintained the policy of "no pass - no play" since we began our athletic program.

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 16th birthday before August 1 of the school year in which they wish to participate. In 7th and 8th grade competition only, no participant shall have reached their 15th birthday before August 1 of the school year in which they wish to participate.
2. PARTICIPATION - Students entering the 7th grade shall have three consecutive years of eligibility in junior high. Any student who repeated the 7th or 8th grade would not be eligible as a 9th grader on the junior high level.
3. ACADEMICS - Eighth (8th) graders must pass for (4) major subjects the previous school year. Ninth (9*) 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.

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 19th 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.

***TRANSFER STUDENTS: A student who transfers from one MPSA school to another MPSA 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 MPSA school unless MPSA grants special permission.

C. Conduct

Students who display unsportsmanlike conduct, bad attitudes toward coaches or teammates, or 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 MPSA and suspension of the school from the MPSA league. We must, therefore, require all parents to conduct themselves in an appropriate manner.

D. Dress Standards

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. Any athlete failing to meet specific dress code standards set by the administration for any game or meet will not be allowed to play.

E. Physical Examination

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

F. Parental Consent

Prior to each year of inter-scholastic athletic participation, a student shall furnish a statement signed by the parents (or other persons with whom the student resides and have legal custody), which grants permission for the student to participate in inter-scholastic athletics and said parental permission statement be recorded and 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 8:00 a.m.
Dismissal is at 2:45 p.m.

B. Attendance

Absences:

Students are required by state law (and MPSA) to attend school daily. These laws and regulations require any student that misses more than 20 days in one school year to repeat that grade (K-8). More than 10 absences per semester in a high school course will result in a loss of credit. *This total of 20 absences includes both excused and unexcused absences.*

Excused absences:

- include sickness, medical appointments, and death in the immediate family.
- require a written request (*including the date and reason for absence*) or phone call from the parent
the day following an absence.

Any other unusual circumstances that would result in an absence may only be approved by the principal prior to the date of absence.

Make up work:

It is the responsibility of students in grades 6 through 12 who have missed tests or quizzes because of excused absences to make up those tests or quizzes on the first assigned morning. All makeups are to be completed within a week of the last day of an absence. No makeup quizzes or tests will be taken during any other teacher's class time. Failure to make up a test or quiz may result in the student receiving a zero or dropping a letter grade on that particular test or quiz. Any exceptions to this policy must be approved by the principal.

Students in grades 6 through 12 who miss tests because they are out for school functions will make up tests at the teacher's discretion.

Tests will be made up at 7:00 A.M. on Tuesdays and Thursdays. A student who arrives to take a makeup test after 7:10 A.M. will not be allowed to take the test, and the resulting grade may be a zero. Testing locations will be posted. Since major tests are assigned in advance, a student who is present on the day of the test will be required to take the test that day, even if he had been absent the previous day. Students are accountable for attaining any work that was missed during an absence.

In grades 4 and 5, students are to check with their teachers the first day back after an absence to set up a date for make up tests or quizzes.

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

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-6 are expected to be in their assigned classrooms by 8:00 A.M. Any elementary student who arrives after 8:00 A.M. will be considered tardy and must be accompanied by an adult to the office to check in. Students with three tardies or less per nine weeks will be admitted to class and will be allowed to make up missed work. After three tardies, the student will not be allowed to make up work and will not be allowed in class until the next subject begins.

7th-12th - Students in grades 7-12 must be in their home room class by 8:00 A.M. Any secondary student who arrives after 8:00 A.M. will not be allowed to interrupt class. If a student arrives to school after a class has begun, he will be requested to remain in the designated area until the next bell rings. He will be counted absent in any class that he misses due to tardiness. Refer to page 17B concerning attendance requirements for promotion.

Note: Excessive tardies will be addressed and disciplinary action will be taken.

Early check-out:

BFCS is aware that situations arise that require students to be checked out early. We strongly urge, however, that this procedure be kept to a minimum. ***If a student in grades 7 through 12 needs to be Checked out during a class, he must check out before a class begins or after the class ends*** (see bell schedule). Parents of elementary students should also 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.

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

Parents must:

- send a *written notice* to school signed by parent or guardian to grant permission for early leave (*Students will not be allowed to call home to request permission for early leave.*)
- call the school just prior to coming to get the child so that the student will be ready with all assignments.
- come into the office and sign the student out.

Parents may not interrupt the classroom. They should come into the office to check out. The secretary will then have the student come to the office.

Please note that no student in grades 7 through 12 will be allowed to check out during the course of a class.

High school students that drive themselves must:

- have parking permit
- have written permission from parents allowing them to check out
- have verbal permission from the principal or administrator
- have each teacher complete the form that verifies assignments required
- sign the checkout book, including time of departure, reason for departure, and person granting permission for leave
- leave the school grounds immediately once he/she has signed out
- allow anyone else to leave with him/her unless permission has been granted from school

If a student must check out during the course of a class, he will be considered absent for that class and may not be able to make up work. **Any student grades 9 through 12 who misses more than ten days per semester in any class is required by Louisiana state law to repeat that course.**

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

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. The visitor will then be issued a "Visitor's Pass" which must be worn in plain view the entire time he/she is on campus. Upon completion of his/her business, the visitor must report back to the office to return his/her Visitor's Pass and sign out. BFCS personnel will not allow any visitors in their classroom who do not have a Visitor's Pass.

- Parents may call the office and 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 call the office and 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 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. Volunteers

Many parents have expressed an interest in volunteering in various areas at BFCS. We are truly thankful for the parental support. However, our insurance will not allow the use of volunteers in the course of a normal school day. We can use volunteers on an as-needed, temporary basis; therefore, any parent or guardian who would like to volunteer may sign up on a list and we will call on you as and if needed, BFCS greatly appreciates the support and love of our parents.

E. Transportation

Drop-Off and Pick-Up Procedures:

Students (PK-K5) are to be dropped off on the east side of the building and will enter through the rear classroom doors. Students (1st-12th) are to be dropped off at the front doors of the school. Elementary students are to report directly to their classrooms. High school students are report directly to the gymnasium. No student may proceed to the locker room until the bell rings.. No student is to be dropped off at school before 7:30 a.m. unless otherwise instructed for detention, make up work, or special events.

School is dismissed at 2:45 p.m. However, since K3, K4, and K5 students complete requirements early and there is such traffic congestion, parents may pick these students up by 2:30 p.m. outside of the classroom doors (east side). At 2:45 p.m., students in 1st and 2nd grade along with their older siblings may be picked up on the east side of the building. All other students are to be picked in front of the school. There are certain procedures that we follow to prevent a line of traffic from building up on the parish road. 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 Principal. 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 designated person. **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.

The following are considered driving/parking guidelines and violations at BFCS:

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.
4. Skipping or cutting of one or more classes and leaving campus is prohibited.
5. Reckless driving is prohibited. This includes spinouts, skidding, cutting into the flow of traffic, loud pipes, no mufflers, etc. The careless, disruptive, or unsafe use of a vehicle on campus is a violation. 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. Students must leave the school grounds as soon as the dismissal bell rings.
7. Inappropriate bumper stickers, wording, or logos will not be allowed on any car on campus.
8. Playing loud music on campus is prohibited.
9. Dangerous materials, weapons, alcoholic beverages, drug paraphernalia, and illegal drugs are NOT to be brought onto the campus. This will result in expulsion. The driver of any vehicle is responsible for any violation of this regulation. Vehicles will be subject to inspection at anytime by school officials, as a specific condition of the student driving privilege.
10. 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.
11. Consistent tardiness to school.

Consequences for Violation of Driving/Parking Policy

Late students will call parents to let them know they were tardy to school and received an unexcused admit to class. Continued tardies will result in detention and/or driving privileges may be revoked.

****Students may also be subject to disciplinary actions such as detention and/or revocation of driving privileges for the remainder of the school year, depending upon the nature of the offense.

Bus Transportation:

Presently, two buses transport children to Ben's Ford Christian School. One comes from the Covington area, and one comes from the Pine area. There is an additional charge for this service and is listed in your schedule of fees. More information may be obtained in the school office for those interested in this service.

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 own good.

If there are court documents that prohibit someone from picking up your child, a copy of that document must be on file in the school office.

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.

G. School Holiday Observances

At the beginning of the school year, each family will receive a school calendar. This calendar will indicate 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. Because these are Christian celebrations, 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. Lunch

Ben's Ford Christian School does have a daily lunch program. At the beginning of the year, parents are notified of the cost of lunches. There are three options for paying lunch money- weekly, monthly, or yearly. 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 other arrangements 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 sent home with the monthly newsletter, and also posted on the web site.
(All elementary children should bring the menu choices and money in an envelope marked with the teacher's name, grade, and amount enclosed.)
- If a child has paid for lunch and decides not to eat, the money will not be refunded.
- Students may not pay by the day for lunch. All lunch counts will be completed on Monday by 8:30 a.m. If a student is absent on Monday, he may pay for lunch for the week on the first day of return.

I. 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.* 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 and has a signed permission slip on file in the office for administering the medication.

CLASS/BELL SCHEDULE

Jr. High/High School Regular Schedule

HR/Period 1	7:55-8:50
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
Period 6	12:45-1:40
Break	1:40-1:55
Period 7	1:55-2:45

Jr. High/High School Chapel Schedule

HR/Period 1	7:55-8:35
Period 2	8:35-9:15
Period 3	9:15-9:50
Break	9:50-10:00
Chapel	10:00-11:00
Period 4	11:00-11:35
Period 5	11:35-12:25
Lunch	12:25-12:45
Period 6	12:45-1:40
Break	1:40-1:55
Period 7	1:55-2:45

Elementary Lunch Schedule

1 st and 2 nd	10:45-11:05
3 rd and 4 th	11:05-11:25
5 th and 6 th	11:25-11:45
K4 and K5	11:45-12:05

Elementary Break Schedule

1 st -3 rd	1:00-1:20
4 th -6 th	1:20-1:40

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

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. 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.
Jude25*