



**BUCKNER FANNING**

SCHOOL AT MISSION SPRINGS

**Student/Parent Handbook**

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Buckner Fanning School at Mission Springs is dedicated to educating children in a non-denominational 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

The school day begins promptly at 8:00 a.m. Arrival time is between 7:45 and 7:55. Tardies are part of school records, so please make every effort to help your child arrive on time. Attendance is taken and opening morning activities begin promptly at 8:00. A student is tardy if he/she is not in class by 8:00. A student is counted absent if not in class by 10:00 a.m. Regular school attendance is a critical factor in a student's success at school. If a student is unable to attend school, the parent should notify the office 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 doctor's note is required with all absences of five or more days. BFSMS schedules holidays throughout the year. They 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. If a student has over 17 absences in a school year, he/she may be required to repeat that grade the following year. Students who are absent should request missed assignments.

## Dismissal

Teachers remain on duty outside for fifteen minutes following dismissal time. All students who are not picked up by 3:30 p.m. will be escorted to After 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 and updated on FACTS. Please do not get out of your car during dismissal.

## Leaving School During the Day

Students who must leave campus during the day for an appointment will be dismissed through the office. Parents must call the office if a child needs to leave and we will have the child come to the office. When you arrive, please call the office and your child will be delivered to you. Please, **do not** go to the classroom to pick up your child.

## Code of Conduct

Admission to BFSMS is a privilege, not a legal or contractual right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

BFSMS expectation is a relationship of mutual cooperation and support between parents, students and BFSMS staff. A positive and supportive attitude between all is critical to ongoing enrollment in BFSMS. Each student and parent agrees to show due respect in interactions with BFSMS staff members and fellow parents. This includes refraining from posting negative (or critical) comments about BFSMS or BFSMS staff member on any public digital forum, including social media, blogs, vlogs, or websites.

Good conduct and courteous manners are expected of all students at BFSMS. Students are expected to be respectful toward other students, adults, and teachers at all times, on or off campus. Bullying, be it physical, or emotional, will not be tolerated. All teachers at BFSMS will utilize Love & Logic and CHAMPS in their classrooms. Children who cannot follow the expected procedures will 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. 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 BFSMS, and another school setting will be sought. Please refer to [www.bfsms.org](http://www.bfsms.org) website for The Two Rules of Love and Logic.

## Parental Involvement and On Campus Visits

The next best thing to being a student at BFSMS is to be involved as a volunteer. We love for parents to actively participate in the school. From joining your child at lunch, to helping assist in the classroom, to serving on the PTC Board, to decorating for the holidays, volunteering at BFSMS is a great way to further your partnership with the school. To learn more about how to get involved with the PTC visit: [bucknerfanningmissionsprings.com/ptc](http://bucknerfanningmissionsprings.com/ptc). **Parents must check into the office for a nametag before participating on campus.**

## Birthdays

Every student's birthday at BFSMS 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. Parents may provide treats during a special snack time in the classroom, please. Please consult your teacher beforehand, and please remember the "celebration" should 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.**

## Chapel

The Buckner Fanning School at Mission Springs is a Christian School rooted in helping our students learn about and experience the unconditional love of God. Chapel time on Mondays and Fridays is an important part of our curriculum.

## Curriculum

Teachers use an interdisciplinary approach and provide a wide variety of experiences to enrich the learning environment. The 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. STEAM, Singapore Math, and Stemscope Science are also an important part of the curriculum.

## Field Trips

Field trips will be scheduled throughout the year to enrich and extend the curriculum. An entrance fee may be required. BFSMS does not have a school bus at this time. Parents will be notified prior to all field trips and informed of the fee involved for chartering the bus. Parent drivers must have a current

copy of their auto insurance card and driver's license on file in the school office prior to the scheduled field trip. **Siblings or other children not enrolled at the school cannot attend school field trips.**

## Medications

BFSMS will administer prescription or non-prescription medication **only** if it is in the proper and original prescribed 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. 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. Please, **do not** send medication of any kind with students. BFSMS cannot accept medications that are improperly packaged, such as aspirin or cough drops stored in an envelope, plastic bag, etc.

## Cell Phones and Technology

Students who bring cell phones or smart watches to school must keep them turned off and, in their backpacks, while on campus. Should your child disregard this policy, the phone or watch will be taken to the office for the parent to retrieve. Students are not allowed to take pictures or videos on campus with phones or cameras without permission from the administration.

## Lunch

Hot lunch will be served or a student may bring lunch from home. All students will eat outside on nice weather days and in the cafeteria on other days. Parents are allowed to have lunch with their child.

## Messages for Students

If parents must deliver important information to a student during the day, the parent should call the school office at (210) 721-4700 before 2:30 p.m. Please, do not call your child's cell phone. The office will make every effort to get emergency messages to your child's teacher as soon as possible. If a parent must deliver books, clothing or lunch boxes, come to the school office and one of our staff will deliver the item to the classroom.

## Conferences

Parent-Teacher conferences will be held mid semester in the fall, as well as any other time that is deemed necessary by either parent or teacher. 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. Communication from each classroom teacher is handled according to the teacher's preference. 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 for any student with a failing grade. Parents are encouraged to check grades regularly through the website.

## School Communication

Most school communication takes place via email. Watch for the weekly Friday email with important updates and calendar events. Teachers will communicate by email and through text via the Remind App.

## Standardized Testing

Students in grades 1st-5th are administered the Stanford 10 Achievement Test and the Otis-Lennon Student Ability Test. Standardized testing week is scheduled in April. Please make sure your child is present during testing week. Make-up days during the same week the test is administered will be scheduled for students who are ill or miss the test.

## Lost and Found

Items that are found on the campus and not marked with student'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 outerwear should be labeled.

## Physical Education

P.E. is an integral part of BFSMS. A written excuse is required in order for your child to be excused from participation. If your child is excused from P.E., he/she will also be kept in from recess.

## Uniform Dress Code

Students are required to wear uniforms Monday - Thursday and a Spirit Shirt on Friday. Land's End and Dennis Uniform provide our school uniforms. Tennis shoes can be **any** brand as long as they're black or white (black or white shoe laces only). Spirit shirts are available at our school office after the beginning of the school year. Students wear their Spirit Shirts on Fridays with plain denim jeans or shorts with the black/navy belt and their choice of athletic tennis shoes. Backpacks should be **solid** colored (**no** designs/**no** caricatures) with your child's name, initials, monogram or luggage tag. The school logo is optional, but **not** required. **Lunch boxes** can be any color or design (ex. butterflies, flowers, camo, airplanes, etc., but **no skulls, nor scary** characters /no caricatures). They do not have to be monogrammed, but they must be marked with the student's name. Visit the [School Uniform](#) page for a list of examples and details on how to order.

### Girls

Hairstyles will be neat, clean, and conservative with bangs worn no lower than the eyebrows. Natural hair color only and only hair accessories that match school colors or plaid are permitted. Any extremes in hair length, style or color will not be accepted. Earrings will be stud and post only. Multiple necklaces and/or bracelets are not acceptable. No tattoos, temporary tattoos, or other piercings are permitted. Wristwatches without sound effects may be worn. Skirts, skorts and shorts including Friday jean shorts need to be fingertip length.

Girls must wear all white tennis sneakers or white/blue Saddle Oxfords. These can be found on Amazon.com, Striderite.com and various department stores.

### Boys

Hairstyles will be neat, clean and conservative, with an overall length of no more than three inches. Hair shall not touch the collar nor hang below the eyebrows or midpoint of the ears. Natural hair color only. Any extremes in hair length, style or color will not be accepted. No tattoos, temporary tattoos, nor piercings allowed. Wristwatches without sound effects may be worn. A cross or other Christian necklace may be worn by boys. No other jewelry will be permitted.

Boys must wear all white or all black tennis sneakers. These can be found on Amazon.com, Striderite.com and various department stores.