

Community Handbook

Upper School

Spartanburg

DAY SCHOOL

Spartanburg Day School

1701 Skylyn Drive

Spartanburg, SC 29307

864•582•7539

www.spartanburgdayschool.org

excellence • individuality • curiosity • leadership • passion

Mission

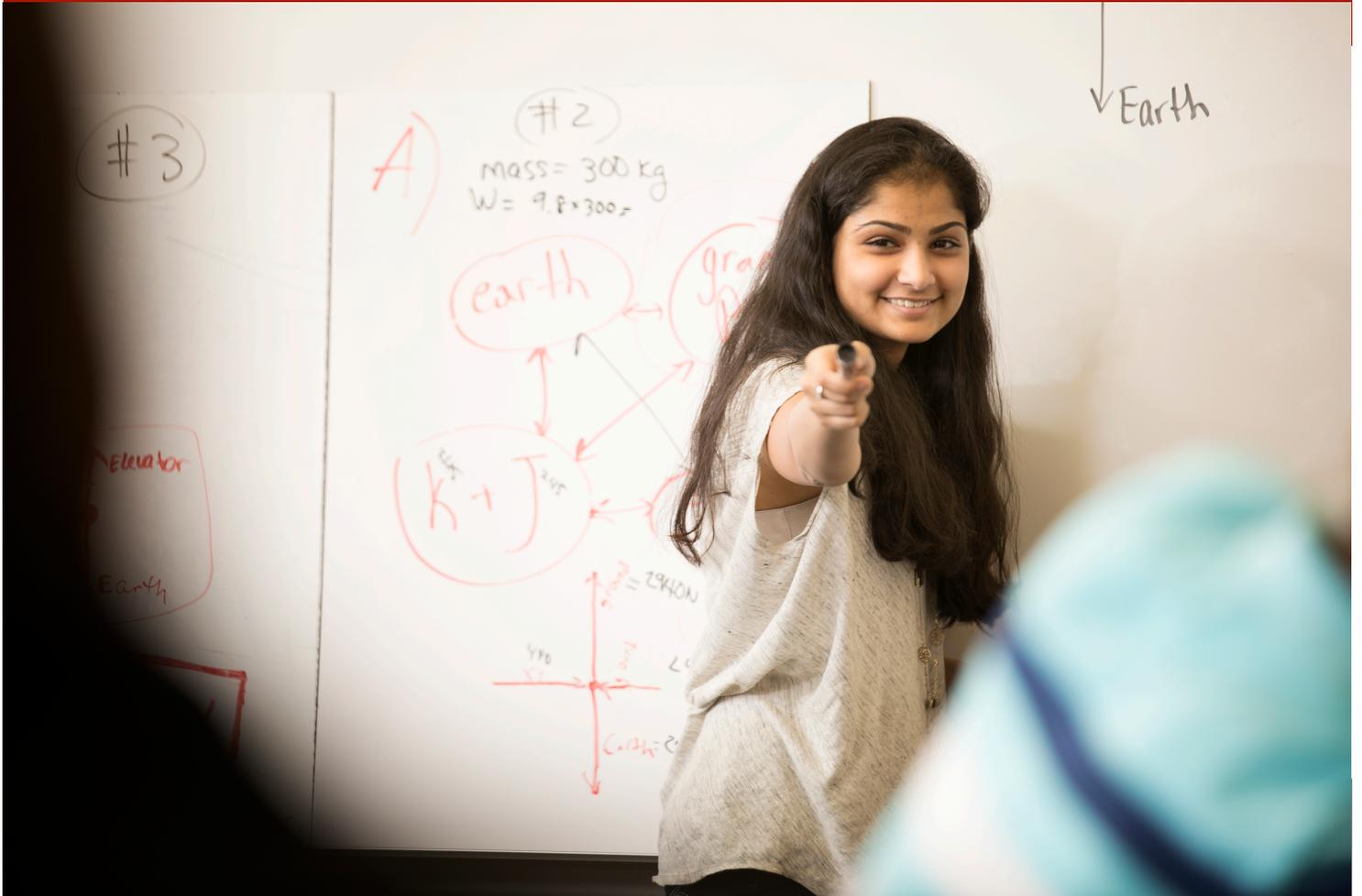
The mission of Spartanburg Day School is to provide a superior educational experience, in a community of trust, that prepares students for a life well lived.

We value

excellence • individuality • curiosity
leadership • passion



Academics



- Honor Code
- Honor Council
- Academic Honor Policy
- Graduation Requirements
- Upper School Credit Achieved in Middle School
- Grading
- Reporting and Key Dates
- Exam Policies
- Course Requests
- Academic Support

Honor Code • Honor Council

The Honor Code

All members of the Spartanburg Day School community are expected to conduct themselves according to the principles set forth in the School Honor Code. The Honor Code states:

As a member of the Spartanburg Day School community, I agree that I must demonstrate respect for myself and for every other member of the community. An important aspect of demonstrating respect is that I will not lie, cheat, or steal. I commit myself to promoting behaviors that are valued within our community, and I will encourage others to do so.

The Honor Council is the body charged with educating the community about the Honor Code, as well as weighing appropriate consequences in instances where the Honor Code has been violated. The Honor Council consists of both students and faculty. The Honor Council will hear all cases dealing with the values set forth in the Honor Code. The Honor Council will then make a recommendation to the Head of Upper School. All final decisions will be made by the Head of Upper School and, where appropriate, the Head of School.

Students on the Honor Council must go through an application and selection process and are held to the highest standards of academic and personal integrity.

Academic Honor Violations

A student accused of an honor violation will appear before the Honor Council. If found guilty, the student can expect an escalating scale of responses. A first offense will most likely result in a “zero” for the assignment in question, and the student will be asked to either redo the assignment or pass an equivalent test to earn back 50% of the lost points. A second offense will most likely result in an in-school or out-of-school suspension. A third offense will likely result in a longer suspension or dismissal from the school. Additionally, many Upper School teachers include policies regarding academic honesty in their course syllabi. These policies may also play a factor in the Honor Council’s recommendation.

The individual circumstances of any honor case will have a bearing on the way in which a student is held accountable, and the Head of Upper School reserves the right, in conjunction with the Honor Council, to address all honor violations as he or she deems appropriate.

Graduation Requirements

In order to graduate, students must meet the minimum distribution requirements outlined below:

Subject Area	Credits	Required Courses
English	4	English 9,10,11, and 12
Mathematics	3	must include Algebra I, Algebra II, and Geometry
Science	3	must include Biology, Chemistry, and Physics
Social Sciences	3	must include US History
World Languages	2	must complete level 2 of same language
Arts	1	Visual, Performing, or Fine Arts courses meet this requirement
Athletics		All students are required to participate in at least one athletic season per year (see additional information below).
Electives	4	A student may take an additional core subject course or any other course of special interest to meet elective requirements

Upper School students must carry a minimum of five courses each semester and earn at least 20 credits by the completion of their senior year. Students may carry a maximum of seven courses per semester. Students are urged to consult with teachers and advisors to determine the appropriate level of rigor (number of Advanced Placement classes, etc.) when crafting a schedule.

Spartanburg Day School recommends that students achieve four credits in each core subject area: English, history, math, science, and world language (many South Carolina colleges and universities require a minimum of three language credits).

Seniors must pass all of their courses in order to graduate.

All students are required to participate in at least one athletic season per year. Students seeking a waiver from this requirement must contact the Athletic Director and the Upper School Dean of Students.

Upper School Credit Achieved in Middle School

In five classes, students may earn Upper School credit in eighth grade:

Math: To achieve Upper School credit for Algebra I in 8th grade, a student must pass for the year. Those who repeat Algebra I in 9th grade will only receive one credit. In rare cases, the same may apply for Geometry in 8th grade.

World Languages: To achieve Upper School credit for Latin I, French I, or Spanish I in 8th grade, a student must pass for the year. Those who repeat the first year of a language in 9th grade will only receive one credit.

Grading

Scale: Students will receive letter grades based on the following percentage-based scale:

Grade	Numeric Equivalent	Non-Honors Equivalency	Honors Equivalency	AP Equivalency
A+	97-100	4.33	4.83	5.33
A	93-96	4	4.5	5
A-	90-92	3.67	4.17	4.67
B+	87-89	3.33	3.83	4.33
B	83-86	3	3.5	4
B-	80-82	2.67	3.17	3.67
C+	77-79	2.33	2.83	3.33
C	73-76	2	2.5	3
C-	70-72	1.67	2.17	2.67
D+	67-69	1.33	1.83	2.33
D	63-66	1	1.5	2
D-	60-62	0.67	1.17	1.67
F	50-59	0	0	0

Reporting and Key Dates

Report Cards

Report cards will be viewable on Renweb at the end of each quarter. The final grade for each course will appear on the last report card of the year. It is this final grade that becomes part of each student's permanent record. Below are the ending dates for each quarter:

Friday, October 12, 2018	End of First Quarter
Wednesday, December 19, 2018	End of Second Quarter (and First Semester)
Friday, March 8, 2019	End of Third Quarter
Thursday, May 23, 2019	End of Fourth Quarter (and Second Semester)

In addition, all parents and students have continuous electronic access to grades and assignments through the school's RenWeb reporting system.

Progress Reports

At the midpoint of each quarter, faculty will send a progress report home for each student who is receiving a C or below in his or her class.

High Honor Roll

Students who earn all As on their report card will make the High Honor Roll.

Honor Roll

Students who earn all As and Bs on their report card will make the Honor Roll.

Exams

Both the first and second semesters culminate with exams. An "exam" is a cumulative test given at the end of each semester that counts for 20 percent of the semester grade. At the discretion of the teacher, students maintaining an average of 80 or better in an Advanced Placement course may earn an exemption from their spring exam. Below are the dates for the two examination periods for 2017-2018:

First Semester Exams	Second Semester Exams
Dec 13, 2018 - Dec 18, 2018	May 20, 2019 - May 23, 2019

Exam Policies

Semester Exam Policies

Students will either have one or two exams on a given day. On those days in which students have both a morning and an afternoon exam, they may not leave campus between their exams. Seniors with off-campus privileges are the only students who are exempt from this rule.

If a student has only a morning exam, he or she is dismissed after that exam.

If a student has only an afternoon exam, he or she is not required to come to school until 15 minutes prior to the start of that exam.

Morning exams begin at 9:00 am. Afternoon exams begin at 1:00 pm.

Most exams are officially two hours in length, but students may take up to three hours to complete them. At the discretion of the instructor, exams in AP courses may be designed to be up to three hours in length.

Exams are worth 20% of the semester grade.

For students with crucial and necessary conflicts during exam week, the school will work to create an individualized exam schedule. Vacation travel does not constitute a crucial and necessary conflict.

Students will have the opportunity to make up exams missed due to illness or a family crisis.

Advanced Placement Exam Policies

The College Board strictly fixes the schedule for Advanced Placement exams each spring. SDS has no power to alter this schedule.

Barring extraordinary circumstances, all students enrolled in an Advanced Placement class are required to take the exam.

Course Requests

Course Placement

Appropriate course placement is essential to student success and well-being. We strive to place students in learning environments that support academic growth while acknowledging that not every student learns in the same way, at the same pace, or is ready for the same challenges. The Upper School encourages students to seek opportunities for intellectual growth in courses that meet their current abilities and levels of preparedness.

Gaining Permission for Change

Once the school year begins, all changes to a student's schedule should be made through an appointment with the Head of Upper School.

Dropping a Course

Students with six or seven academic courses may drop a course, with permission of the Head of Upper School, at any point during the first semester. Once a course has been dropped, the student receives no credit for that course. Barring extraordinary circumstances, students may NOT drop a course during the second semester.

Students with five academic courses have until September 14 to drop a class, with permission of the Head of Upper School, and replace it with a new one. Students who pick up a new class during this time are responsible for making up any work and/or evaluations the new instructor deems appropriate. Students must maintain a minimum of five courses.

Adding a Course

With permission of the Upper School Head, students may add a course to their schedule at any point up to September 14. Once a course has been added, the student is responsible for making up any work and/or evaluations the new instructor deems appropriate.

Academic Support

Accommodations

Accommodations for students with documented learning disorders will be made at the discretion of the Head of the VISTAS Program in consultation with the Dean of Students, educational specialists, and psychologists. Classroom accommodations are provided to make learning more accessible to the student with identified disabilities. Accommodations do not change the expected academic standards a student is working toward.

In order to develop an Accommodations Plan, there must be a full psycho-educational evaluation on file at Spartanburg Day School, and it must be current within three years of the evaluation date. The information provided in the psycho-educational evaluation is used as the basis for determining the accommodations for which the student is eligible. The Head of the VISTAS Program will formulate an accommodations plan that will be submitted to the Head of Upper School for agreement. The plan will be discussed with the student, and teachers will be informed of the student's accommodations after final approval.

If you wish to discuss the question of accommodations, please set up an appointment with the VISTAS Director <mailto:tara.greer@sdsgriffin.org>

Tutoring and Academic Support

Our goal at Spartanburg Day School is for every student to develop the tools he or she needs to succeed in the classroom, in college, and beyond. Teachers focus on our students as individuals. If a student needs assistance beyond the classroom, there are a number of options available to provide him or her with the necessary support.

Students who are experiencing academic difficulties may qualify for an on-campus tutor. Arrangements for this can be made through the VISTAS Director. On-campus tutoring is provided by screened professional tutors and is fee based.

Learning Specialists in the VISTAS Program teach students who need regular and routine support to reach their academic potential. The classes are designed with the needs of the learner first and foremost. Placement in the VISTAS Program involves a process which includes teachers, parents, the SDS Educational Consultant, VISTAS teachers, and the student. VISTAS focuses on the overall academic progress of students, including teaching organizational skills and study strategies; assisting in preparation for daily assignments, long-term assignments, quizzes and tests; communicating with classroom teachers; and facilitating accommodations. Students in the VISTAS Program have been accepted to SDS through the standard admission process and must complete all academic requirements. The VISTAS Program is an optional, fee-based service, which is offered by contract and is billed through the business office.

Academic Review

Academic Review

Academic success is at the center of life in the Upper School. Should a student begin to experience academic difficulty, he or she may be placed on Academic Review in order to be more closely monitored and supported. A student may be placed on Academic Review at any time and the faculty may decide to place a student on Academic Review for other reasons than declining grades.

After an initial conference with the Dean of Students, advisor and subject teachers, Academic Review involves weekly monitoring of progress. Students will be asked to check in with their teachers daily to complete a brief review. A student's advisor will oversee this and meet with the student to discuss progress at the end of the week. Should academic performance not improve, additional steps may be taken, including restrictions on other activities, a more rigid tutorial program, and parent meetings. Ultimately, the Head of Upper School may be involved to discuss whether a student should continue to attend SDS.

Students are removed from Academic Review once consistent improvements in habits and grades have been documented and all involved parties feel the student is capable of self-monitoring and maintaining a successful path.

Student Life



- Upper School Expectations
- Communication
- Creating a Positive Culture
- Leadership
- Student Support
- Advisory
- Flex Enrichment
- Daily Schedule
- School Policies
- Dress Code
- Digital Citizenship
- Day-to-Day Discipline

Student Life

As a valuable member of the Upper School, you make daily contributions to the atmosphere of our community. Our school mission and values serve as a guide in creating a positive, supportive atmosphere where people feel a sense of belonging. The Student Life section of the handbook shares a set of standards, rooted in our core values, that all community members are expected to uphold. Each of us is a part of something bigger than ourselves, and our actions, both as individuals and a collective group, define our school.

We are committed to providing educational experiences that develop curious, creative, and confident learners. It is everyone's duty to foster a community of trust, where all students feel safe to experience meaningful challenges, take risks, and receive the necessary support to grow. The following expectations, rules, and procedures are in place to educate, uphold, and support the values that make us who we are as a community. All community members have a responsibility to adhere to these standards and to contribute positively to the overall school climate.

Upper School Expectations

The Upper School Expectations reflect the core values of our institution. There are four key expectations:

- We act with integrity.
- We embrace inclusivity.
- We pursue excellence.
- We are leaders.

All rules and procedures are based on the basic principle that each student will experience meaningful opportunities to grow academically, socially, and emotionally. To uphold this ideal, each of us must take an active role in shaping the tone of our school community. In pursuit of a life well-lived, each of us must be self-aware and self-disciplined; we must take action, adapt, and persevere; and we must value the diversity of our community and celebrate differences, as each of us is valuable.

Communication

Effective communication is an essential component of the Upper School experience, and students have the obligation to actively engage with their school community. Students are expected to check their school emails and calendars daily, access grades and assignments in RenWeb regularly, and stay current with other online platforms, such as Membean, IXL, and Naviance.

Even more importantly, students should seek out teachers proactively to solve problems, engage respectfully with peers, and both give and receive feedback constructively and with an open mind. It is important to consider the point of view of the other in all such interactions.

Creating a Positive Culture

We strive to cultivate a positive school environment in which all members feel valued, safe, and included. All members of our community – students, teachers, administrators, parents, and support staff - bear the responsibility of promoting a positive school climate.

Safety and Wellbeing

A safe school environment is essential to community health. Every member has a duty to behave responsibly and report harmful or unsafe behavior.

Boundaries and Dynamics

Relationship building is essential to a healthy, productive community. Healthy relationships make our environment safer – physically, emotionally, and intellectually. Student/adult relationships are, by their very nature, unequal. Students and adults need to understand the boundaries of appropriate interactions, both in person and on social media. Students should not “follow,” “friend,” or communicate with faculty through social media avenues. School email and third party apps such as *GroupMe* are acceptable means of communication. Students should be reminded that the school has a qualified counselor and that teachers are required to report certain conversations. Students should never feel intimidated by an adult merely because of the power that adult holds.

Modeling

Leaders have an obligation to live the school mission and to demonstrate our values. Veteran members have the added responsibility of exemplifying these expectations to newer members of our school family. Community members should understand the power of their sphere of influence and consider how their words, deeds, and actions affect them personally and the group as a whole.

Leadership

Spartanburg Day School believes that leadership is a skill that can be learned. It is a practice whose essential elements can be identified, understood and developed. In the upper school, the Leader Development Program (an umbrella for all leader development activities at SDS) is therefore committed to developing every student's leadership capacity by promoting a student's self-awareness and a commitment to personal excellence, by building connectivity and inclusion within our community, and by practicing the skills of leadership with peer and instructor feedback. The upper school provides students with numerous positional leadership opportunities, but also views leadership broadly, to include less traditional capacities and skills.



Student Life

Student Support

We are committed to whole-child development; therefore, there is a web of support in place to promote and sustain positive growth and wellbeing. In addition to classroom teachers, the people listed below are available to meet the needs of individuals in a variety of areas.

Administrative Assistance

Donlyn Aiken may be reached at ext. 2917 or by email - donlyn.aiken@sdsgriffin.org. Parents should contact Mrs. Aiken to report students as absent or tardy, to make an appointment with the Dean of Students or the Head of Upper School, or to get a message to students.

Advisors

Advisors serve as a primary point of communication between parents and the school. Parents are encouraged to email or phone their son or daughter's advisor whenever they have questions or concerns regarding the academic or overall status of their child.

Deans

The role of the Upper School Dean of Students is to coordinate and facilitate the school's approach to all student needs and to promote a robust and inclusive school community.

Grade deans handle day-to-day discipline such as tardy and dress code offenses and are the first point of contact. Please contact the appropriate grade dean for specific questions you may have regarding topics such as dress code, tardiness, attendance, senior privileges, driving/parking privileges, and detention.

Upper School Dean of Students:

Paige Phillips

paige.phillips@sdsgriffin.org

Ext. 1967

Grade Deans:

9th Grade: Tim Fisher

tim.fisher@sdsgriffin.org

Ext. 1910

10th Grade: Kim Duckett

kim.duckett@sdsgriffin.org

Ext. 1961

11th Grade: Ann Marie Wesneski

annmarie.wesneski@sdsgriffin.org

Ext. 1964

12th Grade: Sara Wolter

sara.wolter@sdsgriffin.org

Ext. 1914

Head of Upper School

The Head of Upper School, Dr. Kevin Weatherill (ext. 2916 or kevin.weatherill@sdsgriffin.org), is responsible for overseeing all aspects of Upper School life.

College Counseling

For questions related to college counseling, please contact lead counselor Ann Marie Wesneski (ext. 1964 or annmarie.wesneski@sdsgriffin.org).

Accommodations

For questions regarding accommodations for students with documented educational challenges, please contact the Head of the VISTAS program, Tara Greer (ext. 1909 or tara.greer@sdsgriffin.org).

General Guidance

For general guidance questions, please contact the school counselor, (ext. 1201 or elizabeth.watson@sdsgriffin.org).

Medical Needs/Concerns

For all questions regarding medical needs or concerns please contact the school nurse, Marilyn Burtnett (ext. 2010 or marilyn.burtnett@sdsgriffin.org).

Athletics

For questions related to athletics, please contact the Director of Athletics, Joy Couch (ext. 2703 or joy.couch@sdsgriffin.org).

Advisory



Upper School advisory will draw its purpose and direction from the three mission components:

- superior educational experience
- community of trust
- life well lived

Advisory plays a critical role in overall student development and success. By facilitating meaningful relationships, advisory fosters a sense of connectedness within the community. We expect students to embrace opportunities to develop relationships, grow personally, and collaborate with adults and peers to create a healthy school community.

Flex Time

The Upper School will continue flex opportunities on select Wednesday afternoons throughout the school year. After running a condensed academic schedule (all courses will meet for 35 minutes each), students will engage in a variety of learning opportunities designed to enhance and enrich their educational experience at SDS. These opportunities will range from targeted standardized test preparation to their choice of workshops and mini-courses designed to allow students to explore their passions in a variety of subject areas. These workshops will be designed and taught by SDS faculty, parents, and other experts in the Spartanburg community. Flex time is considered an essential part of the educational experience, and attendance is required just as with regular academic classes.



Daily Schedule

Upper School Class Schedule 2018-2019

Monday	Tuesday	Wednesday Regular Schedule	Wednesday Flex Schedule	Thursday	Friday
Assembly 8:05-8:15	Assembly 8:05-8:15	Assembly 8:05-8:15	A Block 8:05-8:40	Assembly 8:05-8:15	Assembly 8:05-8:15
A Block 8:20-9:05	A Block 8:20-9:05	A Block 8:20-9:05	B Block 8:45-9:20	G Block 8:20-9:05	G Block 8:20-9:05
B Block 9:10-9:55	B Block 9:10-9:55	B Block 9:10-9:55	C Block 9:25-10:00	F Block 9:10-9:55	F Block 9:10-9:55
Break 9:55-10:20	Advisory 10:00-10:20	Break 9:55-10:20	Break 10:00-10:10	Activity Period 10:00-10:20	Break 9:55-10:20
C Block 10:25-11:10	C Block 10:25-11:10	C Block 10:25-11:10	D Block 10:15-10:50	E Block 10:25-11:10	E Block 10:25-11:10
D Block 11:15-12:00	D Block 11:15-12:00	D Block 11:15-12:00	E Block 10:55-11:30	D Block 11:15-12:00	D Block 11:15-12:00
E Block 12:05-12:50	E Block 12:05-12:50	E Block 12:05-12:50	F Block 11:35-12:10	C Block 12:05-12:50	C Block 12:05-12:50
Lunch 12:55-1:25	Lunch 12:55-1:25	Lunch 12:55-1:25	G Block 12:15-12:50	Lunch 12:55-1:25	Lunch 12:55-1:25
F Block 1:30-2:15	F Block 1:30-2:15	F Block 1:30-2:15	Lunch 12:55-1:25	B Block 1:30-2:15	B Block 1:30-2:15
G Block 2:20-3:05	G Block 2:20-3:05	G Block 2:20-3:05	Flex Period 1:30-3:05	A Block 2:20-3:05	A Block 2:20-3:05
MAC Period 3:10-3:55	MAC Period 3:10-3:55	MAC Period 3:10-3:55	MAC Period 3:10-3:55	MAC Period 3:10-3:55	MAC Period 3:10-3:55
Athletics 4:00-6:00	Athletics 4:00-6:00	Athletics 4:00-6:00	Athletics 4:00-6:00	Athletics 4:00-6:00	Athletics 4:00-6:00

General School Policies

Cell Phones

Experience demonstrates that cell phones detract from the learning environment, and continue to raise concerns about personal privacy and academic integrity. Cell phones may be used discreetly (no voice functions) when the student is not in a classroom setting (hallways, dining commons, etc.). Cell phones should not be seen or heard in classrooms without the explicit consent of the teacher, and will be collected prior to all assessments (or at any other time at the discretion of the teacher).

In accordance with the policy above, a teacher may confiscate a cell phone if a) it is out in plain sight, b) it is being used (regardless of with whom the student may be talking or text messaging), c) it rings in class or in a locker, or d) it serves as any form of disruption during the school day. Any confiscated phone will be taken and turned in to the grade dean. Depending on circumstances, the device may only be returned when the student's parent personally comes to pick it up. Multiple offenses will result in further disciplinary action.

Should parents need to get a message to their child, they should contact the Upper School administrative assistant. If a student needs to contact their parents, he or she may do so from the phones in the Upper School office.

Student-Owned Laptops

As part of the Bring Your Own Device (BYOD) program, students are required to bring laptops or similar devices for use in school, under the following conditions:

Devices are to be used for academic purposes.

Students must sign and abide by all appropriate usage agreements.

Teachers who feel the use of the device is distracting the student or other students in the class may require the student to put the device away or confiscate it.

Students must supply enough battery power for their needs. Recharging cords may be used in the study hall room.

School Cleanliness Health and Safety – a shared responsibility

Everyone plays a role in maintaining a healthy school environment. Cleanliness, health, and safety are essential to a productive community. Each member of the Upper School is expected to act as a good steward by taking personal responsibility for our facilities.

Food and Drink

Students may NOT eat or drink during class time. Bottled water is permitted. Students are expected to clean up thoroughly or will risk the loss of the privilege of eating in the Presnell building.

Senior Privileges

Seniors at SDS may earn a number of privileges. These include:

- An exemption from study hall, unless they are struggling academically (see Study Hall section, page 27).
- The privilege of leaving campus during lunch and free periods, as long as they sign out and in and return promptly for any on-campus obligations.

Any individual who abuses these privileges by failing to check out and in properly, arriving late for class, missing class, or driving recklessly in any way will lose their privileges for a fixed period of time or altogether. Seniors who have a grade of D or F in any class will have their privileges suspended in order that we may more closely regulate their study habits.

Senior sign in/out is located in the Upper School office.

Seniors are not to transport underclassmen in their vehicles at any time during the school day without explicit permission from the Head of Upper School.

Parents must sign and return an off-campus permission form for their child to have senior privileges. If the parent of a senior feels that their child would be better served not having all of the above privileges, please notify the Dean of Students.

The discretion to grant and revoke senior privileges, both individually and collectively, rests with the Dean of Students and Head of Upper School.

Public Displays of Affection

Public displays of affection are inappropriate in an academic environment. Students should refrain from such displays on school grounds. Failure to do so will lead to disciplinary action.

Bullying and Harassment

It is expected that all students in the Upper School will treat each other with respect. Bullying, hazing, harassment, or other abuse will not be tolerated. Specifically, racist, homophobic, sexist or comments disparaging of socio-economic status or religious belief will not be tolerated and will be treated as a serious matter.

Cyber-Bullying

Cyber-bullying is defined as bullying through the use of technology or any electronic communication. The creation of web pages, blogs, Snapchat stories, impersonating others as the author of posted content or messages, or any behavior that infringes on the rights of an individual or group to feel safe and violates any of the conditions outlined in the Digital Citizenship policy (page 30) may qualify as cyber-bullying. Bullying will not be tolerated in any form.

Off-Campus Policy

Students represent the school at all times, and a student's actions off campus could reflect poorly on the school and may be subject to disciplinary action. For instance, an abusive phone call or e-mail could have consequences at school, although the event did not happen "on campus." Evidence of criminal behavior could affect a student's status at SDS.

Boundaries

Students are not permitted in the woods or on the athletic fields during school hours. No students (other than seniors who are leaving campus) should be in the parking lot at any time during school hours without permission. Students need to bring all materials needed for the day into the school building when they arrive in the morning.

Events Policy

Throughout the school year there are monthly opportunities for students to participate in social events sponsored by SDS student government.

- Students are expected to behave appropriately at all times. Events will be monitored by faculty and/or parent chaperones at all times.
- Students are expected to dress appropriately for the event. The prom typically is the only formal event of the year. The dress code may be relaxed for an event, but the chaperones will determine if a student is inappropriately dressed.
- Students are permitted to bring a guest to school-sponsored events. If a student is going to bring a guest, he or she should submit a completed guest request form (available in the Upper School office) to the Dean of Students at least one week prior to the scheduled event. In our continuous efforts to provide both safe and fun environments for our events, we will only allow guests that are in good behavioral standing at their schools. Guests must be enrolled in grades 9-12.
- Guests must obey the same rules as the students at all events. Students will be held responsible for the behavior of their guests.
- Once a student arrives at an event, they should immediately enter the building and let at least one chaperone know they have arrived. Students may not loiter in the parking lot. Once a student has left an event, he or she may not return.
- Students coming as spectators to athletic events should remember they are representing SDS and behave in an appropriate manner. The school expects students to support the athletic teams in a positive manner and not to be rude or insulting to other teams, spectators, or officials.

Students not complying with these rules or the chaperones' instructions will be asked to leave the event, and such behavior may result in further consequences.

Automobiles

Driving on campus is a privilege that comes with responsibilities. Students are expected to obey traffic laws while on campus and be particularly alert due to the large number of young children present.

Students who choose to drive recklessly or use improper parking spaces will face the temporary or permanent suspension of their driving privileges.

Students may not go to their cars during the academic day unless given permission by a faculty member. Underclassmen who drive may not leave campus during the school day without prior permission.

Athletic Policies

- All students are required to participate in at least one athletic offering per year.
- To accommodate the MAC period after school, athletic practices will not begin until 4:00.
- The Athletic Director, in consultation with the Head of Upper School, determines early dismissal times for athletic contests. Students may not leave class before the designated dismissal time.
- Any student with an unexcused absence from classes may be ruled ineligible for that day's practice or contest. Determination of eligibility under such circumstances will be made by the Athletic Director and/or the Head of Upper School.
- Students arriving to school late as the result of illness or fatigue must sign in by 10 am to be eligible for after-school activities.
- Students must display the highest level of sportsmanship at all times.
- Refer to the SDS Athletic Handbook for detailed policies.

Policy Regarding Visitors on Campus

As a school, we have a responsibility to know exactly who is on campus and with what intentions, and to make sure that nothing interferes with the integrity of our academic day. With this in mind, we have adopted the following policy regarding visitors in the Upper School:

Students wishing to bring visitors to campus must inform the Head of Upper School of the visitor's name, phone number, and purpose of visit at least one day in advance. If approved, the visitor must accompany his or her host throughout the day.

Policy Regarding Weapons on Campus

Any weapon on campus, whether real or simulated, poses a potential threat. Therefore, no weapons of any kind are permitted on campus, including items in vehicles. Similarly, no items that simulate real weapons are permitted on campus.

Drug, Tobacco and Alcohol Policy

Spartanburg Day School is a smoke free campus. Students are prohibited from using, possessing and/or selling tobacco products or alcohol of any kind. Using, possessing and/or selling illegal drugs, or prescription drugs for which the student does not have a valid prescription, is also prohibited. The possession of any drug paraphernalia, **specifically including but not limited to e-cigarettes and similar electronic devices (vaping/juuling)** is prohibited. The school reserves the right to meet with and search the property of any student who is suspected of being in possession of such paraphernalia or under the influence of drugs/alcohol.

This policy holds for all school functions, whether on campus or off.

Violators are subject to disciplinary action deemed appropriate to the infraction, but all offenses in this category will place a student's continuation at SDS at risk. Violators will also be required to meet with the school counselor and will be required to work with the counselor on an ongoing basis should that be deemed necessary.

Prescription Drug Policy

Students are not to carry any medication - prescription or otherwise - on their person, with the exceptions of an inhaler for those with asthma and insulin for those with diabetes. All prescription medications should go directly to the school nurse, Mrs. Marilyn Burtnett (room 10, ext. 2010), in a prescription bottle labeled with both the student's name and dosage directions. Mrs. Burtnett will see to it that students receive their proper dosage at the appropriate times (this also includes prescription eye drops, cough syrups, and pain medicines).

Mrs. Burtnett continues to maintain a full range of over-the-counter medications to meet any possible student need.

These guidelines have been set by state regulatory boards for school nurses to ensure that medications do not fall into the wrong hands, students are not tempted to share medications, and that students receive their medications as prescribed.

Search Policy

Spartanburg Day School reserves the right to enter and/or search a student's personal property including, but not limited to, their book bags, purses, computers, lockers and automobiles if there is reason to believe an emergency exists, a school policy violation has occurred, the health, safety, or well being of the student or other persons is at stake, or for the purposes of maintenance. In the case of suspected criminal violations to be adjudicated outside of the Spartanburg Day School, searches may be conducted by, or the results of prior searches shared with, law enforcement pursuant to a search warrant or as directed by a court of law.

Study Hall

SH will run on two-week intervals. Students will check their current gradebook average every second Monday. Anyone not meeting the above conditions in any class should report for mandatory study hall. I will pull and send out to teachers a grade report for each class (renweb has the capability to generate a report showing students with grades below a specified mark). Students who are on the list and fail to self-report will receive an automatic 40 min detention. Student failing to report twice will be assigned mandatory SH for the remainder of the nine weeks, despite their current academic standing.

Cell phones should be collected or put away at the beginning of the period. If a student wishes to listen to music while working, they should do with headphones and their computer.

All students should sit with their computer screens visible and their back to the proctor whenever possible.

Study hall should be a time to study, complete assignments, seek a tutorial if previously approved by a teacher, make up work, etc. Students who have completed all assigned work should read, work on IXL, or complete SAT practice sets (Khan academy) for the duration of the period.

Freshmen	Mandatory SH
Sophomores	Mandatory SH for all not earning high honor roll (all A status)
Juniors	Mandatory SH for all not earning honor roll (A/B status)
Seniors	Mandatory SH for those with C- (72 or below)

Probation

Students who are struggling academically (due to poor performance or an unusual number of absences) or behaviorally may be put on probation at the discretion of the Head of Upper School. Probation means that the appropriateness of the student's remaining at SDS is in question. In conversation with the parents and the student, a plan is developed wherein the student must show improvement in specific areas by a set date. At the end of the probationary period, progress is evaluated and the student's status at the school is re-addressed.

Dress Code

The purpose of the Dress Code is to provide an environment conducive to learning by maintaining a neat and orderly appearance for our students and removing distractions that might disrupt the learning environment. The Dress Code is in effect during all hours of the academic day (8:00 am – 3:10 pm) across the campus unless specifically suspended by the Head of Upper School. If a student is unable to choose appropriately, he or she may be removed from class and sent to change into more appropriate attire, and/or face other disciplinary action. Students are advised to review and must adhere to the following dress code policy. Final interpretation and enforcement of the dress code will be at the discretion of grade deans and the Dean of Students.

General Clothing

- Clothing should be clean, in a good state of repair, and fit properly. Frayed ends, rips, and holes are not permitted. Clothing should be neither excessively baggy nor too tight.
- Undergarments should not be visible at any time.
- T-shirts are not permitted. Shirts and outerwear should not display graphics other than small brand logos.
- Clothing with inappropriate messages or graphics is not permitted.
- Jeans are permitted, but athletic attire (shorts, sweatpants, or jerseys) and fatigues are not.

Headgear, Tattoos, Piercings

Hair should be clean and neat. Inappropriate styles such as Mohawks and unnatural colors are not permitted. Hair should be styled so that the eyes are visible.

Hoods and hats must be removed when inside the building.

Scarfs and other head adornments should not cover the head except for religious purposes. Facial piercings and tattoos of an inappropriate or distracting nature are not permitted.

Gentlemen

Shirts must have collars and sleeves. Polo-style and/or Oxford-style shirts are suggested. Students may wear a t-shirt under an appropriate sweatshirt, sweater, or fleece. Shirts must be tucked in. This includes a t-shirt worn under a sweatshirt, sweater, or fleece. Pants and shorts must be of an appropriate length and kept at waist level. Shorts must be mid-thigh length or longer.

Ladies

All blouses/shirts must provide appropriate coverage of the shoulders (straps must be three fingers in width or greater), front, and back. Tops may not reveal the midriff, have an open back, be low cut, or be excessively tight. Skirts and dresses must come within a credit card length of the knee. Shorts must be mid-thigh length or longer. Leggings may be worn under skirts and dresses that meet length guidelines. Leggings may not be used as outerwear.

Special Dress Days

Team captains and group leaders may request exceptions in advance from the Head of Upper School for the entire team or organization to wear their group's t-shirt or jersey. For this to be in effect, all members of the group must participate and dress in the same manner. If all participants do not dress accordingly, the exception will not be granted.

Digital Citizenship

Students in the Upper School at SDS are individually and personally responsible for their behavior when using digital technologies. School employees will provide supervision and guidance, but students themselves are solely responsible for following school policies. The school will not be held responsible for intentional misuse of digital technologies.

Everyone is free to express their ideas and everyone should feel confident in doing this. However, the SDS community will not tolerate threatening, harassing, libelous, or derogatory comments. This includes all use of digital communications and social media. Specifically, racist, homophobic, sexist or comments disparaging of socio-economic status or religious belief will not be tolerated and will be treated as a most serious matter, whether posted at school or off campus.

Students are forbidden from using videos, cameras, or recording devices without the express permission of those involved. Posting, streaming, or sending images, videos or sound recordings of any member of the SDS community will be treated as a very serious matter. That is, posts to Facebook, Snapchat, live streams, etc. are expressly forbidden from within classrooms and from campus unless teachers/administrators give specific permission.

Day-to-Day Discipline

Teachers are encouraged to handle minor disciplinary issues within their classrooms. Grade deans handle day-to-day discipline, such as tardy and dress code offenses. Please contact the appropriate grade dean for specific questions you may have regarding topics such as dress code, tardiness, attendance, senior privileges, driving/parking privileges and detention.

9th Grade: Dr. Tim Fisher	tim.fisher@sdsgriffin.org	Ext. 1910
10th Grade: Dr. Kim Duckett	kim.duckett@sdsgriffin.org	Ext. 1961
11th Grade: Ms. Ann Marie Wesneski	annmarie.wesneski@sdsgriffin.org	Ext. 1964
12th Grade: Mrs. Sara Wolter	sara.wolter@sdsgriffin.org	Ext. 1914

Disciplinary Process

We take for granted that we will have few discipline cases. Common sense and good judgment will prevent most problems. When an issue does arise, some combination of these responses will come into play:

- Conversation with grade dean
- Conversation with the Dean of Students
- A call home to the parents
- Loss of privileges (seniors)
- Detention (afternoon or morning) - 3 days per week, set room
- Conference with Head of Upper School
- In-school suspension
- Out-of-school suspension
- Expulsion

Detention will occur at the discretion of the grade deans and Dean of Students. The number of detentions will depend upon the severity or frequency of the problem. However, chronic tardiness to school, skipping class, or leaving campus without permission incurs, at a minimum, an automatic detention. Dress code violations will incur a detention if the offense is repeated or egregious, and the student may be required to change clothes. In some instances, this may require a student to miss class to return home or wait for a parent to arrive with an appropriate change of clothes.

Attendance

If a student will be late, must leave school for an appointment during the day, or is sick and will not attend school, parents should notify the school by emailing attendance@sdsgriffin.org as early as possible. Similarly, if it is known that a student will be absent or late on a particular day, please let us know in advance. For a medical absence to be considered excused, a doctor's note is required. Our goal is to account for every student in the Upper School by the second period of the day. When a student is absent and unaccounted for, we will attempt to contact parents at home and/or work to confirm a student's whereabouts.

All students must check in every morning, with their A block teacher on Flex Wednesdays or A or G block teacher on Early Dismissal days, and in assembly on all other days. Students who are late to school must see the administrative assistant to check in at the Upper School office. **Lateness due to professional appointments must be accompanied by a doctor/professional note or preceded with a parent note or call giving a specific reason. A note/call simply stating "my child will be late" is not sufficient. This documentation must be presented to the administrative assistant upon returning or arriving to school.**

All students who need to check out during the day or leave early from school MUST have parental permission (via note, phone call, or personal contact). All students leaving campus must sign out at the Upper School office. Unless there are extraordinary circumstances, students will not be permitted to check out during the school day without the proper consent. Parents are asked to keep such disruptions to the school day at a minimum.

Tardy students are given two verbal warnings per semester. The purpose of these warnings is to account for circumstances such as bad weather or traffic. Students will be assigned detention for each subsequent infraction in a semester, with chronic offenders earning additional penalties. A student who, in arriving late to school, misses a test or other assessment is expected to make up such assessment by the end of the day.

A student who arrives after 10 am is at risk of being ruled ineligible for any extracurricular activities that day, depending on the reason for lateness.

Excused absences from school are not penalized. Excused absences are defined as those in which a student misses all or part of a school day for a valid reason, such as illness or a family emergency. Students with unexcused absences from school are not entitled to review missed material with their teachers, may earn zero or reduced credit for any work that day, may be ineligible for afternoon extracurricular activities, and may face additional disciplinary action. The grade deans, in consultation with the Dean of Students, make all determinations as to what constitutes an unexcused absence.

Excessive Unexcused Absence Policy

Being present at school is essential to getting the most out of an educational experience. Excessive unwarranted absences have negative effects on productivity and overall student and community wellbeing. We value instructional time with students. Therefore, we ask that students respect school hours.

Excused absence examples may include but are not limited to:

- Illness or injury
- Family emergency
- Death of a family member
- Doctor or dental appointments that cannot be scheduled after school hours (we do encourage that appointments be scheduled after school whenever possible)
- Religious holidays
- College Visits

Unexcused absence examples may include but are not limited to:

- Sleeping in
- Staying home to visit with family or friends
- Vacations
- Appointments that are not vital or health related
- Getting your driver's permit or driver's license
- Work

Alma Mater

We with zeal pursue our studies
toward a happy mind fulfilled;
Recognizing sound achievement
as the rock on which we build.

FINIS CORONAT OPUS
"THE END CROWNS THE WORK"
is our steadfast rule.
FINIS CORONAT OPUS
The motto of the Spartanburg Day School.

For our goal we build a spirit
great in power and clear in form;
Bending not to moral whirlwind,
standing fast in every storm.

FINIS CORONAT OPUS
"THE END CROWNS THE WORK"
is our steadfast rule.
FINIS CORONAT OPUS
The motto of the Spartanburg Day School.

This handbook is an open document intended to acquaint the community with school expectations, policies, and guidelines. Spartanburg Day School reserves the right to amend the handbook at any time. Any changes to the handbook will be communicated in weekly emails. It is imperative that this document be read and discussed between student and parent. Students are required to complete and submit AUP and Community handbook agreement forms.