

# **Parent/Student Handbook 2015-2016**

## **Banner Christian School**

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### **Hours of Operation**

7:30 a.m. – 3:30 p.m.

### **School Hours**

7:55 a.m. – 2:50 p.m.

Dear Parents and Students:

It is my privilege to welcome you to Banner Christian School, where Christ is first and education is second to none! While Biblically, it is the responsibility of parents to rear their children, Banner desires to partner with parents in the education process. This partnership provides each student with a harmony between the home and school.

Jesus said, “When a student is fully trained, he will be like his teacher” (Luke 6:40). Teachers are the foundation for any good school. They serve as role models for the students. The Lord has blessed Banner with teachers who are gifted, credentialed, experienced, and committed to the academic, emotional, physical, social, and spiritual well-being of each student. I have enjoyed seeing this lived out in my own family as I have both of my children attending Banner.

In the following pages of this handbook, you will find the policies and procedures in which Banner operates. It is our desire to have these policies and procedures to maintain a learning environment, which develops the whole child. I thank you in advance for the opportunity to partner with you and for your support as we watch our children grow in the love and admonition of the Lord.

Blessings,

Dr. Thomas Burkett, Head of School

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## **Introduction**

Welcome to Banner Christian School! As a Christ-centered, college-preparatory school, Banner Christian School's desire is to partner with Christian parents in teaching and training young people to have a mature faith in Jesus Christ, a love for learning, the tools to lead and the desire to serve. This Handbook contains the policies and guidelines that will guide our partnership. These policies are not intended to be restrictive and legalistic, but rather liberating and enlightening. It is the purpose of Banner Christian School, that by reading, understanding and following the policies of this handbook, we will form a supportive community of faith with a common purpose; to develop and educate the whole student to the glory of God.

## **School Background**

**School Verse:** "For I know the plans I have for you," says the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29:11

**Colors:** Navy Blue, Green, and White

**Mascot:** Bearcats

**Accreditation:** Association of Christian Schools International (ACSI)  
Southern Association of Colleges and Schools (SACS)

## **School History**

The idea for a board-run, non-denominational Christian school in the Richmond Metropolitan Area was conceived in the fall of 2002. This idea stemmed from the need to offer Christian families an alternative to church-run Christian schools. Interviewing Christian educators and parents in the geographic area confirmed the need for such a school, and on November 1, 2002, several families felt the Lord's calling to take a step of faith and make the vision a reality. Thus was born Banner Christian School, Inc., which officially formed on November 18, 2002. Many months of preparation culminated on August 25, 2003, when Banner Christian School opened its doors to 67 wonderful students.

## **Mission Statement**

Banner Christian School is a K-12 program that is consistent with the Word of God. Considering paramount every child's academic, emotional, physical, social and spiritual needs, Banner Christian School is dedicated to developing and educating the whole person to the glory of God.

## **Administrative Discretion**

The intent of this handbook is to give general overall guidelines for students and parents. Sometimes new situations will occur or circumstances may arise not specifically covered in this handbook. The administration reserves the right to exercise its discretion in responding to these new situations.

## **Philosophy of Ministry**

### **Statement of Faith**

The general nature and object of Banner Christian School shall be:

To conduct an institution or institutions of learning for the general education of youth in the essentials of culture and its arts and science, giving special emphasis to the Christian faith and the ethic revealed in the Holy Scripture;

To prepare young people academically and spiritually to contribute to society; and

To affirm and teach the divine inspiration of the entire Bible, the creation of man by the direct act of God, the incarnation and virgin birth of our Lord and Savior Jesus Christ, His identification as the Son of God, His vicarious atonement for our sins by the shedding of His blood on the cross, the resurrection of His body from the tomb, His power to save mankind from sin, the new birth through the regeneration by the Holy Spirit, the gift of eternal life by the grace of God, the second coming of our Lord, the resurrection of the living and the dead, and the final judgment of all mankind.

### **Core Values**

The core values of Banner Christian School are identified in four areas: Discipleship, Scholarship, Stewardship, and Fellowship.

#### **Discipleship**

Banner Christian School is a discipleship school. Our desire is to serve Christian families by providing them an opportunity to train their children to think biblically and gain a solid foundation in Truth.

1. Banner strives to lead each student into a personal, actively growing relationship with the Lord Jesus Christ.
2. A biblical philosophy of education is foundational to all policies and procedures.
3. Christian administrators and faculty model Christian teaching and leading.
4. Banner students will be taught to process information through a biblical world-view.
5. Banner offers Christian families the opportunity to nurture and discipline their children for lives of service to God and society.

### **Scholarship**

Banner is an academic institution designed to educate children with excellence. Every teacher at Banner is a professing Christian who holds at least a bachelor's degree and necessary credentials as approved by ACSI.

1. The Scripture is revered as the Word of God and is taught as Truth.
2. Instructors are committed to the integration of faith and high academic standards in all disciplines.
3. The teaching of the Bible as a core subject is essential to the complete academic curriculum.

### **Stewardship**

At Banner, we believe it is important to be good stewards of the resources with which God has blessed us. It is necessary to have a strong development plan that is shared with the community to map our vision for the school.

1. The use of time, talent, and resources are to be directed by principles mandated in the Word of God.
2. Banner believes that practicing good citizenship is part of modeling Christ-likeness.
3. Banner consistently evaluates and assesses for improvement.
4. Three and five year plans are revised periodically to ensure the vitality of Banner for years to come.

### **Fellowship**

Interaction with God's people helps promote unity and purpose within a Christian school.

1. Banner is a parent-friendly school, encouraging parents and others to become involved.
2. Parents are invited to volunteer at the school in many capacities and are encouraged to join in our daily praise and worship time and to attend our Christian Life Center presentations.
3. The school community (the Board of Trustees, administration, faculty, students, and parents) seeks to treat one another, and the larger community, with love, justice, humility, and service.
4. The teaching/learning process reflects a Christ-like sensitivity, relevant to a diverse school community.
5. Banner business development, marketing, personnel, and governmental relations will remain thoroughly Christian.

## **Admissions**

Banner Christian School is a discipleship school serving evangelical Christian families. Banner therefore reserves the right to refuse admission to students or families who do not adhere to the Banner Christian School Philosophy of Ministry. Because Banner Christian School is an evangelical Christian school, cult practice or membership, non-evangelical practice or membership, and lifestyle are some of the criteria that can be used in determining admission.

## Age Requirement

Students entering Kindergarten must be five (5) years old on or before September 30<sup>th</sup> of the current school year. Students entering 1<sup>st</sup> grade must be six (6) years old on or before September 30<sup>th</sup> of the current school year or have successfully completed an acceptable Kindergarten program.

## Procedure for Enrollment

### To gain admission to Banner Christian School:

1. Applicants must complete and submit the Banner Christian School on-line application form available at [bannerchristian.org](http://bannerchristian.org). In addition, applicants must submit a teacher recommendation, a record release form, and a pastor's questionnaire to the appropriate recipients. Applicants for kindergarten and first grade are required to take a readiness test. Students applying for grades 2-12 may or may not require testing. Report cards and results of national standardized tests taken within the last 12 months are reviewed and considered. If no such testing records are available, or if additional testing is necessary, the applicant will be notified. The testing fee is \$50.00 and is payable at the time of testing. **Students must achieve a composite stanine score of at least five to qualify for admission.** The testing fee is refundable if the applicant is not accepted.
2. The applicant and his/her parent(s) are required to interview with the principal after all paperwork is received.
3. Acceptance of the applicant is based on the overall review of test results, transcripts, teacher recommendation, pastor questionnaire and interview, and is at the sole discretion of Banner Christian School.
4. Prior to final enrollment, parents must provide a copy of each student's birth certificate and an up-to-date immunization record.

## **Nondiscriminatory Policy**

Banner Christian School admits students of any race, color, birth gender and national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. Banner Christian School does not discriminate on the basis of race, color, birth gender, or national/ethnic origin in administering its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered policies. The nondiscriminatory policy of Banner Christian School also includes the hiring of faculty or administrative staff. Banner Christian School makes no distinction concerning an individual's race or ethnic background because we acknowledge that there can be no preferential treatment with God (Romans 2:11). We are bound to extend our ministry to all we can reach if we carry out our Lord's Great Commission (Matthew 28:18-20).

Banner Christian School has full authority for the proper grade/class placement of enrolled students and reserves full authority to dismiss any student who has submitted false or misleading information, does not adhere to the standard of conduct or does not comply with prescribed academic achievement levels.

As a Christian school, Banner Christian School emphasizes the need for a personal commitment to Jesus Christ. Accordingly, students and their families are encouraged to be faithful attendees of a local Christian church.

A student may not be enrolled or re-enrolled at Banner Christian School if they have been retained for more than one grade (year).

**A student, who is not academically or behaviorally eligible to return to his or her current school, may not enroll or re-enroll at Banner.**

### **Admission and Placement Testing for New Students**

To accurately assess a student's academic strengths and weaknesses and to ensure proper placement, it is essential that we have a standard achievement test score for each Banner Christian School student. Students, prior to admission in grades two through twelve, are required, if they do not have a recent standardized test score, to take the Otis-Lennon School Ability Test (OLSAT). Students must achieve a stanine score of at least five to be considered for admission to Banner Christian School. Kindergarten and first grade students take a Gesell assessment to assure that the student is ready for school.

### **Uses of Standardized Test Scores**

1. To chart yearly progress of the individual student and the class and/or grade
2. To evaluate curriculum strengths and weaknesses
3. For promotion recommendations to the middle and upper schools
4. To aid in math placement
5. To aid in determining placement in advanced placement classes at the upper school level



## Re-enrollment

Re-enrollment of current students begins in January of the preceding academic year. The on-line application is available at [bannerchristian.org](http://bannerchristian.org). Currently enrolled students in good academic, behavioral, and financial standing are given preferred placement status. Enrollment is open to the public near the end of February for all grade levels. Re-enrollment is not officially complete, nor a place reserved for any student unless the necessary registration fees have been paid, a contract has been signed and submitted to the office, and the administration has made final approval. **Signing of a contract obligates the parent to payment of tuition for the semester, regardless of whether the student physically attends Banner Christian School.**

### Re-entry of Previously Enrolled Students

The following factors are required to determine eligibility for readmission:

- Formal application must be completed, and once accepted, all necessary fees must be paid.
- There must be no evidence of disciplinary problems during the interim of non-attendance.
- The student must be working on grade level.

### Financial Responsibility

Enrollment in the FACTS Management Company is required. Families whose students are accepted for enrollment after July 1 must enroll with the FACTS Management Company within 7 days of acceptance.

Tuition may be paid annually, quarterly or monthly. Tuition and fees paid annually are due by July 1<sup>st</sup>. FACTS monthly payment plans include a choice of: quarterly payments (due August 1<sup>st</sup>, November 1<sup>st</sup> and February 1<sup>st</sup>), ten monthly payments (August-May), or twelve monthly payments (July-June).

All accounts must be current to receive report cards, transcripts or be eligible for re-enrollment. Students with monthly accounts that are 60 days in arrears are subject to suspension. Student records, report cards and transcripts will be held if financial account is not in good standing. **Signing of a contract obligates the parent to payment of tuition for the first semester, regardless of whether the student physically attends Banner Christian School. One day's attendance during second semester obligates the parent to payment of tuition for the semester.**

## **After-School Care**

After-school care is available. The hours of operation are 3:00 p.m. – 6:00 p.m. Monday through Friday. The following procedures are used:

1. If a student is not picked up at dismissal time, he/she will be signed into the after-school care center.
2. The cost of this service of \$5 per hour or any part thereof, will be added to the student's account.
3. Payments for after-care are made on a monthly basis upon receipt of the aftercare bill posted on RenWeb.
4. The service closes at 6:00 p.m. Any student remaining after closing will be charged \$1.00 per minute.
5. Organized planned activities and an afternoon snack are a part of the student's program.
6. Non-payment of the bill will result in suspension of services until the account is paid.
7. Students are supervised while on school property.
8. After-school care, normally available to all Banner Christian School students, may be suspended for any student who cannot or will not conform to the requirements of group care.
9. After-school care **will be** available on days that are designated "half-days" on the school calendar at an additional fee. However, after-care is not available on days that school is not in session. In the event of early dismissal, due to inclement weather, there will be no after-school care.

### **Middle/Upper School**

After 3:10 p.m. Middle/Upper School students remaining on campus and not involved in after-school activities are automatically assigned to after-school care. The prevailing rates and times are applicable.

## **Academic Section Student Records**

### **Report Cards**

Midterm progress reports and end-of-quarter reports will be sent home with students for parents to review, sign and return within two (2) school days. Failure to return signed mid-terms or report cards within a timely manner will result in disciplinary action. End-of-the-year report cards will be mailed.

### **Withdrawal**

Withdrawals from school must be made through the administrative office. A student is not officially withdrawn from Banner until the withdrawal documents have been completed. **Tuition must be paid through the entire semester in which the student withdraws.**

### **Parent and Student Access**

Parents and eligible students have the right to inspect and review the student's educational record.

### **Release of Records**

Student records will be provided upon written parental consent if the student's financial account is in good standing. Student records will be mailed in the summer for students who are transferring to another school at the end of the school year. After the Record Release Form has been received by the office, it may take up to five (5) business days for the records to be available for pick-up or mailing.

### **Transcript Requests**

Banner Christian School provides transcripts free of charge for the first year after graduation. Thereafter a \$5.00 handling fee is assessed. Current student transcripts are provided free of charge with a written request. The office may require up to five (5) business days for mailing transcripts.

### **Updating Student and Parent Information**

Parents are to keep the school office informed of and update all current, pertinent information on Renweb, including home address, phone number, emergency contact phone numbers, parents' employment, and work phone numbers. Medical information and approved persons to pick up your child need to be kept up-to-date. Failure to provide accurate or current information is a serious infraction due to possible safety issues.

## Daily Schedule

Praise and worship for K-12 is held daily at the beginning of the school day (7:55 AM).

### Lower School

- Lunch for K – 2<sup>nd</sup> grade is held between 12:25-12:55, 3<sup>rd</sup> grade – 5<sup>th</sup> grade is held between 12:35-1:05. Please contact school office for Wednesday lunch schedule.
- Resource classes include art, computer, drama, library, music, physical education, and Spanish.
- Snack time is given daily.

### Middle/Upper School

7:55–8:12	Praise and Worship
8:16-9:06	First Period
9:10–9:59	Second Period
10:03-10:52	Third Period
10:56-11:45	Fourth Period
11:45-12:12	Lunch
12:16-1:05	Fifth Period
1:09-1:57	Sixth Period
2:01-2:50	Seventh Period

Parents are responsible for the student's safe arrival at the school. Students should not arrive on campus prior to 7:30 a.m. Upon arrival all students are to drop off their belongings in their classroom and immediately proceed to the worship center for Praise and Worship time.

## Advanced Placement Courses

Advanced Placement courses are designed by the College Board to establish a standard curriculum for all schools offering them. Students enrolled in advanced placement courses must agree to pay for their textbooks and must agree to meet for Saturday or afternoon enrichment classes as needed. Those students choosing to take the College Board Advanced Placement Exam must also pay all exam fees. Students who score high enough on the Advanced Placement examination may be granted college credit by the college or university they plan to attend. Advanced Placement eligibility is determined by grades in previous related courses, scores on standardized tests, and teacher recommendation. Placement in an AP course is not based on a teacher or parent request, but on the eligibility criteria. Students who meet the criteria for AP courses will be invited to enroll.

## **Student Schedules**

### **Middle School**

All 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students take seven classes including English, Bible, math, science, social studies, physical education, and elective classes.

### **Upper School**

All 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade students must be enrolled in at least six classes. Seniors must be enrolled in at least three core courses. Seniors are permitted to take college courses with prior approval from the Principal.

### **Add/Drop Period/Schedule Changes**

The add/drop period ends on the Friday of the third week of the academic year. (Students who transfer into school mid-year are allowed a three week period from their first day of class.) The student must submit a schedule change request form with the required signatures to the Guidance office. The signatures indicate approval from parent(s), administration, guidance and teachers of the courses being added or dropped. The form may be obtained from the Guidance office.

Decisions regarding schedule changes are based on class size, appropriateness of the course, and graduation requirements.

### **Withdrawal Period**

After the add/drop period, a student wishing to make a schedule change must submit a withdrawal request form with the required signatures to Guidance. On the student's transcript, the course will be marked either W/P (withdraw passing) or W/F (withdraw failing). In either case, the student receives an "F" for the course, and the grade is calculated in the overall GPA. The student may re-take the course; the new grade will replace the former one; however, the transcript will still reflect that the student withdrew from the course initially.

## **Field Trips**

Field trips are designed as part of the curriculum, therefore all students are expected to attend all field trips. If, for some reason, a student cannot participate in a field trip, the teacher will assign an alternate project that approximates the time and learning required for the field trip. School uniforms are required for most field trips. For girls: a plaid jumper or skirt, white blouse or polo, and navy or white socks. For boys: navy pants or shorts, white shirt, navy or white socks. Exceptions to the uniform for field trips must be approved by the administration. Students with medications for life-threatening conditions, who are attending a field trip, require a parent or MAT-trained employee to also attend.

The teacher(s) are responsible for appointing the official chaperones that are needed to assist with supervision of the class and who may ride on the bus or other Banner-provided transportation. Other parents may attend the field trip, but need to find their own transportation. Younger siblings of students are not permitted to accompany chaperones on field trips, with the exception of end of the year celebrations.

## Textbooks

Textbooks are rented by the student at the beginning of the year. This rental fee is included in tuition. **Non-consumable textbooks must be covered at all times.** Textbooks must be returned at the end of the year without excessive wear. Textbooks returned in unacceptable conditions will be subject to replacement cost by the student. **Writing in textbooks is not permitted.** Advanced Placement courses require the purchase of textbooks.

## Personal Computer Use at School

No personal computers will be allowed at Banner Christian School without administrative permission.

## Class Work and Homework

### Make-up Work

After an excused absence, the student is given an opportunity to complete missed work. The lower school teachers arrange for the student to make-up any missed tests, quizzes, or homework. **Middle and upper school students are responsible for arranging with the teacher any missed tests, quizzes, or homework.** A general rule is that a student will be given two days to make up every one day's absence. The exception occurs when a student misses only the day of the quiz, project or test, he/she is expected to make it up on the day he/she returns. **Unexcused absences result in zeros for all missed work (including tests or major assignments).**

Students with a preapproved absence for a family outing or vacation must get assignments prior to leaving. Students are to be prepared to turn in all missed work the day he/she returns. Students should submit any major project or report due during their absence **before** leaving. All missed tests should be coordinated with individual teachers and made up at the discretion of the teacher's schedule. It is the responsibility of the student to go to each teacher to determine make-up times. The general rule of thumb of two days for each absent day **does not** apply to pre-approved absences. (also see exam policy on page 16)

## Lower School

### Graded Work

Students in grades K-5 bring a folder home each week with the previous week's tests, quizzes, and class work. K-2<sup>nd</sup> grade parents are to review the work, sign and return the folder to school. 3-5<sup>th</sup> grade parents are to review work, sign folder, and return all quizzes and tests in the folder.

### Homework

Homework completion is monitored. Teachers may choose to grade homework. Homework consistently done well and turned in on time will improve the student's overall average. Likewise, students not completing homework assignments should expect to see learning and grades affected. Lower school parents can check homework pads and Renweb for all assigned work. Kindergarten-second grade students should expect a maximum of 30 minutes or less per night and third-fifth grade students should expect a maximum of 60 minutes or less per night of homework. **This does not include daily reading time.**

## Middle/Upper School

### Homework

In addition to regularly assigned homework, any student that is not mastering the course material should engage in additional independent study at home. Homework assignments are designed to reinforce material covered in class or to introduce new material and should be sufficient reinforcement for the average student. Students not completing homework assignments should expect to see learning and grades affected. Middle School students should expect 90 minutes or less per night and Upper School students should expect an average of 20 minutes per class, per night. Honor and AP courses may require additional study time.

## Grading Scale

A serious attempt is always made to provide parents and students some evaluation of students' progress that is meaningful and consistent. Students' grades may include test scores, quiz scores, homework, notebook checks, labs, projects, reports, term papers and classroom participation. All grades will be posted on RenWeb.

The grading system, as reflected in each nine-week report card is as follows:

### K-2<sup>nd</sup> Grade

(E)xcellent	90-100
(S)atisfactory	80-89
(P)rogressing	70-79
(N)eeds Improvement	0-69

### 3<sup>rd</sup> – 12<sup>th</sup> Grades

A	93-100
B	85-92
C	77-84
D	70-76
F	0-69

Letter grades of students transferring to Banner Christian School are converted to numerical grades, based on the scale of the previous school. If no numerical scale is available, the Banner numerical scale is used.

## **Progress Reports and Testing**

All students receive progress reports at mid-term of each grading period. Please check BC News for exact dates as to when progress reports are distributed. Progress reports are to be signed by a parent or legal guardian and returned within two days. Demerits will be given for non-compliance.

### **Report Cards**

Report cards are sent home with the student at the end of each nine weeks with the exception of the 4<sup>th</sup> nine weeks report cards which are mailed home following the end of the school year. First, second, and third quarter report cards are to be signed by a parent or legal guardian and returned within two days. Demerits will be given for non-compliance.

### **Standardized Testing**

All students in grades K – 11 are required to take the Terra Nova 3 achievement test. The Primary Test of Cognitive Skills, in grades K-1<sup>st</sup> Grade, and the In-View, in grades 2-11, are given in addition to the Terra Nova 3. Seniors have the opportunity to go on Banner's senior trip during standardized testing time.

### **Mid-term/Semester Exams**

Mid-term and semester exams are not to be taken early. Only in extreme circumstances outside the control of the family will exams be offered early. Due to the added work requirement on faculty there will be a charge of \$50, for each exam that is taken early.



## **Physical Education**

### **Lower School**

All lower school students are assigned class time in physical education. It is Banner's policy that if the temperature is 35 degrees or above, at the teacher's discretion, LS students may go outside. If a student is physically unable to participate, a signed excuse is to be written by the parent and given to the P.E. teacher. This excuse should be dated and state the reason the child cannot participate, as well as the length of time the student will be unable to participate in class. If there is a long-term medical condition that prohibits the student's participation in physical activities, the parent must provide a signed excuse from the student's physician.

### **Middle and Upper School**

In the middle and upper school, P.E. uniforms are required for all students. P.E. uniforms consist of a P.E. shirt and P.E. shorts. Students desiring to wear sweatpants or sweatshirts may do so, as long as they are Banner issued and purchased through Flynn-O'Hara Uniform or the Banner Christian School Athletic Department. It is Banner's policy that if the temperature is 32 degrees or above, at the teacher's discretion, MS/US students may go outside. If a student is unable to participate due to an injury or illness, a signed excuse is to be written by the parent and given to the P.E. teacher. Non-participation for more than one (1) day will require a note from a physician.

## **Problem Resolution**

Problems are usually solved with a simple email or telephone call. The following procedure should be used in handling a problem or concern:

- First, email or call the teacher or person directly involved.
- If the problem is not resolved, email or call the grade-level Principal.
- If the problem is still not resolved, email or call the Head of School.
- As a final option, if resolution cannot be obtained at the administrative level, parents may submit in writing their grievance to the Board of Trustees. The Board of Trustees has the option to review or return the matter to the Head of School.

Please invoke the Matthew 18 principle; we want to be part of the solution, not part of the problem.

## **Contacting Teachers**

### **Teachers should not be contacted at home.**

Parents are requested to contact the teacher through the school office. A teacher's time is limited during the school day, but he/she will attempt return a phone call or send a note within 24 hours. Each teacher also has an e-mail account. Their e-mail addresses are listed at [www.bannerchristian.org](http://www.bannerchristian.org) on the "Staff Directory" page.

## **Parent/Teacher Conferences**

Parent orientation and conferences promote a good understanding between students, parents, the faculty and administration of the school. Every parent is encouraged to participate in these informative and helpful sessions. These conferences are held at the end of the first grading period. At this conference, the parent will be advised on the progress of the student. Additional parent/teacher conferences may be scheduled as needed.

## **Academic Probation**

**All new students enter Banner on a nine-week probationary period. This permits the student, parent and school to assess the success of the student's placement at Banner Christian School. This initial probation does not prohibit participation in extra-curricular activities.**

Academic probation is defined as the student receiving below a 2.0 GPA during a nine-week grading period once enrolled at Banner Christian School. A student placed on academic probation, and his parents, will be advised of his status. Once a student has been placed on academic probation, a meeting is held between an administrator, parents and student. A **Performance Improvement Plan** is put in place to outline the academic guidelines that the student is expected to maintain. Weekly academic updates by teachers are monitored by the administration. Students who remain on academic probation for one full semester will be reviewed by administration, and may be subject to dismissal. **Eligibility for the following year's extra-curricular activities will be determined by the grades during the 4<sup>th</sup> quarter of the previous year.**

## **Promotion/Retention Promotion Requirements**

### **Lower School**

K5-5<sup>th</sup> grade students **must pass all major subjects** (math, reading, English, phonics) for the year, in order to be promoted to the next grade. Kindergarten students must be reading in order to be promoted to the 1<sup>st</sup> grade. Banner Christian School reserves the right to make the final decision regarding a student's promotion, retention or summer school needs.

### **Middle/Upper School**

A student must pass at least five of his/her attempted courses for the year, including math and English in order to be promoted to the next grade. A student failing either math or English for the year must attend a summer school approved by Banner Christian School. A student failing both math and English must repeat the grade at Banner Christian School or he/she may not return. A student failing any three subjects may not return to Banner Christian School.

### **Upper School Promotion Criteria**

9 <sup>th</sup> to 10 <sup>th</sup> grade	A student must have earned a total of 6 credits prior to the start of the 10 <sup>th</sup> grade year and be on track with other graduation requirements.
10 <sup>th</sup> to 11 <sup>th</sup> grade	A student must have earned a total of 12 credits prior to the start of the 11 <sup>th</sup> grade year and be on track with other graduation requirements.
11 <sup>th</sup> to 12 <sup>th</sup> grade	A student must have earned a total of 18 credits prior to the start of the 12 <sup>th</sup> grade year and be on track with other graduation requirements.

A "credit" is defined as a completed unit of study of high school level material. Transfer credits must meet this same standard.

### **Summer School**

Students are required to stay on grade level in math and English in the middle/upper school and math and reading in the lower school. A student who is not on grade level will be required to attend summer school. Summer school placement must be approved by the administration.

**Banner Christian School reserves the right to make the final decision regarding a student's promotion, retention or summer school needs.**

## **Additional Courses Taken Outside of Banner Christian School**

In certain situations, students, while enrolled at Banner, may receive credit for a course via an accredited home school program, summer school, or college.

The process includes the following:

1. The parent/guardian of the student should make the request for credit to the administration in writing.
2. The request should include the reason for taking the course.
3. Reasons include: the course is not offered at Banner; scheduling conflicts prohibit the student from taking the course prior to graduation.
4. The request should identify the course title, accredited institution, and the start/end date of the course.

The student should receive written notification of approval from the administration before beginning. The parent/guardian should submit a transcript at the completion of the course. For graduating seniors, the transcript must be submitted at least one week prior to graduation in order to be eligible to receive their diploma. Please note for the homeschool option: If the work is not done through an accredited homeschool program, then the parent must provide documentation of unit test scores, special project grades, and a log of instructional hours. In this case, high school credit will be awarded on a pass/fail basis and is subject to final approval from the administration. Approval may be dependent upon independent verification of mastery of the subject.

**Grades and credits for any course taken outside of Banner will not be included in the calculation of GPA or class rank at Banner.**

## **Math Placement**

Placement in math courses for the following school year will be determined based on the following guidelines and with administrative approval:

1. The current teacher must make a recommendation.
2. A student must have scored high in the subject area on the achievement test.
3. A student must have excelled in the subject during the previous year by making outstanding grades.

## Academic Honors

**First Honors** A student must have an “A” average for the year in each of the academic subjects. K-2<sup>nd</sup> grade students must have all E’s, with the exception of penmanship.

**Second Honors** A student must have an “A” or “B” average for the year in each of the academic subjects.

**Students must be in attendance at Banner for their entire junior and senior years to qualify for Valedictorian or Salutatorian. Students must be in attendance at Banner for one academic year to be qualified for any academic awards. Students must be in attendance at Banner for one full year before being qualified for the National Honor Society.**

Candidates eligible for election to the National Honor Society must be a member of the sophomore, junior, or senior class and shall have a minimum cumulative GPA of 3.4 (out of 4.0). Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

### **Honors/Advanced Placement Classes (Middle/Upper School)**

In order to be eligible for honors/AP classes, the following requirements must be met:

1. A teacher in the prerequisite course for the considered course must make a recommendation.
2. A student must have scored high in the subject area on the achievement test.
3. A student must have excelled in the subject during the previous year by making outstanding grades.

Students in honors courses are expected to maintain a grade of 85% or better. Those not meeting the expectations may not be recommended for honors level classes for the following year. Honor courses are weighted at 0.5 grade point above the standard weight. Advanced Placement courses are weighted at 1.0 grade point above the standard weight.

## Graduation Requirements

Banner Christian School's graduation requirements exceed the Virginia Department of Education's suggested college admission requirements and are designed to make sure that a student will meet the minimum college entrance requirements at most universities. Students should check the college catalogues of the schools that they are interested in attending to determine additional requirements.

Subject Area	Units Required		
	Standard Diploma	Certificate of Merit	Certificate of Merit - Honors
Bible	4	4	Same as Certificate of Merit unit requirement, except 10 credits need to be in honors or AP classes
English	4	4	
Math	3	4	
Lab Science	3	4	
Social Studies	3	4	
Foreign Language	2	3 of one lang. OR 2 each of 2 diff. lang.	
Physical Education/Health	2	2	
Computer, Communication, Speech	1	1	
Electives	3	1	
<b>Total Requirements</b>	<b>25</b>	<b>27/28</b>	

**\* A Basic Diploma may also be considered in extreme cases but must be approved by the administration.**

### Mission/Community Service Requirements

All students K-12 are required to complete a series of mission/community service activities each year. The administration, in cooperation with the missions' coordinator will determine these service requirements.

### Traffic Patterns on Campus

Safety for our students and consideration of other drivers is the basis for our policy related to driving and parking on the Banner Christian School campus. These simple rules help keep everyone safe:

1. Drive slowly (under 10 MPH) on campus, following appropriate traffic patterns.
2. Park in a designated parking area. Please do not park in visitor's parking places during drop off and pick up times.
3. Never leave a parked car running or children unattended in a car.

## **Student-Driven Vehicles**

1. School authorities have the right to inspect any student parked vehicles in order to protect the health, safety and welfare of students. This includes use of drug and gunpowder sniffing K9 dogs.
2. Each student who parks a vehicle on school property must sign a Consent to Search and Waiver of Liability form acknowledging and agreeing to the conditions as a pre-requisite to, and in consideration for, the issuance of a student parking space.
3. Individual student-parked vehicle searches will be conducted if administrators have reasonable suspicion of violation of the law or the Student Handbook. Search will be conducted by an administrator, with another school employee and may be done with or without the presence of the student.
4. All students driving to school must pay a non-refundable annual parking fee of \$25.00 and get a parking permit decal from the school office that must be displayed on the rear window of their vehicle. Replacement decals cost \$3. All student drivers are to park in the student designated parking spaces only. Students may not go to the parking lot during school hours without permission from the office.
5. The parking lot speed is 10 mph. Students exceeding the speed limit may have their driver's privileges suspended.
6. No students may loiter in the parking lot after school.

**Failure to comply with these policies may result in loss of driving privileges.**

## **Search of Students and Book Bags**

A school administrator, with another school employee, may ask a student to empty his/her pockets and take off his/her shoes and socks. A student may also be asked to empty the contents of his/her book bag. If the student is unwilling to do so, the administrator will contact the parent/guardian. If the student is still unwilling to do so after having spoken with the parent/guardian, the student is subject to dismissal from the school.

## **Authority to Release Students**

Only the custodial parent/guardian may determine who is authorized to pick up his/her student from school. If a change needs to be made concerning this, the parent must notify the school office in writing, so that our records can be changed. We may request current legal identification before releasing your child.

Students will be released to non-custodial parents with a court order or with the custodial parent's written permission. In the absence of a court order, the school will assume parents have joint custody.

## Leaving School Early

If a student is required to leave school early, parents are to furnish a **written note** (stating the departure time, reason, and who is picking them up) to the classroom teacher in the lower school and the school office in the middle/upper school **preferably 24 hours in advance**. Parents who come during school hours to pick up for medical/dental appointments are to report to the school office and not to the student's classroom. A parent or responsible party must sign the student out in the school office. **Anyone other than immediate family must have written permission from the parent to pick up a child.**

## Attendance/Tardy Policy

- Banner Christian School is in session in excess of 1000 hours per school year. Please refer to the school calendar for specific days that school is not in session. If a student is not in school or at a school-sanctioned event (field trips, ACSI competitions, etc), he is considered absent.
- Students who may need to be out of school for an extended period of time must receive prior written approval from the administration.
- Students who miss school due to a family outing or vacation must have **prior** written approval from the administration. The request for excused absences form can be obtained from the main office. This form should be completed and returned to the office at least five days in advance of the scheduled absences. Non-approved absences will be considered unexcused absences.
- A student must have a written, signed, and dated excuse from the parent upon returning to school. This should be presented to the classroom teacher in lower school and to the office in the middle/upper school upon return to school.
- A student with ten (10) or more excused or unexcused absences per semester may lose credit for the courses involved or require grade retention.
- Excessive or unwarranted absenteeism could result in dismissal.

In order to be counted present for a school day, a student must be in school at least four (4) periods.

A written excuse signed by the parent or doctor must be presented to the teacher (lower school) or the office (middle/upper school) **when the student returns to school after an absence**. If the absence is foreseeable, a note must be sent in advance. Medical, dental, and other appointments should be scheduled for non-school hours whenever possible. A written excuse presented more than three days after the student returns from an absence will not excuse the absence.



### **Excused Absences or Tardies**

- Illness
- Medical or dental appointments
- Family emergencies
- Funeral attendance and bereavement
- Official school business
- Church youth group trips
- College trips (10<sup>th</sup> – 12<sup>th</sup> grades)
- Administrative discretion will be used to determine if any other situation warrants an excused absence/tardy.

### **Unexcused Absences or Tardies**

- Any absence that does not meet the criteria listed above
- In or out of school suspension
- Oversleeping or traffic delay
- Students will receive zeroes on any assignments, quizzes or tests missed due to an unexcused absence. (see suspension policy p. )

**The administration will make promotion/retention/course credit decisions for students whose absences exceed ten (10) days per semester or the middle/upper school students with more than ten (10) class periods per semester.**

Any student absent from school, including a student serving a suspension, is not allowed to participate in a representative capacity in any after-school activity **that day** unless the absence was for a doctor's appointment or an emergency and is documented by the doctor or parent, and approved by the principal. **This includes athletic events.**

### **Tardy to School (Lower School)**

A student is considered tardy if not in praise and worship at the scheduled starting time (7:55 a.m.). All students arriving between 7:56 a.m. and 8:12 a.m. should report to Praise and Worship. Students arriving after 8:12 a.m. are to report to the main office for a tardy slip prior to admission to class. Every five (5) unexcused tardies per quarter results in one ticket. Once a student accumulates ten (10) unexcused tardies in a semester a meeting with an administrator will be required.

### **Tardy to School (Middle/Upper School)**

A student is considered tardy if not in praise & worship at the scheduled starting time (7:55 a.m.). All students arriving between 7:56 a.m. and 8:12 a.m. should report to Praise and Worship. Students arriving after 8:12 a.m. are to report to the main office for a tardy slip prior to admission to class. Every five (5) unexcused tardies per quarter results in one demerit. Once a student accumulates ten (10) unexcused tardies in a semester a meeting with an administrator will be required.

**The administration reserves the right to determine excused or unexcused tardies using reasonable discretion.**

## **Tardy to Class Policy**

Students are considered tardy to class if they are not in the classroom when the tardy bell rings. Students are allowed one unexcused tardy per quarter without penalty. Every unexcused tardy exceeding one per class per quarter will result in a demerit.

## **Senior Privileges**

Senior privileges are arranged on a yearly basis through a process of dialogue with the Senior Class Officers and the Administration.

## **Senior Trip**

The Senior Trip is a school-chaperoned event that will occur at the discretion of the administration. This trip is a privilege, not a right. Any student not able to attend this trip, will be required to attend school and complete all assignments.

## **General Information**

### **School Newsletter**

Banner Christian School publishes a newsletter called BC News that is sent home via e-mail every month. This newsletter is a valuable source of information for families. BC News informs students and parents of upcoming events and dates, recognition of student achievement, and highlights of student activities. Any changes in the school calendar will be announced in the BC News. Please take time to read this information and stay informed. BC News is also available on line at [www.bannerchristian.org](http://www.bannerchristian.org).

### **Bible Version**

Banner Christian School uses the English Standard Version (ESV). Lower school students are required to use this version for all homework, tests, class work, and memory work. Middle and upper school students are required to use this version for all memory work. Other versions may be used in discussions.

## **Infectious Diseases**

Any child who is diagnosed with carrying a disease classified as “communicable” is not allowed to attend classes at Banner Christian School as long as the disease is present. Once the school has written verification from a physician that such a child has become disease free he/she may return to classes. This policy applies to, but is not limited to, all diseases that may be sexually transmitted, including Auto Immune Deficiency Syndrome (AIDS). For school purposes any student testing positive for antibodies to the AIDS virus is considered infected with the virus. It is the responsibility of the parent(s) or legal guardian(s) to disclose information regarding a student’s physical health. Banner Christian School recognizes the importance of maintaining an individual’s right to privacy in regards to their physical health and well-being. Banner Christian School believes that these measures serve to minimize the further spread of diseases among students and faculty.

Students are not allowed to attend classes with a fever. **The students must be fever-free, diarrhea-free, and/or vomit-free without medication for a full twenty-four (24) hours prior to returning to school.** Any student sent to the office with a temperature, vomiting, or any other intestinal issues will need to be picked up from school. These students may return to school after being symptom free for a full twenty-four (24) hour period.

Lice are highly communicable. Students are not permitted to attend school with ANY FORM of lice. Any student found with lice at school will be removed from the classroom and parents will be contacted. The students must be treated and TOTALLY LICE FREE for twenty-four (24) hours prior to returning to school.

## **Sexual Immorality**

The biblical and philosophical goal of Banner is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Out of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life. While enrolled at Banner, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities and behaviors. Thus, Banner retains the right to refuse enrollment or expel a student who engages in fornications and/or sexual immorality, including any student or parent who professes to be homosexual/bisexual/transgender or is a practicing homosexual/bisexual/transgender, as well as any student or parent who condones, supports, or otherwise promotes such practices. (Leviticus 20:13, Romans 1:27)

## Medications

Banner Christian School will only administer medications (prescription or over the counter) with a doctor recommendation. All medications are provided by the parents and are to be in a properly labeled bottle or a sealed and labeled zip-lock bag. These medications should be promptly delivered to the main office with the doctor's recommendation. Parents of a child with severe allergies must provide a detailed list of allergies suffered and furnish Epi-pens and/or other medications needed. Doctor's recommendations regarding a student with a severe food allergy need to be in writing.

### State-Mandated Regulations Regarding Medication Procedures

1. Schools do NOT provide medications or equipment for students. All medications and needed medical equipment must be provided by the parents along with the proper paperwork.
  - a. Example: Tylenol 500 mg must be in the original box with the paperwork that is included, per student. A family of 3 students must provide each student with their own medication.
  - b. Example: Dosing cups for liquid medications, Nebulizer mask and tubing, juices/sugar pills for Diabetic students, etc.
2. Parents of a child with severe allergies must provide a detailed list of allergies, along with furnishing EpiPens and/or other medications required for these allergies. Doctor's recommendations regarding a student with severe food allergies need to be in writing on an Allergy Action Plan.
3. Medications should be taken at home whenever possible. The first dose of any new medication MUST be given at home to ensure the student does not have a negative reaction.
4. **Medication forms are required for each prescription and over the counter (OTC) medication administered at school.**
5. **Students are NOT permitted to self-medicate.** The school does not assume responsibility for medication taken independently by the students. Exceptions may be made on a case-by-case basis for students who demonstrate the capability to self-administer emergency life-saving medications (example: EpiPens, inhalers, insulin pumps) with written permission from a doctor.
6. All medications must be kept in the school office during the school day. All medications will be stored in a locked cabinet or refrigerator, accessible only to authorized personnel. The only exception to this is students who have prior doctor's written approval to self-carry a medication (example: EpiPens, inhalers, insulin pumps). If the student self-carries, it is advised that a backup medication be kept in the locked medicine cabinet.
7. Parent/guardians are responsible for submitting a new Medication Authorization Form at the start of each school year and each time there is a change in the dosage or time of medication administration.

8. **All medication taken in school must have the following:**
  - a. Parent/guardian signed Written Medication Consent Form for EACH medication brought to school.
  - b. Doctor signed Written Medication Consent Form for ALL prescription medication and any over the counter medication left at school more than 10 days. Signed faxes are acceptable. The parent will need to come in and sign the doctor's faxed paperwork to make the form official.
  - c. The medication brought to school must match exactly what is written on the Medication Consent Form.
    - i. All prescription medications, including physician's samples, must be in their original containers, labeled by a Doctor or Pharmacist, including the original paperwork listing possible side effects, and must not exceed the expiration date.
    - ii. All OTC medications must be in their original containers, including the original paperwork listing possible side effects, and must not exceed the expiration date.
    - iii. The medication will be administered only as written on the medication authorization forms.
  - d. The name of the student will be written in permanent marker on all medications.
9. Medications will be given no more than one half hour before or after the prescribed time. The student is to come to the office or predetermined location at the prescribed time to receive medication.
10. Within one week after expiration of the effective date on the order, expiration of the medication or on the last day of school, the parents or guardians must be personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.
11. If a student is given an EpiPen or Glucagon shot, 911 will be called immediately. The must then be transported via Rescue Squad to the hospital. No exceptions. In addition, the parents/legal guardian will also be contacted immediately.

In the event of a medical life threat emergency, the staff and faculty of Banner Christian School will do everything within our power to protect your child's life. In addition, we will call for Emergency First Responder personnel (Fire/Rescue Squad) to assist.

## Lunch Policy

Banner offers a variety of lunches supplied by local vendors. Lunches are ordered on line by logging on to RenWeb. Orders are made on a weekly or monthly basis and orders need to be placed no later than Thursday at **midnight** for the following week. Once logged onto RenWeb, click on the *Lunch Menu Link* on the left side of the page. Click on your child's name. The lunch menu will appear. Scroll down to the bottom of the page and click *Create Web Order*. Change the quantity from zero to one (or more than one) for any item that you want. Once you have completed this, scroll to the bottom and click *Order Items*. **Side items and drinks are not for sale individually on Renweb, but may be purchased in the cafeteria during lunch.** Lunch orders are to be paid at the time lunches are ordered. If for some reason your payment does not get processed, your lunch charges will be tabulated at the end of the month. **If your child does not receive his/her lunch due to an absence, field trip, or inclement weather your lunch order WILL NOT carry over to the following week.** However, your account will be credited at the end of the month for any lunches not received.

Microwave ovens are available for student use. Lower school teachers and those working in the lunch room will assist younger students. In order to allow all students the opportunity to use the microwaves, please limit selections to less than 3 minutes.

## RenWeb

RenWeb is a school management software program available 24 hours a day for students and contracted parents. There is no extra fee for RenWeb accessibility. Teachers update students' grades on a weekly basis. This enables parents to know the course average and assignments, tests, and quizzes, from which the grades are derived. Parents will pay for lunches, fees and after-care by using RenWeb. Activation codes and information on setting up a parent account will be given during the final interview.

## Snack Policy

Lower school students are allowed to bring a snack. These snacks are to be nutritious and dry. Please do not send snacks containing sugar. The teacher may provide an allowable snack list for the class if one of her students has a severe food allergy.

**Middle/upper school students are not to consume food or beverages outside of the cafeteria.** Water in a clear container is the only acceptable beverage allowed in the classrooms. Gum and candy are not allowed.

## **Phone Policy**

Students are to use the office phones only for emergencies, which will be determined at the discretion of the office staff. **Forgetting homework, uniforms, projects, or other items as well as checking on rides, do not qualify as emergencies.** If a schedule change occurs, students will be given permission to notify parents. **For middle/upper school students, cell phones brought to school must be kept in the student's lockers and not carried with them at any time. All cell phones not kept in the locker will be confiscated and a parent/guardian will be required to come retrieve the phone. Three demerits will be issued to the student. For lower school students, cell phones are not allowed.**

## **Copier Policy**

Students are not allowed in the copy room and are not to use any copiers on campus. Banner Christian School faculty and staff will make copies for students at a cost of \$0.10 per side. Students will not be excused from class to make copies.

## **Solicitation**

The Banner Christian School student directory, found on RenWeb, may not be used for non-Banner solicitation purposes.

## **Publicity**

Banner Christian School is committed to ensuring that your privacy is protected. Banner will use personal information, such as home addresses, emails, and phone numbers for school-related communication exclusive of third party services. Personal information will not be shared, sold, or distributed outside of this ministry. We likewise, authorize Banner, or anyone authorized by Banner, to use and reproduce all audio and video tapes and photographs which Banner takes of our child(ren) or any family member produced for school literature, advertisements, and promotional purposes without further compensation. All copies, masters, negatives, pictures, and proofs shall constitute Banner property, solely and completely.

## **Volunteers/Visitors**

Banner Christian School encourages positive parent interaction in our school. All volunteers and visitors must check in at the school office upon arrival to receive a visitor's tag and must sign out upon leaving the school. Parents must receive prior approval before attending a classroom. Non-custodial parents must also seek prior administrative approval. Non-parent visitors need prior administrative approval and are limited to family members and former students.

## **Banner Bridge**

Our parent-teacher fellowship group is called the Banner Bridge, with the purpose of promoting relationships within the Banner family. Meetings are held during the school year in which all families are invited to attend.

## **Parents-In-Prayer**

Interested parents are encouraged to join with other parents to pray for our school. This group meets weekly, after praise & worship.

## **Inclement Weather**

Banner Christian School will **not** necessarily close or delay openings in conjunction with Chesterfield County schools. Announcements of any decision to close or delay opening will be made through the following avenues:

### **Website**

[www.bannerchristian.org](http://www.bannerchristian.org) and Facebook

### **Television**

Channels 6, 8, and 12

## **Lockers**

Lockers are the sole possession of Banner Christian School. Lockers are subject to search by the administration without notice. All damage of lockers is subject to disciplinary action as well as financial restitution. Locker decorum must be school appropriate and is left to the discretion of the administration. Lockers should also be kept in an orderly manner. Food or beverages are never to be left in lockers overnight. Locks for the lockers can be purchased through the main office. Only school purchased locks are permitted. All electronic devices are to be kept in locked lockers. Banner is not responsible for items not locked in lockers.

## **Computer/Internet Use**

The technology program at Banner Christian School provides students with many opportunities to use a variety of resources including computers and the internet. It is understood that computers and internet use for Banner students is a privilege, not a right. Computer misuse, including Banner computers or private computers while on campus, consists of the inappropriate use of a computer including, but not limited to, accessing or breaking into restricted accounts or networks, modifying or destroying files without permission, sending inappropriate messages, illegally copying software, and entering, accessing, viewing, or distributing inappropriate/unauthorized files or programs. Any student caught using any technology in an inappropriate way (including cell phones) will be disciplined in accordance with the offense. Students will be held responsible for any damage to property that is not their own.



## Dress Code

Banner Christian School requires uniforms for all students grades K-12.

### General Dress Policies (Boys and Girls)

- Boys need to be clean-shaven. Sideburns may be no longer than the bottom of the ear.
- Hats and caps are to be worn outside of the building only.
- Earrings on boys are prohibited.
- Only girls may wear earrings. These earrings may only be displayed in the ears.
- Boys are permitted to wear one necklace.
- Distracting, offensive or “extreme” jewelry is prohibited.
- Undergarments must not be visible.
- No (permanent or temporary) tattoos. Students who have tattoos prior to enrollment at Banner must keep tattoos covered at all times.
- No writing or drawing on skin.
- Shirts must be tucked in at all times.
- No flip-flops or beach-type shoes, including Croc style shoes.
- Hairstyles must have no extremes in length, color or style. Boy’s hair may not touch the ears, eyebrows or collar.
- No pants may be worn under skirts, skorts, kilts, or jumpers.

**Students must arrive and leave campus in dress code.** The only exceptions to this are students participating on a Banner sports team may change for practice or a game and students with a 7<sup>th</sup> period Physical Education class. Final determination of dress code rests in the hands of the administration.

## Discipline Policy for Dress Code

Lower school violations of the dress code will result in one ticket per offense.

Middle/upper school violations of the dress code will result in one demerit per offense.

### Uniform Policy

**Items must be purchased at  [All polo shirts must have the Banner logo on them.](http://FLYNN-O'HARA UNIFORM (flynnohara.com) at the Steinmart Shopping Center</a> or through <a href=)**

#### Lower School Boys

Pants	Khaki or Navy (no cuts or torn hems on pants) <b>(One pair of navy pants or shorts is required for field trips and special events.)</b> No oversized pants.
Shorts	Khaki or Navy
Shirts	White, short or long-sleeved, button-down oxford shirt White, short or long-sleeved, knit polo <b>(One white shirt is required for field trips or special events)</b> Navy blue, short or long-sleeved, knit polo Green, short or long-sleeved, knit polo Solid white turtlenecks or mock turtlenecks may be worn under uniform shirt (may be purchased elsewhere) White undershirts (long or short sleeved) may be worn under uniform shirt. (Undershirts may not have markings or logos. <b>No other color</b> undershirt may be worn.) No oversized shirts are permitted.
Belts	Belts are required (not required for Kindergarten).
Shoes	All shoes must be closed-toed. No slippers or beach-type shoes including Croc-style shoes
Socks	Matching socks must be worn. Low-cut socks must be visible. <b>Boys must wear white or navy socks for field trips.</b>

## Lower School Girls

Jumpers	Plaid, Khaki, or Navy (no shorter than 2” above the knee) <b>(One plaid Jumper or plaid kilt is required for field trips and special events.)</b>
Skirts	Khaki or Navy straight skirt (no shorter than top of the knee) Khaki or Navy kick-pleat skirt (no shorter than 2” above the knee) Plaid kilt skirt (no shorter than 2” above the knee)
Slacks	Khaki or Navy
Skort	Plaid, Khaki or Navy (no shorter than 3” above the knee)
Shirts	White, short or long-sleeved, Peter Pan collar (may be purchased elsewhere) White, short or long-sleeved, knit polo <b>(One white shirt –either style- is required for field trips and special events)</b> Solid white turtleneck or mock turtleneck may be worn under uniform shirt (may be purchased elsewhere) Navy blue, short or long-sleeved, knit polo Green short or long-sleeved knit polo No oversized shirts are permitted.
Belts	Belts must be worn when there are belt loops (not required for Kindergarten).
Shoes	All shoes must be closed-toed. No slippers or beach-type shoes, including Croc-style shoes
Socks	Matching socks must be worn and must be visible above shoes. <b>Girls must wear white or navy socks for field trips.</b>
Tights	Girls may wear colored tights. Only footless leggings that are ankle-length or longer will be permitted to be worn under skirts or jumpers.

## **Middle/Upper School Boys**

Pants	Khaki or Navy. No cuts or torn hems on pants, no markings or drawings on pants and no oversized pants are permitted.
Shorts	Khaki or Navy
Shirts	White, short or long-sleeved, button-down oxford shirt (with logo) White, short or long-sleeved, knit polo Navy blue, short or long-sleeved, knit polo Green, short or long-sleeved, knit polo Solid white turtlenecks or mock turtlenecks may be worn under uniform shirt (may be purchased elsewhere) White undershirts (long or short sleeved) may be worn under uniform shirt. (Undershirts may not have markings or logos. No other color undershirt may be worn.) No oversized shirts are permitted.
Belts	Plain belts are required.
Shoes	All shoes must be closed-toed. No slippers or beach-type shoes including Croc-style shoes
Socks	Matching socks must be worn. Low-cut socks must be visible. Socks must be white, navy, or black.

## **Middle/Upper School Girls**

- Skirts            Khaki or Navy straight skirt (no shorter than top of the knee)  
                    Khaki or Navy kick-pleat skirt (no shorter than 2" above the knee)  
                    Plaid kilt skirt (no shorter than 2" above the knee)  
                    Solid kilt skirt (no shorter than 2" above the knee)  
                    **No rolling of skirts is allowed.**  
                    **No long pants of any kind, other than long leggings, may be worn under skirts**
- Slacks            Khaki or Navy  
                    (Flare-legs may be special ordered.)
- Skorts           Skorts are allowed for middle or upper school students (no shorter than 3" above the knee.)
- Shirts            White, short or long-sleeved, knit polo  
                    Solid white turtleneck or mock turtleneck may be worn under uniform shirt (may be purchased elsewhere)  
                    Navy blue, short or long-sleeved, knit polo  
                    Green, short or long-sleeved, knit polo
- Belts            Plain belts must be worn when attire has belt loops.
- Shoes            No heels higher than 1-1/2 inches high  
                    No slippers or beach-type shoes, including Croc style shoes  
                    Shoes must be closed toed
- Socks            Matching socks must be worn. Low-cut socks must be visible. Socks must be white, navy, or black.
- Hose             Only footless leggings that are ankle-length or longer will be permitted to be worn under skirts or jumpers. Tights must be white or navy. Hose must be natural in color. No fishnet or patterned hose may be worn.

## **Field Trip Uniform**

For girls, a plaid jumper or skirt, white blouse or polo, and navy or white socks, and for boys, navy pants or shorts, white shirt, navy or white socks need to be purchased for field trips.

## **Dress Down Day Uniform**

Dress down day is the first Friday of each month. Students may wear loose-fitting blue jeans with no holes and a Banner t-shirt.

## **Outerwear K-12**

Only sweaters and sweatshirts purchased through Banner Christian School, Flynn-O'Hara Uniform, or Land's End may be worn during the school day, **with a Banner polo shirt worn underneath**. Coats or jackets that are not Banner issued may only be worn outside.

If for any reason Flynn-O'Hara Uniform or Land's End cannot supply you with any required uniform item, please ask them to give you a written permission slip to be given to the school stating the reason they cannot outfit your child and when they expect to be able to outfit your child. **If you are in doubt about any item's acceptability, please contact the school PRIOR to your purchase.**

## **Homecoming Court/ Gala Dress Code**

### **Girls**

Formal dresses or gowns must be modest: low-cut dresses that show cleavage, sweetheart necklines, bare midriffs, bare backs below the waistline, and slits higher than 3" above the knee are not acceptable. Dresses should not be excessively tight, and no shorter than 2" above the knees. Dresses must be approved ahead of time by Mrs. P. Burkett.

### **Boys**

A suit or tuxedo, shirt and tie, and dress shoes are required.

All guests will be required to adhere to the same dress policy as Banner students. All guests need to complete the required form, located in the office, be pre-approved by administration.

## Discipline Policies

The Bible clearly indicates that parents are responsible for the discipline (that is, training or instruction) of their children. Banner Christian School exists to assist parents in their God-ordained responsibilities. Therefore, Banner seeks not to assume the task which God gives to parents, but only to serve as the parents' appointed and authorized representatives in each child's training, in a limited way. In formulating a philosophy of education and discipline, Banner has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training at home and training received at Banner. In that same spirit, Banner likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in directing and disciplining their children, then parents and students should realize that Banner Christian School may not be the choice in education that suits their needs. Discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes a more self-disciplined adult, requiring less supervision as he matures. He, then as a self-disciplined adult assumes the role of training the next generation. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within His spiritual family, and to respond to Him with respect and obedience on the basis of their former training by their parents. Banner's philosophy of education and discipline exists to serve and further this ultimate spiritual goal. God-given responsibilities in the disciple process exist not only for parents and teachers; they exist likewise for students. Students are to respond to Banner faculty and staff members with appropriate respect and courtesy. Any failure to maintain a biblical attitude of respect and obedience toward Banner authority, which manifests itself in improper behavior or violated standards, **BOTH ON AND OFF CAMPUS**, will result in disciplinary action appropriate for the violation. Banner Christian School expects that parents will support the administration in such disciplinary action by encouraging obedience and respectfulness. Only while operating within the above philosophy of discipline can the educational process reach its maximum potential. Banner Christian School is committed to the philosophy and principles of Christian education. Student conduct which works against Banner philosophy will not be tolerated. The guidelines listed in this handbook are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students will respond with positive attitudes and conduct.

## Lower School

Banner uses both positive reinforcement and consequences to guide children toward acceptable actions and words rather than only focusing on the “don’ts.” Each class has a reward system, implemented on a daily basis by the classroom teacher. The principal reserves the right to require a parent to pick up their child within an hour of being called due to an excessive behavioral situation. Our goal is to have every child achieve positive growth in all areas. We desire to work with the parents to guide each child toward personal success.

Each classroom will have basic classroom rules students will be encouraged to follow:

1. Follow directions the first time given.
2. Treat others with kindness and respect.
3. Stay in your seat unless you have permission to get up.
4. Keep hands, feet, and objects to yourself.
5. Have all materials needed for the class.

## Rewards

Teachers use a variety of methods to encourage positive behavior.

## Consequences

- Verbal warnings/Discussion of action
- Warnings/Tickets
- Loss of privileges
- Email/Conference with parent
- Referral to Lower School Principal

Behavioral policy is available upon request.

During the second semester of 5<sup>th</sup> grade, students will transition from the lower school discipline policy (tickets) to the middle/upper school discipline policy (demerits).

The teacher, principal, and parent will handle chronic problems jointly. The final steps, in no particular order, are: in-school suspension (ISS), out-of-school suspension (OSS), personal improvement plan (PIP) that may include a Bible study, and dismissal from Banner Christian School. Any student receiving a suspension will be placed on Behavioral Probation, which is available upon request.

**Note: These policies are not exhaustive. The administration retains the right to review all disciplinary actions; the final decision is at the sole discretion of the administration.**



## **Middle/Upper School**

Students in 6<sup>th</sup> to 12<sup>th</sup> grade are given demerits for misbehavior. Once a student receives five (5) demerits in a semester he/she will serve a Saturday detention from 8:00 a.m. to 12:00 noon. **There is a \$35.00 fee for each Saturday detention due at the time of the detention.** Failure to attend Saturday detention, **FOR ANY REASON**, will result in receiving three (3) demerits and a re-scheduling of the Saturday detention missed.

At 10 demerits a student will receive a one-day in-school suspension (ISS). **There is a \$60.00 fee for each ISS due on the date of the ISS.** At 13 demerits per semester, a student will receive a three (3) day out-of-school suspension (OSS). At 15 demerits per semester, a student may be subject to dismissal. If a student is dismissed, the tuition requirement for the semester in which the student is enrolled must be paid in full.

**1-2 demerit offenses include** (but are not limited to):

- Chewing gum
- Eating or drinking outside of the cafeteria without permission
- Disrespect toward students, teachers or staff in word, action or attitude
- Dress code violation
- Talking in class
- Horseplay
- Inappropriate language
- Misbehavior in class, praise and worship, the lunchroom, hall, restroom or outside
- Defacing property
- Writing on self or others
- Unprepared for class
- Failure to return signed documents from parents
- Tardy to school or class
- Disrupting class or being removed from class for disruption
- Throwing objects without permission
- Electronic devices being used during school hours

**3- 10 demerit offenses**

- Aggressive physical confrontation between students
- Blatant disrespect toward teacher, staff or other student in word, action or attitude
- Use of profanity or vulgarity
- Lying, cheating, or stealing
- Inappropriate public display of affection such as kissing, holding hands or embracing, or being in a secluded area without supervision
- Obscene body language
- Skipping class
- Forgery
- Plagiarism
- Bullying

## **Offenses that may be subject to suspension or expulsion**

- Possession of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography as defined by the administration
- Leaving school without permission
- Disrespectful conduct
- Fighting
- Possession, consumption, supplying or selling alcohol, illegal drugs or cigarettes on or off school property
- Assault or battery of a teacher or student
- Moral or sexual misconduct (including the use of computers, cell phones, or other technology)
- Inappropriate public display of affection such as kissing, holding hands or embracing
- Lying
- Stealing
- Possession or use of a knife in a dangerous manner
- Possession, transfer, sale or discharge of any gun (including starter gun or pellet gun), firearm, or any other explosive, of any type, whether loaded or unloaded, on school property or any Banner related activity
- Forgery
- Bullying

**Note: These lists are not exhaustive. Other offenses may warrant discipline. The administration retains the right to review all disciplinary actions, the final decision is at the sole discretion of the administration.**

Banner Christian School maintains the right to remove any student from its enrollment if the school feels that the student or the parent(s) are not in harmony with the philosophy of the school. Banner Christian School will cooperate with the home and in the nurturing of the student(s). Banner reserves the right, that if at any time and at the school's sole discretion the school can no longer assist the family in the nurturing of their child(ren), the school can remove the student(s) from their enrollment. Parent(s) agree to remove students(s) without incident in these cases.

## **Prohibited Items**

Radios, walkmans, CD players, iPods/mp3 players, computerized games, trading cards, unauthorized magazines, collectibles, toys, etc. are not permitted during school hours. These items will be taken from the student and returned to the parent with appropriate disciplinary action. Sexually oriented and/or other offensive material brought to school or school activity by a student will result in disciplinary action and may result in expulsion.

**Electronic devices and cellular telephones may not be used during school hours and must remain turned off and in their locker. These devices may not be on a student's person at anytime during the school day and discipline actions will be taken even if the phone is turned off.**

The following are prohibited on the campus: matches, cigarettes, lighters, knives, guns and other dangerous items.

## **General Disciplinary Information**

### **Standard of Conduct**

Students will cooperate with the spirit and regulations of the school and will cheerfully maintain prescribed standards of dress and conduct.

### **Respect and Courtesy**

Banner students are expected to be courteous and respectful in all situations and in all locations. Disrespect takes many forms, including, but not limited to: "sassing" a teacher, willful disobedience, willful damage to property, horseplay, willful damage to another's self-esteem including unkind or derogatory remarks, and disrespectful body language. Disrespect toward teachers and staff members will not be tolerated. Students will address all adults as Dr., Mr., Mrs., Ms. or Miss.

### **Physical Display of Affection**

Wholesome friendships are encouraged between boys and girls, but kissing, holding hands, hugging and other forms of body contact are not permitted during school or at any school activity or event. Married or pregnant students, students with children, or students involved in any sexual activity may not attend Banner Christian School.

### **Prohibited Statements**

Banner Christian School will take a "**no tolerance**" stand toward any type of threat. This includes verbal or nonverbal threats or actions of a harmful or sexual nature against the school, school events, teachers, or students, including emails, any social networking applications, and text messages, etc. Even if the comment is made in jest or as a joke, appropriate disciplinary action will follow (please refer to discipline policies).

### **Classroom Discipline**

The responsibility of classroom discipline lies with the teacher. Teachers are to maintain classroom discipline at all times. Students who must be dismissed from class are to report to the school office.

### **Bullying**

In accordance with state policy, bullying is defined as “any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim: involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.” Bullying is an unacceptable behavior that will not be tolerated.

### **Weapons**

In accordance with state policy, any student possessing or suspected of possessing a deadly weapon on school property or at school functions shall be reported to the appropriate police authority. The student will be disciplined in accordance with the outcome of the police investigation.

### **In-School Suspension**

Students placed in ISS are prohibited from participation in all school activities (including extracurricular and athletic activities) for that day. While students are required to complete all the assigned work, they will receive credit only for tests and quizzes. Students will spend the day under administrative supervision.

### **Out-of-School Suspension**

Students placed on OSS are prohibited from participation in all school activities (including extracurricular and athletic activities) for that day. While students are required to complete all the assigned work, they will receive no credit for any assignments except tests. The assigned work must be completed in order to return to classes.

### **Plagiarism**

Plagiarism, the copying of another person’s work, is a punishable offense that includes, but is not limited to, the copying of another person’s homework or class work. Also, plagiarism is the direct copying or paraphrasing of someone’s work without giving the author credit. Plagiarism will result in a zero on the assignment and may result in demerits being issued.

## **Harassment**

Sexual, racial, or personal harassment or intimidation by students will not be tolerated. Such actions will be the basis for disciplinary actions up to and including dismissal from school. Students who feel that they are victims of such actions are encouraged to file a complaint with a teacher, principal or other faculty/staff member. Students will not suffer any retaliation for filing a complaint. Complaints will be investigated promptly and may include filing a report to the appropriate police authority.

Students dismissed for disciplinary reasons will not be readmitted without review and approval of the school board. Generally a one-year waiting period must pass prior to reapplication.

## **Attendance of Banner Events**

Any student withdrawing or being dismissed from Banner Christian School must have administration approval prior to attending any invitation-only event.

## **On and Off-Campus Behavior**

Banner Christian School does not tolerate the use of drugs or alcohol or participation in criminal activity, or any other activity addressed in the Student Handbook, whether on campus or away from campus. The following policy defines disciplinary action, which shall be taken for certain types of misconduct away from campus.

1. Upon conviction of an offense involving the use or possession of alcohol, including, but not limited to, driving under the influence of alcohol, the student shall be subject to disciplinary action up to and including expulsion.
2. Upon conviction of an offense involving the use, possession or sale of an illegal drug including but not limited to driving under the influence of an illegal drug, the student shall be permanently expelled.
3. Upon conviction of any felony offense under the laws of the Commonwealth of Virginia or any other state or territory, the student shall be permanently expelled.
4. For the purposes of these provisions, the term “conviction” shall also include any “nolo contendere”, or a plea under the First Offender Act or its equivalent. “Conviction” shall also include a finding by the Juvenile Court that the student has committed a delinquent act involving any of the above offenses of any informal adjustment by the Juvenile Court involving any of the above offenses.
5. The parent of a student arrested for and convicted of any of the foregoing offenses has an obligation to immediately report the arrest and/or conviction to Banner Christian School. Failure to report an arrest and/or conviction shall subject the student to punishment up to and including expulsion.