

Family and Student Handbook Changes for 2020-2021

- **Addition: Excused and Unexcused Absences: Make-up Work for Middle and Upper School** (p. 13)
 - Students in grades 5-8 who miss more than seven (7) class periods in a single class during a trimester will not pass that class for the trimester.
- **Addition: Excused and Unexcused Absences: Extended Absences** (p. 14)
 - A reasonable plan for making up missed assignments (as appropriate) will be made by advisor, teachers, Academic Dean, and Dean of Students. This plan may include temporary ineligibility from after school activities.
- **Addition: Afternoon Pick-Up** (p. 15)
 - **Students staying after school for sporting events:**
 - Middle School (students who do not attend Extended Day): Students will go outside to the carpool from dismissal until 3:30. At 3:30 students will stay with the teacher that has assigned afternoon duty from 3:30-4:00 (or 15 minutes before game time). If the first game time is not until 5:00 then the students must leave and come back, they should not stay on campus.
 - Middle School (students who do attend Extended Day): Students must have permission from a parent to leave Extended Day to attend a game. To give permission, parents should complete the electronic “Extended Day Permission to Attend Athletic Events Form” located on the Parent Resources page of our school’s website. Extended Day Leaders will not be able to release a student from Extended Day without a completed form.
 - Upper School: Students must stay at the US building until 4:00 (or 15 minutes before game time). If the first game time is not until 5:00 then the students must leave and come back, they should not stay on campus.
- **Change: Cell Phones, iPod/MP3 Players, Electronic Games, Smart Watches** (p. 15)
 - Cell phones/Smart Watches/iPods/MP3 Players and/or electronic games, are NOT to be in the possession of Preschool to 8th grade students on campus OR while attending Preschool to 8th grade functions off campus.
- **Addition: Visitor Policy** (p. 16)
 - Alumni may only visit at lunch from 11:50-12:30, unless they have an appointment with a teacher.
- **Addition: Lunch and Snack** (p.18)
 - When bringing food into the Lower School/Middle School please make sure that all food is packaged and put away in bookbags upon entry to the building. Open food or drinks will not be allowed in the building. In addition, if a student opens food or drink during snack time, it must be repackaged and put away until lunch time. There will be no open food or drinks allowed in class unless at designated snack and lunch time.
- **Addition: Requests for classroom teachers** (p. 25)
 - We do not accept requests for classroom teachers. Many factors contribute to formulating a class list. We rely on the teachers’ in-depth knowledge of each student, in combination with their knowledge of fellow faculty members’ styles and practices, to make appropriate class placement recommendations for our students. Additionally, we strive to have a balance across the class, including age, gender, diversity, social strengths/needs, and academic strengths/needs. Our goal is to provide the best learning environment for all students. Each grade level will work closely together on activities and field trips; therefore, there will be ample opportunities for socialization with students in other classes.
- **Addition: Academic Integrity Transgressions at the Middle School** (p. 28)

- 1st Offense: Reduced grade of “65%” on assignment, parent communication from teacher,
 - 2nd Offense: Grade of “zero” on assignment, parent communication from Dean of Students, after school detention
 - 3rd Offense: Grade of “zero” on assignment, student/parent conference with Dean of students, suspension from school assigned by Dean of Students
- **Addition: TBS Library (p.29)**
 - **Student Checkout**
 - PS- 2nd grade may check out one book per library visit, 3rd and up may check out two library books per visit. Materials are due back in two weeks to exchange, or may be renewed for an additional week as long as no has requested the title. Special permission for more materials may be granted when necessary for an assignment. Students are to check out materials from their section in the library. If a student wishes to check out from a higher section, they may opt to get parent permission with a **Library Check-out Parent Permission Form** (Appendix). This must be completed before the student can check out from this section.
 - **Parent Checkout**
 - Parents are welcome to create their own account and check out one book. Materials are due back in two weeks to exchange, or may be renewed for an additional week as long as no has requested the title.
 - **Staff Checkout**
 - Faculty may check out unlimited numbers of materials as long as needed. Periodicals, audio visual materials, and equipment must be signed out at the circulation desk, if taken outside the library media center. Items should be returned after use so that others may use them.
 - **Audio Visual Materials/Equipment**
 - Teachers may check out audio visual materials for use in the classroom. Middle School students may opt to check out a loaner upon completion of a **TBS Technology Checkout Form** (Appendix). This loaner agreement must be turned in prior to check out. Use of computers and technology may be utilized throughout the before, during and after school in the library if available.
 - **Overdue Materials**
 - Overdue notices are sent home periodically via the teacher. There are no fines for overdue books.
 - **Lost and Damaged Books/Equipment**
 - If any borrowed materials are lost or damaged, reimbursement must be obtained before additional materials can be checked out and grades released.
 - Books: One may opt to purchase the book and donate to the library if they choose to do so. The replacement cost of the book is quoted on the overdue notice. Students who owe money to the library lose their privilege for borrowing more materials and will not receive their final report card.
 - **Addition: Behavior Guidelines/Consequences (p. 34-35)**
 - **Day-to-day Expectations of Behavior for Upper School**
 - Food and beverages other than water may be consumed in the Gathering Space only.
 - Students may drink water from clear water bottles on the second floor.
 - Wearing earbuds or headphones is acceptable only in a classroom with teacher permission or in the Gathering Space.
 - Phone calls must be made outside the building only, otherwise the cell phone may be confiscated.
 - During lunch, students are expected to remain in the Gathering Space or they may attend a designated study hall after eating.
 - Students are expected to lead morning meetings twice during the year.
 - The College Counseling Center is reserved for college-search related activities exclusively.
 - Students may not go to the LS/MS building without teacher permission and they must check in with Mrs. Pruette at the Front Desk. Reminder: no cell phones in the other building.

- During free periods, please limit your time on the second floor to meeting with teachers or studying quietly in a classroom.
 - Students are expected to use appropriate language at all times. Use of profanity will be referred to the Dean of Students.
 - Students need to bring their computers and chargers to school everyday and in working order. Cell phones will not be used for classwork -- unless there is an assignment that requires technology only available on a cellular device.
- **Addition: Lower School Dress Code** (p. 43)
 - **Never appropriate**
 - Flip flops, including Crocs style shoes (with or without heel strap)
- **Addition: Middle and Upper School Dress Code** (p. 43)
 - **Never appropriate**
 - Shoes designed for shower use, including Crocs style (with or without heel strap)
 - Clothing that reveals one's waistline (when hands are down or raised above the head)
 - Hooded sweatshirts without a full-length zipper. (except on days designated "Friday Dress")
 - Students may not wear outerwear while inside during the school day that makes it difficult to determine if the student is in game-day dress or dress code.
- **Addition: Middle and Upper School Dress Code** (p. 44)
 - When "formal dress" or "game-day dress" is called for, males should wear a collared shirt that remains tucked-in and tie, khaki style or corduroy pants and non-athletic footwear.
- **Addition: Sportsmanship/Code of Conduct** (p.46)
 - **Spectators**
 - No exit policy: Once admitted to a home sporting event, no student or adult may leave and re-enter for any reason.
 - No outside food delivery will be permitted at home sporting events.
- **Change: State Athletic Association** (p. 46)
 - TBS is a member of the North Carolina Independent Schools Athletic Association (NCISAA) and is governed by the policies of their handbook in addition to the following school policy.
- **Change: Academic Policy** (p. 47)
 - **School Absence**
 - 1. In order to participate in or attend any after school activities (athletics or arts) or special events, students must be in school no later than 11:30am and may not leave school early (unless they have a note from a medical appointment).
- **Change: Extended Day Program: Electronic Equipment** (p. 50)
 - Middle school students may use computers during homework time, but cell phones or other electronics are not permitted at any time.

