



All School Handbook
2019-2020

The Banff School
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www.banffschool.org

FOREWORD	3
MISSION STATEMENT	4
PHILOSOPHY & OBJECTIVES	4
SCHOOL FEES	5
CAMPUS VISITORS	7
OFF-CAMPUS TRIPS	7
BUILDINGS AND GROUNDS	8
STUDENT HEALTH	9
PERSONAL TECHNOLOGY DEVICES	12
LUNCHES & CAFETERIA RULES.....	12
LIBRARY USE	13
CARPPOOL, ARRIVALS & DISMISSALS	13
ABSENCES & TARDIES.....	14
PROBLEM SOLVING AT BANFF.....	15
DISCIPLINE & BEHAVIOR.....	15
PRESCHOOL & BRIDGE TO KINDERGARTEN.....	16
KINDERGARTEN–5 TH GRADE	20
UPPER SCHOOL (6 th -12 th Grade)	25

FOREWORD

Welcome to The Banff School. This Handbook was prepared to introduce students and their family to the school's operational procedures, guidelines, rules, and general minutia. If answers to queries are not found herein, please call 281-444-9326 Monday through Friday from 9:00 to 4:00.

The Banff School is accredited through AdvancED (Advanc-Ed.org).

The administrators, teachers and students who make up the Banff community come from a broad spectrum of differing cultural, social and religious backgrounds. With this diversity as a foundation of the school, Banff's official policy of no discrimination on the basis of color, physical handicap, national origin, race, religion or sex is realized inherently as a daily reality. Respect for all people is a basic tenet of everyday life as well as a key component of the philosophy of Banff.

MISSION STATEMENT

To educate the “whole child” by providing a safe, nurturing and academically challenging environment for each student to realize his or her fullest potential.

PHILOSOPHY & OBJECTIVES

The Banff School distinguishes itself by devotion to academic excellence, emphasis on positive values, and commitment to increasing students’ self-esteem. Education and the application of knowledge coupled with positive values enrich the quality of life for all people. Banff students demonstrate these values during the Banff school day, in activities in the local community, and as they travel and work throughout the world. Teachers and staff strive to exhibit exemplary conduct, through words and actions, which students will emulate as a model of constructive behavior.

The school’s objectives are:

- Spark and nurture a thirst for knowledge;
- Develop individual talents, self-esteem and academic confidence to the utmost;
- Provide a foundation for the academic “fast track” and develop a winning attitude;
- Develop a sense of the potential for fulfillment and happiness in life;
- Encourage open minds and understanding hearts;
- Emphasize positive values;
- Develop social skills, good citizenship, cooperation, appreciation for the role of discipline, and individual responsibility;
- Inculcate an exemplary code of conduct, which, if universally adopted, will result in a better, kinder, healthier, happier world.

Realizing these objectives, during the Upper School years when the demands on students, teachers and parents are continually changing, is an ambitious goal. Physical, social and educational developments accompanying these dynamic and transitory years present a genuine challenge that the Banff community accepts, endorses, and understands. The Banff curriculum is designed to meet these challenges and stimulate students with sound and rigorous instruction in all fundamental academic areas while concurrently promoting growth. Although the school workload is somewhat heavier than at elementary levels, students are required to complete all assignments. Regular school attendance and appropriate behavior are mandatory.

Communication between parents and teachers is crucial to a student’s ability to perform at school. Since both parents and teachers have the welfare of the student foremost in their minds, it is imperative upon both parties to trust each other. Students need the security of knowing that their days will be somewhat predictable, and teachers need to be able to understand behavior that varies from the norm. Communication needs to go both ways. A few examples of items that are helpful for teachers to know are: when parents are traveling and there is a sitter at home; when illnesses and death in the family are experienced; when a parent is changing jobs; if a transfer of schools is being considered for the student; if a health issue for the student is serious, etc. Demonstrations of insecurity and inability to concentrate can be successfully coped with in the classroom when there is understanding among the adults involved. Banff teachers and administrators strive to give each student a professional and personal relationship that fosters growth and excellence. With constructive parent involvement this goal is realized.

The Banff Administrative Staff for the 2019-2020 school year consists of:

- Heidi Swan, Head of School
- Dana Sauls, Lower School Director
- Deborah Wasser, Upper School Director
- Josh Harbour, Admissions & Fine Arts Director
- Marissa Binyon, Communications Director
- Karin Pike, Business Director

The list of support staff and teachers for a particular academic year is available on our website.

The school is divided in to two divisions:

- **Lower School:** PreSchool, Bridge to Kindergarten, Kindergarten and 1st through 5th grade classes.
- **Upper School:** This division includes 6th through 12th grade classes.

SCHOOL FEES

1. Tuition Deposit: Tuition deposit is due annually for new student enrollment or returning student "Rolling Enrollment." Tuition deposit is non-refundable.
2. Tuition: The Banff School is a not-for-profit Texas corporation. As such, it is dedicated to providing the best education possible in a private school environment while maintaining a quality business structure and reputation in the community. Timely tuition payment is a significant component of this picture.

Tuition payment for the year is a contract between the student's family and the school. The terms of the contract are:

- a. 11 equal monthly installments; the first of which is due June 5th and monthly thereafter until the last payment on April 5th.
 - b. None of these payments are refundable.
 - c. Payments are to be paid through FACTS by the fifth day of each month. The school does not bill for routine payments.
3. Optional Fees: May include, but are not limited to:
 - a. Experiential Education Trip costs (grades 3-12)
 - b. Competition Enrollment/Participation fees
 - c. Extracurricular Activity fees
 - d. Membership Dues for student organizations
 - e. Sports Team fees
 4. Returned Checks: A fee will be assessed for any checks given to the school that are returned for insufficient funds. After receiving 2 returned checks, all future payments must be made in cash, money order or by cashier's check.
 5. Supplies: The purchase of teacher-specified supplies is the responsibility of each student. Lower School supplies must be purchased in "packs" from our online supplier (link provided prior to school starting). Upper School students will be provided a supply list with items that need to be provided/purchased.

2. Early Arrivals & Late pickups: Everyone's life is busy, and days can be hectic. The school understands this reality and balances it with the needs to provide proper supervision for the students. Calls to the office to inform of delays are appreciated.
 - a. **Early Arrivals**: Official arrival time is at 8:15 a.m. Students who arrive before 8:00 a.m., and are not part of the extended day program, will be charged \$10.00 for supervised care prior to the start of the school day. Charges for early arrivals will be added to the student's next monthly tuition payment through FACTS.
 - b. **Late Pick-Ups**: There is an automatic late fee assessed of \$10 per hour (or part thereof) for students who are not picked up by 3:30pm. Charges for late pick-ups will be added to the student's next monthly tuition payment through FACTS.
 - c. **Late Pick-Ups After Closing**: The Banff School closes at 6:00pm. Students not picked up by 6:00pm will incur late fees of \$15.00 per quarter hour. Charges for late pick-ups will be added to the student's next monthly tuition payment through FACTS.
 - d. **Late Pickups for After-School Events**: Students who attend campus events that end after 6pm should be picked up by their parents in a timely manner. Any students who are picked up later than 30 minutes after the end of an evening event will be assessed \$25 per quarter hour. Charges for late pick-ups will be added to the student's next monthly tuition payment through FACTS.
3. Books:
 - a. Lower School textbooks are issued by the school to students each fall and are on loan to the students. There is no fee charged as long as the books are returned in good condition. However, students must pay for damaged or lost textbooks and library books prior to receiving their final report cards.
 - b. Upper School students are required to purchase or rent the textbooks for their classes. The textbook list for the year will note whether each textbook must be purchased as a "digital" book to be read and viewed on the student's school-issued iPad, or a physical textbook. For those classes where a physical textbook is listed, teachers will require that students have the physical textbooks in class each day - online versions of textbooks are not allowed for these classes, unless the students wish to purchase a digital copy in addition to their physical copy to be used only at home.
6. iPads: Students in Bridge to Kindergarten-5th grade will use an iPad from the school's Technology Lab in their classroom for enrichment, educational and testing purposes. Students will be instructed on the proper use and care of the iPads and specific classroom protocols will be in use to ensure students are always seated while using the devices. If a student causes damage to an iPad that necessitates a repair or replacement, a fee will be assessed to the student's account using the following schedule:
 - a. 1st and 2nd Incident: \$50 repair fee
 - b. 3rd incident: Full replacement cost of iPad

Upper School students will be issued a school-owned iPad for use throughout the year, both at school and at home. Students will be instructed on the proper use and care of the iPads and specific classroom protocols will be in place when iPads are in use. If a student causes damage to an iPad that necessitates a repair or replacement, a fee will be assessed to the student's account using the following schedule:

- c. 1st and 2nd Incident: \$50 *repair fee*
- d. 3rd incident: Full replacement cost of iPad

7. Standardized testing fees: Students in the Upper School will incur additional fees for taking the PSAT.
8. All accounts, including tuition payments and charges for late pickup days will be paid through the FACTS payment system. Delay in payment will result in the school not releasing student records.
9. Delinquent Account Policy: An account is considered delinquent when an approved payment plan is not in place, not followed and/or an account is 30 days past due. The following guidelines and procedures are implemented for all delinquent accounts:
 - a. Students are ineligible to participate in any activities outside of attending classes until the debt is paid in full or an approved payment plan is in place.
 - b. Eligibility for continued enrollment will be determined by the administrative team.
 - c. The Alma Parent and Student Portals will be disabled until the account is made current or an approved payment plan is in place.
 - d. Records will be sealed until the debt has been paid in full.
10. Tax Form Requests: Proof of tuition payments for tax records must be requested from the school's front office.

CAMPUS VISITORS

1. Parents are welcome at The Banff School at any time.
2. All visitors must sign in and receive a visitor's pass at the front office before they can visit any area of the school. Failing to complete this step may result in sending the school in to a "Lockdown" scenario.
3. Those parents who wish to observe their child in the classroom, may do so by appointment with the Director of their student's division. The parent should not engage their child or other students in conversation as this can become a distraction to others in the classroom. When the parent leaves, they should not attempt to engage the teacher in a conversation. Instead, the parent should request a call from the teacher or schedule a parent/teacher conference.
4. No student-aged visitors will be allowed on campus unless accompanied by the parent of a student presently enrolled at Banff.

OFF-CAMPUS TRIPS

1. Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments.
2. Field trips are a privilege with participation based on grades, behavior, attendance or combination thereof.
3. Students accept full responsibility for their actions while on the trip. Students must adhere to school rules of conduct during the outing.
4. Classroom field trips require a good deal of planning and integration into the curriculum. Attendance is mandatory. If for any reason, a student cannot attend the planned field trip, they

will be asked to stay home, as there is no supervisor available for only one student. For students in the Upper School, a report may be required the next class day on a topic related to the field trip.

5. Information about time away from campus and the site(s) to be visited on the field trip is sent home as soon as it is confirmed.
6. Uniforms are to be worn on all field trips, unless specified otherwise. For the safety of your active student, we recommend that he or she wear tennis type or rubber soled shoes.
7. A field trip permission form is signed as part of your enrollment process. Accepting and signing this form releases The Banff School from liability and grants the students permission to participate.
8. All members of a school group must travel in the transportation provided by the school. Extraordinary circumstance requests, (seeking a waiver of this policy), will be considered by the school office only in timely advance of the scheduled activity.
9. No student may drive a vehicle, bicycle, motorcycle, etc., carrying another student on any school function or outing.
10. Parent volunteers will drive students on Lower School field trips and all students will be in car seats or seat-belted (depending on their weight per the Department of Transportation safety guidelines and rules). All parents will receive notice and a list of parent drivers prior to the field trip.
 - a. All parent driver volunteers will:
 - i. Undergo a driver background check (results kept in confidence of administration)
 - ii. Provide proof of current insurance
11. The Banff School requires that if parents are driving as volunteers, they are responsible for the students put in their care. It is very important that no other children attend the field trip (such as a baby or toddler) so your full attention is devoted to the students in your care. If there is no other option but to bring your baby or toddler, we ask that you not be responsible for being a parent volunteer. You may still attend the field trip but not for carpooling and chaperoning purposes. Please inform your child's teacher, before he or she depends on you as a driver, of your circumstances.

BUILDINGS AND GROUNDS

1. Hours of operation: The school buildings and grounds are open from 7:00a.m. - 6:00p.m, Monday through Friday. Because the school is responsible for students' safety and welfare while they are on campus, there is a caveat to this routine. School facilities are open only when proper supervision is available. Observing the scheduled drop off and pick up times of students is critical, as staff needs to leave promptly at 6:00p.m.
2. No Banff student may enter a Banff school building outside of the regular school day for any purpose. Supervision by a staff or faculty member is required for any variances. A student violating this rule risks dismissal from school as well as prosecution for illegal trespass.

3. In case of inclement weather such as hurricanes, flooding, or icy streets, never attempt to reach Banff in dangerous weather conditions. The Banff School will announce a school closure or delayed start via the following communication methods:
 - a. The Banff School website
 - b. Alma Parent Portal
 - c. The Banff School Social Media accounts
 - d. The Banff School's "Parent Alert" system, which will text your cell phone (parents must "opt in" to receive text messages in their Alma Parent Portal account).
 - e. A school-wide e-mail
4. Food: Gum is never allowed on campus. Water is allowed in the classroom, but only when contained within a clear bottle with lid or cap. Food or beverages may not be consumed in the classrooms without prior approval.
5. Valuables: Students are not to bring large amounts of money or valuables to school. The school is not insured or liable for items brought in violation of this guideline.
6. Halls: For students in the Upper School, hallways are for accessing classrooms. Students are, therefore, only in the halls at the beginning and end of the school day and while moving from one class to another. Loitering is not allowed. Students in the halls during class time must have a hall pass. Students must be courteous at all times and keep to the right when moving through the halls. Running, shouting, and physical roughhousing in the halls is cause for punitive actions.
7. Lockers: Students in Upper School are assigned built-in lockers for the keeping of books, coats and other personal items. A master combination list is kept in the front office in case of need. The lockers are the property of the school and subject to inspection at any time as determined necessary and appropriate. Lockers should be kept clean and organized and food may never be kept in a locker overnight.
8. Kitchen: Students are not allowed in the staff kitchen without prior written approval or direct supervision from a teacher or staff member. Students are not allowed to store lunch items in the refrigerator and cannot use the microwave to heat their lunch items.

STUDENT HEALTH

1. Required Immunizations and Screening: Within the first 10 days of each school year, an official Immunization Record, obtained from the student's physician, must be on file in the office.
 - a. Vision and hearing screening must be performed, according to Texas State requirements, for all first-time entrants four years of age or older (by September 1st), as well as for all four-year olds (by September 1st), kindergarten, first, third, fifth and seventh grade students.
2. Physical Fitness: Physical education during the school day is stipulated by the state of Texas. This requirement is met by various activities such as playground play, outdoor activities, etc. for PreSchool and Bridge to Kindergarten students and by daily PE classes for Lower and Upper School students.
3. Accidents & Emergencies: Emergency Contact numbers must be filled in on the student Application Form (these can be updated by the parent in their Alma Parent Portal). This

information is for the health and safety of the student in the event of any accident. Many teachers have CPR training, and all teachers promptly treat minor accidents occurring during class. In case of emergency, the school will try to reach a parent by phone. If neither parent can be reached, the student's doctor will be called. All injuries and accidents on campus will have an "Accident Report" completed by the teacher or staff member present in the student's Alma account.

4. Illness

The Banff School defines "ill" as having symptoms that are indicative of a contagious condition. These can include:

- a. Fever (100 degrees or above). Students must be fever free for a full 24 hours without fever reducing medication before returning to school.
- b. Excessive runny nose, headache, sore throat, coughing, sneezing or earaches related to the common cold. To return, students must be symptom-free for a full 24 hours without cold-related medication.
- c. Vomiting or diarrhea. To return, student must be free of symptoms for a full 24 hours.
- d. Any unexplained rash or skin infection. To return, a doctor's release is required.
- e. Pink eye or other infection. To return, a doctor's release is required, and medication needs to be dispensed for a full 24 hours prior to returning to school.

Teachers will work with parents to make sure work does not suffer if a student's illness is extended. Following normal absences of a day or two, it is the responsibility of the parent to contact the teacher for his/her makeup work.

5. Medications:

- a. Teachers are prohibited from administering any type of medication.
- b. Students who require prescription medications during the school day must submit a "Prescription Medication Authorization" form, which can be found on the school's website.
 - i. All prescription medications must be in their original container. The container must state the patient's name, the name of the medication, the dose to be administered, and the name of the prescribing physician
 - ii. Medications prescribed or requested to be given three times a day or less will not be given at school unless the physician prescribes a specific time that falls during school hours.
- c. Parents who wish to have over-the-counter (OTC) medication available for their student to take as needed, must submit an "Over the Counter Medication Authorization" form, which can be found on the school's website.
 - i. The OTC medication must be given to the school in a new, unwrapped, sealed original container. The container/package must be labeled with the child's name. Dosage amounts will be determined by manufacturer's recommendations based on the child's weight, unless otherwise noted by the parent. Banff staff may not "borrow" medicine from someone else's supply for your student at any time.
- d. The Banff School will not administer herbal medications, home remedies, or dietary supplements unless accompanied by a doctor's note. Such medications must also come to school in labeled, original containers.
- e. A student with asthma is required to have a backup inhaler provided to the school's front office.

- f. No school employee may be held responsible if the child does not receive his scheduled dose of medicine or if the child takes an overdose of medicine. If the daily dose of medicine is lost, stolen, spilled, or if the child refuses to take it or spits it out, a reasonable attempt shall be made to reach the parents. If the parents cannot be reached, the school personnel shall not be held responsible. These particular situations shall be documented and signed by the staff member involved.
- g. All medication and medical equipment is kept in the school office and must be picked up by the parent / legal guardian before the last day of the school year. ALL remaining medications will be discarded after this date.

6. Allergies:

- a. A student with severe food allergies is required to provide the school with the appropriate medicine to treat a reaction. The Banff School employees cannot be held responsible for any complications resulting from an allergic reaction
- b. The Banff School will attempt to assist with food allergies. However, students must be able to be mainstreamed in a normal classroom. The Banff School cannot be held responsible for the contents of student lunches.
- c. Any student enrolled who has a severe food allergy will be required to meet with his or her parents and a member of the administration to discuss what the school can do to accommodate the student and what expectations or requirements the school has for the parents. A specific form will be provided that is signed by the parents to indicate that they understand the risks and they acknowledge that the school has not assumed a duty to protect the student from all exposure to the particular food allergen. A copy of this form will be provided to each of the student's teachers.
 - i. Common action items include:
 - 1. The ineligibility to purchase from outside lunch program.
 - 2. Parents to provide all meals/snacks and special "treats" for special celebrations.
 - 3. Parent or a designee must attend all off campus travel at school sponsored activities.

7. Communicable Disease Policy: If a student, teacher, or staff member contracts a contagious disease, the school must be notified so parties in the Banff community may be made aware. In the event of a communicable disease diagnosis, Banff endeavors to follow the most current recommendations of the United States Centers for Disease Control and the American Academy of Pediatrics. Exclusion from school activities may be necessary. If this is the case, exclusion will continue until a doctor's written release certificate is presented to the school office.

8. Lice: Head lice continues to be an ongoing nuisance, especially for students in Lower School. The Banff School attends to the guidelines of the Centers for Disease Control and Prevention for the treatment and eradication of head lice. We also consider community standards and impact in developing this protocol.
- a. The goals of the school are to:
 - i. Decrease school absenteeism.
 - ii. Support families in their efforts to control and eliminate head lice.
 - iii. Maintain student privacy.
 - b. At any time during the school year, the school administration may inspect any student for head lice.
 - c. When a student is found to have either live lice or nits (no live lice):

- i. The parent is notified, and the student immediately sent home. They will not be allowed to attend classes, school activities or school trips.
- ii. Information related to detection and elimination of head lice is sent home with the student in a sealed envelope.
- iii. Other parents in the student's class will also be notified that lice have been found on campus and prevention literature will be provided.
- iv. Once the treatment has been completed, the parent must bring the empty container of the medication used for treatment to school and an administrator must inspect the student's hair prior to the student being allowed readmission to the classroom.
- v. After the student has been cleared to return to classes, the administration will continue to check for lice because of the risk of re-infestation.

PERSONAL TECHNOLOGY DEVICES

1. Calculators: Teachers will specify calculators for use in class. If these items are misused, they will be confiscated and held in the front office until a parent or guardian retrieves them.
2. Cell Phones, Tablets, Smartwatches and other Personal Devices:
 - a. Preschool-5th Grade: Students may not have any type of personal technology with them on campus at any time (including extended care hours).
 - b. 6th-12th Grade: Other than cell phones, smartwatches, or school-issued iPads, no other personal technology devices are allowed on campus at any time (including extended care hours).
 - i. Cell phones may not be used in any way during school hours (including breaks and lunchtime).
 - ii. Cell phones must be put away at all times and have their ringers/sounds silenced.
 - iii. If students must contact a parent or guardian during school hours, they will need to visit the front office where phones are available for emergencies. They may not use their cell phones to contact their parents during school hours (including breaks and lunchtime).
 - iv. Parents should not contact their students via cell phones (voice calls or text messaging) during school hours. Any time-sensitive messages during school hours must be communicated through the front desk staff who will deliver the messages.
 - v. Students must never take cell phones into locker/dressing room areas or restrooms. Any cell phones seen in these areas will immediately be confiscated and disciplinary consequences will be instituted.
 - vi. Smartwatches are only allowed to be used for time-telling purposes. They may never be used for communication or entertainment purposes during school hours (including breaks and lunchtime).

LUNCHES & CAFETERIA RULES

Hot lunches are catered and ordered through an independent contractor. They are well-balanced meals with drinks available. Students may not order outside food to be delivered in for lunch. Whether students bring their lunch from home or buy it, they must eat in the cafeteria or other designated areas. Students must be mannerly and courteous while eating.

1. Good eating manners are required.
2. Waiting in line is expected. Cutting in line is unacceptable.
3. No running to or through the cafeteria.
4. Cooperation with catering personnel is expected.

5. Courtesy is standard behavior.
6. Throwing of food or drink will result in disciplinary action.
7. Students place all trash in the garbage containers.
8. Student food items are not allowed to be stored in the staff kitchen.
9. Student food items may not be heated in the microwave in the staff kitchen.

LIBRARY USE

Use of the Banff library is a privilege extended to students and faculty. Specific required procedures are:

1. Books must be properly checked out.
2. The library is a place for study, research, or recreational reading. Students will be quiet.
3. Reference books must be used in the library. They are non-circulating items.
4. Teachers and students are to return items to the bin for the librarian to shelve.
5. Proper handling of magazines and papers to avoid damage is appreciated.
6. The librarian is available to help students and teachers – ask for assistance.
7. All library books must be returned to the library by the last day of classes. Upper School students may not sit for exams until all materials are turned in.

CARPOOL, ARRIVALS & DISMISSALS

1. Carpool:

- a. Parents must utilize the carpool line for picking up their students. When parents do not use the carpool line and instead park their cars (having their students come to them or the parent walks to the carpool line to get their student), a dangerous safety situation is created with students and parents walking through a moving carpool line. Additionally, parents who park their cars may inadvertently block traffic for those parents utilizing the carpool line.
- b. Cell phone use is prohibited while in the carpool line.
- c. All drivers must maintain a slow speed on the entire campus at all times.
- d. Parents must ensure their car is in the “Park” position for loading/unloading.
- e. To facilitate a speedy carpool process for all involved, make sure your student is ready to exit the car prior to arriving at the unloading zone.

2. Arrivals:

- a. It is the responsibility of parents to see that all students from their carpool enter the building before the car leaves.
- b. Official arrival time is at 8:15 a.m. Students who arrive before 8:00 a.m., and are not part of the extended day program, will be charged \$10.00 for supervised care prior to the start of the school day. Charges for early drop-offs will be added to the student’s next monthly tuition payment through FACTS.
- c. Once students have arrived on campus, they are not allowed to leave campus again until dismissal time. This includes students dropped off during morning extended care hours who wish to leave to get breakfast.

3. Dismissals:

- a. Dismissal times are as follows:
 - i. PreSchool, Bridge to Kindergarten and Kindergarten -- 3:00pm.
 - ii. 1st through 5th grade -- 3:10pm.
 - iii. 6th through 12th grade -- 3:20 p.m.

- b. There is an automatic late fee assessed of \$10 per hour (or part thereof) for students who are not picked up by 3:30pm.
- c. The Banff School closes at 6:00pm. Students not picked up by 6:00pm will incur late fees of \$15.00 per quarter hour.
- d. Charges for late pick-ups will be added to the student's next monthly tuition payment through FACTS.

4. Authorized Pick-Ups:

- e. During the enrollment process, parents have a chance to list "Authorized Pick-Ups" for the student. These are individuals, 18 years of age or older, who are authorized to pick-up the student from school. If a parent needs to designate a temporary individual to be authorized for picking up their student, they must complete an "Authorized Pick-Up" form and submit it to the front office prior to the need for the temporary authorization to be active. It is the parents' responsibility to update changes to the student's "Authorized Pick-Up" list in their Alma Parent Portal.
- f. Students in 9th-12th grades are allowed to ride home *after* school hours with students or other individuals who are not on the "Authorized Pick-Up" list unless the front office is notified in writing to the contrary. Students can only be picked up *during* school hours by an individual on the "Authorized Pick-Up" list.

- 5. Early Departures:** Any student who leaves campus outside of normal dismissal times must sign-out at the front office and leave campus through the front office door. This includes students in Upper School who have permission to depart school early due to their course schedules.

ABSENCES & TARDIES

Regular, punctual attendance is necessary for the success of all endeavors at Banff and is expected of all students.

- 1. Tardiness:** Classes begin promptly at 8:30 a.m. *for all grade levels.* Any student who is not in his or her classroom by 8:30 a.m. will be considered tardy.
 - a. Lower School Tardy Policies**
 - i. After three tardies, an absence will be issued for the student for recording purposes.
 - ii. After 5 tardies, a conference will be scheduled between the parents and the Lower School Director.
 - b. Upper School Tardy Policies**
 - i. Attendance is taken for each class period in the Upper School.
 - ii. Students who are more than 10 minutes tardy to any class period, will be counted absent for that class period for recording purposes.
 - iii. After three tardies, an absence will be issued for the student in that class period for recording purposes.
- 2. Absences:** Student may be absent no more than 20 school days during the year (or 10 days per semester) in order to receive credit for satisfactory completion of grade-level work.
 - a. Students who exceed the 10-day maximum of absences per semester will be denied credit for any class in which they exceed the 10 days.
 - b. All absences will count toward the 20-day maximum of absences, with the exception of:
 - i. Absences due to sickness with an accompanying note from the student's doctor.

- ii. Absences due to school events/trips
- iii. Absences due to religious holidays
- iv. Up to three College Visit Days (per year) for students in 11th and 12th grade.
- v. Absences that are approved in advance by the Director of the student's division.

2. Absence Notifications

- a. Parents are requested to notify the school office as close to 8:30 a.m. as possible if their student will be absent.
- b. An automated "Absence Notification" will be sent each morning to parents of students who are absent. The parent can choose to receive this notification via e-mail or text message, or they may choose to disable this option. These preferences can be changed by the parent in their Alma Parent Portal.

PROBLEM SOLVING AT BANFF

This school exists for the purpose of education. It is a daunting and rewarding task sometimes accompanied by problems and conflicts. The Banff School stresses honesty and immediacy in situations that impede students' academic performance.

First, because few problems disappear by themselves, acknowledging that there is a problem that must be coped with is a threshold. If the problem exists in a singular class, direct contact in a straightforward way with the teacher involved is the second step. Teachers appreciate a student's honest attempt to remedy a problem at its source and will always work with the individual to the best of their ability. Thirdly, when the problem cannot be remedied at the classroom level, the school division Directors are there to help. Students and teacher jointly seek this help.

Problems are often resolved when attitudes of understanding, action, and good will are present. Perhaps nothing is more valuable for the Banff student to learn in preparation for college and adult life than techniques for successful problem solving.

DISCIPLINE & BEHAVIOR

1. Discipline is one of the most important tools learned in life. Although discipline is not a subject taught at Banff, it is essential for the happiness and safety of everyone. As students progress through the Upper School grades, the responsibility for discipline migrates from the teacher to the student. This continuum is assured by the students' following Basic Rules of Conduct:
2. Conduct:
 - a. Treat others with respect and strive to earn their respect. Kindness, honesty, and concern benefit us all and serve as a positive example for others to follow.
 - b. When angry, attempt to understand. If still angry, attempt to make the situation better. Words are either weapons or tools. Think before speaking. Fighting with words or objects is not allowed. Discuss differences and listen to the other person. If necessary, walk away to avoid a fight.
 - c. Accept responsibilities for actions. Admit mistakes and make amends. Forgive and understand. People all make mistakes. Mistakes are learning opportunities for growth not occasions for punishment and belittlement.
 - d. Additional rules may be promulgated verbally and/or put in writing, as the need becomes apparent.

- e. Teachers' directions are to be followed at all times.
 - f. Cooperate to enhance learning opportunities and the academic environment.
 - g. Threats of any kind to another student, teacher or staff member are prohibited. Lying, cheating, and stealing are serious offenses. They are not accepted. The entire Banff community loses if these actions occur.
3. Bullying: Bullying means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person should know has the effect of:
- a. harming the student
 - b. damaging the student's property
 - c. placing the student in reasonable fear of harm to his or her person or property
 - d. creating a hostile educational environment for a student

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school property or at school-related functions. This policy applies to students who directly engage in bullying as well as those who condone or support another student's act of bullying.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.

4. Drug Testing Policy: Sometimes it comes to the attention of teachers and administrators that students are using alcohol or drugs. If this situation occurs, parents are informed, and the school requires that the student be tested at a local drug-testing facility. The results of the testing will be shared with an administrator who will maintain strict confidentiality. If the results indicate drug use, the student will be referred for treatment. The test results will not be part of the student's academic record. A second test will determine if the student is allowed to stay at Banff. Regular drug testing would then be required.

A student in possession of illegal drugs on campus is immediately expelled.

PRESCHOOL & BRIDGE TO KINDERGARTEN

DRESS CODE

Banff's dress code reflects a neat, clean, and complete appearance at all times. Overall appearance reflects on the school's desire to express a serious attitude toward education. A focus on learning, respect for others, and pride in the school is indicated and helped with the prescribed dress code. Any form of dress or hairstyle, including unnatural hair color, which is considered distracting or disruptive to the purpose or conduct of the school will not be permitted. Boys are not allowed to wear jewelry in piercings. Girls may wear jewelry only in piercings on lower ear lobe. Students with ear piercing deemed excessive by the administration will be asked to remove them.

WEEKLY UNIFORM SCHEDULE

- Monday: Regular Uniform
- Tuesday: Regular Uniform
- Wednesday: Dress Uniform
- Thursdays: Regular Uniform
- Friday: Spirit Day

Unless noted otherwise below with asterisk, uniform items may be purchased at the clothing retailer of your choice.

REGULAR UNIFORM

- Bottoms
 - Navy or Khaki Flat front or pleated dress pants or shorts
 - Navy or Khaki Skirts/Skorts (*girls*)
 - Plaid Jumpers (*girls*)*
 - Cotton/Lycra bike shorts (*optional for girls to wear under skirts/jumpers*)
- Tops
 - Navy, Red or White Banff Polo shirts*
 - Short or long sleeve button-down Banff oxford shirt*
 - White Middy Blouse* (*girls*)
 - Shirts are to be tucked in at all times.
- Shoes/Socks/Tights:
 - Students may wear any style of closed-toe shoes with backs, with the exception of sandals, work or military boots, Ugg-style footwear and Crocs-style footwear.
 - Socks or tights must be either red, white or blue solid colors (black dress socks allowed for boys wearing navy pants).
- Belt
 - Brown, Black or Navy belt to be worn any time pants or shorts are worn.
- Outerwear
 - Banff sweatshirts or hoodies**, navy cardigans*

**These items must be purchased through the Sue Mills Uniform Store*

***These items must be purchased through the Banff Online Spirit Store*

DRESS UNIFORM

- Bottoms
 - Navy Flat front or pleated dress pants with coordinating belt (*boys*)
 - Plaid Jumper (*girls*)*
 - Cotton/Lycra bike shorts (*optional for girls to wear under jumpers*)
- Tops
 - Short or long sleeve button-down Banff oxford shirt (*boys*)*
 - White Middy Blouse (*girls*)*
- Shoes/Socks/Tights:
 - Shoes must be of a dark color and style that complement the uniform. Boots of any type, sandals or Croc-style footwear are not allowed on Dress Uniform days.
 - Socks or tights must be either red, white or blue solid colors (black dress socks allowed for boys wearing navy pants).
- Accessories
 - Navy Middy Tie (*girls*)*
- Outerwear
 - Banff sweatshirts or hoodies**, navy cardigans*

**These items must be purchased through the Sue Mills Uniform Store*

***These items must be purchased through the Banff Online Spirit Store*

SPIRIT DAY

- Bottoms
 - Blue Jean pants or shorts
- Tops
 - Spirit Shirt (*on “House Games” days, students should wear their “House Spirit Shirt”*)**
- Shoes:
 - Students may wear any style of closed-toe shoes with backs, with the exception of sandals, work or military boots, Ugg-style footwear and Crocs-style footwear.
- Outerwear
 - Banff sweatshirts or hoodies**, navy cardigans*

**These items must be purchased through the Sue Mills Uniform Store*

***These items must be purchased through the Banff Online Spirit Store*

Uniform Notes

1. Shoes will be laced, tied, buckled, or fastened as designed.
2. All shirts must be tucked in at all times, pants must be belted.
3. Uniforms and Outwear must be of an appropriate size for the student’s body. No oversized or baggy clothing is allowed.
4. Hats or caps of any kind or make are not worn during the school day.
5. All articles of clothing usually removed during the school day should be labeled with student’s first and last names.
6. Unclaimed articles of clothing left at school over the summer will be given to a charitable organization at the beginning of the next fall term.
7. All skirts, jumpers and shorts must be an appropriate length. Appropriate length is determined when the garment parallels the ends of the fingertips when the student’s arms are extended straight down at the side and the length is not greater than 6 inches from the floor when the student is kneeling. Additional length is acceptable.
8. Students who are uncertain about dress requirements should consult in advance with the office. Final determination of appropriate dress rests completely with the faculty and administration.

Uniform Violations

Uniform violations in the Lower School will result in notifications home. Repeated violations will result in a conference with the Lower School Director. If uniform violations continue after a conference, student will begin being held in the front office until a correct change of clothes are brought to campus.

TECHNOLOGY IN THE CLASSROOMS

Stimulation to a developing brain caused by overexposure to technologies (cell phone, internet, iPads, TV) has been shown to be associated with attention deficit, cognitive delays, impaired learning, increased impulsivity and decreased ability to self-regulate. Because of this, The Banff School strives to remain current on all studies and research into technology use in the curriculum of our youngest students. We balance this with our vision to enhance learning through the integration of technology, thus enabling our students to become life-long 21st century learners. Use of technology in the Preschool and Bridge to Kindergarten classroom (i.e. “screen time”) is limited to no more than 15 minutes per day and a maximum of 1 hour each week.

1. To augment technology integration, The Banff School employs interactive touchscreen televisions for our Preschool students and personal iPads for our Bridge to Kindergarten students.

2. These devices are used in the classroom for enrichment, educational and assessment purposes. At no times will students simply be given a device and allowed “free time” to just play. Use of this technology will be planned, as part of the curriculum, and will always be teacher-led.
3. Specific protocols are in place and will be communicated to the students each time they use the devices. These protocols ensure that the devices remain in good working order.
4. In the unlikely event a device is damaged by a student’s misuse (and not just an accident), a repair fee will be charged to the student’s account.
5. Students are not allowed to bring personal technology devices to campus under any circumstances. This includes during extended care hours.

RESTROOM USE

All Banff School students, regardless of age, are expected to be potty-trained and out of diapers/pull-ups, prior to their first day of attending class. Since this is a difficult transition for many students, parents should always have a complete change of clothes inside of a sealable plastic bag in the student’s backpack at all times. This will give teachers the resources needed to assist students if there are any issues during the school day and allow them to send any soiled clothing home in a sanitary method.

DISCIPLINE AND CARE OF SCHOOL PROPERTY

1. Banff School students are taught to obey school rules and respect the rights and property of others. If your child does not respond to positive methods of discipline or isolation from the group under adult supervision, you will be called.
2. Our purpose for all discipline with your children is to help them learn self-control and be socially responsible. “Be Kind”, “Be Neat” and “Be Safe” are the rules we use to set appropriate limits of behavior. We will try to redirect their actions to more appropriate behavior. Choices will be given. If all efforts fail, we will use a time-out from activities until the child feels able to control themselves and rejoin the group. At no time will a child be physically punished, threatened or intimidated. We rely on techniques of redirecting attention to constructive behaviors, compromising differences, and encouraging children to seek alternatives within the boundaries of their abilities.
3. Our discipline and guidance policies are as follows: discipline will be individualized and consistent for each child, appropriate to the child’s level of understanding and directed toward teaching the child acceptable behavior and self-control.
4. Teachers will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following: using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements; redirecting behavior using positive statements; and using brief supervised separation time out from the group, which is limited to no more than one minute per year of the child’s age.
5. For children with persistent or challenging behavior teachers, families and administrators will work as a team to develop and implement an individualized plan that supports the child’s inclusion and success.

KINDERGARTEN–5TH GRADE

DRESS CODE

Banff's dress code reflects a neat, clean, and complete appearance at all times. Overall appearance reflects on the school's desire to express a serious attitude toward education. A focus on learning, respect for others, and pride in the school is indicated and helped with the prescribed dress code. Any form of dress or hairstyle, including unnatural hair color, which is considered distracting or disruptive to the purpose or conduct of the school will not be permitted. Boys are not allowed to wear jewelry in piercings. Girls may wear jewelry only in piercings on lower ear lobe. Students with ear piercing deemed excessive by the administration will be asked to remove them.

WEEKLY UNIFORM SCHEDULE

- Monday: Regular Uniform
- Tuesday: Regular Uniform
- Wednesday: Dress Uniform
- Thursdays: Regular Uniform
- Friday: Spirit Day

Unless noted otherwise below with asterisk, uniform items may be purchased at the clothing retailer of your choice.

REGULAR UNIFORM

- Bottoms
 - Navy or Khaki Flat front or pleated dress pants or shorts
 - Navy or Khaki Skirts/Skorts (*girls*)
 - Plaid Jumpers (*girls in K-3rd grades only*)*
 - Plaid Skirts (*girls in 4th & 5th grade only*)*
 - Cotton/Lycra bike shorts (*optional for girls to wear under skirts/jumpers*)
- Tops
 - Navy, Red or White Banff Polo shirts*
 - Short or long sleeve button-down Banff oxford shirt*
 - White Middy Blouse* (*girls in K-3rd grade only*)
 - Shirts are to be tucked in at all times.
- Shoes/Socks/Tights:
 - Students may wear any style of closed-toe shoes with backs, with the exception of sandals, work or military boots, Ugg-style footwear and Crocs-style footwear.
 - Socks or tights must be either red, white or blue solid colors (black dress socks allowed for boys wearing navy pants).
- Belt
 - Brown, Black or Navy belt to be worn any time pants or shorts are worn.
- Outerwear
 - Banff sweatshirts or hoodies**, navy cardigans*

**These items must be purchased through the Sue Mills Uniform Store*

***These items must be purchased through the Banff Online Spirit Store*

DRESS UNIFORM

- Bottoms
 - Navy Flat front or pleated dress pants with coordinating belt (boys)
 - Plaid Jumper (*girls in K-3rd grade only*)*
 - Plaid Skirts (*girls in 4th & 5th grade only*)*
 - Cotton/Lycra bike shorts (*optional for girls to wear under skirts/jumpers*)
- Tops
 - Short or long sleeve button-down Banff oxford shirt (*boys and 4th & 5th grade girls*)*
 - White Middy Blouse (*girls in K-3rd grade only*)*
- Shoes/Socks/Tights:
 - Shoes must be of a dark color and style that complement the uniform. Boots of any type, sandals or Croc-style footwear are not allowed on Dress Uniform days.
 - Socks or tights must be either red, white or blue solid colors (black dress socks allowed for boys wearing navy pants).
- Accessories
 - Navy Middy Tie (*girls in K-3rd grade only*)*
- Outerwear
 - Banff sweatshirts or hoodies**, navy cardigans*

**These items must be purchased through the Sue Mills Uniform Store*

***These items must be purchased through the Banff Online Spirit Store*

SPIRIT DAY

- Bottoms
 - Blue Jean pants or shorts
- Tops
 - Spirit Shirt (*on "House Games" days, students should wear their "House Spirit Shirt"*)**
- Shoes:
 - Students may wear any style of closed-toe shoes with backs, with the exception of sandals, work or military boots, Ugg-style footwear and Crocs-style footwear.
- Outerwear
 - Banff sweatshirts or hoodies**, navy cardigans*

**These items must be purchased through the Sue Mills Uniform Store*

***These items must be purchased through the Banff Online Spirit Store*

Uniform Notes

1. Shoes will be laced, tied, buckled, or fastened as designed.
2. All shirts must be tucked in at all times, pants must be belted.
3. Uniforms and Outwear must be of an appropriate size for the student's body. No oversized or baggy clothing is allowed.
4. Hats or caps of any kind or make are not worn during the school day.
5. All articles of clothing usually removed during the school day should be labeled with student's first and last names.
6. Unclaimed articles of clothing left at school over the summer will be given to a charitable organization at the beginning of the next fall term.
7. All skirts, shorts and jumpers must be an appropriate length. Appropriate length is determined when the garment parallels the ends of the fingertips when the student's arms are extended

straight down at the side and the length is not greater than 6 inches from the floor when the student is kneeling. Additional length is acceptable.

8. Students who are uncertain about dress requirements should consult in advance with the office. Final determination of appropriate dress rests completely with the faculty and administration.

Uniform Violations

Uniform violations in the Lower School will result in notifications home. Repeated violations will result in a conference with the Lower School Director. If uniform violations continue after a conference, student will begin being held in the front office until a correct change of clothes are brought to campus.

TECHNOLOGY IN THE CLASSROOMS

1. At The Banff School, our vision is to enhance learning through the integration of technology, which will enable our students to become life-long 21st century learners.
2. To further augment technology integration, The Banff School has chosen to employ iPads as a personal learning tool for students in Kindergarten through 5th grade. The iPad was selected because of its portability, user-friendliness, touch-technology, wide range support for apps, and low system maintenance.
3. Students will utilize an iPad in their classroom for enrichment, educational and testing purposes.
4. Specific “iPad Use Protocols” are in place and will be communicated to the students each time they use the devices. These protocols ensure that the iPads remain in good working order.
5. Students will always be seated when given an iPad and will remain seated while using the device. This helps to ensure no iPads are dropped or scratched.
6. In the unlikely event an iPad *is* damaged by a student, a repair fee will be charged to the student’s account to cover the school’s insurance deductible.
7. All Kindergarten-5th grade students and parents will need to read and sign the “iPad Acceptable Use Policy” form and turn this in to their homeroom teacher prior to being allowed to use an iPad.
8. Students are not allowed to bring personal technology devices to campus under any circumstances. This includes during extended care hours.

TUTORING

1. Given the Lower School’s aim of encouraging students to learn independently, tutoring is rarely recommended. When it is appropriate, however, as in the case of prolonged illness or serious academic difficulty, requests or recommendations for tutoring will be communicated to the parents by the administration or teacher.
2. Only under very unusual circumstances will a teacher tutor his/her own student. If this situation is necessitated, the Lower School Director must give approval prior to commencing the sessions.
3. Tutoring is never undertaken with a guarantee of its effectiveness.

4. A request from parents for tutoring of their student by a faculty member outside the school day is a relationship between the parent and teacher. The teacher sets tutoring fees, generally starting at \$30.00 per hour, and is independent of The Banff School.

HOMEWORK

1. Homework is carefully planned to reinforce and expand experiences and presentations in the classroom. Late homework does not accomplish either of these purposes. Students are required to complete all homework assignments. Daily assignments will be posted on the Alma Parent/Student Portal. Teachers will also post assignments in their classroom. The teacher's Alma Classroom page will also feature pertinent information regarding homework requirements, important dates, special events, etc.
2. On the average, students should spend no more than one to two hours or 30 minutes per subject per day in preparing for class.
3. Students are encouraged to be independent in carrying out their assignments albeit faculty help should be sought whenever needed. Because of the emphasis placed upon longer assignments (reading, research, theme-writing), students need to plan carefully so that homework will not be excessively heavy when these projects are due.

TESTING & EXAMINATIONS

1. Students take classroom tests on a scheduled basis as announced in class.
2. The Measurements of Academic Progress (MAP) test is given in fall, winter and spring. A copy of a student's skills analysis showing specific areas of strengths and weaknesses will be made available to parents at conferences.
3. Parents' questions or comments about their student's test grades or performance should be addressed to the teacher. A parent-teacher conference may be arranged by calling the school office for an appointment.
4. When a student misses a test because of an excused absence, he or she is entitled to sit for another test.

GRADING & REPORTING

1. All new students begin their time at The Banff School on a probationary basis for the first three months. Students must perform at or above established academic and disciplinary standards in order to be released from the probationary period and continue enrollment at The Banff School.
2. Teachers use letter and number grades as shorthand means of noting academic performances of students. Grades are used to motivate, to reward exceptional effort, to give notice to students of their need to improve and denote comparison among students and reflect ability as a practical necessity to establish standards. At Banff grades are never used as a means of discipline for misbehavior.
3. Semesters are divided into two nine-week grading periods. The teacher will contact parents during the reporting periods if there is clear indication the student is doing unsatisfactory work.

Likewise, parents should contact teachers if they have questions or information that will help a teacher work with their student.

4. For Kindergarten students, the following marks are used for grading purposes:
 - a. M = Mastered
 - b. P = Progressing
 - c. N = Needs Improvement
5. For 1st through 5th grade students, the grading system is on a scale of 0 – 100. Numerical grade/letter categories are:
 - a. 90 – 100 A
 - b. 80 – 89 B
 - c. 75 – 79 C
 - d. 70 – 74 D
 - e. 69 – below F
6. Promotion for all classes shall be based upon accomplishing the required essential curriculum elements as well as social, emotional, and physical growth.
7. Progress Reports: 1st through 5th grade students receive a progress report every 3 weeks. Progress Reports will be available on the Alma Parent Portal.
8. Report cards: Kindergarten through 5th grade students receive a report card every nine weeks. Report Cards will be available on the Alma Parent Portal.
9. Academic Probation: 1st through 5th grade students who have an average in English, mathematics, history, science and foreign language that is below 70 the first semester quarter will be placed on academic probation. Teachers will notify parents. The student will have to achieve an average above 70 the following grading period to continue at Banff.
10. Promotion and Retention of Students: Students in 1st through 5th grade must earn an average of “70” or above in each core subject (Language Arts, Math, Science and Social Studies). Failure in any course will require the student to repeat the entire course in an accredited summer school or to complete a minimum number of clock hours of approved (by The Banff School) tutoring from a certified teacher. In addition, the student must score a “70” or above on a comprehensive exam to determine content mastery. Summer School is appropriate for repeating subjects that have been failed. It may also be required for repeating a course failed due to excessive absences.
11. Notification of Parents: Four weeks before the end of school, the parents of students who are failing will be notified in writing of the potential for their child not to pass. At this time a conference will be held to explore options with the parent and the administrator or counselor. This notification in writing and conference will have been preceded by progress reports, phone calls and parent conferences.
12. Academic Honors: Each year, Banff recognizes exceptional accomplishments of its students. Top scholar awards are presented in the individual academic disciplines, in the arts, and in extracurricular activities. Citizenship awards and other special honors are also recognized.

UPPER SCHOOL (6th-12th Grade)

DRESS CODE

Banff's dress code reflects a neat, clean, and complete appearance at all times. Overall appearance reflects on the school's desire to express a serious attitude toward education. A focus on learning, respect for others, and pride in the school is indicated and helped with the prescribed dress code. Any form of dress or hairstyle, including unnatural hair color, which is considered distracting or disruptive to the purpose or conduct of the school will not be permitted. Boys are not allowed to wear jewelry in piercings. Girls may wear jewelry only in piercings on lower ear lobe. Students with ear piercing deemed excessive by the administration will be asked to remove them.

WEEKLY UNIFORM SCHEDULE

- Monday: Regular Uniform
- Tuesday: Regular Uniform
- Wednesday: Dress Uniform
- Thursdays: Regular Uniform
- Friday: Spirit Day

Unless noted otherwise below with asterisk, uniform items may be purchased at the clothing retailer of your choice.

REGULAR UNIFORM

- Bottoms
 - Navy or Khaki Flat front or pleated dress pants or shorts
 - Navy or Khaki Skirts (*girls*)
 - Plaid Skirts (*girls*)*
 - Blue jeans neatly hemmed, no frays or holes (*9th-12th grade students only*)
 - Cotton/Lycra bike shorts (*optional for girls to wear under skirts*)
- Tops
 - Navy, Red or White Banff Polo shirts*
 - Short or long sleeve button-down Banff oxford shirt*
 - Shirts are to be tucked in at all times.
- Shoes/Socks/Tights:
 - Students may wear any style of closed-toe shoes with backs, with the exception of sandals, work or military boots, Ugg-style footwear and Crocs-style footwear.
 - Socks or tights must be either red, white or blue solid colors (black dress socks allowed for boys wearing navy pants).
- Belt
 - Brown, Black or Navy belt to be worn any time pants or shorts are worn.
- Outerwear
 - Banff sweatshirts or hoodies**, navy cardigans*

**These items must be purchased through the Sue Mills Uniform Store*

***These items must be purchased through the Banff Online Spirit Store*

DRESS UNIFORM

- Bottoms
 - Navy Flat front or pleated dress pants with coordinating belt (boys)
 - Plaid Skirts (*girls*)*
 - Cotton/Lycra bike shorts (*optional for girls to wear under skirts*)
- Tops
 - Short or long sleeve button-down Banff oxford shirt*
- Shoes/Socks/Tights:
 - Shoes must be of a dark color and style that complement the uniform. Boots of any type, sandals or Croc-style footwear are not allowed on Dress Uniform days.
 - Socks or tights must be either red, white or blue solid colors (black dress socks allowed for boys wearing navy pants).
- Outerwear
 - Banff sweatshirts or hoodies**, navy cardigans*

**These items must be purchased through the Sue Mills Uniform Store*

***These items must be purchased through the Banff Online Spirit Store*

SPIRIT DAY

- Bottoms
 - Blue Jean pants or shorts
- Tops
 - Spirit Shirt (*on “House Games” days, students should wear their “House Spirit Shirt”*)**
- Shoes:
 - Students may wear any style of closed-toe shoes with backs, with the exception of sandals, work or military boots, Ugg-style footwear and Crocs-style footwear.
- Outerwear
 - Banff sweatshirts or hoodies**, navy cardigans*

**These items must be purchased through the Sue Mills Uniform Store*

***These items must be purchased through the Banff Online Spirit Store*

PE UNIFORM

- Bottoms
 - Navy, mesh pull-on PE shorts (*cannot have any writing or logos larger than 1” square*)
- Tops
 - Short-sleeve PE shirt with Banff logo*

**These items must be purchased through the Sue Mills Uniform Store*

Uniform Notes

1. Students may not wear flip-flops, work or military boots.
2. Shoes will be laced, tied, buckled, or fastened as designed.
3. All shirts must be tucked in at all times, slacks must be belted.
4. Uniforms and Outwear must be of an appropriate size for the student’s body. No oversized or baggy clothing is allowed.

5. Hats or caps of any kind or make are not worn during the school day.
6. All articles of clothing usually removed during the school day should be labeled with student's first and last names.
7. Unclaimed articles of clothing left at school over the summer will be given to a charitable organization at the beginning of the next fall term.
8. All skirts, shorts and gym shorts must be an appropriate length. Appropriate length is determined when the garment parallels the ends of the fingertips when the student's arms are extended straight down at the side and the length is not greater than 6 inches from the floor when the student is kneeling. Additional length is acceptable.
9. Students who are uncertain about dress requirements should consult in advance with the office. Final determination of appropriate dress rests completely with the faculty and administration.

Uniform Violations

Repeated uniform violations in the Upper School will result in lunch detention. Continued violations will result in a conference with the Upper School Director. If uniform violations continue after a conference, student will begin being held in the front office until a correct change of clothes are brought to campus.

ADVISORY PROGRAM

1. Upper School students are assigned in small groups, each with its own faculty advisor, which are chosen by the administration in an attempt to create a positive relationship between the staff and students.
2. The goal of Advisory is for students to have at least one faculty member who serves as a contact person and mentor for that student.
3. The Advisory groups meet most Friday mornings and participate in team-building exercises, conversation prompts and discussions about current events, both on-campus and around the world. This program strives to help students feel more connected to Banff. When students are more connected to their school, they generally perform better academically and show positive results in attendance, behavior, on-time graduation, and social development.
4. Participation in the Advisory Program is a required component for Upper School students. Being tardy or absent from an advisory group meeting is counted on the student's record.
5. The Banff Advisory program offers emotional support for students during adolescence. Advisory offers support in two forms. First, it supplies built-in peer groups for all students, including new students. Second, it gives students an adult who knows them well and who can offer advocacy and support in difficult social and academic situations. Advocates of advisory programs see a direct link between a student's emotional and social experience and academic achievement. Advisory promotes self-esteem and provides peer recognition in an accepting environment, offsetting peer pressure and negative responses from peers in other areas.

TECHNOLOGY IN THE CLASSROOMS

1-to-1 iPad Program

1. Upper School students are issued their own iPad, which remains the property of The Banff School at all times. This iPad is for educational use in the classroom and at home.

2. Students, as well as their parents, must read the “iPad Loan Agreement” and sign the “iPad Contract” before the start of school.

Personal Technology Devices

1. Other than cell phones, smartwatches, or school-issued iPads, no other personal technology devices are allowed on campus at any time (including extended care hours).
3. Cell phones may not be used in any way during school hours (including breaks and lunchtime).
4. Cell phones must be put away at all times and have their ringers/sounds silenced.
5. If students must contact a parent or guardian during school hours, they will need to visit the front office where phones are available for emergencies. They may not use their cell phones to contact their parents during school hours (including breaks and lunchtime).
6. Parents should not contact their students via cell phones (voice calls or text messaging) during school hours. Any time-sensitive messages during school hours must be communicated through the front desk staff who will deliver the messages.
7. Students must never take cell phones into locker/dressing room areas or restrooms. Any cell phones seen in these areas will immediately be confiscated and disciplinary consequences will be instituted.
8. Smartwatches are only allowed to be used for time-telling purposes. They may never be used for communication or entertainment purposes during school hours (including breaks and lunchtime).

Social Networks

1. Although many students believe that personal information they share on social networking sites is not viewed by others, they need to be aware that adults do access these sites (including College Admission offices and recruiters).
2. School personnel may share information with parents that students post on social networking sites and may request drug or alcohol testing of students based upon comments posted. Banff students should adhere to the following guidelines in order to avoid conduct that adversely affects the school community:
 - a. No offensive or inappropriate pictures are posted.
 - b. No offensive or inappropriate comments are posted.
 - c. No violations of the Code of Conduct in the school handbook are posted.
3. The Banff School advises students to use extreme caution in their use of social networking websites and to remember that content they post may become more public than they intended.

Network Acceptable Use

1. All students must abide by the policies and procedures set forth in the Student Technology Acceptable Use Policy.
2. This policy must be signed by the student each year.

THE BANFF SCHOOL HONOR CODE

"What is left when honor is lost?"

— Publilius Syrus; *First Century BC, Maxim 265*

The Banff School is committed to four fundamental values:

1. Honesty
2. Respect

3. Responsibility
4. Trust

This commitment means supporting the tradition of honest excellence, involvement, challenge, and respect of school property that empowers all students to be productive members of society. Through this commitment, students and faculty achieve their fullest potential in the areas of academic excellence and personal character.

Violations of the honor code in the academic realm cast doubt upon the character and the honor of the student involved.

Cheating is the act of gaining an unfair advantage, or misrepresenting one's knowledge. It includes, but is not limited to wrongfully using or taking the ideas or work of another. For example:

- Giving or receiving unauthorized aid from another person on assignments, papers, quizzes, tests, or examinations.
- Plagiarizing.
- Getting advance information about quizzes, tests, or examinations.

Other violations of The Banff School Code of Honor would include:

- Using or consulting unauthorized materials or using unauthorized devices on papers, quizzes, tests or examinations.
- Using any portion of a paper or project to fulfill the requirements of more than one course, unless the student has received prior permission to do so.
- Intentionally misrepresenting the need for extra time on any assignments, papers, quizzes, tests or examinations, in order to gain more information.
- Choosing to be absent on the due date of a paper, project, quiz or test.
- Lying about any of the above.

The minimum punishment for violating the honor code is a "0" (zero) for the work in question and the requirement that the student may not exempt any midterm or final exam for the remainder of the school year following the violation. In addition, incidences of cheating can jeopardize admission to the National Honor Society and one's ability to get college recommendations.

NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY

1. Requirements for membership:

- a. Any student in grades 6-12 who wishes to seek membership in NHS or NJHS needs to see the Upper School Director to confirm grade eligibility.
- b. Eligible students must have a 3.0 GPA, which is an overall B (85) average. The only grades considered in the calculation of honor roll GPA are math, science, social studies, English and foreign language. However, grades are not the only requirement for admission.

- c. Leadership, character and community service are considered as well by the 5-member faculty committee that makes a decision by majority vote.
- d. Students may apply for membership after they have completed one semester at Banff.
- e. Students who do not follow school rules will lose membership privileges.
- f. 9th graders cannot be inducted into NHS. They may participate in Banff Honor Society in 9th grade under the same admission and conduct standards as NHS and be automatically admitted to NHS in 10th grade if they uphold the requirements.

2. Officer Positions:

- a. Students running for an officer or representative position must maintain high standards for grades and behavior.
- b. A list of students will be submitted to the Upper School Director and Head of School for review in advance of elections.
- c. Students with a grade point average lower than 3.0 or with multiple discipline referrals of a serious nature from the previous year will not be allowed to run for a position of responsibility.
- d. One student will not serve as president of both Student Council and National Honor Society, due to the amount of work required in leading both organizations.

STUDENT COUNCIL

1. Requirements for membership:

- a. A candidate or officeholder must have attended The Banff School for two semesters prior to running for an office on the Banff Student Council.
- b. A candidate or officeholder must maintain a 3.0 GPA during the period of his/her service and must have maintained a 3.0 GPA for the preceding two semesters.
- c. A candidate or officeholder must have prior involvement in at least one school-sanctioned extracurricular activity.
- d. A candidate or officeholder must possess and maintain an exemplary record of good conduct both on and off campus for the previous two years. (e.g., no incidents involving the legal authorities).
- e. A candidate or officeholder must consistently exhibit leadership traits, as well as cultivate the same in other students.
- f. A candidate or officeholder must agree to learn and abide by all requirements related to the office sought or held.
- g. A candidate or officeholder must accept the rulings of the administration of Banff School as final and binding.

- h. A candidate for office must obtain permission to run for office from a Upper School Director.
- i. A candidate must obey all school rules.
- j. One or more violations of one or more of the aforementioned rules may constitute proper grounds for prohibiting a student from serving on the Student Council or for expelling a student from the Student Council.
- k. Officers are directly responsible for all student council sponsored activities. They must prepare for events and solicit help from parents and other members of the school community to ensure the events go as planned. (Events must be scheduled and planned well in advance.)
- l. The student council president is ultimately responsible, with the advice of designated faculty members, for all student council sponsored events.

2. Officer Positions:

- a. Students running for an officer or representative position in Student Council must maintain high standards for grades and behavior.
- b. A list of students will be submitted to Upper School Director and the Head of School for review in advance of elections.
- c. Students with a grade point average lower than 3.0 or with multiple discipline referrals of a serious nature from the previous year will not be allowed to run for a position of responsibility.
- d. One student will not serve as president of both Student Council and National Honor Society, due to the amount of work required in leading both organizations.

INTERNATIONAL THESPIAN SOCIETY

1. Requirements for membership:

- a. Any student in grades 6-12 who is either enrolled in that year's Theatre Production class or has accrued 10 or more "Thespian Points" (visit SchoolTheatre.org for ways students can earn points) is eligible for membership.
- b. Students who do not follow school rules will lose membership privileges.
- c. Members may not miss more than two meetings throughout the school year. Missing three or more meetings will result in the student's membership being revoked.

2. Officer Positions:

- a. Students running for an officer or representative position must maintain high standards for grades and behavior.
- b. Students with a grade point average lower than 3.0 or with multiple discipline referrals of a serious nature from the previous year will not be allowed to run for a position of responsibility.

PREFECTS AND THE HOUSE SYSTEM

Much time has been spent on the subject of school spirit and the image that we present to the outside world as an academic institution. Both faculty and administration are constantly seeking ways of improving both of these areas.

In all schools the tone of the school is set by the senior students as they support the policies set by administration. With this in mind many private schools have traditionally appointed a select number of students, usually seniors, to a position of responsibility and privilege called a “prefect.”

The prefects are students who are seen as leaders within the student body, and they are given some of the powers of faculty members in terms of overseeing the conduct of other students. Not all seniors will be appointed prefects, and occasionally other students from eleventh or even tenth grade could be appointed to this position.

In addition to the school responsibilities, Prefects are in charge of a “House.” The houses are named after four different sub-species of the mighty bear, our mascot: Atlas, Grizzly, Kodiak, and Spirit. Each student in the school competes with other students academically, socially and athletically for the benefit of his/her house.

Academic scores are tallied at the end of each 9 weeks based on student quarterly reports, while social and athletic points are added, or deleted, throughout the year.

Prefects help with the smooth running of the school, act as role models for younger students and help new students settle in. They develop a sense of self-reliance and sense of duty as they take on the responsibilities associated with the position. They act as ambassadors for the school in their contact with visitors and show a high level of courtesy and appearance.

TUTORING

1. Given the Upper School aim of encouraging students to learn independently, tutoring is rarely recommended. When it is appropriate, however, as in the case of prolonged illness or serious academic difficulty, requests or recommendations for tutoring will be communicated to the parents by the administration or teacher.
2. Only under very unusual circumstances will a teacher tutor his/her own student. If this situation is necessitated, the Upper School Director must give approval prior to commencing the sessions.
3. Tutoring is never undertaken with a guarantee of its effectiveness.
4. A request from parents for tutoring of their student by a faculty member outside the school day is a relationship between the parent and teacher. The teacher sets tutoring fees, generally starting at \$30.00 per hour and is independent of The Banff School.

HOMEWORK

1. Homework is carefully planned to reinforce and expand experiences and presentations in the classroom. Late homework does not accomplish either of these purposes.
2. Students are required to complete all homework assignments.

3. On the average, students should spend no more than two to three hours or 45 minutes per subject per day in preparing for class.
4. Students are encouraged to be independent in carrying out their assignments albeit faculty help should be sought whenever needed. Because of the emphasis placed upon longer assignments (reading, research, theme-writing), students need to plan carefully so that homework will not be excessively heavy when these projects are due.
5. Daily assignments will be posted on the Alma Student/Parent Portal. Teachers will also post weekly assignments in their classroom.

SCHOOL & CLASS ATTENDANCE

1. Willful missing of classes may result in a 1-3 day suspension.
2. All students must remain on campus until the end of the day at 3:20 p.m. Violations will result in a disciplinary action. See Disciplinary Guidelines.
3. Missed Work: A student will receive a zero on any graded work given on a day for which his or her absence is considered unexcused.
4. Early Release: The privilege of leaving school early or delaying the start of first class is available only to seniors.

TESTING & EXAMINATIONS

1. Students take classroom tests on a scheduled basis so that students have no more than two tests on a given day. Upper School teachers will adhere to the following test schedule:
 - a. Tuesday: Social Studies/History
 - b. Wednesday: Language
 - c. Thursday: Science
 - d. Friday: Math/Foreign Language
2. The Measurements of Academic Progress (MAP) test is given in fall, winter and spring. A copy of a student's skills analysis showing specific areas of strengths and weaknesses will be made available to parents at conferences.
3. The PSAT exam is given in October.
4. Grades and attendance determine the class requirements for taking midterm and final exams. The school policy is that students earn exemptions from midterm and final exams through good attendance. Students may be exempt by course with (1) an A average and no more than 3 absences a semester (including absences accrued through multiple tardies), (2) a B average and no more than 2 absences a semester (including absences accrued through multiple tardies). Students who are guilty of cheating or plagiarizing forfeit the privilege of exempting both midterms and finals following the offense.

5. Parents' questions or comments about their student's test grades or performance should be addressed to the teacher. A parent-teacher conference may be arranged by calling the school office for an appointment.
6. When a student misses a test because of an excused absence, he or she is entitled to sit for another test. Makeup midterms and final exams will be given only for excused absences.

GRADING & REPORTING

1. Teachers use letter and number grades as shorthand means of noting academic performances of students. Grades are used to motivate, to reward exceptional effort, to give notice to students of their need to improve and denote comparison among students and reflect ability as a practical necessity to establish standards, to apportion honors and scholarships, and to aid in guidance. At Banff grades are never used as a means of discipline for misbehavior.
2. Semesters are divided into two nine-week grading periods. Promotion for Upper School classes is based upon accomplishing the required essential curriculum elements as well as social, emotional, and physical growth.
3. The teacher will contact parents during the reporting periods if there is clear indication the student is doing unsatisfactory work or if work is not submitted on time. Likewise, parents should contact teachers if they have questions or information that will help a teacher work with their student.
4. Progress reports are posted to the Alma Student/Parent Portal every 3 weeks and report cards every 9 weeks.
5. The grading system is on a scale of 0 – 100. Numerical grade/letter categories are:
 - a. 90 – 100 A
 - b. 80 – 89 B
 - c. 75 – 79 C
 - d. 70 – 74 D
 - e. 69 – below F
6. Extra credit work is the option of each teacher. Teachers want to stress the importance of completing daily work accurately and with care the first time and strong test preparation. The maximum extra credit possible is 1 point per quarter.
7. Sports Eligibility: Quarterly report card grades determine the eligibility of students to play in extracurricular Upper School sport activities. These activities are external to the normal school day. A D "70" is considered the lowest possible grade to meet this qualification. Progress Reports (each 3 weeks following the report card) that take a student from a failing quarterly report card grade to a passing grade will result in reinstated eligibility until the next progress report. There is no impact on sports' eligibility as progress reports are mainly intended to keep students on course and inform parents of areas that need attention. In summation, a failing grade on a 3-week progress report when there has been a prior passing quarterly report card grade is an indicator of needs and nothing more. There is no impact of a failing grade on sports eligibility due to the short length of the seasons.

8. Suspensions: Students suspended from school or assigned an in-school suspension are prohibited from participating or attending extracurricular activities during their period of suspension. Students who are suspended are responsible for all make-up work for all classes and are not eligible to qualify for exemptions from semester exams.
9. Academic Probation: Students whose average in English, mathematics, history, science and foreign language is below 70 the first semester quarter will be placed on academic probation. Teachers will notify parents. The student will have to achieve an average above 70 the following grading period to continue at Banff. If the academic probation occurs the last grading period of the year, summer school work is required before the student is eligible for the next year's courses. The Upper School Director must approve this study.
10. A student will not participate in extracurricular activities for a 3-week period after receiving a grade below 70 on a report card. At the end of the 3-week period, the teacher and Upper School Director will review the students' grades to determine when participation may resume.
11. Academic Honors: Each year, Banff recognizes exceptional accomplishments of its students. Top scholarship awards are presented in the individual academic disciplines, in the arts, and in extracurricular activities. Citizenship awards and other special honors are also recognized.
12. Honor Roll: Academic achievement is recognized through Distinguished Honor Roll and A/B Honor Roll. Students receiving Distinguished Honor Roll have earned an A for all term and semester grades. Students receiving A/B honor roll have earned an A or a B for all term and semester grades. Certificates are awarded at the promotion/graduation ceremony.

CLASS RANKING

- All high school-level courses taken after the completion of 8th grade are averaged in the students' overall high school GPA. High school credit courses taken during the 7th and 8th grade years are not averaged into the students' GPA with the exceptions of Geometry and Biology. Rank is determined by the students' cumulative high school GPA. Transfer students from an accredited high school with numeric grades 70-100 will be awarded grade points on the basis of the numeric grade from the sending school based on The Banff School's current grading scale and grade point values. For numeric grades below 70 that were considered passing by the sending school, the lowest Banff grade points will be awarded.
- The cumulative GPA is weighted with an additional grade point awarded to honors, Advanced Placement and dual credit classes.
- Grade Points:

<u>H/AP/DC</u>	<u>On Level</u>	<u>Below Level</u> (<i>modified curriculum</i>)
A=7	A=6	A=5
B=6	B=5	B=4
C=5	C=4	C=3
D=4	D=3	D=2
F=0	F=0	F=0
- Students may request estimated rankings at the beginning of their 10th grade year, and final ranking is determined at the end of the first semester of the senior year. A student must have earned grade point values in a minimum of 38 semester courses by the end of the junior year in order to be included in class ranking. That student is also eligible for a TEA scholarship. No valedictorian or salutatorian will be recognized at graduation, but it is the tradition of the school to have the top-ranking senior deliver the senior address.

- The TEA scholarship will be awarded to the student who:
 - Has the highest GPA of the 12th grade class of graduating seniors
 - Has fulfilled the requirements for a Recommended or Distinguished diploma
 - Has been a student at The Banff School for at least 11th and 12th grade
 - Whose speech and actions indicate a good moral standing.
- The Banff School provides a numerical rank for the top 10% of the class and a quartile rank for all other students. Quartiles are determined by grade average as follows:
 - 1st Quartile: Grade Average of 90.000-100.0
 - 2nd Quartile: Grade Average of 85.000-89.999
 - 3rd Quartile: Grade Average of 80.000-84.999
 - 4th Quartile: Grade Average of 79.999 & below

EXTRA COURSE CREDIT OR DUAL CREDIT COURSES

The Banff School offers a number of honors and dual credit courses designed to challenge students. Students benefit from both the pace and breadth of these courses as well as from improved consideration from highly selective colleges interested in evidence of a rigorous course of study.

1. Programs for earning additional high school credits may be structured on an individual basis.
2. Students must pass the TSI test and obtain the Upper School Director's approval before enrollment in a Dual Credit Course.
3. Enrollment in these courses is determined after consultation with the Upper School Director.

SUMMER SCHOOL AND CORRESPONDENCE COURSES

Summer school classes and correspondence courses taken for credit off campus will be accepted for credit toward graduation only with the prior approval of the Upper School Director.

TEXAS EDUCATION AGENCY SCHOLARSHIP POLICY

The TEA scholarship will be awarded to the student who:

- Has the highest GPA of the 12th grade class of graduating seniors
- Has fulfilled the requirements for a Recommended or Distinguished diploma
- Has been a student at The Banff School for at least 11th and 12th grade
- Whose speech and actions indicate a good moral standing.

COMMENCEMENT

Participation in commencement exercises is based on successfully meeting graduation requirements (see "Diploma Plan" at end of handbook for specific requirements for graduation).

EARLY GRADUATION

Early graduation for students may occur when an "Intent to Graduate Early" form has been filed with the Upper School Director by December of the sophomore (2nd) year of high school and the graduation requirements of The Banff School are fulfilled.

TRANSCRIPTS

1. During a student's senior year at The Banff School, the preparation and mailing of up to 5 transcripts is done at no cost. Additional transcripts will be mailed at the cost of \$5.00 each.
2. All transcript requests must be in writing, using the transcript request form found on the school's website.

DISCIPLINARY GUIDELINES

This section describes inappropriate student behaviors that are detrimental to the Banff educational process and the range of consequences. These listed behaviors are only representative of the most frequent types of disruptions. They are not intended to be inclusive. Acts of misconduct that are not listed are subject to the discretionary authority of The Banff School. Corporal punishment is against the philosophy of The Banff School.

Members of the Banff administration and teaching staff make decisions concerning the Level of Offenses and what Disciplinary Options may be most effective in attempting to correct a student's conduct. Disciplinary actions are based on careful assessment of the circumstances in each case. The factors used in this evaluation are the seriousness of the offense, the age of the student, the frequency of misconduct, the student's attitude, and the potential effect of the misconduct upon the community.

Policies and procedures concerning school conduct apply to all students (1) on school property during and after school hours including all school sponsored events, and (2) off campus when the student is representing Banff School as part of a planned activity. When a teacher or staff member determines that an infraction of school conduct has occurred, he/she will file a written report with the Upper School Director that documents the event.

MINOR & MAJOR INFRACTIONS

1. Minor Infractions: Detention hours may be given by a teacher as a warning to students that behavior needs to be changed. Detention hours must be served at the time and day given by the teacher or other staff member. Students who accrue significant numbers of detention hours, for the same or for a variety of offenses, will be excluded from extracurricular activities and a meeting will be scheduled with their parents and the Upper School Director.
2. Major Infractions: The Upper School Director may place students on disciplinary probation. This probation is to serve as notice that specific changes are necessary to remain in the Banff community. A review time to evaluate required behavioral changes is scheduled and taken seriously. Upon review, the probation may be removed, continued, or a final decision rendered.

OFFENSES

Level I – Offenses

1. These acts of misconduct include those student misbehaviors that interfere with the orderly educational process. These include but are not limited to:
 - a. Being tardy to class;
 - b. Running and/or making excessive noise in the halls, buildings, classrooms
 - c. Refusing to follow classroom rules or participating in classroom activities;
 - d. Eating or drinking in an undesignated area;
 - e. Chewing gum;
 - f. Possessing and/or using nuisance items;

- g. Failing to bring required materials and/or assigned work to class;
- h. Violation of dress code
- i. Cell phone visible during school hours.

2. Disciplinary options that may be used:

- a. Parents will be contacted by phone and/or a conference required;
- b. Teacher and student will hold conferences;
- c. In-class disciplinary action (verbal reprimand, isolation, etc.);
- d. Confiscation of items that are then held for parent to pick up;
- e. Withdrawal of privileges;
- f. Detention;
- g. Behavior contract;
- h. Supervised campus service assignment.

Level II – Offenses

1. These acts of misconduct include student infractions that are somewhat more serious than the possibilities addressed in Level I. These incorporate repeat Level I Offenses and include but are not limited to:

- a. Lunchroom misconduct (misuse of food, interfering with other students eating, inappropriate manners);
- b. Profane, obscene or offensive language and gestures;
- c. Cheating and/or copying the work of another student;
- d. Leaving the school grounds without permission;
- e. Violating rules and regulations during field trips;
- f. Using tobacco in any form;
- g. Altering school documents or forging another person's signature;
- h. Defacing school property;
- i. Engaging in acts of familiarity;
- j. Unacceptable physical contact which could, but does not, result in injury.

2. Disciplinary options that may be used:

- a. All options from Level I Offenses;
- b. Parent conferences;
- c. Administrator, counselor, teacher, student conferences;
- d. Grade penalty for copying and/or cheating and loss of exemptions;
- e. Exclusion from extracurricular activities;
- f. Restoration and/or restitution;
- g. Suspension 1-3 days;
- h. Supervised campus service assignment.

Level III – Offenses

1. These acts of misconduct SERIOUSLY disrupt the orderly educational process at Banff. Incorporated into this list are all Level I and Level II Offenses that have become patterns. This list is not exclusive of unspecified behaviors.

- a. Verbal threats (oral or in writing) of bodily harm or damage to property;
- b. Fighting – defined as a physical conflict involving two or more individuals;
- c. Possession and/or discharging of fireworks on school property;
- d. Stealing which is defined as the act of taking and carrying away the property of another without the consent of the owner;

- e. Possessing, stealing, ingesting, and/or distributing prescription or non-prescription drugs, medicines, chemicals or substances;
- f. Persisting acts of disobedience or disorderly behavior that may prove detrimental to the school, harmful to health and safety, and inhibiting to the rights of others;
- g. Being disrespectful toward school staff or failing to comply with requests of school staff;
- h. Failing to report to a teacher or administrator the knowledge of an event, device, object or substance that could cause harm to person or persons;
- i. Profane, obscene or offensive language & gestures to school personnel.

2. Disciplinary options that may be used:

- a. All options from Levels I and II Offenses;
- b. Mandatory parent conferences;
- c. Mandatory administration/teacher/parent/student conferences;
- d. Exclusion from extracurricular activities;
- e. Suspension 1-3 days;
- f. Expulsion.

Level IV - Offenses

1. Level IV acts of misconduct are not only student behavior that seriously disrupts the orderly educational process; they may be grounds for civil and criminal charges. Level IV Offenses exclude misconducts identified under Levels I – III.
 - a. Arson – defined as the willful or malicious burning of a building or its contents and/or personal property of others;
 - b. Possession of or use of marijuana or other controlled substances on school grounds
 - c. Including presence at school under the influence of such substances;
 - d. Attempting to sell, give or deliver to another controlled substances;
 - e. Assault and battery on school grounds occurring anytime of day or night. Assault and battery for purposes of this Handbook is defined as physical contact with another without that person's consent;
 - f. Vandalism – defined as the willful or malicious destruction of property;
 - g. Other behaviors that are illegal;
 - h. Possession of any weapon: i.e. knife, gun, instrument or article including martial arts equipment, that may be used to injure persons or property;
 - i. Possession and/or use of alcoholic beverages.
2. Disciplinary Options (one or more will be applied):
 - a. Mandatory parent conference;
 - b. Restitution or restoration;
 - c. Suspension 1-3 days;
 - d. Expulsion.