



Parent/Student Handbook 2017-2018

Banner Christian School

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Hours of Operation

7:30 a.m. – 3:10 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 pray 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 that are 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 sciences, giving special emphasis to the Christian faith and the ethic revealed in the Holy Scriptures.

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.

- Banner strives to lead each student into a personal, actively growing relationship with the Lord Jesus Christ.
- A biblical philosophy of education is foundational to all policies and procedures.
- Christian administrators and faculty model Christian teaching and leading.
- Banner students will be taught to process information through a biblical world-view.
- 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.

- The Scripture is revered as the Word of God and is taught as Truth.
- Instructors are committed to the integration of faith and high academic standards in all disciplines.
- 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.

- The use of time, talent, and resources are to be directed by principles mandated in the Word of God.
- Banner believes that practicing good citizenship is part of modeling Christ-likeness.
- Banner consistently evaluates and assesses for improvement.
- 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.

- Banner is a parent-friendly school, encouraging parents and others to become involved.
- Parents are invited to volunteer at the school in many capacities and are encouraged to join in our daily praise and worship time.
- 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.
- The teaching/learning process reflects a Christ-like sensitivity, relevant to a diverse school community.
- 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 30th of the current school year. Students entering 1st grade must be six (6) years old on or before September 30th of the current school year or have successfully completed an acceptable Kindergarten program.

Procedure for Enrollment

To gain admission to Banner Christian School:

- Applicants must complete and submit the Banner Christian School online application form. 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.
- The applicant and his/her parent(s) are required to interview with the principal after all paperwork is received.
- Acceptance of the applicant is based on the overall review of test results, transcripts, teacher recommendation, pastor questionnaire and interview.
- Prior to final enrollment, parents must provide a copy of each student's birth certificate and an up-to-date immunization record.

International Students

- Applicants must complete and submit the Banner Christian School online application form, which is available at www.bannerchristian.org. In addition, applicants must submit a teacher recommendation, a records release form, and a pastor's questionnaire. We must also receive a copy of each student's birth certificate and/or passport and a copy of their up-to-date immunization record (translated into English, with dates that immunizations were given). Students applying to grades 2 through 12 may or may not require testing. Report cards and results of national standardized tests taken within the last twelve (12) months are reviewed and considered. The report card and testing must be translated into English with a grading scale attached.
- In addition, international students must go through a Skype interview with the appropriate principal once the aforementioned documentation has been received by Banner Christian School.
- Acceptance of the applicant is based on the overall review of the test results, transcripts, teacher recommendation(s), pastor questionnaire, and Skype interview. Acceptance comes at the sole discretion of Banner Christian School.
- Once a student has been accepted, we will begin his or her I-20 process.

Nondiscriminatory Policy

Banner Christian School admits students of any race, color, 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, gender, or national or 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).

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.

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). Additional tests (i.e., reading) may be administered to lower school applicants. 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 readiness assessment to assure that the student is ready for school.
- 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.
- 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.

Uses of Standardized Test Scores

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

Re-enrollment

Re-enrollment of current students begins in January of the preceding academic year.

- The online application is available at www.bannerchristian.org.
- Currently enrolled students in good academic, behavioral, and financial standing are given preferred placement status and a reduced fee of \$100.
- Enrollment is open to the public on February 1 for all grade levels for a fee of \$200.
- Enrollment is not officially complete, nor a place reserved for any student unless:
 - the necessary registration fees have been paid,
 - all registration forms, including a contract, have 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

- Tuition may be paid, annually, quarterly or monthly.
 - Tuition paid annually is due by July 1 of the upcoming school year or within one week of returning a contract if the student is accepted after July 1.
 - Quarterly payments are due August 1st, November 1st and February 1st.

Monthly and quarterly payments must be remitted through FACTS to the school.

- All accounts must be current to receive report cards, transcripts or be eligible for a new contract.
 - Students with monthly accounts that are 60 days in arrears are subject to dismissal.
 - 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 immediate semester, regardless of whether the student physically attends Banner Christian School. One day's attendance during second semester (if applicable) obligates the parent to payment of tuition for the entire second semester.

After-School Care

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

- If a student is not picked up at dismissal time, he/she will be signed into the after-

- school care center.
- The cost of this service (\$5 per hour or any portion thereof) will be added to the student's account.
 - Payment for after-care should be made on a monthly basis upon receipt of the aftercare bill posted on RenWeb.
 - The service closes at 6:00 p.m. Any student remaining after closing will be charged \$1.00 per minute.
 - Organized planned activities and an afternoon snack are a part of the student's program.
 - Banner dress code requirements still apply in Aftercare and students may wear their regular school uniform or a PE uniform while present on campus.
 - Non-payment of the bill will result in suspension of services until the account is paid.
 - Students are supervised while on school property.
 - 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.
 - After-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.
 - Banner's policy regarding student useage of electronics remains in effect during Aftercare.

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.

Students who do not report to After-care after at 3:10 are subject to three demerits.

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 interims or report cards within a timely manner will result in disciplinary action.

End-of-the-year report cards will be mailed and do not need to be returned.

Withdrawal

Withdrawals from school must be made through the guidance office.

- **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.

- Disclosure of student information contained in a student's educational record is limited to the use of information needed for the school directory or in limited circumstances, except by written consent of the student's parent or the eligible student.

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 pickup or mailing.

Transcript and Recommendation Requests

- Banner Christian School provides transcripts free of charge for the first year after graduation.
 - After the first year a \$5.00 handling fee is assessed.
 - Current student transcripts are provided free of charge with a written request.
 - Allow five (5) business days for mailing transcripts.
- Recommendations
 - Please request these well in advance of the due date.
 - Allow five days for processing time.
 - Recommendations are sent in sealed envelopes directly to the appropriate organization.
 - **No official or "unofficial" copies will be given to parents/students.**

Updating Student and Parent Information

Parents are to keep the school office informed of all current, pertinent information including:

- home address,
- phone number,
- emergency contact phone number,
- places of parents' employment, and
- work phone numbers.

Failure to provide accurate or current information is a serious infraction which can result in 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 – 2nd grade is held between 12:25-12:55 , 3rd – 5th grade is held between 12:35-1:05.
- Resource classes include art, computer, drama, library, music, physical education,

and Spanish.

- There is a daily snack time (parents should send an appropriate snack).

Middle School

7:55–8:12	Praise and Worship
8:15-9:06	First Period
9:10–9:59	Second Period
10:03-10:52	Third Period
10:55-11:25	Lunch
11:27-12:15	Fourth Period
12:18-1:05	Fifth Period
1:09-1:57	Sixth Period
2:01-2:50	Seventh Period

Upper School

7:55–8:12	Praise and Worship
8:15-9:06	First Period
9:10–9:59	Second Period
10:03-10:52	Third Period
10:56-11:45	Fourth Period
11:47-12:15	Lunch
12:18-1:05	Fifth Period
1:09-1:57	Sixth Period
2:01-2:50	Seventh Period

- Parents are responsible for the student’s safe arrival to 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 proceed to the worship center for Praise and Worship time by 7:55 AM.
- Students who are not in the sanctuary by 7:55 AM will be counted tardy to school.

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 are required to:
 - pay for their textbooks,
 - pay for and take the AP exam, and
 - meet for Saturday or afternoon enrichment classes as needed.
- Students who score high enough on the Advanced Placement examination may be granted college credit by the college or university that 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 6th, 7th and 8th grade students take seven classes including English, Bible, math, science, social studies, physical education, and elective classes.

Upper School

- All 9th, 10th and 11th grade students must be enrolled in at least six classes.
- Seniors must be enrolled in all courses required for graduation.
- 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 retake 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, navy polo, and navy or white socks.
 - For boys, khaki pants or shorts, navy polo, 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) is responsible for appointing the official chaperones who 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 are required 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.

Classwork 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 to make up 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 due to illness, death in the family, or other unforeseen/unplanned event.
- The exception occurs when a student misses only the day of the test, he/she is expected to make up the test on the day he/she returns.
- Students with a pre-approved 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 second day they return.
 - Students must submit any major project or report due during their absence **before** leaving.
 - All missed tests should be coordinated with the 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.

Unexcused absences result in zeros for all missed work (including tests or major assignments).

Lower School

Graded Work

Students in grades 1-5 bring a folder home each week with the previous week's tests, quizzes, and class work.

- K-2nd grade parents are to review the work, sign it, and return folder to school.
- 3rd-5th grade parents are to review work, sign, 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, if not completed, the student's overall average will be lower.
- Lower school parents can check homework pads and RenWeb for all assigned work.
 - K-2nd grade students should expect a maximum of 30 minutes of homework per night
 - 3-5th grade students should expect a maximum of 60 minutes of homework per night.
 - **This does not include daily reading time.**

Middle/Upper School

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, if not completed, the student's overall average will be lower.

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.
- Upper School students should expect an average of 20 minutes per class, per night. Honor and AP courses may require additional study time.

Late Homework Policy

Students are expected to complete homework daily. Homework completed late will be dealt with using the following policy:

Lower School

- Daily homework will receive a 10 point deduction each day it is late for the first three days following the due date of the assignment.

- After three days, missing homework will be counted as a zero (0).

Middle School Level Course

- Daily homework will receive a 10 point deduction each day it is late for the first three days, following the due date of the assignment.
- After three days, late homework will be counted as a zero (0).

Upper School Level:

Standard Course

- Daily homework that is late will receive a 10 point deduction the first day following the due date of the assignment.
- After one day, late homework will be counted as a zero (0).

Honors

- First Semester: daily homework that is late will receive a 10 point deduction the first day following the due date of the assignment.
- After one day, late homework will be counted as a zero (0).
- Second Semester: No late homework will be accepted.

Advanced Placement (AP)

No late homework will be accepted.

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:

<u>K-2nd Grade</u>		<u>3rd – 12th Grades</u>	
(E)xcellent	90-100	A	93-100
(S)atisfactory	80-89	B	85-92
(P)rogressing	70-79	C	77-84
(N)eeds Improvement	0-69	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 emails from the office 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 to middle and upper school students 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 4th 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/legal guardian.
- The signed documents are to be returned within two days.
- Demerits will be given to middle and upper school students 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-1st Grade, and the In-View, in grades 2-11, are given in addition to the Terra Nova 3.

Seniors will have the opportunity to go on Banner’s senior trip during the testing time.

Midterm/Semester Exams

- Midterm and semester exams are not to be taken early.
- Only in extreme circumstances outside the control of the family, and with administrative approval, will exams be offered early.
- Due to the added work requirement placed on the 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.

- Outside PE will take place at the teacher’s discretion when inclement weather exists.
- If a student is physically unable to participate, a signed excuse is to be written by the parent and given to the PE. teacher.
 - This excuse must 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, PE. uniforms are required for all students.

- PE uniforms consist of a PE. shirt and PE 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.
- Outside PE will take place at the teacher’s discretion when inclement weather exists.
- 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 PE 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 appropriate principal.
- As a final option, if resolution cannot be obtained at the administrative level, parents may submit their grievance in writing to the Board of Trustees. The Board of Trustees has the option to review or return the matter to administration.

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.
- Please make an appointment if you wish to see a teacher or administrator. It is very difficult to accommodate an unannounced visit.
- A teacher's time is limited during the school day, but he/she will attempt to return a phone call or send an email within 24 hours.
- Each teacher also has an e-mail account.
 - Their e-mail addresses are listed at www.bannerchristian.org.

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 extracurricular 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 4th quarter of the previous year.

Promotion/Retention

Lower School

1st-5th grade students **must pass all major subjects** (math, reading, English, phonics) in order to be promoted to the next grade.

- A student who fails any two subjects for the year will not be promoted.
- Kindergarten students must be reading in order to be promoted to the 1st 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 and pass a summer school course 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 core subjects may not return to Banner Christian School.

Upper School Promotion Criteria

9 th to 10 th grade	A student must have earned a total of 6 credits prior to the start of the 10 th grade year and be on track with other graduation requirements.
10 th to 11 th grade	A student must have earned a total of 12 credits prior to the start of the 11 th grade year and be on track with other graduation requirements.
11 th to 12 th grade	A student must have earned a total of 18 credits prior to the start of the 12 th 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 pass an accredited summer school program. 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:

- The parent/guardian of the student should make the request for credit to the appropriate principal in writing.
- The request should include the reason for taking the course.
- Acceptable reasons include:
 - The course is not offered at Banner,
 - Scheduling conflicts prohibit the student from taking the course prior to graduation.
- 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 depend upon independent verification of subject mastery.

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

Middle/Upper School Math Placement

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

- The current teacher must make a recommendation.
- An achievement test will be administered in the subject area to determine placement.
- A student must have excelled in the subject during the previous year by making outstanding grades.

Academic Honors

- **First Honors**
 - A student must have all “A”s on every quarterly report card for the year in each of the subjects.
 - K-5th grade students must have all “E”s or “A”s in academic and resource subjects.
- **Second Honors**
 - A student must have an “A” or “B” on every quarterly report card for the year in each of the subjects.
 - **This category does not apply to students in K-2nd grade**
- 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 qualify 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
- 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
 - character

Honors/Advanced Placement Classes (Middle/Upper School)

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

- A teacher of the prerequisite course for the considered course must make a recommendation.
- An achievement test will be administered in the subject area to determine placement.
- 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	Standard Diploma	Units Required	
		Certificate of Merit	Certificate of Merit - Honors
Bible	4	4	Same as the Certificate of Merit unit requirement, except ten (10) credits must be in honors or AP courses.
English	4	4	
Math	3	4	
Lab Science	3	4	
Social Studies	3	4	
Foreign Language	2	3 of one language, OR 2 of each of two different languages	
Physical Education/Health	2	2	
Computer, Communication, Speech	1	1	
Electives	3	1	
Total Requirements	25	27/28	

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 encouraged to complete a series of mission/community service activities each year. The administration, in cooperation with the missions’ coordinator will determine these service requirements.

RenWeb

RenWeb is a school management software program available for students and 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 are also able to pay for lunches, after-care, and other school fees through RenWeb.

- Activation codes and information on setting up a parent account may be obtained from the main office.

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:

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

Student-Driven Vehicles

- 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.
- 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 prerequisite prerequisite to, and in consideration for, the issuance of a student parking space.
- Individual student-parked vehicle searches will be conducted if administrators have reasonable suspicion of violation of the law or the Parent/Student Handbook. Student Handbook. Search will be conducted by an administrator, along with another school employee, and may be done with or without the student present.
- All students driving to school must pay a non-refundable annual parking fee of \$25.00 and obtain a permit from the school office. 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.
- The parking lot speed is 10 mph. Students exceeding the speed limit may have their driving privileges suspended.
- Student drivers may not loiter in the parking lot after 3:10 PM. Banner is not responsible for monitoring students in the parking lot after this time.
- Student drivers with excessive tardies may have their driving privileges suspended.

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

Search of Students and Book Bags

A school administrator, together 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 and/or the appropriate authorities.
- 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.
- 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 departure time, reason, and who is picking them up)
 - to the classroom teacher in the lower school and
 - to the school office in the middle/upper school
 - **preferably 24 hours in advance.**
- Parents who come to pick up their student(s) during school hours 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 who is not on the authorized pick-up list in Renweb must have written permission from a parent to pick up a student.**

Attendance Policy

- Banner Christian School is in session in excess of 1,000 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 or she 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 administration. The Request for Excused Absences form can be downloaded from Banner's website and is also available in the main office. This form should be completed and returned to the office at least five (5) days in advance of the scheduled absence. Non-approved absences are considered unexcused.
- 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. Absences will be marked as "unexcused" in RenWeb until the written excuse is received by the 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.
- A doctor's note will be required after ten (10) absences.

- Excessive or unwarranted absenteeism could result in dismissal.
- In order to be counted present for a school day, a M/U student must be in school at least four (4) periods and LS students must attend for a minimum of 4 hours.
- 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 (10th – 12th 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 zeros on any assignments, quizzes, or tests missed due to an unexcused absence and/or suspension.

The administration will make promotion/retention/course credit decisions for lower school students whose absences exceed ten (10) days per semester, and for the middle/upper school students with more than ten (10) absences in a class period 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 for an emergency that is documented by a 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 the sanctuary at 7:55 a.m.

- All students arriving between 7:56 a.m. and 8:12 a.m. should report to Praise and Worship through the center doors.
- 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 semester results in one ticket.

- Once a student accumulates ten (10) unexcused tardies in a semester a meeting with an administrator will be required and will result in the student not being awarded the quarterly and yearly incentive for 0 tickets.

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 through the center doors.
- 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 semester results in one demerit.
 - Once a student accumulates ten (10) unexcused tardies in a semester a meeting with an administrator will be required and will result in the student not being awarded any yearly incentive for 0 demerits.

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 semester without penalty.
- Every unexcused tardy exceeding one per class per semester 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 email 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 online at 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).
- 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. **A student must be fever free and/or vomit free for a full twenty-four (24) hours prior to returning to school.**

- Any student sent to the office with a fever, vomiting, or any other intestinal issues will need to be picked up from school as soon as possible.
- They may return to school after being symptom-free for a full twenty-four hours.

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.
- Banner retains the right to refuse enrollment or expel a student who engages in fornication/sexual immorality, including any student or parent who professes to be

or is a practicing homosexual/bisexual/transgender, as well as any student or parent who condones, supports, or promotes such practices. (Leviticus 20:13, Romans 1:27)

Medications

Banner Christian School will administer medications (prescription or over-the-counter) only with a doctor recommendation.

- All medications must be provided by the parents and are to be in a properly labeled bottle or a sealed and labeled Ziplock 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

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.
 - Example: Tylenol 500mg must be in the original box with the paperwork that is included, per student. A family of three students must provide each student with his or her own medication.
 - Example: Dosing cups for liquid medications, nebulizer masks and tubing, juices/sugar pills for diabetic students, etc.
- 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.
- 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.
- **Medication forms are required for each prescription and over-the-counter (OTC) medication administered at Banner Christian School.**
- **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 (i.e., EpiPens, inhalers, or insulin pumps) with written permission from a doctor.
- 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 a student who has prior written approval from a doctor to self-carry a medication (i.e., EpiPens, inhalers, or insulin pumps). If a student self-carries, it is advised that a backup medication be kept in the locked medicine cabinet.
- Parents/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 change.

- **All medications taken in school MUST have the following:**
 - a. Written Medication Consent Form, signed by parent/guardian for EACH medication brought to school.
 - b. Written Medication Consent Form, signed by doctor for ALL prescription medication and any over-the-counter medication left at school for more than ten (10) days. Signed faxes are acceptable. (A parent/guardian will need to come to campus and sign the doctor's faxed paperwork in order to make the form official.)
 - c. Any 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 be expired.
 - 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.
 - a. The name of the student will be written in permanent marker on all medications.
- Medications will be given no more than one half hour before or after the prescribed time. The student is required to come to the office (or predetermined location) at the prescribed time to receive medication.
- Within one week after expiration of the effective date on the order, expiration on the last day of school, the parents/guardians must personally collect any unused portion of their child's medication. Medications not claimed within that period will be discarded.
- If a student is given an EpiPen or Glucagon shot, 9-1-1 will be called immediately. He or she must be transported, via Rescue Squad, to a hospital; no exceptions. In addition, the parents/guardians will be contacted immediately.

In the event of a medical life threat emergency, the faculty and staff 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 to assist.

Lunch Policy

Banner offers a variety of lunches supplied by local vendors.

- Lunches are ordered online by logging in 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 into RenWeb, click on the *Lunch Menu Link* on the left side.
 - 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 the item 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.

- A nut-free microwave is available for students who have food allergies.
- Lower school teachers and those working in the lunchroom will assist younger students.
- In order to allow all students the opportunity to use the microwaves, please limit selections to less than two (2) minutes.

Students who have food allergies are provided a nut and seafood/shellfish-free table to sit at during lunch.

- Lower school parents must provide written approval if they prefer that their child who has food allergies sit with their class.
- Parents of these lower school children are encouraged to also provide 6 allergy-safe cupcakes that will be kept in the school freezer for their child to enjoy during a classmate's in-school birthday celebrations.
- Middle and upper school students with food allergies are expected to police themselves in regard to what they may and may not consume.

*****Middle/upper school students are not to consume food or beverages outside of the cafeteria except under teacher-led conditions with advanced approval.**

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 safe snack list for the class if one of the students has a severe food allergy.
- Water in a clear container is acceptable in the classrooms.
- Gum and candy are not allowed as snacks.

Phone Policy

Students are to use the office phones only for emergencies.

- Emergency status, 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 are given permission to notify parents.

For middle/upper school students, cell phones brought to school must be turned off and in the students' lockers (or left with a faculty/staff member) and not carried with them at anytime.

- **All cell phones not kept in the locker or with a faculty/staff member will be confiscated.**
 - **A parent/guardian will be required to come to the principal's office to retrieve the phone.**
 - **Three (3) 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 black and white copy, and \$0.25 per color copy.
- 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 videotapes 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.
- Custodial parents of enrolled students, along with immediate family members, and also former Banner students, may visit during P & W and lunch periods.
- Non-custodial parents and others not listed above must seek and receive prior administrative approval before visiting.
- Visitors, including former students, who are not modestly dressed may be denied

entry by front office staff.

Banner Bridge

Our parent-teacher fellowship group is called Banner Bridge and was formed with the purpose of promoting relationships within the Banner family. Please refer to Banner's website for contact information.

Parents-In-Prayer

Interested parents are encouraged to join with other parents to pray for our school. This group meets weekly on Tuesdays following Praise and 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)
- **Television:** CBS (channel 6), ABC (channel 8), and NBC (channel 12)
- **Facebook**
- **Text Message:** Parent Alert

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 off and 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 are a privilege, not a right.
- Computer misuse while on campus, consists of the inappropriate use of a computer including, but not limited to the following:
 - accessing or breaking into restricted accounts or networks,
 - modifying or destroying files without permission,
 - sending inappropriate messages,
 - illegally copying software
 - entering, accessing, viewing, or distributing inappropriate/unauthorized files

- or programs.
- visiting sites other than for official school-related reasons.
- headphones are not to be used except for official school-related purposes under teacher supervision.

Any student caught using any technology in an inappropriate way (including cell phones) will be disciplined in accordance with the offense.

Personal Computer Use at School

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

Dress Code for grades K5-12

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

General Guidelines

- School uniforms must have the Banner logo on them, and be purchased through one of the following venues:
 - Flynn O’Hara (9722 Midlothian Turnpike, Richmond, VA 23235)
 - Land’s End (www.landsend.com)
- Students must arrive and leave campus in dress code.
 - Exceptions exist for:
 - i. students with a 7th period PE class who may stay in their PE uniforms
 - ii. student-athletes who are changing into team uniform prior to leaving for a game.
 - Volleyball players must wear pants or skirt over their spandex until they arrive at the gym.
- Hats and caps are not to be worn inside of the building.
- Distracting, offensive, or “extreme” jewelry is prohibited.
- Undergarments must not be visible.
- No tattoos (permanent or temporary).
- Students with tattoos prior to enrollment must keep them covered at all times.
- No writing or drawing on skin.
- Shirts must be tucked in at all times.
- Flip-flops and beach-type shoes (including Crocs) are prohibited.
- All shoes must be closed-toed.
- Outerwear (hoodies, fleeces, cardigans, etc.):
 - Must have a Banner logo,
 - May be worn **in addition to, but not in lieu of** the uniform,
 - May not be draped over the shoulders or tied around the waist.

Boys’ Guidelines

- Faces and necks must be clean-shaven (sideburns must not extend past the bottom of the ears).
- Boys are permitted to wear one necklace (see above bullet point regarding jewelry).

- Hair must not touch the ears, eyebrows, or collar.
- Pants and Shorts:
 - must be khaki or navy blue,
 - purchased from Flynn O’Hara or Lands End,
 - contain no rips, holes, or torn hems, and
 - must not be oversized.
- Shirts (long and short sleeve):
 - must be white, navy, or green (only through Lands End) and
 - must contain the Banner logo.
 - White button-down oxford shirt (with Banner logo) is optional.
- The following are permitted **under** Banner polos (but must be plain):
 - white short-sleeve t-shirts,
 - white long-sleeve t-shirts,
 - white turtlenecks, and
 - white mock turtlenecks.
- Belts may be black, brown, or navy blue.
- Socks must match, and be either white, black, tan, or navy blue.
 - (they may contain a small logo).
- The following items are not permitted for boys at Banner Christian School:
 - piercings (ear or otherwise),
 - make-up, or
 - fingernail polish.

Girls’ Guidelines

- Piercings may be only in the ears.
- Hairstyles must have no extremes in length, color, or style.
- Skirts (***NOTE: all skirts must be long enough to touch the top of the knee***):
 - Straight skirts must be khaki or navy blue,
 - Kick-pleat skirts must be khaki or navy blue,
 - Solid kilt skirts must be khaki or navy blue, and
 - Plaid kilt skirt must be either the “Blackwatch Plaid” from Flynn O’Hara or the “Navy Evergreen Plaid” from Land’s End.
 - Jumpers (**Lower School only**) must be khaki, navy blue or plaid (either “Blackwatch Plaid” from Flynn O’Hara or the “Navy Evergreen Plaid” from Land’s End).
 - Skorts (**Lands End “Top of Knee Chino skort” only**) must be khaki or navy blue.
- Slacks must be khaki or navy blue and purchased from Flynn O’Hara or Lands End.
- Shorts:
 - must be khaki or navy blue,
 - must touch the top of the knee, and
 - must be Bermuda-style (from either Land’s End or Flynn O’Hara).
- Shirts (long and short sleeve):
 - must be white, navy, or green (only through Lands End) and
 - must contain the Banner logo.

- White button-down oxford shirt (with Banner logo) is optional.
- The following are permitted **under** Banner polos (but must be plain):
 - white short-sleeve t-shirts,
 - white long-sleeve t-shirts,
 - white turtlenecks, and
 - white mock turtlenecks.
- Belts may be black, brown, or navy blue.
- Shoes must have heels no higher than 1½ inches (Middle/Upper school only).
- Socks must match and be either white, black, tan, or navy blue
 - (they may contain a small logo).
- Hose, Tights, and Leggings
 - must be worn in conjunction with a skirt (or jumper for Lower School) and
 - must be full-length.
 - Tights must be white, black, or navy blue,
 - hose must be natural in color, and
 - both tights and hose must be a solid form of one of the aforementioned colors and free of patterns.

Regular Dress Down Day Guidelines

On the first Friday of each month, students are permitted (but not required) to participate in a regular dress down day. The following guidelines are required:

- Approved Shirts:
 - Banner t-shirts,
 - Banner outerwear (hoodies, fleeces, cardigans, etc.), or
 - Banner uniform polo.
- Pants:
 - may be regular uniform pants (khaki or navy blue) or
 - uniform Bermuda shorts (khaki or navy blue).
 - Blue jeans may be worn, but must not be
 - i. any color other than blue,
 - ii. contain holes or rips, or
 - iii. be too tight.
 - Girls may wear capris, but they must be **below-the-knee** in length.
 - PE shorts are not allowed.
- Shoes must adhere to the same rules as regular uniform days.

Full Dress Down Days

On occasion, a full dress down day fundraiser will be held by either the sophomore, junior, or senior classes. Students choosing to participate are not required to wear Banner attire, but must pay the \$3 fee and adhere to the following:

- Pants other than jeans or Banner uniform pants may be worn as long as they
 - do not contain holes or rips,
 - are not too tight, and
 - do not contain inappropriate images, words, or phrases.
- Boys may wear shorts.

- Girls may wear dresses, skirts (with **no slits**), or Bermuda shorts, but they must **touch the knee**.
- Shoes must adhere to the same rules as regular uniform days.
- The following are not permitted:
 - Yoga pants
 - Jeggings
 - Leggings
 - Pajama pants

Field Trip Uniform Guidelines

Students are required to wear the following uniform combination for field trips, unless otherwise noted:

Boys

- Khaki pants or shorts
- Navy blue Banner polo shirt
- Navy blue or white socks.

Girls

- Plaid jumper or skirt
- Navy blue Banner polo shirt
- Navy blue or white socks

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.

- 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.**

Final determination of dress code rests in the hands of the administration.

Homecoming Court/Prom Dress Code

For girls:

- Dresses must be modest.
- No dress (strapless or otherwise) may be low cut, showing cleavage.
- No sweetheart necklines.
- Dresses should not be excessively tight, no shorter than 2” above the knee, slits no higher than 2” above the knee.
- No side cut outs or plunging backs are permitted.

Dresses must be approved in person ahead of time by administration.

For boys:

- Suit, shirt, tie, and dress shoes are required.

Discipline Policy for Dress Code

- Lower School violations of the dress code will result in one ticket per offense.
- Middle/Upper School violations will result in one demerit per offense.

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:
 - Follow directions the first time given.
 - Treat others with kindness and respect.
 - Stay in your seat unless you have permission to get up.
 - Keep hands, feet, and objects to yourself.
 - 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 5th 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:

- Personal improvement plan (PIP) that may include a Bible study
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- 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 6th to 12th grade are given demerits for misbehavior.

- Once a student receives five (5) demerits in a semester he or 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 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.
 - The aforementioned \$35 fee will still be billed.
- 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
- 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

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
- Using electronic devices during school hours without permission
- Allowing another student to copy homework and/or classwork

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 at 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 to a school activity by a student will result in disciplinary action and may result in expulsion.

- Electronic devices, smart watches (i.e., Apple Watches) and/or cellular telephones may not be used during school hours and must remain turned off and in a locker or with a teacher. These devices may not be on a student’s person or in a purse, bag, or backpack at anytime during the school day and discipline actions will be taken even if the device is turned off.
- Matches, cigarettes (traditional or electronic), lighters, knives, guns and other dangerous items are prohibited.

General Disciplinary Information

Standard of Conduct

Students will cooperate with the spirit and regulations of the school and will respectfully 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 the following:

- “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. last name.

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**” stance toward any type of threat and/or derogatory comments by students or parents/families. This includes verbal or nonverbal threats, slanderous comments, or actions of a harmful or sexual nature against:

- the school,
- school events,
- teachers,
- 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 appropriate principal's office.

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 those days they are on OSS. 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. **Allowing another to copy homework or classwork also constitutes plagiarism.**

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 administrative 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.

- 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.
- 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.
- 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.
- For the purposes of these provisions, the term “conviction” shall also include the following:
 - Any “nolo contendere”, or a plea under the First Offender Act or its equivalent.
 - A finding by the Juvenile Court that the student has committed a delinquent act involving any of the above offenses.
 - Any informal adjustment by the Juvenile Court involving any of the above offenses.
- 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.