



THE BANNER
SCHOOL

2023-2024 PARENT/STUDENT
HANDBOOK

Rev. 8-2023

CONTENTS

| | |
|--|----|
| Who We Are--Our Mission..... | 3 |
| The Learning Triangle..... | 3 |
| Diversity Statement | 3 |
| Sexual Harassment Statement | 4 |
| School Calendar | 5 |
| Renweb/Facts Management | 5 |
| Daily Schedules | 5 |
| Weather Related Closings | 7 |
| Early Dismissal And Half-Days | 8 |
| Extended Care..... | 8 |
| After School Clubs..... | 9 |
| Lunch And Food | 9 |
| School Communications..... | 11 |
| Parent Teacher Conferences | 11 |
| Addressing School Concerns | 12 |
| Materials And Activity Fees..... | 12 |
| Attendance | 14 |
| Report Cards | 14 |
| Retention & Promotion And Academic Eligibility | 16 |
| Dress Code..... | 16 |
| Where Can I Purchase School Clothing?..... | 17 |
| Sample Dress Code | 18 |
| Friday <i>Dress Down</i> Guidelines..... | 20 |
| Cell Phone & School Electronics Policy..... | 21 |
| Bring Your Own Device Policy | 22 |
| Athletics | 23 |
| Performing Arts | 23 |
| Student Council..... | 24 |
| Homework | 24 |
| Library..... | 25 |
| Physical Education | 25 |
| The Banner School Discipline Policy | 25 |
| Bullying, Harassment And Intimidation Policy..... | 26 |
| Campus Security | 27 |
| Health Policies | 28 |
| Student Service Hours..... | 29 |
| Volunteer Opportunitites | 30 |
| The 2022-2023 Banner School Board Of Trustees | 30 |
| The Banner School Parents Organization | 31 |
| Year At A Glance Calendar | 32 |



THE BANNER SCHOOL

The Banner School Song words and music, Alyce Read, 1982

With lifted hearts we start each day as students of the world
Our minds and bodies young and strong, and eager now to learn.
A sense of pride fills us inside
We love our Banner School.
We love our Banner School.

Green and Gold the banner bold, flies o'er her gabled halls.
We share the secrets knowledge brings as to us it unfolds.
A sense of pride fills us inside
We love our Banner School.
We love our Banner School.

INTRODUCTION

Welcome to our Banner Community. This handbook is intended to help parents and students easily find the answers to many questions and provide information about our policies and procedures. It is not an all-inclusive document. Please contact our administrative team with any additional questions or concerns that you might have.

WHO WE ARE--OUR MISSION

The Banner School is an independent school composed of a Preschool for four- and five-year-olds, a Primary School for Kindergarten through Grade Four, and a Middle School for grades five through eight. Banner offers families a choice beyond the public school system. Its mission is to provide an academically challenging curriculum in a secure environment. Banner strives to motivate students to achieve to the best of their abilities while simultaneously stimulating a lifelong love of learning. Banner encourages a strong school-family partnership, individual self-worth and respect for others. Graduating responsible individuals who will contribute to society is our goal.

Reflecting the diversity in today's society and our student body, Banner provides an international education and global perspective through the study of various cultures, societies, and peoples of the world.

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. The Banner School's admission policy does not discriminate on the basis of race, color, national origin, or sexual orientation.

THE LEARNING TRIANGLE

The cornerstone of The Banner School is "The Learning Triangle." This Triangle represents the school, the family, and the student working together to provide the best educational experience for the student. Cooperation and open communication among the three are essential for The Triangle to be successful. Active parent participation in a child's education is essential, as is parent support of school policies and programs. Teachers must also be informed of unique student needs from the parents, and teachers in return must clearly communicate the school's curricular goals, as well as their classroom expectations, to the parents and students. Students must be willing to work hard while in school. Each "vertex" of the triangle has special core responsibilities.

DIVERSITY STATEMENT

The Banner School was founded in 1982 with the purpose of providing Frederick County with its first non-sectarian independent school. The Banner School is committed to diversity and inclusiveness among our community of students, families, faculty, staff and Board of Trustees. The Banner School Mission specifically refers to the school's "diverse community of learners," a community that includes diversity in all of its 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 Banner School mission statement concludes, the school “motivates students to become responsible citizens who lead by example,” and we believe that citizenship requires that leaders understand and respect 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.

Respect for the diversity of human experiences and perspectives is at the heart of The Banner School’s educational program. The Banner School Philosophy states, “Through an emphasis on tolerance and respect for differences, students are prepared to function successfully in today’s diverse society.” The Diversity of human experiences and perspectives are found in a variety of forms and forums, including weekly All-School Assemblies, periodic performances and presentations, frequent community service projects and events, and the formal study of world history and languages, multicultural art and ethnic music, diverse authors and their literature, great philosophers and their sometimes-conflicting ideas and theories, and more.

Banner prides itself in having a safe and inclusive environment where individuality is valued and thrives, personal expression and points of view are promoted, and critical and independent thinking and acting are fostered.

It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual’s race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint

SEXUAL HARASSMENT STATEMENT

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.

SCHOOL CALENDAR

The Banner School Calendar is essential for families to refer to activities and events that are school-related. A Calendar-at-a-Glance is provided at the beginning of the school year and is available at the end of the handbook. This calendar is subject to change if necessary for the benefit of the school.

The school utilizes an online calendar, TeamUp, which is available through a web browser or as a mobile app. The following link can be used to access the TeamUp calendar. This link is accessible on the school website and in the Family Portal on RenWeb.

<https://teamup.com/ks2800860f1ffcfae> PW: B@nner2122



To add the calendar feed into a personal phone calendar: <https://tinyurl.com/bdfcnxz8>

RENWEB/FACTS MANAGEMENT

The Banner School utilizes RenWeb/FACTS Management as its online Student Information Database. This online program provides parents with access to manage payment accounts, pay for afterschool clubs, make updates to Authorized Pick Up persons or Emergency Contacts, and view student grades. Each parent can create their own login that must be based on the email address provided when they enroll their child. For questions on how to access RenWeb, please contact lmccwilliams@bannerschool.org.

DAILY SCHEDULES

The school office is open 8AM-3:30PM on school days.

The official school day is as follows for Prekindergarten, primary, and middle school students:

Prekindergarten: 8:30AM-2:45PM

Primary School: 8:30AM-3PM

Middle School: 8:10AM-3:15PM

Students who arrive after their scheduled start time will need to sign in at the office.

Arrival and Dismissal Times are as Follows:

Arrival Times

8:00 - 8:10 AM: Middle

8:15 - 8:30 AM: PreK/Primary

If you are dropping off siblings for multiple grades, please arrive at the earliest arrival time to ensure that your oldest students are ready to start the school day when their school day begins.

Dismissal Times

2:45 -3:00 PM: PreK

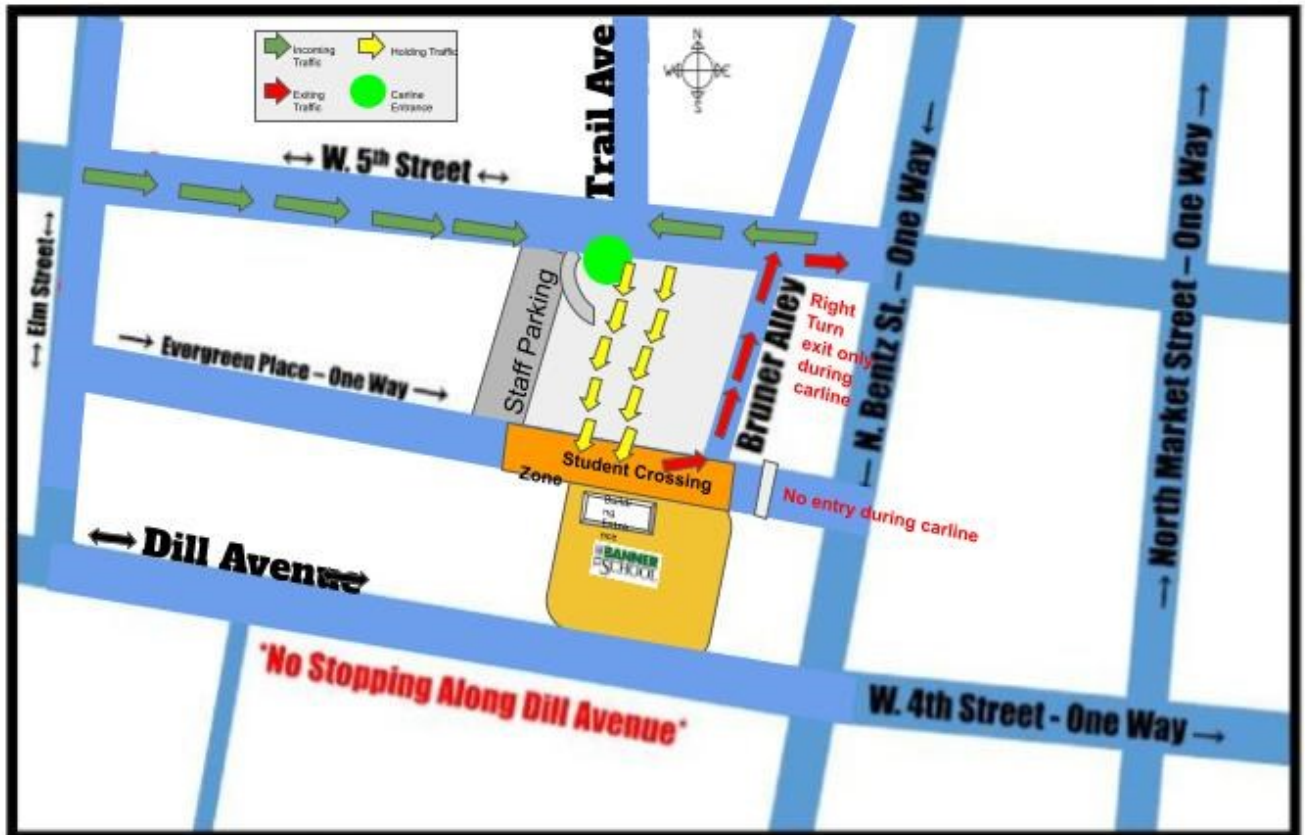
3:00 -3:15 PM: Primary

3:15 - 3:30 PM: Middle

If you are picking up siblings for multiple grades, please pick up your children at the latest dismissal time to ensure that all of your children have finished their scholastic day. If you arrive before your child's dismissal time, you may be asked to re-enter the queue at the back of the line.

The Carline will proceed as follows:

Traffic will come down W 5th Street and proceed into the school parking lot. All cars will then divide into 2 lines of traffic and wait through the carline queue in the parking lot. Once they enter the Unloading Zone, cars will unload 2 at a time and then proceed to exit north on Bruner Alley.



MIDDLE SCHOOL DAY

The Middle School will follow the schedule below for their school day.

MIDDLE SCHOOL DAILY BELL SCHEDULE

| Period | Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|---------------|-----------|-----------|------------------------------------|-----------|-----------|
| Drop off | 8:00 -8:10 | Drop off | Drop off | Drop off | Drop off | Drop off |
| Homeroom | 8:10 -8:25 | Homeroom | MS Mtg | MS Meeting (8:10-8:40) | Homeroom | Homeroom |
| Period 1 | 8:30 -9:20 | | | Assembly/Buddy class (8:45 - 9:20) | | |
| Period 2 | 9:25 -10:15 | | | | | |
| Break | 10:15 - 10:30 | Break | Break | Break | Break | Break |
| Period 3 | 10:35 -11:25 | | | | | |
| Period 4 | 11:30 -12:20 | | | | | |
| Lunch | 12:25 -12:45 | Lunch | Lunch | Lunch | Lunch | Lunch |
| Recess | 12:45 - 1:15 | Recess | Recess | Recess | Recess | Recess |
| Period 5 | 1:20 -2:10 | | | | | |
| Period 6 | 2:15 -3:05 | | | | | |
| Dismissal | 3:10-3:15 | Dismissal | Dismissal | Dismissal | Dismissal | Dismissal |

WEATHER RELATED CLOSINGS

The Banner School has extra days built into the schedule to compensate in the event of a weather-related closing.

SCHOOL CLOSINGS

If Frederick County Public Schools are closed due to inclement weather, The Banner School will also be closed. A text alert and email notification will be sent by 6am and information will be posted to the school Facebook page.

After four snow days, if FCPS is on remote learning and there is inclement weather, a Parent Alert and email notification from The Banner School regarding school for the day. The Banner School may choose to have school if it is determined that it is safe for students and faculty to return to school.

The Banner School may opt to do remote learning after four weather related closings, that will provide asynchronous learning at home in lieu of adding additional calendar days to the school year. Asynchronous work will be provided in advance and students will have one week to complete the assignments for that day.

DELAYED START

If Frederick County Public Schools operate on a 2-hour delay, the Banner School will be delayed TWO hours.

- NO BEFORE CARE will be offered on days with a delayed start
- Arrival will begin at 10 A.M.
- Middle School Homeroom will begin at 10:10 A.M.
- Classes will begin at 10:30 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 current weather conditions and be prepared to pick up their children or have their children picked up by an authorized person if school is dismissed early. Parents may always, at their discretion, pick up their children early from School should they have concerns about the weather and road conditions.

EARLY DISMISSAL AND HALF-DAYS

Early dismissals and half-days are scheduled for conferences and for staff development and in-service days. On days with early dismissal, Prekindergarten 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 TeamUp Calendar to note these dates. Calendar postings and updates will be listed on the master School Calendar and updated on our online TeamUp Calendar, supplied at the beginning of the school year.

On days with early dismissals, there is no afternoon extended care.

EXTENDED CARE

This program is available to students of any age to provide childcare for before or after school. Registration links are available on the TeamUp calendar under the first school day of each month and in the Family Portal in RenWeb. They are also available in the Bobcat Bulletin and on the school website. For staffing purposes, all students should be registered for Extended Care each day. Emergency rates will apply if a student is not pre-registered.

Snacks are not provided in Extended Care. Please provide an afternoon snack if your child is attending an after-school club or extended care.

Email the Extended Care Director at extendedcare@bannerschool.org with any questions.

A.M. CARE

This program provides care for students beginning at 7:00 A.M. on days when school is in session. Students may be enrolled on a full- or part-time basis. Parents need to remain with their child until the extended care provider brings the student into the building. If there is a delayed start due to weather, there is no AM extended care.

P.M. CARE

This program is open to all students from dismissal until 6:00 P.M. This program includes outside play, a variety of creative activities, and time to work on homework. Students may be enrolled on a full- or part-time basis. Students in Grades 1-4 are escorted to Extended Care at the end of the day.

Prekindergarten and primary school students who are not picked up by 3:00, Primary students who are not picked up by 3:15 P.M. and Middle School students not picked up by 3:30 P.M. will be placed in Extended Care and emergency rates will apply. On days with early dismissals, including weather-related dismissals, there is not extended care.

This service is designed as a convenience for Banner families and is not a guarantee. If a parent is running late and will arrive at or near 6PM, they can call or text the Extended Care Phone at **240-586-3897**. After three late pick ups, parents will be called for a meeting with an administrator and students could be dismissed from the program.

AFTER SCHOOL CLUBS

After school clubs are designed to provide enrichment for The Banner School students. Clubs are led by faculty and staff as well as contracted programs. Pricing varies by the club and resources necessary to the club and pre-registration and payment is required. Clubs will run from 3:30-4:30 unless noted otherwise. Students who require additional childcare at the conclusion of an after-school club will be escorted to our extended care program and an additional fee will apply.

LUNCH AND FOOD

The Banner School does not provide daily hot lunches. Students need to bring a bagged lunch daily. Lunch will be eaten in the multi-purpose room.

The Banner School does not restrict nuts as a snack or lunch item. A separate table is provided for allergy-free accommodation upon request. Food is only consumed in designated spaces to ensure the containment of proper cleanup of any potential food allergen.

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. Milk (white or chocolate) is available for students at lunchtime. Parents may order the year's milk supply online before the school year begins.

As a fundraiser, pizza or other food options may be available on certain days for students. These foods must be purchased in advance to ensure that it is available.

All students will have a morning snack break. Pre-kindergarten will have a healthy snack provided each day. Primary and middle school students should provide their own snacks.

The Student Council may provide snacks for purchase during Middle School break.

BIRTHDAY PARTIES

Invitations may be distributed at school only if the entire class is invited to the party. The classroom teacher must approve parties or food provided in the classroom.

PRE-KINDERGARTEN INFORMATION

Daily Items for School

****PLEASE LABEL ALL OF THE ITEMS THAT YOU SEND IN WITH YOUR CHILD WITH HIS/HER NAME**

- Provide a filled reusable water bottle with a straw or valve.
- Lunch - please make sure that your child has a nutritious lunch with a variety of foods. If there are items that require opening a package, please start the opening whenever possibly to allow your child to eat independently. We have busy days and the children are usually very hungry!
- Utensils for lunch
- A standard backpack large enough to hold a standard two-pocket folder. Please make sure they can hold their lunch box, folders, and any papers we may send home.
- Proper weather appropriate clothing. Wear play clothes! Children may get paint, glue, mulch, marker, or lunch on clothes.
- No costumes please. They make outdoor play and walking up and down steps very difficult.
- Children should be as independent as possible with their clothing-no belts or suspenders unless the child can fasten these.
- We go outside daily, weather-permitting. When it is cold-weather season, please send your child with a hat/coat/mittens/boots. Snow pants are not needed unless requested by the teacher.
- Students cannot wear open-toe shoes, flip flops, or dress shoes with heels. Safe shoes, please! Sneakers are the best footwear choice.
- Friday Folders: The folder you provide will go home every Friday filled with projects your child has been working on! Please return it on the following Monday. Your child will not have homework for Pre-K.
- **Full Day Students Only:** On Mondays, please send in a clean blanket. This will remain at school for the week. The rest materials are sent home on Fridays to be washed.
- As a licensed childcare facility in the state of Maryland, we are required to provide the children with a rest time. While some children do not sleep, others do need a nap. Rest time is an important quiet time for everyone to relax. Children are expected to sit or lay quietly on their mats. A quiet activity may be offered after a period of time.
- Please keep personal toys at home. Items from home can be easily lost or broken and are distracting to the daily activities of school.

BATHROOM POLICY

- The Banner School Pre-K requires that all children are fully potty-trained and display independence in the bathroom. This includes cleaning him/herself. Teachers and staff are not certified to assist the children with wiping.
- Children need to be independent with clothing as well.
- It is understood that the occasional accident happens. Staff will handle accidents with discretion and care.
- Parents should provide a Ziploc bag of spare clothing. Please label all items of clothing and the bag as well. Children are expected to change their own clothes when an accident occurs, but teachers will monitor as needed and guide the child verbally.
- If a child has two or more accidents in one day, parents will be called for pickup. If a pattern of accidents is noticed, parents will be asked to seek additional medical attention. If the situation is not able to be resolved, they may be asked to make other childcare arrangements. This policy is for the health and safety of all faculty and students.

FOOD

Pre-Kindergarten has designated times for eating (morning snack, lunch, and afternoon snack during extended care). Morning snacks will be provided by the school, and a snack menu will be shared with parents. Lunch and extended care snacks must be provided by the parents.

SCHOOL COMMUNICATIONS

SCHOOLWIDE COMMUNICATIONS

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 produced monthly between September and May and will be produced periodically during the summer months.

The school will utilize text alerts, when possible, to provide reminders about important upcoming events, schedule changes, and other activities that are of interest to parents. To opt out of these alerts, text STOP as a reply when one is received.

INDIVIDUAL COMMUNICATION

Parents who want to meet with a teacher should e-mail the teacher directly to request a conference. (*See RenWeb for an updated listing of email addresses.*) Parents who volunteer in the classroom should not use that time to discuss their child's academic progress.

Classes and teachers should not be interrupted during class time.

PARENT TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled three times a year during the midpoint of each trimester when interim reports are issued. In primary school (PreK to Grade 4), parents will meet with their child's classroom teacher. In middle school (Grades 5 to 8), parents can request to meet with their child's teacher(s) or the teacher(s) may request a meeting with the parents. Additional conferences can be arranged at any time during the school year. Parents should contact the homeroom or classroom teacher to arrange a time.

It is requested that each family keep the school informed of any family situations to ensure that the school can best meet the needs of a student.

ADDRESSING SCHOOL CONCERNS

The Banner School 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 a resolution isn't reached, concerns may then be directed to the Principal. At that time, the teacher will be notified, and a meeting will be scheduled to include all three parties if deemed necessary. In the case of a complaint, the teacher will be notified and given the opportunity to respond. The parent who filed the complaint will be notified as to whether action was taken and the status of the situation. Finally, if a parent feels that his or her concerns are not being addressed to their satisfaction, he or she may contact the Head of School to request a conference.

MATERIALS AND ACTIVITY FEES

Most of the books used by students are the property of The Banner School. All books 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 and Term III report cards will not be honored if textbooks, library books, or other school-owned materials are not returned, or replacement costs are not paid. Parents are to provide supplies (pens, pencils, paper, notebooks, rulers, etc.) as required by the teachers.

PHOTOGRAPHS AND YEARBOOK

School pictures, individual and group, and the yearbook are available for purchase. These items can be purchased directly from the vendor and are not sold by the school. Students are to be in the dress code for the student and class pictures.

Images of students in various school-related activities will at times be filmed or photographed to share with homerooms, for marketing, or other school purposes. Each family can opt out of that at any time by contacting the main office in writing at

officemanager@bannerschool.org

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 should notify the school of any current student medical concerns that may not be noted on our health information sheets prior to a field trip to ensure the safety of our students. A first aid kit, emergency contact numbers, and an emergency response plan 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 2023-2024 Student Information Form for their child to participate in field trips. This authorization is valid for the entire School year. Parents will be notified in advance of all field trips and will be provided additional information about departure and return to campus times along with any fees associated with the trip.

On occasion teachers may provide options for spontaneous field trips that encompass short amounts of time during the school day. Because of the ability to provide these opportunities due to smaller class sizes and proximity to many wonderful activities and locations, they can often be planned quickly and with little advanced notice. These can be walking field trips or bus field trips. A spontaneous field trip form will be sent home to families at the beginning of the school year. If a teacher plans to take a spontaneous field trip, families will be informed on the day the field trip takes place.

Students are always accompanied by adult faculty and driven by authorized drivers. In the event that The Banner School takes students from campus, a ParentAlert text will be sent to all parents of students indicating the field trip location, departure time, and return to campus time. There will not be a student cost associated with these field trips.

CAR SEATS

Maryland Law requires children to be in a car seat or booster seat until their 8th 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.

ATTENDANCE

It is important that students arrive on time to start the school day. Repeated tardiness or excessive truancy is recorded and managed on an individual basis and could result in a failure to be promoted to the next grade level (please see Retention and Promotion section in the Handbook).

Students who arrive after their division's start of the school day must sign in at the office. The student must obtain a "Late Arrival" slip to be given to the classroom teacher upon arrival in class.

Parents should contact the school office if there is going to be a change in the child's arrival or dismissal by emailing attendance@bannerschool.org to ensure that all of a student's teachers will receive the information.

Parents are requested to notify the school of their child's absence before 8AM whenever possible by emailing the front office at . Students are required to have a written note (or email) for each absence. Illnesses that exceed three consecutive days in any one term need to be validated by a physician's note. Unexcused full day and/or class absences are recorded and may result in a 0 for the missing class work or homework at the teacher's discretion. Excessive cumulative absences or tardiness that cause a student to miss a class will require a parent meeting and a specified behavior contract outlining the academic probation protocols.

If a student is expected to be absent for an extended period, families can request homework in advance, but it may or may not be available depending on the teacher's availability to prepare work in advance.

Students are responsible for making up any 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.

Vacations: Families are strongly discouraged from taking vacation during school days. Even the most organized students tend to have difficulties catching up with their classes when there is a prolonged absence. If families know that a student will be absent for an extended period of time, teachers need at least one week to prepare materials for the absence.

REPORT CARDS

Report cards are e-mailed home three times a year after each marking period. They are generally available two weeks after the end of the term.

Prekindergarten report cards contain a checklist of developmental skills and provide

feedback for a child's progress in literacy and math. Student assessments are determined to be M-Mastered, A-Age Appropriate, and N-Needs Additional Time.

In Primary School grades K-4, an appropriate skill set is evaluated for measuring the child's performance based on grade level expectations and indicated by the numbers below.

- 4: Student performance is advanced 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 and learning is facilitated

*: Expectations are modified; student has an SLP (Student Learning Plan)

In Middle School, students are given two sets of grades; an achievement letter grade for their academic work and a numerical effort grade for their study, participation, and work habits.

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.

GRADING SCALE FOR GRADES 4-8

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

EFFORT SCORES FOR STUDENTS IN GRADES 4-8

- 1 Consistently participates, has materials for class, and consistently completes homework
- 2 Willingly participates, usually has necessary materials for class, and regularly completes

homework

- 3 Frequently does not have materials for class, does not willingly participate, and fails to complete or turn in homework

RETENTION & PROMOTION AND ACADEMIC ELIGIBILITY

Middle School students who are behind in academic assignments, or whose grades have fallen below a C-, may be temporarily removed from participating extracurricular activities until all academic grades have improved.

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. Excessive truancy can also prevent a student from being promoted to the next grade.

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

DRESS CODE

PREKINDERGARTEN

Students in Preschool do not have a specific Dress Code but should come to school in clothes that they can manage independently. Because they are active, and their clothes may "wear" the signs of their day. Please select clothing that can be washed. In addition, sneakers or shoes with good tread are encouraged for PK students.

KINDERGARTEN THROUGH 8TH GRADE

Dress Code is an important component of The Banner School philosophy and mission. Continued violations of the Dress Code indicate an unwillingness to accept and follow school rules and may result in disciplinary actions.

Parents of younger students in the Primary School are encouraged to dress their children in pants with elasticized waistbands 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.

TIDINESS

- Students will tuck in shirts or blouses properly.
- All clothing must fit the student in a reasonable manner.
- Pants will be worn at the waist.
- Students may not wear sweatshirts or hoodies on regular school days. These may only be worn on spirit days.
- Coats, jackets, and hats cannot be worn indoors.
- Students should wear gym clothes on PE days.

WHERE CAN I PURCHASE SCHOOL CLOTHING?

Dress Code pieces may be purchased at any store as long as they follow our guidelines. We currently partner with the following companies who offer shipping or retail locations.

Flynn O'Hara Uniforms

Flynn & O'Hara, sells everything including the gym uniform, will ship to homes, or you can visit the store in Rockville to try on clothes.

Shopping Site: www.flynnohara.com/school/md357

Land's End

Land's End features some items at Kohls, but all items are available online.

Shopping Site: www.landsend.com Use Banner's Preferred Customer Code: 900036955

Banner Boutique

Cut uniform costs by shopping at the Boutique! Gently used clothing items are available in the Banner Boutique for \$1 donation per item and may be exchanged for new items as the student(s) have growth spurts throughout the year.



Kindergarten-8th Grade Dress Code

Shirts



LONG-SLEEVE
OR
SHORT-SLEEVE



NAVY BLUE
HUNTER GREEN
GOLD
RED
WHITE



WHITE
OXFORD-STYLE
BUTTON DOWN

(Banner School Logo available through Lands' End or Flynn & O'Hara)



Kindergarten-8th Grade Dress Code

Sweaters



1/4 PULL
FLEECE OR
SWEATER



V-NECK
CREW NECK
CARDIGAN



HUNTER GREEN
RED
NAVY BLUE

(Banner School Logo available through Lands' End or Flynn & O'Hara)

Kindergarten-8th Grade Dress Code
Jumpers/ Skirts



NAVY BLUE
KHAKI
BANNER PLAID
(LANDS' END OR FLYNN & O'HARA
HUNTER GREEN/CLASSIC
NAVY PLAID)



KNEE LENGTH



TIGHTS/LEGGINGS
MUST BE WORN
UNDER JUMPERS
NOV 1-APRIL 1
NAVY BLUE
BLACK
WHITE

Kindergarten-8th Grade Dress Code
Trousers and Shorts



PLAIN OR PLEATED
CHINO/DOCKER
STYLE PANTS
CAN NOT HANG BELOW TOP OF SHOE
(NO CARGO STYLE OR KNIT)
NAVY BLUE
KHAKI
ELASTIC WAIST IS ALLOWED



KNEE LENGTH SHORTS
NAVY BLUE
KHAKI

NO SHORTS CAN BE WORN
THANKSGIVING
TO APRIL 1



BELTS
GRADES 3-8
BLACK OR BROWN
NO LARGE BUCKLES OR
DECORATIONS

SHOES: BLACK, BROWN
NAVY SOLID
COLOR DRESS SHOES, LOAFERS,
TOPSIDERS OR LACE-UPS.
LEATHER OR VINYL; NO CANVAS.
SNEAKERS ARE ACCEPTABLE
EVERYDAY. NO VANS, BOARD SHOES,
KEDS, WHEELZ, OR
LIGHT UP SHOES

Kindergarten-8th Grade Dress Code

Gym Clothes



HUNTER GREEN
SWEATSHIRT



GREY T-SHIRT
HUNTER GREEN
SHORTS

NO SHORTS CAN BE WORN
THANKSGIVING
TO APRIL 1



HUNTER GREEN
SWEATPANTS
AND SHORTS

(Banner School Logo available through Lands' End or Flynn & O'Hara)

FRIDAY DRESS DOWN GUIDELINES

Every Friday is a “dress down day” at The Banner School. Students are not required to wear the school uniform. Instead, they may wear school and weather appropriate clothing.

Students must be able to participate in all school activities during dress down days including physical education.

Students **are not permitted** to wear the following items at any time:

- Articles of clothing that may be considered offensive.
- Skirts and shorts shorter than fingertip length when standing.

- Revealing clothes (low cut necklines, midriff tops, exposed undergarments, one shoulder garments, halter tops, strapless tops, spaghetti straps, tube tops, low cut waistline pants/shorts/skirts, or leggings or stockings worn as pants).
- Pants or shorts below waist level making an undergarment visible.
- Hats inside school buildings.
- Heels or open toed shoes unless worn as part of a school sanctioned activity.

DRESS CODE ACCOUNTABILITY

In grades K-4, classroom teachers will actively encourage students to uphold the dress code. Parents may be contacted if students are regularly out of compliance with the dress code.

In grades 5-8, homeroom teachers will keep a record of student dress code violations.

- After three dress code violations within a given month, the student will lose the privilege of dressing down.
- Additional dress code violations beyond the three will result in detention.

CELL PHONE & SCHOOL ELECTRONICS POLICY

The Banner School does not allow cell phones to be out during the school day. However, the school recognizes the occasional need for cell phone use for emergency purposes.

1. Student possession and use of electronic devices on school property and at school sponsored events on and off campus is a **privilege, not a right**.
2. It is the intent of The Banner School to ensure that student possession or use of electronic devices does not:
 - a. Disrupt the learning environment or approved school activity.
 - b. Pose a threat to academic integrity.
 - c. Violate confidentiality or privacy rights of others during the school day as well as during after-school activities or the safe transportation of students.
 - d. Create safety or harassment concerns, especially the misuse associated with inappropriate texting or mean messages.
3. Cell phones **must be powered off and left in a homeroom storage bin during the school day**. Cell phones placed on vibrate or another non-audible mode are not considered powered off for purposes of this regulation.
4. Electronic devices with camera and recording functions may not be used to take or transmit any image or video at any time on school premises, even if the use of the cellular phone is otherwise permitted. The only exception is when authorized for a class activity as specifically directed by the teacher. Students may not photograph other students while on field trips.
5. Students are able to briefly communicate with their parent/guardian while attending or traveling to or from school or a school-sponsored activity provided the supervising adult has granted the student permission. Students may also use their phones in the direction of a teacher for approved instructional purposes.

6. The Banner School is not responsible for the loss, theft, damage, or destruction of any personal electronic device or school issued device.
7. Use of the school network is for academic purposes and is subject to restriction if inappropriate use or misuse occurs. No interference with others' access or their shared files will be tolerated. Middle school students are to use their student assigned passwords and are responsible for files and activities associated with their account. Clear directions for computer use are given by teachers during instructional times and general rules will be posted in classrooms.
8. Students who repeatedly violate any portion of the cell phone use policy may be prohibited from having their cellphone at any school-related event.

BRING YOUR OWN DEVICE POLICY

For a student to have a laptop, notebook, or tablet at school, parents/guardians and students must sign and return a contract to their homeroom teacher.

The contract outlines the expectations for and acceptable use of electronic devices during the school day. **Students who bring in a device without a signed contract will not be permitted to use the device. Students who use a device in an inappropriate manner will lose the privilege of using the device in that classroom and/or bringing the device to school.**

- Students in 5th through 8th grades should bring a laptop or Chromebook to school for note taking, research and class assignments at designated times. Teachers will communicate expectations for electronic use during their class. Students in K-4 grades will have access to school devices for occasional use.
- Use of devices is at teacher discretion.
- Students in 5th through 8th grade are required to charge their devices at home as there may be limited or no ability to do so during the school day.
- Students are permitted use of WiFi connectivity at designated times for educational purposes only. Violation of rules regarding connectivity privileges during an instructional setting may result in immediate loss of electronic privileges.
- Inappropriate use of an electronic device will result in disciplinary measures at the discretion of the administration.
- Students are to keep their devices with them throughout the day. The school will not be responsible for devices that are lost or damaged.
- On a rare occasion, a cell phone is permitted to be used as an educational device for an application, photography or video work related to a specific subject under the supervision of the classroom teacher. A cell phone is not a “substitute” for a handheld learning device referenced above in Cell Phone Policy, #4.

ATHLETICS

The Banner School offers an 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), comprised of 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. In the winter, both boys and girls play basketball, and in the spring boys and girls participate in track and field while girls play soccer. There is a fee for each sport that covers equipment, the rental of facilities, and fees for officials. Students are responsible for purchasing their uniforms. Students will be billed for lost or damaged equipment. Report cards will be held until the equipment is returned or the account is settled.

It is Banner's philosophy that any student in good academic standing who wishes to be a member of the team be given that opportunity so there are no cuts or try-outs. Students are expected to attend practices to earn playing time. The coaches do their best to ensure 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 a 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.

PERFORMING ARTS

Instrumental Music

Students in Grades 5 to 8 are eligible to participate in this program if there is enough interest. A registration fee may be charged to cover the cost of music and a band shirt. Students are expected to provide their own instruments. Band practices are held during the week at a time set by the music instructor. Students enrolled in this program are responsible for any class work missed because of attending lessons or rehearsals.

Vocal Music

Students from Kindergarten through 8th grade can participate in all school chorus. Chorus rehearsals are held during the week at a time set by the music instructor. A registration may be charged to cover the cost of music and a chorus shirt. Students enrolled in this program are responsible for any class work missed because of attending rehearsals.

Drama

Students in grades 1 through 4 will participate in a class play or musical each year. Rehearsals for this will be held during music time with supplemental time in the classroom. Students are expected to practice for this performance as a homework assignment. Students are encouraged to participate in an evening performance along with the daytime school performance. These performances are part of the students' grade for music.

Students in grades 5-8, along with primary students as requested by the director, may participate in a yearly school musical. While some of the rehearsals may be held during the school day, the majority of rehearsals will be held outside of the school day. A participation fee may apply to offset the cost of costumes and scripts. It is expected that students who choose to participate in the all school musical make every effort to attend all rehearsals and be available for all performances, including evening performances.

STUDENT COUNCIL

5-8 grade students are eligible to participate in student council, an organization that supports student leadership opportunities, service experiences, spirit opportunities, and other special events. Elections are held in September and all students in good standing are encouraged to run for class representative or student council officer. While officers are charged with coordinating events with the support of the student council advisor, any 5-8th grade student can attend meetings and participate in events.

HOMEWORK

All students at Banner are expected to complete assigned work in addition to what is accomplished at school. Homework is an important part of the total school program. Homework teaches students responsibility, accountability, good study habits, and self-discipline. It also reinforces concepts already learned and prepares students for concepts that will be introduced in the future. 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..... 10 to 15 minutes
- Grade 1..... 15 to 20 minutes
- Grade 2..... 25 to 30 minutes
- Grade 3..... 30 to 45 minutes
- Grade 4..... 45 minutes to an hour
- Grade 5..... 1 hour and 15 minutes
- Grade 6..... 1 hour and 30 minutes
- Grade 7..... Up to 2 hours
- Grade 8..... Up to 2 hours

An important component of The Learning Triangle is parental support of Banner School's approach to homework. Each child is responsible for completing his or her work. However, parents can help their child by setting a consistent time and appropriate location and by providing needed support.

Homework not presented at the beginning of class may be subject to late grade reduction.

Late work will be graded and collected at the teacher's discretion. Extenuating circumstances will be considered on a case-by-case basis.

Reading is an important foundation skill, especially in the early grades. Students are encouraged to read for some time each day in addition to their homework assignments, 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.

LIBRARY

All students will have time to visit the school library weekly with their classroom and may have other opportunities as time allows. Students from Kindergarten through 8th grade can borrow books from the 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 Certificate of Completion will be released.

PHYSICAL EDUCATION

- Students must have a note from a parent to be excused from PE class. However, if a student is to be excused for more than a week, a doctor's note is required.
- Students must have the proper PE uniform to participate in class.
- On days that they have PE classes, students should wear their PE uniforms to school.
- Preschool PE dress should include sneakers and pants (no dresses).
- Repeated failure to wear the appropriate clothing to class may affect the effort grade on the report card.
- Continued failure to comply with the PE Dress Code will result in detention.
- Please see the Dress Code section of this handbook for P.E. uniform guidelines.

THE BANNER SCHOOL DISCIPLINE POLICY

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*: If appropriate, 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.
- *Serious Offenses:* While we approach discipline as an opportunity for learning and problem solving, serious offenses will be treated with immediate action. Serious offenses include, but are not limited to: ongoing bullying, assault, and willful destruction of property. Serious offenses and/or serious repeated discipline problems will be referred to The Banner School administration.

The Banner School does not tolerate physical aggression of any kind. In the case of physical aggression school administrators will implement the following steps:

- 1st incident: The student will be sent home for the remainder of the day.
- 2nd incident: The student will be sent home for the remainder of the day and required to stay home for the following school day. ***Parents will be required to meet with staff members to implement a behavior plan.***
- 3rd incident: Families will be required to follow specific school recommendations by a given deadline or change in enrollment status will be considered.

BULLYING, HARASSMENT AND INTIMIDATION POLICY

The Banner School has zero tolerance for bullying, harassment, intimidation, meanness, or aggressive behavior of any kind. Ridicule, or teasing is not an acceptable behavior. 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 non-exemplary of a Banner student and is subject to discipline under this 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 School Principal or Head of School. The student may also elect to inform his/her parents or legal guardian, who, in turn, should notify the School Principal 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.

BEHAVIOR OUTSIDE OF SCHOOL

The Banner School expects its students to exemplify the values and morals of the school in their daily lives, in one word, Respect. Students who engage in behaviors or actions outside of school settings that reflect poorly on the school can be subject to disciplinary action by the school that could include suspension or expulsion. See the above paragraph regarding social media behavior.

As part of The Learning Triangle, the full cooperation of the parents in support of the school's policies and its disciplinary actions is expected.

The school will not condone any person (student, parent, guardian, teacher, staff member, administrator, etc.) associated with the school undermining the credibility of another person associated with the school, or the school's program, policies, personnel, administration, leadership, or actions. Any actions brought to the attention of the administration will be reviewed and appropriate will be taken.

CAMPUS SECURITY

The safety of everyone on the school campus is the top priority of The Banner School. The school has a variety of safety protocols in place to provide for a safe learning environment for students and staff. All staff are trained in emergency preparedness and the school regularly reviews its Crisis Management Plan.

The Banner School building is locked during the academic day. The school appreciates and welcomes its many volunteers and visitors. For the security and safety of our students and staff, **all visitors to the school, including parent volunteers, must register at the main office upon arrival.** Visitors will be given a badge that must be displayed at all times during their

visit. When leaving the school, visitors must sign out.

When students spend time outdoors for break, recess, and other activities, they are supervised at all times. During after school hours, each supervising teacher has an attendance list, and all students are accounted for who have not been picked up. To provide for a safe campus, The Banner School prohibits items they deem restricted from entering campus. Restricted items include anything the school considers inappropriate, illegal, or unsafe. Some examples of these items are: guns, drugs, cigarettes, e-cigarettes, knives, glass bottles, sharp objects and any other type of object that could be used as a weapon. If a student or visitor brings any of these items to campus, they will be confiscated. The incident will be investigated, and legal action may be pursued if deemed appropriate.

Smoking is prohibited anywhere on school campus.

HEALTH POLICIES

For the safety and well-being of all students and staff, anyone who is not feeling well should not come to school. If a student is recovering from an illness or injury and has been absent for longer than three days, they will need a note from the doctor indicating they are able to return to school and specifying any activities in which the student cannot participate.

- A student with a temperature of 100.4°F will be sent home and must remain home until they are fever-free without medication for 24 hours. They may not return to school the following day.
- A student who is vomiting will be sent home and must remain home for a minimum of 24 hours. They may not return to school the following day.

COVID CONSIDERATIONS

The Banner School is not currently following any COVID restrictions but may implement safety protocols if recommended by the Frederick County Health Department or the Maryland Department of Health. A notification regarding this change in status will be relayed to parents immediately if it becomes necessary.

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, Art Room, and library. If students are using food products in the classroom, Clorox wipes will be available for cleansing and disinfecting. Other protocols may be implemented as warranted.

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. A certified medication technician will dispense medication only when absolutely necessary. The school retains a delegating nurse who oversees all medications for students. Designated staff members are Certified Medical Technicians and have undergone training to administer any necessary medications needed throughout the day.

Every administration of medication is documented as to time and dosage and initialed by the certified medication technician. 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. Any medication not claimed at the end of the school year will be destroyed ten days after the last day that the student attends.

PROCEDURES FOR CARING FOR AN INJURED STUDENT

If a student requires non-emergency treatment for injuries during school hours, the student receives attention from a staff member with first aid and/or CPR certification in the school office.

The school will call 911 when a student requires immediate attention. Parents will be notified immediately and emergency contacts will be notified if parents are unavailable. Once the ambulance arrives, the student will be sent in the ambulance to the hospital along with a designated staff member, the child's current health form, and the emergency medical form containing the parental release statement. School personnel document everything that is pertinent to the accident or injury and an Incident report is completed and placed in the student's permanent file.

PROCEDURES FOR CARING FOR A SICK STUDENT

If a student becomes sick during the school day, he/she will be sent to the main office. School personnel will evaluate the health concern, document signs and symptoms, and determine a plan of action that is appropriate for the illness.

If a student needs to go home due to illness, their parents will be called. If a parent has not been reached within 15 minutes, an emergency contact will be called. It is important to identify an emergency contact who is available if a parent is not available.

STUDENT SERVICE HOURS

Students are encouraged to keep track of their volunteer hours. All students who volunteer can fill out a form. Many high schools will allow service hours from middle school to be transferred to high school to fulfill part of the graduation requirement.

Service hour forms are available at the main office and in middle school homerooms. It is the responsibility of the student to keep track of their hours and return their form.

VOLUNTEER OPPORTUNITES

The Banner School encourages volunteers on campus as a way to promote service and leadership for its student body. Adult volunteers on campus are a great example of service for our students. Parents who volunteer on campus should sign in at the main office upon arrival and indicate they are volunteering on the sign in sheet. The Banner School tracks volunteer hours to assist with grant funding.

STUDENT AMBASSADORS

Students in grades 4-8 can apply to be student ambassadors. Student ambassadors will need to complete an application and provide two letters of reference from faculty. Students who are selected will assist in Open House events, attending community events such as *In the Streets*, and will be a Buddy to students who shadow on campus. These students will earn service hours for these events.

PARENT VOLUNTEERS

There are always a variety of ways that the school can utilize volunteers. From volunteering in classrooms to assisting at community events, volunteers are integral to the success of The Banner School. If you are interested in volunteering, please email lmccwilliams@bannerschool.org

THE 2022-2023 BANNER SCHOOL BOARD OF TRUSTEES

The Banner School is governed by a self-perpetuating board of trustees. With the exception of the Head of the School and the President of the Parents Organization who serve *ex officio*, its members are elected to serve in staggered three-year terms. The Board is responsible for preserving the integrity of the school, ensuring the financial health of the institution, and planning for the school's future. The Board seeks to achieve its objectives by organizing itself into committees. Parents and members of the staff are encouraged to volunteer to serve on these committees.

2023-2024 Board of Trustees

Bob Iser, President
Chad Lawyer, Treasurer
Ryan Conner
David Smith
Dr. Ann Wagner, Head of School

Patrice McKellar, Secretary
Rob Brockett
Brian Johnson
Stephanie Whitmarsh
Michelle Iser, BSPO President

THE BANNER SCHOOL PARENTS ORGANIZATION

The Banner School Parents Organization (BSPO) seeks to provide support for the academic programs of the school and its faculty. It is also viewed as an extension of The Learning Triangle in its attempts to involve parents in School activities and programs. The BSPO is not a parent advocacy group that seeks change in the school's programs, procedures, policies, or guidelines. The BSPO meets throughout the year on the first Thursday of each month, alternating morning and evening meetings. The by-laws of the BSPO are available upon request. All parents of students enrolled at The Banner School are automatically members of the BSPO.

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

2023-2024 BANNER SCHOOL PARENTS ORGANIZATION (BSPO) OFFICERS

| | |
|-------------------------------|-----------------|
| President | Michelle Iser |
| Vice President Primary School | Marilyn Johnson |
| Vice President Middle School | vacant |
| Secretary | vacant |
| Treasurer | Michele Cancel |

YEAR AT A GLANCE CALENDAR

AUGUST

- 15 Open House
- 18 Banner Night at the Ballpark
- 31 All Student Orientation and Family Picnic

SEPTEMBER

- 5 First Day of School
- 13 Primary Back to School Night
- 14 Middle Back to School Night
- 25 YOM KIPPUR—SCHOOL CLOSED
- 29 Wear in the World Day- HALF DAY
- 29 Staff Development- HALF DAY

OCTOBER

- 3 School Picture Day
- 13 Midterm
- 14 Harvest Day Family Event
- 16-19 Fall Book Fair
- 19 Teacher Work Day-HALF DAY
- 20 Parent Teacher Conferences-SCHOOL CLOSED
- 26 3rd&4th Grade Show
- 31 Primary Halloween Party/MS Social
- TBD Bobcat Scramble Golf Tournament

NOVEMBER

- 21 End of TERM I
- 21 Grandparents Day - HALF DAY
- 22-24 THANKSGIVING BREAK- SCHOOL CLOSED
- 27 Teacher Work Day-SCHOOL CLOSED
- 28 TERM II Begins
- TBD 35th Annual Auction

DECEMBER

- 20 Winter Break Begins- HALF DAY
- 21-Jan1 WINTER BREAK- SCHOOL CLOSED

JANUARY

- 2 Return from Winter Break
- 15 MARTIN LUTHER KING Jr DAY- SCHOOL CLOSED

19 Midterm Term II

- 25 Teacher Work Day-HALF DAY
- 26 Parent Teacher Conferences- SCHOOL CLOSED

FEBRUARY

- 19 PRESIDENT'S DAY – SCHOOL CLOSED
- 29 End of TERM II
- 29 Banner Arts Showcase
- TBD Annual State of the School Meeting

MARCH

- 1 Teacher Work Day-SCHOOL CLOSED
- 4 TERM III Begins
- 21 1st & 2nd Grade Show
- 28 Talent Show
- 28 Spring Break Begins– HALF DAY
- 29-April 5 SPRING BREAK

APRIL

- 8 Return From Spring Break
- 19 Midterm
- 19 STEAM Fair
- 22-25 Book Fair
- 25 Teacher Work Day-HALF DAY
- 26 Parent Teacher Conferences- SCHOOL CLOSED

MAY

- 9 Spring Musical (dessert theater)
- 10 Spring Musical Dinner Theater
- 6-10 Teacher Appreciation Week
- 10 HALF DAY
- 24 Field Day–HALF DAY
- 28-30 Middle School TERM III Exams
- 27 MEMORIAL DAY – SCHOOL CLOSED

JUNE

- 6 8th Grade Commencement
- 7 Primary Closing Ceremony–HALF DAY