



# 2021/22 Parent-Student Handbook

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## **Introduction**

Welcome to The Banner School! This handbook is intended to inform The Banner School parents and students of its practices, policies, rules, and regulations. It is designed to answer questions you may have about the school and to familiarize you with its workings. Not every area can be addressed in a book of this nature. Please direct any additional questions or concerns to the school administration.

## **Mission**

The Banner School, through its Learning Triangle and its diverse community of learners, provides a nurturing yet challenging environment that motivates students to become responsible citizens who lead by example.

## **Philosophy**

The Banner School believes in the dignity and worth of each student, and their unlimited potential for growth. Students thrive in a disciplined and challenging learning environment that nurtures and sustains their inquisitiveness. A strong school-family partnership fosters a positive educational experience for each child. Students' needs are best met through differentiated teaching styles, resulting in independent learners who not only master basic skills but also demonstrate original thinking and problem solving. In addition to the core academic subjects, students are actively involved in the arts, world language study, physical activity, and technology. Through an emphasis on tolerance and respect for differences, students are prepared to function successfully in today's diverse society.

## **The Learning Triangle**

The cornerstone of The Banner School is "The Learning Triangle." This Triangle represents the school, family, and student working together to provide the best educational experience for the student. Cooperation and open communication are the three essential elements for The Learning Triangle to be successful. Active parent participation in a child's education is essential as is parent support of school policies and programs. Students must be willing to work hard while in school.

As part of the shared investment in each student, teachers must be informed of unique student needs from the parents. In return, teachers are expected to clearly communicate

the school's curricular goals as well as their classroom expectations to the parents and students.

Over the course of any academic year, you may have questions, concerns or discussions specific to the needs of your child. The Parent-School-Child Learning Triangle encourages open communication at all times and at all levels of the school. Concerns about your child should first be directed to his or her classroom teacher or the specific subject-area teacher.

If your concern is about an individual faculty member, please speak with that faculty member first. Most issues can be resolved through this direct communication. If you feel you are unable to resolve your concern, please reach out to the Head of School and Associate Head of School.

## **History**

Banner School was founded in 1982 with the express purpose of providing Frederick County with its first and only non-sectarian independent school, a unique status that the school still retains. Elinor Miller, the founder of the Banner School, believed that every child deserved the benefits of a private school education. She felt it was a rare child who enjoyed and excelled in all areas of schoolwork. In fact, many very bright children struggle through their school years because personal strengths vary. Furthermore, many children do not fall conveniently into an age-grade constraint; a child's mental readiness, skills' mastery, or intellect may be either above or below that considered normal for that grade/age.

These considerations were at the heart of the creation of The Banner School. Small class sizes and dedicated and creative teachers launched generations of students who have thrived at Banner, in high school and in college.

## **Diversity**

The Banner School was created with a commitment to diversity and inclusiveness. It is in practice reflected in our mission, our students and families, our faculty and staff, our educational programs and in the constant vision of Banner School's Board of Trustees.

We believe strongly in our "diverse community of learners." For Banner, our diversity is expressed in many forms and interpretations: from student abilities and learning styles,

interests and talents, and tastes and preferences to ethnic and racial, familial and social, political and religious, and economic backgrounds.

As the Mission Statement concludes, the school “motivates students to become responsible citizens who lead by example.” We strongly believe that citizenship requires leaders to have an understanding of and respect for the rich diversity of the world’s people and their countless perspectives and experiences.

The school likewise values and supports the diversity among its other constituents, including employees and the Board of Trustees, diversity that includes such elements as age, gender, race and ethnicity, wealth, and culture.

# **The Banner School Leadership & Management**

## **Administrative Leadership**

Jeff Mott, Interim Head of School– Principal Communicator with Internal (parents/families) and External clients (Frederick Community; Public Relations). Lead Admission and Recruitment Director; Oversees and assesses for student recruitment and retention systems. Interacts and co-directs interactions with the Board of Trustees and BSPO; Employee business matters Lead (health care, salary, benefits).

Stephanie Uzarowski, Associate Head of School – Principal Supervisor for faculty engagement, review and assessment of curriculum and pedagogy for all K-8 programming; Professional development and evaluation Lead for all K-8 faculty. Oversees and administers standardized testing, review reports, and support of daily school logistics.

## **Governance – Board of Trustees**

The Banner School is managed, overseen and guided by a self-perpetuating Board of Trustees that meets monthly. With the exception of the Head of the School and the Associate Head of School, its members are elected to serve in staggered three-year terms for up to two consecutive terms. The Board is given the ultimate responsibility for preserving the integrity of the school, setting the school mission, ensuring the financial health of the institution, providing for facility needs, planning for the school's future and managing the Head and Associate Head of School.

The Board seeks to achieve its objectives by organizing itself into the following committees: Executive Committee, Development Committee, Facilities Committee, Finance Committee, Governance Committee, Marketing Committee, Technology Committee. Committees are created as a need becomes crucial and may become inactive over time.

Trustee candidates provide a resume and are interviewed by a panel of current Trustees and assessed for their interest, the current needs of the organization and how they can contribute to the Board. Candidates are taken from the local and business community as well from the Banner School family which includes parents, grandparents, alumni and past employees.

While current Banner School employees may not be considered for any Trustee position, faculty and staff may participate on Board of Trustee Committees. Interest in committee

participation can be expressed via communication to the President of the Board of Trustees.

To contact the Board of Trustees please email [Trustees@bannerschool.org](mailto:Trustees@bannerschool.org)

### **2020-2021 Banner School Board of Trustees**

Michele Hassanyeh, President

Lois Johnson-Mead, Vice President

Tatiana Papantoniou, Treasurer

Patrice McKellar, Secretary

Michelle Iser, BSPO President

Robert Iser

Mark Leahy

Mark Pemburn

Jeffrey Mott, Interim Head of School (ex-officio)

Stephanie Uzarowski, Associate Head of School (ex-officio)

### **Banner School Parents Organization (BSPO)**

All parents of currently enrolled students are automatically members of the Banner School Parents Organization (BSPO). This group seeks to provide support for the academic programs of the school and its faculty through multiple fundraising activities throughout the school year. The BSPO differs from a parent advocacy group and does not seek change in the school's programs, procedures, policies, or guidelines.

The BSPO meets on the first Thursday of each month in the library. A nominating committee selects a slate of candidates to fill the offices of the organization and elections are held in the spring. The officers of the organization include *President, Vice President for the Primary School, and Vice President for the Middle School, Treasurer, and Secretary*. The by-laws of the BSPO are available upon request. Requests for BSPO support or involvement should be channeled through the Administration.

### **2021-2022 BSPO Officers**

Michelle Iser, President

Kristine Yaroschuk, Vice President, Middle School

Daniela Mihova, Vice President, Primary

Nicole Frederick, Secretary

Michelle Cancel, Treasurer

### **Fundraising**

To maintain reasonable tuition rates and support School programs, the BSPO conducts fundraising activities throughout the academic year. All proceeds raised from these events support the school and its programs.

### **BSPO Meetings**

BSPO meets on the first Thursday of each month throughout the year. Pertinent BSPO dates and activities are posted on the TeamUp calendar.

# **Banner Traditions**

## **CIRCLES of Community Citizenship**

Our CIRCLES of Community Citizenship is an acronym referring to values promoted by the school that all members of The Learning Triangle - students, their family members, and school employees - are expected to endorse and practice within the school community and in school matters: **Compassion, Integrity, Responsibility, Civility, Leadership, Empathy, and Service.**

These values are at the core of who we are as a school and a school community. It is an expectation that all of us will embrace these values in our interpersonal relationships and our hope that these values will be carried into students' lives outside of Banner and into adulthood.

## **The Banner School Song**

With lifted hearts we start each day  
As students of the world.  
Our hearts and minds  
Young and strong  
And eager now to learn.

A sense of pride fills us inside  
We love The Banner School!  
We love The Banner School!

Green and gold  
The Banner Bold  
Flies o'er gabled hall.  
We share the secrets  
knowledge brings  
As to us it unfolds!

A sense of pride fills us inside  
We love The Banner School!  
We love the Banner School!

## **Dress Code**

The Banner School Dress Code is an important component of sense of order, structure, belonging that each student should feel at school. Decade after decade of students report a positive experience and comfort within the confines of the dress code. Each student should be prideful and represent themselves well on campus.

All clothing must be clean, pressed, properly fit, and in good condition. All students must have their shirts tucked in properly. If the pants or shorts that a student is wearing have belt loops, a belt must be worn. All clothing must fit the student in a reasonable manner. Pants must be worn at the waist.

Parents of younger students are encouraged to dress their children in pants with elasticized belts and no belt loops, avoiding the need to use belts. Similarly, step-in dress shoes or shoes with Velcro fasteners are acceptable and encouraged for younger students.

Parents will be contacted in the event of repeated dress code challenges and violations. We hope all students and families understand and respect the school's message that the Banner School Dress Code is important. All faculty members will implement the dress code and we hope all community members will support this important part of our Banner culture.

## **Uniform Purchase**

Flynn O'Hara and Lands' End sell Banner School uniform items, though students may acquire uniform appropriate items from the retailer of their choice and through the Banner School Uniform Boutique.

The Banner Boutique offers an alternative to purchasing new clothing for students of all ages by providing dress code approved clothing for families. Each item is \$1 and proceeds return to the BSPO. The majority of families purchase some or all school clothing at the boutique as a way to manage costs and enjoy the convenience of shopping. Parents are encouraged to donate outgrown uniform items that still have life in them for other families to purchase. The Banner Boutique is open during school hours and at other times as available.

## **PreK**

Students in pre-kindergarten do not have a dress code; children should come to school in clothes that are comfortable, and they can handle independently. Because they are active, and their clothes may “wear” the signs of their day, please select clothing that can easily be washed. In addition, sneakers or shoes with good tread and velcro closures are encouraged for PreK students.

## **Kindergarten & Primary School**

**Shirts:** mesh short or long sleeve polo style shirt; color choices - navy blue, primary red, white, evergreen/hunter green, or gold. Shirt may be plain or have the Banner School logo

**Sweaters:** crew neck, V-neck, or traditional cardigan style; color choices - navy blue, primary red, white, evergreen/hunter green or gold. Sweaters may plain or have the Banner logo.

**Pants:** plain or pleated front chino/Docker style (no cargo style); color choices - navy blue or khaki; elastic waist acceptable; length - not to exceed top of shoes; must be worn at waist.

**Shorts:** fingertip length or longer, plain or pleated front chino/Docker style (no cargo style); (permissible through Thanksgiving and April through end of school year); color choices - navy blue or khaki; elastic waist acceptable.

**Shoes:** Sneakers are acceptable each day but cannot have lights, wheels, or other ornamentation; no boots or shoes with open backs

**Skorts/Skirts:** fingertip length or longer plain or pleated front; color choices - navy blue, khaki, or Banner Plaid (Lands' End Hunter green/classic navy plaid or Flynn O'Hara)

**Tights/Leggings:** may be worn under skorts/skirts during cold weather (40 degrees Fahrenheit or below) color choices- navy blue; black, or white

**Jumpers:** fingertip length or longer in choice of color- navy blue, khaki, or Banner Plaid (Lands' End Hunter green/classic navy plaid or Flynn O'Hara)

**PE/Gym Uniforms:** Hunter green sweatshirt and sweatpants, hunter green gym shorts and gray T shirt; must wear sneakers; no cleats. On PE days students should wear their PE/Gym uniform to school.

**Hats:** No student is to wear a hat in school, but hats may be worn at recess.

## **Middle School**

**Shirts:** mesh short or long sleeve polo style shirt; color choices - navy blue, primary red, white, evergreen/hunter green, or gold. Shirt may be plain or have the Banner School logo.

**Sweaters:** crew neck, V-neck, or traditional cardigan style; color choices - navy blue, primary red, white, evergreen/hunter green or gold. Sweaters may plain or have the Banner logo.

**Pants:** plain or pleated front chino/Docker style (no cargo style); color choices - navy blue or khaki; elastic waist acceptable; length - not to exceed top of shoes; must be worn at waist.

**Shorts:** fingertip length or longer, plain or pleated front chino/Docker style (no cargo style); (permissible through Thanksgiving and April through end of school year); color choices - navy blue or khaki; elastic waist acceptable.

**Shoes:** Black, brown, or navy solid color dress shoes, loafers, topsiders or lace ups (white soles are permissible); shoes must be leather, vegan leather, vinyl, no canvas. *Sneakers, boots, sandals and open back shoes are not acceptable.*

**PE/Gym Uniforms:** Hunter green sweatshirt and sweatpants, hunter green gym shorts and gray T shirt; must wear sneakers; no cleats; Students should wear sneakers and their PE uniform on PE days.

**Belts:** black or brown; no large buckles or decorations; a belt must be worn with all pants that have belt loops.

**Skorts/Skirts:** fingertip length or longer plain or pleated front; color choices - navy

blue, khaki, or Banner Plaid (Lands' End Hunter green/classic navy plaid or Flynn O'Hara)

**Tights/Leggings:** may be worn under skorts/skirts during cold weather (40 degrees Fahrenheit or below) color choices- navy blue; black, or white

**Jumpers:** fingertip length or longer in choice of color- navy blue, khaki, or Banner Plaid (Lands' End Hunter green/classic navy plaid or FlynnO'Hara)

**Hats:** No student is to wear a hat in school, but hats may be worn at recess.

## **Dress Down Days**

The Banner School offers days for students to express their comfort or style outside of the uniform guidelines. Our students greatly enjoy these days.

Clothing choices should be modest, clean and fit the student. Please avoid graphic images/text which could be perceived as offensive.

## **Banner Spirit Days**

Over the course of the school year there will be an opportunity to purchase and wear Banner Spirit Wear. This typically takes the shape of long and short sleeved t-shirts, sweatshirts and hoodies. Banner students and faculty and staff enjoy the chance to show their pride and dress casually on campus. Please note that Spirit Wear is reserved for Spirit Days, Dress Down Days, and athletic events, and is not dress code compliant..

## **Library**

Students may borrow books from The Banner School Library. Books should be returned in a timely fashion and in the same condition as when they were borrowed. Lost or damaged books must be paid for before records, report cards, or diplomas will be released. The Banner School offers both a Primary and Middle School Library.

Donations to our libraries are accepted. Please contact the school if you would like to purchase materials for a library wish-list.

## **All-School Assembly**

All students from Pre-K-8<sup>th</sup> grade assemble weekly as a school. During this time announcements are made, recognitions of students and classroom performances occur as well as special speakers and/or performances. If your child is scheduled to be involved in a presentation or award ceremony, the classroom teacher will let you know. Parents are welcome to attend.

Due to Covid restrictions the assembly may be modified, managed via virtual meeting and/or recorded sessions. Currently visitors are not allowed on campus. The school will begin the year with a virtual assembly, when possible, to allow students to continue to engage with other classes and parents to participate real-time with their children.

## **Athletics**

The Banner School offers After School Sports Programs for students in Grades 5 to 8. Any student in good academic and behavioral standing is eligible to participate. The Banner School is a member of the Mid-Maryland Junior Athletic Conference (MMJAC), which comprises various independent, religious, and parochial schools of a similar size.

Based on sufficient numbers to play, in the fall, girls participate in volleyball while boys play soccer. Banner is currently exploring the option of co-ed soccer. In the winter, students play basketball, and in the spring track & field and soccer is offered. There is a fee for each sport that covers uniforms, equipment, the rental of facilities, and fees for officials.

It is Banner's philosophy that any student who wishes to be a member of the team be given that opportunity. Therefore, there are no cuts or try-outs. Students, however, must attend practices to earn playing time. The coaches do their best to assure that everyone gets a chance to play while maintaining a competitive nature.

Students must fulfill their academic responsibilities to participate in athletics. If, during the season, a student's grade or effort in class begins to decline, the teacher(s), in consultation with the coach, may suspend the student's athletic participation until such time as an improvement is noted and all work is completed to their teachers' satisfaction.

Students are held responsible for returning their uniforms clean and in good repair. Students will be billed for lost or damaged uniforms.

## **Student Clubs**

Clubs will be offered throughout the year at Banner. Teachers as well as outside vendors may offer different clubs for students to participate in for an additional fee. Homework Club is a popular offering, as well as a range of student-interest based activities.

## **Instrumental Band**

Students in Grades 4 to 8 are eligible to participate in this program. Student lessons and band practices are held during the week. Students enrolled in this program are responsible for any class work missed because of attending lessons or rehearsals. Band will be in building C in the basement on Thursday mornings starting at 7:15 am. Any questions should be directed to the main office.

# **School Operations**

## **School Hours**

The Banner School office is open from 8:10 A.M. until 4:15 P.M. Our academic day begins at 8:30 A.M. Prek-5th grade dismiss at 3:00 P.M. Middle School grades 6-8 dismiss at 3:15 P.M.

## **Inclement Weather**

In the event Frederick County Public Schools are closed due to inclement weather, The Banner School will also be closed. If FCPS is on remote learning and there is inclement weather, please check for a text or email notification from The Banner School.

In the event Frederick County Public Schools are delayed, the Banner School will be delayed two (2) hours. If FCPS is on remote learning and there is inclement weather, please check for a text or email notification. When Banner School is delayed:

- NO BEFORE CARE will be offered
- Students may arrive at 10:10 A.M.
- Homeroom begins at 10:30 A.M.
- Classes begin at 10:45 A.M.

In the event of a major occurrence (blizzard, hurricane, tornado or another natural or man-made disaster), the school may close early. We ask that parents be aware of the weather and keep abreast of the latest conditions. Parents should be prepared to pick up their children from School if School is dismissed early. Parents may, at their discretion, pick up their children early from School should they have concerns about the weather and road conditions.

The school will use RenWeb to send text messages, email, and voice messages as warranted. Any school delays or closings will also be posted on the website and Facebook.

## **Attendance**

Educational research demonstrates that attendance patterns and punctuality have a direct impact on a child's achievement. Please make every effort to support your child by having them in school. When your child is absent from school the parent/guardian must send a note or email to [attendance@bannerschool.org](mailto:attendance@bannerschool.org) and to the students homeroom teacher

indicating the reason and the date of the absence. The school administration will reach out to parents/guardians of students with a high absenteeism to discuss the impact on their learning and meeting attendance requirements.

If your child is out for an extended period of time, the school may request a note from the doctor. If your child is unable to participate in physical education classes due to injury or illness, a note from your physician must be presented to the physical education instructors.

Homework for absent children can be accessed through Google Classroom for that day's homework, which is posted by 5:00 P.M.

The student is responsible for making up missed work and tests. The time allowed for making up missed work is equal to the number of excused absence days missed. Students are expected to make arrangements with the teachers to complete missed work and schedule make up tests. Generally, students can expect to make up missed tests on the day they return to school unless a teacher determines that a student will require additional instruction before taking a test.

### **Early Dismissal & Half-Days**

Early dismissals and half-days are scheduled for conferences and for in-service days. On half days, Preschool students are dismissed at 11:45 A.M., Kindergarten and Primary students at 11:45 A.M. and Middle School students at 12:00 P.M.

Parents should consult the online school calendar (Team-Up) to note these dates. Calendar postings and updates will be available on The Banner School website. Updates and upcoming activities may be highlighted in *The Banner Buzz*, and in other information sources.

### **Extended Care**

This program provides care for students from 7:00 A.M. until 8:10 A.M. on school days. Students may be enrolled on a full- or part-time basis. This program is held in the Early Childhood Center and is open to students in any grade. At 8:10 A.M. a teacher will walk the students from Extended Care to the primary or middle school building for homeroom. For more information regarding cost and enrollment procedures, contact the Banner School at 301-695-9320.

The evening extended care program is open to all students and runs from 3:15 P.M. until 6:00 P.M. This program includes snacks, outside play, and a variety of creative activities, as well as time to work on homework. Students may be enrolled on a full- or part-time basis.

Students in Grades 1-5 are escorted to Extended Care at the end of the day. Students in grades 6-8 will walk to Extended Care at 3:15. For more information regarding cost and enrollment procedures, contact the Banner School at 301-695-9230.

Due to COVID restrictions, space for emergency attendance is limited and *must* be pre-arranged in advance through the school.

### **Late Pick Ups**

Preschool and Primary students who are not picked up by 3:15 pm and Middle School students not picked up by 3:30 pm will be placed in Emergency Extended Care. Emergency rates will apply.

### **Drop-off, Pick-up & Carline Procedures**

Below is a summary of the driving patterns and instructions for carline protocol. It is important to be aware of these procedures for the safety of our students and the efficiency of the carline.

Due to Covid, all students will remain in their vehicle until a temperature check is complete. Teachers will direct/escort students from the car to the building. Parents are not to exit their cars during drop-off or pick-up.

### **Car Seats**

Maryland Law requires children to be in a car seat or booster seat until their 8<sup>th</sup> birthday, unless they are 4 foot 9 inches or taller. The Law further states that the car seat must fit the child by age, height, and weight and the child must be secured in the seat and the vehicle according to the instructions of the vehicle and car seat manufacturers. All drivers of Banner students are expected to comply with the State Law and follow the Family Health Administration recommendations.

### **PreK & Kindergarten**

8:10-8:30 am drop off. Car and booster seats should be placed on the right passenger side of your vehicle for easy unloading. If you arrive after 8:45, please pull in front of Botkin Hall

and call the Front Desk at 301-695-9320. A member of our administrative staff will come out to take the temperature and conduct the screening.

Enter the main driveway and stop at the entrance to Nisenfeld Hall (Building A). Parents and students will remain in their car until a staff member comes to conduct a temperature check and ensure that the online daily health check has been completed. After a successful temperature check, the staff member will help your child out of the car and into the building. Please proceed safely around the circle in front of Botkin Hall (Building B), Miller Hall (Building C) and exit to the main driveway and Market Street.

Pick-up begins at 3:00 pm. A staff member will escort each student to their car. After instructed, proceed around the circle in front of the Botkin building, and out the main driveway.

Students with siblings in either middle school or primary will be escorted by a staff member at dismissal to the dismissal porch of Botkin Hall (grades 6-8) or Miller Hall (grades 1-5).

### **Primary School**

Primary School arrival is scheduled between 8:10-8:30 am. Car and booster seats should be placed on the right passenger side of your vehicle for easy unloading. If you arrive after 8:45, please pull in front of Botkin Hall and call the Front Desk at 301-695-9320. A member of our administrative staff will come out to take the temperature and conduct the screening.

#### **1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Grades**

Enter the auxiliary driveway behind Miller Hall (Building C). Please stay in the right lane and stop at the Market Street entrance and remain in your car with your student. A staff member will come to your car to conduct a temperature check and ask the COVID screening questions. After a successful temperature check, the staff member will help your child out of the car and into the building. Please proceed safely around the end of Miller Hall to the circle, while also watching for cars exiting by the ramp, before connecting to the main driveway.

#### **4<sup>th</sup> and 5<sup>th</sup> Grades**

Enter the auxiliary driveway behind Miller Hall (Building C). You may proceed in the left lane to the ramp. Please remain in your car with your student. A staff member will come to your car to conduct a temperature check and ensure that your online daily health screening has been completed. After a successful temperature check, the staff member will help your

child out of the car and into the building. Please proceed safely around the end of Miller Hall to the circle connecting to the main driveway.

Pick up is at 3:00 pm. Students in primary with siblings in middle school will be escorted by a staff member at dismissal to the carline of Botkin Hall.

## **Middle School**

Middle School arrival is between 8:10-8:30 am. If you arrive after 8:45 am, please pull in front of Botkin Hall and call the Front Desk at 301-695-9320. A member of our administrative staff will come out to take the temperature and conduct the screening.

### **6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grades**

Enter the main driveway. As you enter the circle, please proceed cautiously in the left lane, as families may be dropping off in the Early Childhood carline. Follow the driveway behind Botkin Hall (Building B) and stop at the north side of Botkin Hall next to the Outdoor Classroom and remain in your vehicle with your student. A staff member will come to your car and conduct a temperature check and ensure that the daily health screening has been completed online. After a successful temperature check, your child may proceed up the ramp to Botkin Hall and to his/her homeroom. After unloading, you may merge safely back to the circle before exiting via the main driveway.

Pickup is at 3:00 pm. Parents may start to queue up at 2:50 pm.

## **Lunch & Snacks**

Students need to bring a bagged lunch daily with the exception of hot lunch days. Lunch will be eaten in the gymnasium using social distancing guidelines or in an outdoor setting. A separate table is provided for allergy-free accommodation. Microwaves and refrigerators are not available for student use. Students are not permitted to bring caffeinated drinks, energy drinks, or sports drinks for consumption during lunch.

Due to COVID restrictions, there will be no snacks available for purchase during Middle School break. Primary school students have a snack time in their homeroom mid-morning. *Please do not depend upon these snacks as a replacement for lunch.*

The school offers its students the option of ordering milk (plain or chocolate) for their lunches. Parents may order the year's milk supply online before the school year begins. As a fundraising effort the 7<sup>th</sup> and 8<sup>th</sup> grades may offer restaurant delivered lunches, such as pizza, chicken, pasta, etc.. Parents will have the opportunity to opt into the choices and pay weekly, monthly or by trimester.

## **Physical Education**

Physical Education is an important part of the educational experience and development of any child. The Banner School endeavors to aid in the maximum development of the student's physical, mental, emotional, and social competencies by building fitness. This is achieved through fitness activities and teamwork programs that are designed to develop neuromuscular skills as well as instill principles of good sportsmanship.

Students must have a note from a parent to be excused from PE class. However, if the student is to be excused for more than a week, a doctor's note is required. Students must have the proper PE uniform in order to participate in class. On days that they have PE classes, all students must wear their PE uniforms to School.

## **Books & Materials**

Most of the books used by the students are the property of The Banner School. All books must be covered and must be returned at the end of the year in good condition. Books that are lost, defaced or damaged will be replaced at the expense of the student. Requests for transcripts will not be honored if textbooks are not returned or replacement costs are not paid.

Classroom materials are defined by the grade level and parent are to Parents are to provide supplies (pens, pencils, paper, notebooks, rulers, etc.) as required by the teachers.

## **Photographs**

The school will announce Picture Day each fall. Students are to be in Dress Code for the student and class pictures. Parents/guardians can select and purchase the photo package that best meets their needs. The professional photos as well as photos taken throughout the year will be used in the annual yearbook.

The Banner School uses photos of students for social media, print media, and other publications. Last names of students are never published. Families select this option during enrollment and this information is kept on file. Families may change this at any time by contacting the Admissions Office in writing or requesting to fill out an updated form.

## **Field Trips**

Field Trips are an integral part of The Banner School program. These trips are taken either by bus or in cars driven by parents. Siblings are not permitted to attend field trips. Parents may also act as chaperones.

All parents who volunteer to drive on field trips must have a copy of their driver's license and valid and current insurance coverage on file in the school office. Parent drivers are also expected to carry a cell phone with them for emergency communication.

Parents need to make the school aware of any current student medical concerns that may not be noted on our health information sheets prior to a field trip in order to ensure the safety of our students. A first aid kit and emergency contact numbers are taken on field trips to allow for a quick response to even minor incidents.

Parents must complete and have on file the Authorization for Field Trips section of the 2021-2022 Student Information Form in order for their child to participate on field trips. This authorization is valid for the entire School year. Parents will be notified in advance of all field trips.

The enrollment fee covers much of the cost of field trips and classroom activities occurring during the year; however, there may be special events or trips that will require an additional fee.

## **Parking on Campus**

When parking is necessary on campus during the school day, please park only in designated areas along the main playground or behind the preschool playground. For early pick-up, please park in front of Botkin hall and call the office to let them know you have arrived. This process is the same for students who are ill and need to be picked up early.

## **Campus Security**

The school buildings are locked during the academic day (8:30 am to 3 pm.). Preschool and Primary students travel between the buildings when appropriate or to outdoor classroom spaces under the supervision of teachers who admit them to locked buildings or remain outside with them at all times. Middle School students travel between the buildings when appropriate as a group and use a designated key card to gain entry. Middle School students will be supervised during activities at all outdoor classroom spaces. Each of the classrooms, as well as common areas, is provided with a campus security phone in case of emergency. Outdoor Classrooms will be supplied with a walkie talkie to communicate. During after school hours, each supervising teacher has an attendance list, and all students are accounted for who have not been picked up. Teachers have training in Emergency Preparedness. In the event of a campus emergency, parents will be contacted via Ren Web alerts to their cell phone and email as soon as deemed safe.

## **Campus Visitors**

The Banner School appreciates and welcomes its many parent volunteers and visitors. For the security and safety of our students and staff, all visitors to the school, including parent volunteers, must register. Visitors will be given a badge that must be displayed at all times during their visit. When leaving the school, visitors must sign out.

As part of Covid operations visitors are limited to touring families and school volunteers. Visitors must complete a health assessment and wear a face mask at all times while inside a building or if they are unable to socially distance outside.

## **Money, Devices, & Valuables at School**

Students should not bring money or valuable personal items to school unless it is for a school activity. Phones and other devices are governed by Device Usage Policy.

## **Lost & Found Items**

Please, label all your child's clothing and possessions. Items that do not have a name or some other form of identification on them will be placed in the Lost and Found in Botkin Hall. Unclaimed articles are donated to a local charity at the end of the academic year.



# Communications

## Newsletters & Updates

The ***Bobcat Bulletin*** is the school's newsletter and contains articles about School grade-level and class activities, projects and upcoming events. ***The Bobcat Bulletin*** is emailed to all parents monthly, from October to June.

The ***Bobcat Buzz*** is the school's weekly newsletter and contains upcoming important dates, daily happenings around campus.

## TEAM UP Calendar

The school maintains a secure parent calendar, Team Up, via a web-based service. This calendar contains the most up to date information regarding events, field trips, school closings, etc.

To access the calendar, go to The Banner School website, navigate to Quick Links and select the Team Up Parent Calendar. The annual password is available on request through the Front Office and updated in the Banner Buzz.. Please note, the Team Up calendar is NOT the same as the public "Calendar of Events"; Team Up presents a greater level of detail and is intended for the use of Banner families only.

## Parent-Teacher Conferences

Preschool conferences are scheduled twice per year. Primary and Middle School are scheduled two times a year during the midpoint of the first and last trimester when interim reports are issued.

In the Primary School (PS to Grade 5), parents will meet with their child's classroom teacher. In the Middle School (Grades 6 to 8), parents will have the opportunity to meet with the homeroom teacher as well as any subject matter teacher.

Teacher conferences are encouraged and can be arranged at any time during the school year, as needed. Parents will sign up for their designated time using the Sign-up Genius link that is email from the Associate Head of School 2 weeks prior to the conference date.

It is very important that each family keep the school informed of any family circumstance that may affect the child's performance. This will allow for the strong partnership of parent and school to support the student through challenges and needs.

## **Academics**

### **Report Cards**

Report cards are e-mailed home three times a year. In pre-kindergarten a checklist of developmental skills provides feedback for a child's progress in Literacy and Math. In Primary School Grades K-5, an appropriate skill set is evaluated for measuring the child's performance based on grade level expectations. Interim reports are sent home during the middle of each trimester to notify parents of their child's performance if it is below expectations. Interim reports may also be sent home to acknowledge significant improvement and/or superior performance. If your account is not current, report cards and interim reports will be held.

#### **Pre-kindergarten**

Preschool teachers assess a student's progress on a developmentally appropriate list of academic and behavioral skills specific to their developmental age and the curriculum used.

C = Consistent P = Progressing N = Not at this time

#### **Grades K-3**

4: Student performance is exceeding expectations for the reporting period

3: Student performance meets the expectations for the reporting period

2: Student performance is approaching expectations

1: Student performance does not meet expectations

\*: Expectations are modified; student has a SLP (Student Learning Plan or an IEP (Individualized Educational Plan)).

#### **4<sup>th</sup> – 8<sup>th</sup> Grade**

Students are given two sets of grades; an achievement letter grade for their academic work and a numerical effort grade is given for their study and work habits.

## Letter Grades

A+	98 - 100	Superior performance and work
A	94 - 97	
A-	90 - 93	
B+	87 - 89	Good and better-than-average work on a
B	83 - 86	consistent basis
B-	80 - 82	
C+	77 - 79	Average or satisfactory work that is
C	73 - 77	adequate for grade-level work
C-	70 - 72	
D+	67 - 69	Below-average work, less than
D	63 - 66	satisfactory, danger of failing
D-	60 - 62	
F	below 60	Failing

## Effort Scores

EFFORT	Preparation	Homework Completion	Class Participation	Cooperation	Work Ethic & Initiative
1	Consistently has required materials.	Completes homework assignments and meets deadlines independently.	Participates enthusiastically & appropriately on a daily basis.	Enthusiastically cooperates with the group and consistently follows directions.	Consistently uses class time wisely and seeks help when needed.
2	Regularly has required materials.	Regularly completes homework and meets deadlines.	Participates appropriately on a daily basis.	Willingly cooperates with the group and regularly follows directions.	Regularly uses class time wisely and generally seeks help when needed.

3	Frequently forgets required materials.	Has late or missing assignments and relies on teacher reminders.	Does not always participate appropriately and/or disrupts/distracts others.	Has some difficulty cooperating with group and following directions.	Occasionally uses class time wisely and rarely seeks help when needed.
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### **National Junior Honor Society**

The National Junior Honor Society was created to honor and encourage academic achievement among students and to develop leadership skills while serving the community. Members work together to plan and carry out activities that serve not only the Banner community but the larger community as well. In so doing they serve as positive models to their peers, develop important leadership skills that will serve them well throughout their lives, and come to appreciate the importance of giving and sharing with others.

Students in Grades 6 through 8 who have attended Banner a minimum of one trimester are eligible for nomination to the Doris Walter Chapter of the National Junior Honor Society. To be considered for membership, a student must possess a 3.3 grade point average (GPA) by the end of the second trimester. Students who are nominated must complete an application stating their qualifications in the following areas: citizenship, leadership, service, character and scholarship. The applications are reviewed and voted upon by a faculty committee. If selected, a member must maintain a 3.3 GPA.

If a student's average falls below 3.3 for any trimester, they are put on probation and must raise their grades the following trimester. Failure to do so may result in removal from the Society.

### **Retention & Promotion**

Promotion to the next grade level is based on a student having successfully met the school's academic and social expectations as documented on the Report Card.

To receive a diploma from The Banner School, all graduating 8th graders must pass all classes for the year. If a graduating student fails a course for the year, he or she will be given a Certificate of Attendance in place of a diploma.

## **Homework Guidelines**

All primary and middle school students at The Banner School are expected to complete assigned work in addition to what is accomplished at School. Homework is an important part of the total School program, and encourages students to develop responsibility, accountability, good study habits, self-discipline while reinforcing previously learned concepts and preparing students for future concepts and information. Homework begins in kindergarten and builds in frequency and duration with each successive grade. General guidelines for the amount of time homework should take are:

Kindergarten	15 to 20 minutes (Nightly reading)
Grade 1	15 to 20 minutes
Grade 2	20 to 25 minutes
Grade 3	25 to 35 minutes
Grade 4	30-40 minutes to an hour
Grade 5	40-50 minutes
Grade 6	up to 1 hour
Grade 7	up to 1 hour and 10 minutes
Grade 8	up to 1 hour and 10 minutes

Each child is responsible for completing their work. However, parents can help their child by setting a consistent time and location conducive for this work to be done and providing needed support. By doing this, parents are sending a powerful message about the value they place on schoolwork.

Reading is an important foundation skill, especially in the early grades. Students are encouraged to read for 15-20 minutes each day to promote fluency and proficiency in reading, and to foster a life-long habit of reading. Parents are encouraged to build in family reading times to their daily schedule and to model good reading habits.

## **Discipline Policy**

The Banner School expects our entire community to embrace cooperation, caring and compassion. We discourage violations of rights and privileges of other individuals. Self-discipline, respect, and the acceptance of responsibility are the foundations upon which our discipline program is based.

Any student who fails to observe the school's or individual teacher's standards for behavior or language may be placed in detention (during and/or after school) or be suspended or, in extreme cases, expelled.

## **Classroom Rules**

1. Follow directions the first time.
2. Raise your hand before speaking and wait to be recognized.
3. Stay in your seat until your teacher excuses you.
4. Keep hands, feet, and objects to oneself.
5. Use acceptable language showing respect for your teachers and classmates.

The school rules are posted in each of our classrooms. Homeroom teachers review and give examples of the rules at the beginning of the school year and at various times throughout the school year. Teachers use opportunities to reinforce the meaning and application of the rules on a regular basis.

## **Primary School**

Teachers use a variety of methods/rewards to reinforce continued positive behavior. In the event a student needs reminding of the school or classroom rules, teachers will handle minor problems in the classroom, communicating with parent/guardian as needed. Frequently occurring behavior problems and/or more serious issues will be handled by the Associate Head of School.

## **Middle School**

The Banner School teaches responsibility by creating an environment where the focus is on learning in a physically and emotionally safe space. Rather than using punishment as a response to behaviors, the middle school uses logical consequences that help students understand and take responsibility for their behavior.

Consequences may fall under the following categories:

- Reflection: Students may be asked to reflect on their actions in verbal or written form.

- Restitution: Students may be asked to make restitution for their actions by repairing damage to property or performing acts of service toward an individual or the school community.
- Restriction: Students may be restricted from an activity or preferred activity.
- Repeated Discipline Problems: Repeated discipline issues will result in a parent/teacher/administrator conference. An individual behavior plan may be created at this time.

While we approach discipline as an opportunity for learning and problem solving, serious offenses will be treated with immediate action. Serious offenses include ongoing bullying, assault, and willful destruction of property. Serious offenses and/or serious repeated discipline problems will be referred to the Associate Head of School.

## **Bullying, Harassment and Intimidation Policy**

The Banner School does not condone bullying, harassment, intimidation, meanness, or aggressive behavior of any kind. Consequently, ridicule, or “making fun of another person,” is not acceptable. Likewise, reprisal or retaliation against anyone who reports an act of bullying, harassment, or intimidation is prohibited. Any student who engages in this type of behavior, be it of a physical, psychological, or verbal nature, is subject to disciplinary action, which may include suspension or expulsion.

Disciplinary action will be determined on a case by-case review by the school administration. To ensure clarity and understanding “bullying, harassment, and intimidation are defined as any intentional written, verbal, or physical act, including an electronic communication, that physically threatens or harms an individual, damages an individual's property, substantially interferes with an individual's education or learning environment through psychological and/or emotional harassment, or places an individual in reasonable fear of harm to the individual's person or property; and that occurs on School property, at a School activity or event, or on a school bus; or substantially disrupts the orderly operation of the School.”

Electronic communication after school hours via social media or personal text messaging that intentionally demeans or belittles a peer and/or exhibits verbal disrespect for peers is considered to be non-exemplary of a Banner student and is subject to discipline under the Social Media Policy.

Any student who commits an act of bullying, harassment, or intimidation or who engages in reprisal or retaliation will be suspended and may be expelled from School and as required by Maryland state law, must receive educational and therapeutic services concerning bullying prevention, the specifics of which will be determined by the school. Likewise, any student who is found to have made false accusations of bullying, harassment, or intimidation will be subject to disciplinary action at the school's discretion, which may include, but is not limited to, suspension or expulsion from the school.

Any student who believes that he or she is a victim of an act of bullying, harassment, or intimidation should notify any employee of the school immediately, who, in turn, will notify the Associate Head of School and Head of School. The student may also elect to inform their parent or legal guardian, who, in turn, should notify the Associate Head of School or Head of School immediately. Upon notification, the school will promptly begin an investigation of the accusation and, upon completion of the investigation and in cases where the complaint is determined to have merit, will take action in accordance with this policy.

## **Teacher Absences and Substitutes**

In the event of a classroom teacher's absence, a substitute teacher will be placed in the classroom who has been previously interviewed and obtained a security clearance by the Banner School.

## **Sexual Harassment Policy**

The Banner School will not tolerate sexual harassment by anyone, whether in the school, at School-sponsored functions, or at those activities designed to benefit the school. Anyone accused of such activity may incur penalties as prescribed by State and Federal law.

## **Health Policies**

Students who have a contagious disease or are not well enough to participate in classroom activities should not come to school. In those cases where a student is recovering from an illness or injury they should have a note from the doctor specifying those activities in which They cannot participate.

## **Covid Operations**

The Covid Action Plan 2021-2022 is available online and updated regularly to keep up with CDC, State and local guidance for safe operations. Please refer to the documentation for any questions, or contact the school directly as needed.

<https://www.bannerschool.org/wp-content/uploads/2021/08/TBS-Covid-Action-Plan-2021-2022.pdf>

## **Allergies**

Given that we have students with severe, life-threatening allergies to peanuts and peanut products, NO food whatsoever is permitted in the following public areas: playgrounds, music room, Spanish room, and library. If students are using food products in the classroom, Clorox wipes will be available for cleansing and disinfecting. There is NO sharing of food with classmates.

## **Health Screenings**

Scoliosis, along with vision and audiometric screenings are conducted each year for new students or those who have not had a screening prior to enrollment.

## **Medications**

The Banner School does not allow students to possess any over the counter or prescription medications for the purpose of self-medication. Approved school personnel will dispense medication only when absolutely necessary. The school will not administer prescriptions or over-the-counter drugs without a completed "Physician's Order for Student Medication" form found on RenWeb.

Every administration of medication is documented as to time and dose and initiated by the designated staff member. All medicines must be brought to the school office by an adult. The medicine must be properly labeled and in the original container. The label must include the name of the medication and instructions for administration and dosage. For each new medication, change of dosage, or change in time of administration, a new form must be submitted. Any student starting a new medication must receive the first dosage at home.

Medicines not claimed at the end of the school year will be destroyed 10 days after the last day that the student attends.

## **Student Injury**

If a student requires non-emergency treatment for injuries during School, the student receives attention from the staff with first aid and/or CPR skills in the school office. Parents will be notified of any and all injuries occurring at school.

The school will call 911 when a student requires immediate attention (a wound involving severe bleeding on the order of a hemorrhage, an open fracture, or a head trauma in which the student loses consciousness). Parents are notified immediately.

Once the ambulance arrives, the student will be sent in the ambulance to the hospital along with a school staff member, the child's current health form, and the emergency medical form, which contains the parental release statement. School personnel document everything that is pertinent to the accident or injury and an Accident/Emergency report is completed and placed in the student's permanent file.

## **Student Illness**

If a student becomes sick during the school day, they will be sent to the Front Office. The school personnel will evaluate the health concern, document signs and symptoms, and determine a plan of action that is appropriate for the illness. Please note that The Banner School does not have an onsite nurse and uses delegated nursing services. We do not have the means to treat illness or provide for medical rest periods.

The most common illnesses that School personnel encounter are fever, sore throats, upper respiratory tract infections, gastrointestinal distress, earaches, and headaches. In the event of these symptoms the child is not able to return to the classroom and parents will be asked to pick up the child.