

Family-Student Handbook Changes for 2023-24

Change: School Hours (p. 5, 8, 12)

Dismissal times are as follows: at 2:30 for PS3, PS4, K
 at 3:15 for 5th-12th grades

Clarification: Upper and Middle School Tardiness To School Policy (p. 9)

- A student can be tardy to school 4 times per trimester without penalty (excused or unexcused)
- With the 5th-11th tardy **for the trimester** students will serve an after-school school detention (3:15-4:00pm)
- Any tardies beyond 12 tardies for the total of the year may be grounds for a student contract to be revoked or suspension

Addition: Upper and Middle School Tardiness To Class Policy (p. 9)

When students are tardy to class, it is highly disruptive to our learning environment. To counteract this problem, the administration will work with teachers to hold accountable those students with a pattern for tardiness. Teachers take attendance at the start of each class and report tardies to the Dean of Students. The Dean of Students will then assign after school detentions (3:15-4:00pm) for any tardies to class. Tardies to school do NOT count toward tardies to class, this is for students who are present at school but do not report to class on time.

Change: Excused and Unexcused Absences (p. 9)

Lower School: If a student is ill and will be absent or late, a parent or guardian must contact the classroom teacher, front office, and Dean of Students before 8:30 a.m. to indicate the absence/tardiness

Addition: Make-up Work for Middle and Upper School (p. 10)

Students enrolled in Elon classes should go directly to and return directly from Elon to TBS minimizing TBS class or community time missed.

Addition: Cell Phones, Electronics, Smart Watches (p. 13)

Cell phones/iPods/Smartwatches/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

Change: Visitor Policy (p. 14)

Alumni may visit by appointment with a staff member only.

Addition: Visitor Policy (p. 14)

For a special event like prom, students must get prior approval to bring a student outside of the TBS community. Guests should be no more than one year out of high school and be in good standing with the community.

Addition: Past-Due Tuition and Fees (p. 21)

Enrollment contracts will be revoked for the next school year if all debts from the previous school year are not paid by June 30.

Addition: AP Classes & AP Capstone (p. 24)

AP (Advanced Placement) classes are rigorous college-level classes in a variety of subjects that give students the opportunity to earn college credit in high school by scoring a 3 or higher (5-point scale) on the AP exam associated with that course. Students may not take AP classes in 9th grade, may take 1 AP class in 10th grade, and then have options to take more AP classes throughout 11th and 12th grades. Students may take AP classes regardless of AP Capstone participation.

Students may apply to be in the AP Capstone program at the end of their 9th grade year or the end of their 10th grade year. Coursework will begin the following school year after acceptance into the program. AP Capstone acceptance is based on an application which includes a detailed look at the students transcript and grade record, teacher recommendations, attendance/tardies, discipline record, academic integrity, and overall commitment to academics.

An AP Capstone diploma is earned if a student takes and passes the test with a 3 or higher for the following courses: AP Seminar (English class), AP Research (subsequent English class), plus a minimum of any 4 other AP courses. An AP Capstone certificate is earned if a student takes and passes the test with a 3 or higher for AP Seminar and AP Research, and takes a minimum of 4 other AP courses, but does not pass all 4 tests.

Addition: Plagiarism (p. 26)

[Plagiarism] includes using text written by an artificial intelligence generation system (such as ChatGPT) as your own writing (e.g., entering a prompt into an AI tool and using the output in your paper).

Change: Exams (p. 30)

All students taking AP classes are required to take the exam.

Clarification: Junior Marshals (p. 30)

Junior marshals are an important part of the graduation ceremony. Students who accept this honor are required to attend graduation practice and the graduation ceremony. Ten junior marshals are determined based on the following standards:

- Any juniors who are student government officers
- Top academic students based on cumulative high school grade point average
- Students must have no honor code violations

Addition: Day-to-day Expectations of Behavior for Upper School (p. 33)

When students are asked to turn in phones to the teacher basket it is unacceptable to turn in a fake/burner phone in place of a true cell phone.

Change: Student Parking (p. 36)

Students in Upper School who have their driver's license and will be driving to school will need to complete a Student Parking Form (available online or from the Dean of Students). The form should be updated with any changes from a previous year at the start of each academic year, or a form submitted as students get the ability to drive. All cars that are parked in the student parking lot need to be identified, with a school provided placard, hung from the rearview mirror. Students may purchase a reserved parking place during the first week of school. Reserved parking will cost \$10.00 for the school year, and numbered places will be assigned based on seniority. During the academic day, 8:25 – 3:15, students are not permitted to go to their car for any reason.

Change: Computer, Network and Internet Use Policy for Middle & Upper School Students (p. 40)

Beginning 2024-2025 school year, all new-to-TBS students and rising 5th graders must use either a Windows based computer or a Chromebook. Apple devices will no longer be allowed (current Apple users are grandfathered in). Apple devices are not compatible with some of the applications we use.

Addition: Enrichment Opportunities (p. 49)

TBS will offer after-school enrichment classes periodically throughout the year. You will learn about these opportunities and the sign-up process in the *Oracle*. Registration fees will vary according to the number of instructional hours included in the course. TBS will invoice the registration fee and require that the fees be paid by bank draft.