

Family and Student Handbook Changes for 2019-20

- **Change: Upper and Middle School Tardiness** (p.12)
 - Please note the following Middle School/Upper School Tardy-To-School Policy:
 - 4 total tardies **for the trimester** = After school detention (3:25pm-4:05)
 - 8 total tardies **for the trimester** = Saturday detention (8:00am-10:30)
 - 12 total tardies **for the trimester** = Out of School Suspension (appears with transcripts that go to colleges as part of a student's college application).....A parent meeting with the Dean of Students must take place before the student is allowed to attend classes.
 - After 4 tardies, a student will then continue to serve an after school detention for each tardy going forward. Any tardies beyond 12 tardies for the total of the year may be grounds for a student contract to be revoked.
 - **Please note that this is regardless of excused or unexcused tardies.**

- **Change: Make-up Work for Middle and Upper School** (p. 13)
 - For missed work while students are absent, students will have **three** school days to get the work turned into the teacher (unless there are extenuating circumstances). Class work or assessments missed during an unexcused absence will have a 20-point penalty. **If an assignment is due on the day a student was absent, the assignment is due upon return.**

- **Addition: Make-up Work for Middle and Upper School** (p. 13)
 - Students missing class for an Elon University class or a TBS athletic or arts event are required to meet with the appropriate teachers ahead of time, and must turn in all work on the regular assigned due date unless otherwise agreed upon by the teacher.

- **Addition: Make-up Work for Middle and Upper School** (p. 13)
 - Excused Absences include: participation in a school-sponsored activity (athletic or arts participation, field trip for another class), college visits (with a note from the college admissions office), and absences with a doctor's note, family emergency, illness and injury with parent notification, a limited number of club sporting events. Please be sure to contact the front desk if your student is going to be absent for any reason.

- **Change: Make-up Work for Middle and Upper School** (p. 13)
 - Please note that all absences are considered unexcused unless determined otherwise by the Dean of Students. Students in grades 9-12 who miss more than five (5) class periods in a single class during a trimester will not receive credit for the course for that trimester. **Please note that this is regardless of excused or unexcused** -- with the exception of TBS events and Elon University classes. An appeal to this can be made to the Head of School if there are extenuating circumstances.

- **Change: Dismissal** (p. 14)
 - On half-days, dismissal times are:
 - Middle School and Upper School – **11:55am**

- **Change: Cell Phones, iPod/MP3 Players, Electronic Games, Smart Watches** (p. 14)
 - Cell phones in the Upper School are permitted but should not be out during instruction/meetings – rather phones should be placed in the teacher's basket or **put away in a locker. When in the Lower and Middle School building during the instructional day, Upper School students are not permitted to have their phones.**

- **Change: Visitor Policy** (p. 15)
 - Students from other schools are encouraged to visit our school on a **previously arranged date**, organized with the Director of Admissions.

- **Change: Lost and Found** (p. 15)

- At the end of each month, we donate long-lost items to charitable organizations, so be sure to check often for things missing. Lost and Found is located outside of the gym locker rooms and in the Upper School gathering space.
- **Change: Health Requirements and Information** (p. 15)
 - For all new students, a copy of a current record of immunization showing that N.C. State requirements have been met must be submitted within the first two weeks of school. Other returning students do not need to provide this documentation annually unless changes or updates have been made (immunizations, recent physical, etc.)
 - TBS will accept appropriate documentation for medical and religious exemptions
- **Clarification: Illness or Injury** (p. 16)
 - For the health of others in the school community, any child with a fever or who is in the germ-spreading stages of colds, coughs and flu is asked to remain at home until free of fever (**with no fever suppressant medications**) and symptoms for 24 hours.
- **Change: Medication Disbursement** (p. 16)
 - A **Medication Administration Authorization Form, signed by a parent or guardian**, must be on file with the School.
- **Addition: Lunch and Snack** (p. 16)
 - Food and drinks (other than water in a transparent container) must be kept downstairs while at the Upper School. Exceptions can be made for supervised meetings.
- **Change: Lunch and Snack** (p. 17)
 - Students in **Lower School are allowed 30 seconds of microwave time** to warm foods.
- **Change: Tuition and Fees Payment Policy** (p. 22)
 - **If you are past due** and there is not a resolution to the problem, the School has the right to dismiss your child(ren) from the School.
- **Addition: Attire for Graduation** (p. 30)
 - Seniors are expected to observe the following guidelines for graduation attire:
 - Men should wear a black suit (coat and pants), black socks, black shoes, white button-up shirt, and TBS tie (provided by the school).
 - Ladies should wear a white dress and appropriate neutral colored dress shoes.
- **Addition: Students Requiring Additional Academic or Personal Support** (p. 31)
 - Parents or guardians who have concerns about the academic progress or performance of their child should contact the teacher/advisor, Academic Dean or the Student Success Facilitator. We will work as a team to make an appropriate support plan within the constraints of our resources.
 - For emotional or social concerns, parents (or students) should contact teacher/advisor or Community Life Facilitator. We will work as a team to make an appropriate support plan within the constraints of our resources.
- **Change: Printing guidelines** (p. 39)
 - When homework is done electronically and a hard copy is required by the teacher, student work must be printed AT HOME.
 - Should students encounter a problem with the printing process at home, they must be proactive and email the teacher concerned to reach an agreement on resolving the problem. Teachers will use discretion if a student has been proactive in contacting them in order to find a solution to a printing problem. Students may not print in the office.
- **Addition: Lower School Dress Code** (p. 40)
 - **Preferred**
 - Pants appropriate to the weather

- Leggings worn with shirts that cover the hip area
 - Shirts appropriate to the weather
 - Shirts covering waistline and back
 - Width of the sleeve at its narrowest part is three (3) fingers wide (based on the width of the individual's fingers)
 - Shorts and skirts worn at an appropriate length (fingertip length with respect to the student's hand hanging down by his/her side)
 - Closed toe shoes, appropriate for active learning
- **Never appropriate**
 - Pants, skirts, shorts with holes or frayed edges
 - Shorts, skirts, and dress lengths that are shorter than the reach of the fingertips with respect to student's hand hanging down by his/her side
 - Shirts with spaghetti straps
 - Hats, caps, hoods inside the building
 - Headbands with attached decorations (such as a unicorn horn, feathers, animal ears)
 - Flip flops
 - Shirts containing any offensive writing or messages
- **Addition: Middle and Upper School Dress Code** (p. 41)
 - Never Appropriate (Red): Headbands with attached decorations (such as a unicorn horn, feathers, animal ears)
- **Change: Academic Eligibility** (p. 44)
 - Students may petition the Athletic Director and Head of School to re-evaluate their eligibility at the three-week point of the next trimester (**the four-week point of the first trimester**). Once eligibility has been regained, the student-athlete may approach the coach about the possibility of participating on an athletic team.
- **Addition: Academic Eligibility** (p. 44)
 - A student whose eligibility has been regained will remain on Academic Probation throughout the entirety of the trimester. Their grades will be re-evaluated every three weeks, and if they fall below the eligibility threshold at any point, they will be deemed ineligible for athletics for the remainder of that trimester.
- **Change: School Absence** (p. 44)
 - Athletes must be in school no later than 11:00am and may not leave school early in order to participate in a practice or a game that day (unless they have a note from a medical appointment).
- **Change: Extended Day** (p. 46-49)

Daily Departure Procedure

Your child's safety is our number one priority. ALL STUDENTS MUST BE SIGNED OUT BEFORE THEY DEPART.

Snack

While time for snack is part of the daily Extended Day routine, snack will not be provided to students. **Students will need to provide their own snack and a water bottle.**

Billing

Extended Day billing begins at the first of the month and concludes at the end of the month. All Extended Day invoices will be automatically drafted from your bank account on the 15th of the month following the invoice date.

Rates and Fees

Monthly Packages

- **Extended Day 1 (dismissal-5:00): \$145.00, first child and \$125.00 second child (includes Early Dismissal/Half Days)**

- **Extended Day 2 (dismissal-6:00):** first child \$205.00 and \$175.00 second child (*includes Early Dismissal/ Half Days*)

A 15-day notice must be provided in order to withdraw or change service from the current monthly package/ billing cycle.

Early Dismissal/Half Days

Extended Day will be available on the following Early Dismissal/Half Days:

November 25, December 20, March 5, May 1, May 15, May 22

Full Teacher Workdays

Extended Day will be available on the following Teacher Workdays:

September 27, October 18, January 17, March 6, May 26, May 27

Vacation Care

Extended Day will be open for students on all Early Dismissal/Half Days and all Teacher Workdays. It will not be offered on holidays and extended school vacation days (example: Spring Break) during the school year.

During the 2019-20 school year, Extended Day will be closed on the following holidays and extended school vacation days:

September 2, November 11, November 26-29, December 23-January 3, January 20, February 17, April 13-17, May 25

Electronic Equipment

Electronic equipment, with the exception of computers and cell phones, are not allowed in Extended Day. Middle school students may use computers during homework time and may use cell phones after 4:30 pm (or the time designated by the Dean of Students). Please note that Extended Day accepts no responsibility for lost or damaged electronic equipment (computers, cell phones, mp3 players, digital cameras, tablets, etc.).

Communication

We do ask that everyone respect that Extended Day is a “safe space” for our students. To this regard, questions, concerns or grievances should be directed to the Extended Day Director, Kristin Cain, and not directed toward staff who are otherwise occupied with students. Kristin Cain may be reached by phone at 336-266-7670. Please leave a detailed voicemail message and all calls will be returned within 48 hours. In case of an emergency, contact the front desk immediately so that they can aid in finding the appropriate personnel to help. If you prefer to communicate via email, kcain@theburlingtonschool.org is the address.

- **Change: Enrichment Opportunities** (p. 49)
 - The schedule of Enrichment Opportunities will be published in the Oracle during the first week of each month. Registration fees will vary according to the activity and instructor. Information about registration fees will be included in the schedule. Any fees will be paid directly to the instructor by the family. TBS will not invoice registration fees associated with Enrichment Opportunities.