

Spartanburg

DAY SCHOOL

Lower School Student/Parent Handbook

2019-2020

SDS Lower School Handbook 2019-2020

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Spartanburg Day School Lower School Whom to Call?

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Lower School Assistant	Wickie Willard	Attendance, Pick up and Drop Off, Messages, General Information	864.582.7539 wickie.willard@sdsgriffin.org
Extended Day Director	Emily Stauber	Extended Day, Enrichment Activities, Homework Club	864.582.7539 Emily.stauber@sdsgriffin.org
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Welcome

Welcome to the 2019-2020 academic year at Spartanburg Day School. I am so excited about our new school year together. I am looking forward to working with each of you this year. It is the hope of all who teach and work at Spartanburg Day that you will have an exciting and rewarding year.

This handbook has been created to provide you with pertinent and updated information as it applies to our Lower School. It is our hope that this handbook will answer many of the questions you might still have regarding the operation of the school. While it is designed to serve as a guide for appropriate actions in our community, it cannot possibly be all-inclusive. Although we continue to try and anticipate your questions and concerns, we know that ongoing communication between school and home is an essential ingredient to your child's successful educational experience.

Please read this handbook before the school year gets underway and share its contents with your child. By being familiar with the operating guidelines for the school, you, as parents, can serve as an important link between your child and the Lower School.

On behalf of faculty and staff, I welcome you and your child(ren) to the Lower School for a year of challenging and exciting work, rich friendships, and personal growth. I am thrilled to join you, your children, and our faculty as we embark on an exciting year. If there is anything I can do for you during this year, I invite you to give me a call. I wish you a wonderful school year!

Best,

Ashley E. Stokes
Head of Lower School

Mission Statement

The mission of the 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: Spartanburg Day School challenges every student to achieve his or her finest level of both academic and personal success. A superior program of study equips intellectual thinkers with a profound depth of knowledge that empowers them in life.

Individuality: Spartanburg Day School empowers students to be their true self. Students are uniquely known and celebrated for their distinct voice. Meaningful relationships are at the core of this community that promotes trust, personal accountability and independence of thought.

Leadership: Spartanburg Day School motivates students to be meaningful contributors to society. Students are confident, take risks and hold themselves to the highest standards. They collaborate with others and eagerly go above and beyond to exemplify the ethics of responsibility, compassion, and service in their daily lives.

Curiosity: Spartanburg Day School cultivates students' true desire to learn through thoughtful discovery. Teachers nurture innately inquisitive minds in an environment where it is safe to both fail and to succeed. Students experience the freedom to ask questions, to be problem solvers and to take ownership of their learning.

Passion: Spartanburg Day School inspires students to stretch their minds and find joy in educational exploration. Students are surrounded by like-minded peers and an impassioned faculty that embody an enthusiasm for learning. Students find a love of learning that serves as a foundation for future success.

Honor Code

Displayed in every classroom and office, a part of many lessons and conversations, the Honor Code contains our most basic promises to each other: *We will respect others, tell the truth, and will not cheat.*

As a member of the Spartanburg Day School community, I agree that I must demonstrate respect both 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, nor tolerate those who do. I commit myself to promoting behaviors that are valued within the Spartanburg Day School community.

When a student is suspected of violating the honor code, every effort is made to fully understand the circumstances, provide ample opportunity for a student to reflect on and acknowledge his or her mistake, and orchestrate the consequences to promote growth.

Lower School Faculty and Staff

Head of Lower School	Ashley Stokes
Lower School Assistant	Wickie Willard
Extended Day Director	Emily Stauber
Discovery Classroom Teachers	Megan Tolbert Sidni Yelman
Discovery Classroom Assistant Teachers	Katie Carter Danielle Moore
3K Lead Teachers	Tina Kurkis Aimee Woodin
3K Assistant Teachers	Kristy Belcher Tim Teel
4K Lead Teachers	Kim Ballenger Page Birney
Kindergarten Teachers	Chika Burnham Tricia Liollo
Kindergarten Assistant Teacher	Katie Cantrell
1 st Grade	Joy Dunfee Meg Elliott
2 nd Grade	Martha Harris Eliza Hyde
3 rd Grade	Katie Clayton (IB Coordinator) Trey Roehl
4 th Grade	Katie Glass Joy Keith
Frontiers	Allen Reel
Art Education	Emmy Farrell
Physical Education	Bob Allsbrook
Music/Chorus	Leslie Shealy
Spanish	Aixa Anderson
Library/Technology	Will Strait
Nurse	TBA
VISTAS	Tara Greer- Director Chrissy Roush- Teacher Lee Anne Williams- Teacher
Speech	MTS Kids
Learning Specialist	Dr. Beverly Whitmire
Guidance Counselor	Elizabeth Watson

Lower School Admissions and Enrollment Policies

Please see our website for admissions and enrollment policies.

Discovery Classroom (2 year-old class)

Our Discovery Classroom is an extension of our play-based preschool program for students who turn two by September 1st. Their school day is based on a unique blend of fun and learning in a supportive and nurturing environment. Teachers encourage emerging independence and present opportunities for children to develop as individuals and as part of a social group. This program focuses on language, social and physical development, growing life skills and fostering a love for learning through play, inquiry and a literacy-rich environment. Students also participate in enrichment programs during the school day such as art, music, immersion Spanish and physical education. Our goal: for students to become "discoverers" who are confident, happy and excited to learn.

What else you need to know:

- 6:1 student to teacher ratio. This year, we are opening two classrooms of up to 12 children each with one lead teacher and one teaching assistant.
- Potty-training is not a requirement for this classroom. Parents will provide diapers/wipes for students who are not potty-trained and teachers and parents will work together during the potty-training process.

3K Admissions Requirement

Three-year-olds are accepted into the 3K class when potty-trained. Our 3K classes have a routine when children use the restroom before transitioning to a new activity, but children also need to know how to ask when they need to go. Children who are potty-trained are able to:

- say the words, "I have to potty" before they have to go,
- remove or adjust their clothing without assistance,
- wipe themselves after using the toilet,
- flush the toilet,
- get onto and off the potty by themselves,
- wash and dry their hands,
- walk directly back to their Instructor without directions,
- postpone going if they must wait for someone who is on the potty.

Little ones will have accidents; that is part of being a child. We understand this, of course, but require potty-training for the 3K classroom. If your child is not potty-trained, he or she must remain at home until the potty-training is complete. All preschool students are required to bring an entire set of clothing in a zip lock bag marked with the child's name for accidents.

Spartanburg Day School Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between 1 and 3 years old. Even though most children stop biting on their own and is a normal process of growth, biting is something we try to discourage. The safety of the children at the school is our primary concern. The school's biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The school will encourage the children to "use their words" if they become angry or frustrated. The faculty and staff will maintain a close and constant supervision of the children at all times.

For the child that was bitten...

1. The bitten child will be comforted by the teacher.
2. The wound of the bitten child shall be assessed and cleansed with soap and water and ice will be applied. If the skin is broken, the bite is covered with a bandage.
3. Parents will be notified.

For the child that bit...

1. The biting will be interrupted with a firm "No...we don't bite people. Biting is for eating only."
2. The teacher will remove the biter from the situation. The biter will be given something to do that is satisfying.
3. The parents will be notified.

Confidentiality of all children involved will be maintained. Names of the children are not shared with either parents.

If biting continues...

- Teachers will meet with the Head of Lower School on a routine basis for advice, support and strategy planning.
- Teachers will chart each occurrence, and indicate location, time, participants, behaviors, staff present and circumstances.
- The child will be shadowed by the teacher or assistant to help prevent any biting incidents for a period of time.
- The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The Head of Lower School or School Learning Consultant may also observe the child if the teacher is unable to determine the cause.
- Teachers will be mindful of children who indicate a tendency to bite: They will head off biting situations before they occur.
- Teachers will teach responses to potential biting situations: "No" or "Don't hurt me."
- The child will be given positive attention and approval for positive behavior.
- Communication between the teacher, Head of Lower School, and parents will be ongoing.
- If an occurrence happens more than 3 times in one day the parent/guardian will be called to pick up the biting child. The child may return the following class day.
- If occurrences become frequent and it is deemed in the best interest of the child, the school, and the other children, the child may be asked to take some time off for the duration of the biting stage.

Lower School Key Dates Calendar

August 20	Back to School Picnic
August 21	First Day of School (Early Dismissal-noon)
August 28	Lower School Back to School Night (Parent Event)
September 2	Labor Day (School Closed)
September 18	Early Dismissal Students/Professional Development for Faculty
September 25	Preschool Fun Night (Discovery-4K)
October 10	Early Dismissal Students/Professional Development for Faculty
October 11	Faculty and Staff Professional Development (Student holiday)
October 14	Columbus Day (School Closed)
October 16	Lower School Family Literacy Night (K-4 th)
November 1	LS and MS Conference Day (No School for LS and MS Students)
November 25-29	Thanksgiving Break (School Closed)
December 20	Lower School Celebration of the Season (Early Dismissal for Students- 11a.m.)
January 6	Faculty Professional Development Day
January 7	First Day of School for Students- Second Semester
January 20	Martin Luther King, Jr. Day (School Closed)
January 25	Homecoming
February 13	Early Dismissal Students/Professional Development for Faculty
February 14	Faculty and Staff Professional Development (Student Holiday)
February 17	Presidents' Day (School Closed)
February 20-21	IB Reauthorization Visit
March 11	3 rd and 4 th Grade Chorus- Link Up Community Program
March 17	Lower School Family Math & Science Night (K-4 th)
March 18	Grandparents' and Special Friends Day Early Dismissal Students/Professional Development for Faculty
March 19	LS and MS Conference Day (No School for LS and MS Students)
March 30- April 3	Spring Break
April 10	Good Friday (School Closed)
April 22	Spirit of the Griffin/House Event Early Dismissal Students/Professional Development for Faculty
April 29	Preschool Fun Night (Discovery-4K)
May 4-8	Lower School End of Year Conferences
May 8	1 st -4 th Spring Concert/Art Reception/Student-Led Conferences
May 13	1 st -4 th Reading Carnival
May 22	Lower School Awards/4 th Grade Moving Up Last Day for Students- 11:00a.m. Dismissal
May 25	Memorial Day (School Closed)
May 29	Graduation

Hours

School Hours	Lunch Hours	
Early Drop Off: 7:30AM Arrival: 7:45AM Discovery-4K: 8:00AM-12:15PM K-4 th : 8:00AM-2:30PM	Kindergarten & 1 st	10:55AM-11:30AM
	2 nd	11:00AM-11:30AM
	3 rd & 4 th	11:30AM-12:00PM
	Discovery Lunch	11:30AM-12:00PM
	Lunch Bunch (3K/4K)	12:15PM-1:00PM
Extended Day Hours		
Discovery/3K/4K Lunch Bunch/Nap/Quiet Time	12:15PM-2:30PM	
K-4 th Homework Club	2:30PM-3:30PM	
Extended Day Activities	(Discovery-4K: 2:30PM-6:00PM) K-4 th 3:30PM-6:00PM	

Carpool Procedures

For safety, please adhere to these guidelines:

- Cell phone usage is not permitted while moving through carpool.
- Always load and unload students at the right-hand curb. Never allow a student to exit a car from the center to cross a lane of traffic. No student is to be dropped off in the parking lot. Please be sure to cross at the crosswalks at all times.
- Observe the speed limit of 10 miles per hour.
- Use your signal lights to indicate when you are ready to merge to the left or the right.
- Pay close attention to school personnel directing traffic and follow their directions.
- **Pull all the way forward so that several cars can unload (in the morning) or load (in the afternoon) simultaneously.**
- **Do not leave an unattended car in the carpool lane.**

Arrival

The safety of our students is always our first priority. Arrival time for students begins at 7:45AM. At this time, staff members meet arriving students, open car doors, and generally “attend” as necessary. Class begins at 8:00AM and all exterior doors are locked at this time. **Students who arrive after 8:00AM need to check in with the Lower School office to sign-in before entering class. Faculty/staff nor parents are permitted to open locked doors for late arrivals.**

Early Arrival

Supervision for students is available from 7:30AM to 7:45AM. All preschool students who arrive during this time period should report to their classroom where they will be met with a supervising teacher. All students in grades K-4 who arrive during this time period should report to the designated room (orange cone on hallway) where they will be met by a supervising teacher. **Students should not arrive before 7:30AM unless approved by the Lower School Head in advance. Students may NOT walk into the building alone if they arrive at 7:30AM. Parents must walk their child in to the designated classroom (orange cone in hallway).**

Where do students go between 7:45AM and 8:00AM?

Students always go to their homerooms where they will be met by their teachers beginning at 7:45 AM.

Discovery/3K/4K Morning Carpool

- There are two options for morning carpool.
- *Option 1:* The circle in front of the 100 wing is a **drop off area only. There will be no parking in this circle.** Please pull up to the porch in front of the 100 wing and your child will exit from the car and will

be escorted to the classroom by a teacher. Please arrange vehicles so children riders may exit from the passenger side **ONLY**.

- *Option 2:* If you want to walk in with your child, park in the parking lot and walk along the sidewalk along the grass or cross on the painted cross-walk only. For safety reasons, our goal is to keep families from walking in the parking lot.

Kindergarten-4th Grade Morning Carpool

All students in kindergarten-4th grade will be dropped off at the Lower School Lobby Carpool Circle.

Kindergarten-4th grade students may not enter through the 100 or 200 wing unless their Discovery/3K/4K sibling is being dropped off there.

Morning Walk-In (Kindergarten-4th Grade)

If parents want to walk their child in, please park, walk on the sidewalk, and cross at the cross-walk at all times to the building. For safety purposes, no families/children may walk in the parking lot unless crossing the cross-walk beside the 100 wing.

12:15PM Pick-Up for Discovery/3K/4K

Discovery, 3K and 4K students will dismiss from the 100 wing carpool area. Teachers will individually load children into their cars; however, per DSS it is the parent's responsibility to pull forward and secure the child in his/her car seat.

2:30PM Pick-Up for Discovery/3K/4K

Discovery, 3K and 4K students will dismiss from the 100 wing carpool area. Procedures are the same as the 12:15 pick-up. If an older sibling is riding in the same car, that child will be escorted to the preschool carpool area.

Parents must notify the school if someone who does not regularly pick up their child will be picking up their child. Parents must provide the school with accurate contact information for this person if the parents will not be reachable. The names of all adults authorized to pick up a child must be on file with the school along with a copy of the persons photo ID. When an adult who does not routinely pick up a child comes to the school, a photo ID must be presented to the administrator or front office personnel before the person enters the child's classroom or before the child enters the car.

2:30PM Pick-Up for Kindergarten-4th Grade

Students in kindergarten-4th will be picked up in the Lower School Lobby Carpool Circle. If any of these students will be riding with a Discovery, 3K or 4K student, they will be escorted to the Discovery/3K/4K carpool area.

Late Departures

Late departures are handled in the following way. Preschool students not picked up by 12:30PM will be taken to Lunch Bunch and parents will be charged by Extended Day rates accordingly. Kindergarten- 4th grade students not picked up by 2:45PM will be taken to Homework Club and parents will be charged by Extended Day rates accordingly. Rates will not be prorated. Lower School students are never allowed to remain on any part of the Spartanburg Day School campus (including the library) without supervision after the end of the school day. If a student is going to go to the library, prior arrangements must be made with the school librarian to ensure supervision.

Options After 2:30 Carpool

Please see Extended Day Program guide for a complete list of programs.

If your Lower School child has a sibling in the Middle School, we have a designated area that we keep students until the Middle School carpool at 3:00PM. The students will be escorted down to the Middle School carpool area for pick-up.

Lower School Attendance Procedures

In order for our students to achieve the highest level of academic excellence and maximize their educational experience at Spartanburg Day School, they must be punctual and in attendance regularly. Absenteeism and tardiness generally result in lower subject grades because of the missed interaction and sharing of information.

We do understand that some mornings do not go as planned, that children have necessary appointments that cannot be scheduled outside of a school day, and that families will have trips that cannot be delayed. However, parents are requested to do their best to schedule all vacations, trips, doctor's appointments and other planned absences around the published school calendar in order to avoid placing a hardship on themselves, their children and the faculty.

All absences must be documented. If you know your child is going to be absent from school, please call the Lower school office (582.7539 ext. 2112) or email the Lower School Assistant to let us know about an illness, injury or family emergency. When your child returns to school, please provide us with a written excuse. A written excuse is defined as a note or email from a parent. A doctor's note is not required for an absence unless a medical condition warrants more coordination for a return to school. If there are extenuating medical circumstances, please convey that information so that our school nurse could be aware. **A child must be fever-free and/or vomit free without the benefit of fever reducing medication for 24 hours before returning to school. Students who return before a 24-hour period will be sent home. A fever is defined as a temperature 100 degrees or more.**

In the event of an illness or other unplanned absence, a classmate, sibling or parent can pick up assignments and books at the end of the school day.

In the event of a planned absence, a written request for assignments should be submitted to the classroom teacher at least two weeks in advance of the planned absence. This will allow the teacher to prepare adequately for the absence so that there will be as little disruption to the learning process as possible. Recognizing that these assignments may not be exactly what the class will actually be doing, the student and parents need to be responsible for conferencing with the teacher to make up any work missed upon return.

***Tardies:** It is important for students to begin the day in an organized fashion. Teachers begin class at 8:00AM. Therefore, it is extremely important for students to be on time. When students are late they often find themselves sacrificing valuable time "catching up". For security reasons, all doors will be locked by 8:00AM. If a student is tardy, their parent must sign them in at the Lower School office before going to class. Tardies will begin the week of Sept. 1. Students who accrue excessive tardies will be contacted by the Head of Lower School.*

Faculty/staff nor parents are permitted to open locked doors for late arrivals.

Signing Out

Before leaving school due to an appointment, illness, etc. a student's parent must sign out their child in the LS office. This may be done by having the student present a note to the Lower School Assistant or by speaking with the Lower School Assistant in person or by phone. Please try to inform the classroom teacher that a student is leaving (in advance if possible) and have your child get his or her assignments. Faculty/staff, students, nor parents are permitted to open locked doors for parents to go directly to their child's classroom for an early pick-up. **For security reasons, all early dismissals must go through the Lower School office.**

Dress Code

The goal of the Spartanburg Day School Dress Code is to help create an atmosphere that is conducive to learning. At the same time, the Dress Code reflects the importance of school. Clothing should not distract from the learning environment and should be neat, clean and appropriate. The Division Head is the final arbiter of appropriateness.

All students are expected to comply with the Dress Code. They, along with their families, are asked to follow the Dress Code in spirit and not find ways to challenge it. The first few weeks of school will be considered a learning process for the areas of the dress code that are less clearly defined. Please be patient and understanding when the Division Head's definition is different than your own. In light of the need to keep parents informed and a supportive part of the process and especially during the first few weeks of school, some violations of the dress code will only result in a note home to help students and parents understand the parameters. **However, as soon as we believe students and parents understand the expectations, we will ask students to resolve any dress code violation before attending class by calling home and having clothes that meet dress code standards delivered to school.**

Consequences for not following Dress Code:

- 1) **First Offense:** student will receive a verbal warning and a note will be sent for parents to sign and return.
- 2) **Second Offense:** parents will be contacted to come and bring a change of clothes for the student.

Girls: Acceptable	Girls: Unacceptable
<ul style="list-style-type: none"> • Collared, collarless blouses/shirts • Shirts with appliques (sewn on design) • Turtlenecks or mock turtlenecks • Dresses, jumpers, pants, jeans, capri-length pants • Shorts, skorts and skirts mid-thigh in length • Leggings under appropriate length • skirts/dresses/tops (that cover backside) • Tennis shoes 	<ul style="list-style-type: none"> • T-shirts, T-shirts with graphics, tank tops, bare midriffs/backs, spaghetti straps • Gym shorts, bike shorts, cut offs, umbro type sweat pants or exercise clothes • Tights/leggings worn as pants • Pants not hemmed/or with holes • Rubber or plastic shoes • Hats/headband crowns • Costumes or costume like clothing

Boys: Acceptable	Boys: Unacceptable
<ul style="list-style-type: none"> • Kindergarten-4th Grade: Collared shirts tucked in • Preschool (Discovery/3K/4K) boys may wear shirts with appliques (sewn on design) or collared shirts • Turtlenecks or mock turtlenecks tucked in • Slacks and jeans • Shorts mid-thigh in length • Pullovers, sweaters and sweatshirts over legal shirts • Tennis shoes 	<ul style="list-style-type: none"> • T-shirts/T-shirts with graphics, tank tops • Gym shorts, exercise clothes, boxers, bike shorts, cut-offs, nylon umbro-like shorts, sweat pants, fatigue pants, camouflage • Pants not hemmed and/or with holes • Rubber/plastic shoes • Hats • Costumes or costume-like clothing

Placement Policy

At Spartanburg Day School we pride ourselves on maintaining and attracting high quality teachers. Our teachers strive to ensure a dynamic and well thought out educational experience for each child. In addition, our grade level teams collaboratively create similar experiences and opportunities throughout the grade.

Our practice at SDS is to thoroughly assess each child and to make the decision of class placement based on many factors. In creating a class, we look at boy/girl ratio, academic achievement, learning styles, behavior and social interactions, as well as information from the current teacher. While we are not able to grant parent requests for specific teacher assignments, we welcome your thoughts in regards to your child's personality, his/her learning style, the environment that he/she thrives in and any particular strengths and needs.

Homework

Homework is an important element of the academic program at the Lower School. This preparation, when thoughtfully assigned and completed, reinforces learning and understanding, enriches and sustains reading and critical thinking skills, and fosters responsibility and organizational skills.

There is a progression of homework guidelines that begins with minimal tasks at the primary level and proceeds to a more demanding schedule at the intermediate level, ranging from short family activities in kindergarten to perhaps 60 minutes of work in the fourth grade, which includes daily reading assignments. At each grade level, teachers carefully monitor the amount of work required of students in daily assignments, tests preparation, and long-term projects. If a student is regularly spending more than an hour a night on homework, the parents should investigate the work habits of the student both at home and at school and schedule a conference with the teacher. Homework is expected to be completed and turned in by the student on the assigned due date.

The issue of parent support with homework is one of degree and intent. Teachers use the thoughtfulness and completeness of a child's homework as a learning gauge for his or her understanding of and proficiency with the material. Parental intervention that invalidates that process is detrimental to the education of the child. The school discourages anything more than minimal parental intervention in work that a child brings home.

Homework is assigned on Monday, Tuesday and Thursday in Lower School. We encourage families to take advantage of no homework on Wednesday nights to take time to play board games and spend quality time together without the worry of an assignment.

Library/Media Center

The library is a part of the SDS information network and offers students access to a collection of carefully selected children's literature and reference books. The library program is designed to support classroom studies, to instill in students a love of reading, to encourage students' independent learning, and to teach them how to access and evaluate information in all formats.

The library is located in the center of the Milliken Building. Its hours are 8:00AM to 4:30PM. Students are encouraged to visit the library often. Students may come during their free time or during class time with their teacher's permission. Discovery-1st grade classes come to the library weekly for a half-hour period. 2nd-4th students have flexible times to visit the library. Children will be able to return and check out books during any visit to the library.

Books are checked out for one week, but they can be renewed or returned early. The number of books students can check out varies according to grade level. There are no fines for late books, but a replacement fee will be assessed for damaged or lost materials.

The library welcomes parent volunteers. There are many opportunities to assist the librarian with daily activities and special projects. Interested parents should email the School Librarian for more information about specific volunteering opportunities. The library also welcomes book donations. Gently used hardback books are preferred, but soft covered books are also accepted.

Grades and Grading

Preschool assessments are based on a continuum of learning acknowledging that children progress at different rates. Preschool students are assessed based on teacher observations, feedback from parents, and developmental milestones. These assessments are documented through narrative reports and our developmental checklists once at the beginning of the year and once at the end of the year.

Kindergarten through 2nd Grade reporting is as follows:

4= Exceeding Expectations
3= Meeting Expectations
2= Approaching Expectations
1= Not Meeting Expectations

4= Exceeding Expectations: Student demonstrates superior understanding and consistently applies his/her knowledge, independently, at an exceptional level.

3= Meeting Expectations: Student demonstrates secure understanding and consistently applies his/her knowledge independently, at a proficient level.

2= Approaching Expectations: Student demonstrates partial understanding, but inconsistently applies his/her knowledge independently. Student requires additional time and support from teacher to apply his/her knowledge at a proficient level.

1= Not Meeting Expectations: Student demonstrates inadequate understanding and additional time and support are consistently needed from teacher.

The following academic grading scale will be used in third and fourth grade:

90-100 A	80-89 B	70-79 C
60-69 D	60 and below F	

Report cards are sent out four times a year at the end of each quarter. October, December, March, and May. Report cards are available via RenWeb, but a hard copy will also be sent home or mailed.

Promotion and Retention

In grades Preschool-4th, promotion to the next grade is based on a combination of academic performance, developmental readiness, and teacher recommendation. A student is promoted upon demonstrating sufficient academic and social growth to capably meet the demands of the next grade. Although the school takes great care in preparing students for promotion and one of the benefits of an SDS education is individualized attention, a student is at risk for promotion and/or continuation at the school if he or she fails to meet the above criteria and if he or she requires an extraordinary and excessive amount of individual time and attention from the teachers.

During the school year, the teachers will communicate with parents in a timely fashion about any academic concern.

Tutoring

In general, the employment of tutors should be unnecessary during the school year except in unusual and temporary circumstances. The Lower School program is designed so that any student who listens attentively and does his or her work responsibly on a daily basis will benefit from the program. If additional explanation is necessary, the student or his/her parent should contact the classroom teacher to arrange an extra help session provided by the teacher free of charge.

The school acknowledges the spectrum of maturity levels potentially represented in any given class and/or any given grade level. That spectrum of developmental readiness in learning is primarily handled within the confines of the classroom through the use of various teaching techniques and formats, assistant teachers, technology, volunteer parents, and older students. On occasion, though, students may be recommended by the school for our VISTAS program or to work with a tutor outside of the regular school day to support and reinforce the academic progress.

VISTAS

Our goal at the 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 through our VISTAS program.

Students participating in the VISTAS program experience:

- enhanced self-esteem
- improved academic skills
- individualized and customized instruction
- specific skill instruction in basic reading, mathematics, and writing skills
- instruction in global skills such as study skills, test-taking skills and organization
- general curriculum support
- full integration into grade level activities
- instruction in a one-to-one or small group setting

Designed for student success, VISTAS classrooms use proven techniques and integrated technology to best serve students.

The Lower School VISTAS program, established in 1998, offers individualized instruction for SDS students in kindergarten through fourth grade. Improved academic skills and enhanced self-esteem are the hallmarks of this program. Students attend the VISTAS program during the school day for instruction in reading, mathematics, writing skills and general curriculum support, as needed. They are fully integrated into the activities of their

classrooms. Our certified teaching professionals customize instruction to meet the learning style of each student. Lower school teachers and the VISTAS staff work closely together to assure that each student is successful in the classroom.

Accommodations for students with documented learning disorders will be made at the discretion of the Head of the VISTAS Program in consultation with the Head of the Lower school, teachers, 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 that the 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. There must be a documented diagnosis of learning disorders. The Head of the VISTAS Program will formulate an accommodation plan that will be submitted to the Head of the Lower School for agreement. The plan will be discussed with the student and parents and teachers will receive a copy of the plan after final approval.

Standardized Testing

Standardized testing is conducted in grades first through fourth in the spring of every year. The Education Records Bureau's (ERB) Comprehensive Testing Program IV is administered.

The purpose of administering this test is to offer another barometer for measuring the individual aptitude and achievement of Lower School students. Through an understanding of what this test is attempting to measure and what an individual score reflects, parents and school personnel can better support a student's efforts to learn.

The results of the testing become part of each student's record, and a copy of the scores is mailed to the parents. During the end-of-year conference in May, teachers review the scores with parents. The school encourages parents to set up an appointment with the Lower School Head should they seek guidance in further interpretation of the test scores.

Measures of Academic Progress (MAP) is also administered twice per year (fall and spring) to all 1st-4th grade students. MAP is used as one of many tools to assess student growth and progress.

Communications

Blogs/Electronic Newsletters

Each preschool teacher maintains a Shutterfly site with a blog and pictures for parents to view daily. Teachers in grades 4K-4th communicate a variety of information, reminders of important dates, homework assignments, tests and major projects due dates, and much more through newsletters and email. Weekly newsletters are sent every *Sunday*.

Home/School Communication Folder

Every child will also have a navy blue home/school communication folder. Look for this folder each night for important information and student work. Important flyers, invitations, etc. will go home every *Thursday* via the home/school communication folder.

IB Unit Folders

As an IB PYP school, we develop our curriculum into 4-6 transdisciplinary units under the umbrella of six transdisciplinary themes: Who We Are, Where We Are in Place and Time, How We Express Ourselves, How

the World Works, How We Organize Ourselves, and Sharing the Planet. In addition to the graded paper folders sent home every Thursday, students will also receive a unit folder at the end of every IB unit. This folder will include all documentation and student work from the completed unit along with a cover sheet with the unit overview for parents to review with their child.

Back-to-School Picnic

The Annual Back-to-School Picnic is held on the Tuesday before classes begin in August. This is a great way for families to connect and it also provides faculty and staff with the opportunity to mingle with our families, all while enjoying great food, games, dance, and laughter! The Parents' Club and school administration work together to make this a momentous and fun-filled event each year.

Back-to-School Night

Back-to-School Night is held shortly after the beginning of the year and is designed to give parents an opportunity to meet their child's teachers and receive information about the class and what their child can expect. Issues such as developmental expectations of the grade level, curriculum, textbooks, grading procedures, and ways of communication are discussed. Parents assemble in the Dining Commons and then go to their child's classroom.

Curriculum Parent Sessions

During the year, parents will be invited to curriculum sessions to learn about the Lower School curriculum. In October, an evening curriculum session will be held for parents to gain more information about a domain of the curriculum.

Conferences

Lower school teachers hold two conferences with parents each year. The conferences occur in November and March. Teachers are responsible for scheduling appointments on those days. At these times you will have the opportunity to discuss with teachers your child's development and progress at school. Most teachers schedule appointments by posting sign-up lists on their classroom door or sending a sign up roster electronically. An optional end-of-year conference is also held at the end of May.

Student-Led Conferences (Celebration of Learning)

Students are the center of their learning experience; therefore, it makes sense for the student to take part in the sharing of that learning. Student-led conferences offer a unique, structured setting in which children can discuss school work with parents. Student-led conferences offer students the ability to use their own words to showcase work at varied stages of development. Individual strengths, weaknesses, and interests will be highlighted, as well.

Each student has a portfolio that is a collection of their work in all areas of the curriculum and incorporates many skills. The portfolio is composed of pieces chosen by your child and by their teacher. The work in your child's portfolio has been chosen for a reason that is documented on an accompanying reflection. The chosen piece may or may not be their best work, but shows progress or success in a specific area. Conferences can take up to 25 minutes and will be located in areas other than your child's classroom. Classroom teachers will not be present during student-led conferences. IB World Schools are required to provide a cumulative record of student work that shows growth over time. Student-led conferences are in alignment with the assessment philosophy of International Baccalaureate Primary Years Programme.

Visitors

All visitors must sign in upon arrival to the Lower School.

Classroom Visits

In order to maximize instructional time, it is most helpful to teachers for parents to refrain from interrupting your child's classroom during the school day. Pre-planned parent involvement in classroom activities is welcomed. Spontaneous visits or "brief" conversations with the teacher, regardless of how well intended, interfere with the instructional flow of the classroom. If you have a need to send a message to your child, please do so by leaving the message with the Lower School Assistant, who will convey the information to your child or to his/her teacher as quickly as possible without interrupting classroom activity.

Parent Participation in the Life of the Lower School

The role that parents play in the life of an independent school is an important and multifaceted one. The SDS Lower School sees the parent body as a tremendous collection of interested, interesting, and talented people whose appropriate and constructive participation in the life of the school significantly enriches the school-related experience for the students, the faculty, and the parents themselves.

The school believes that it is in the community's best interest to have parents actively participate in the life of the school. The children benefit from sharing their school world with the parents; the school benefits from parents volunteering talents, interests, and energy on behalf of school programs; and the parents benefit from experiencing, firsthand, the environment in which their children are educated.

Parents' Community

For nearly fifty years the Parents' Community has focused on providing volunteer support for every aspect of school life. The Community enthusiastically supports academics, recruitment and retention, athletics, and communications. Additionally, the Community focuses on fundraising to supplement the schools budget and provide for unexpected expenses. Each school division has a parent representative that functions as a liaison to the larger Community from their respective division. This highly valued organization sponsors important events that add immeasurably to the vitality of the school. At the beginning of each school year, the Parents' Community publishes its list of meetings, activities, and projects. All SDS parents are by definition members of this Community.

Lower School Parent Coordinator

The Lower School parent coordinator serves as the coordinator for all Lower school volunteer activities. The Lower School parent coordinator provides support and assistance to the Lower School Head for activities, special events, and program ideas/design as requested by the Head. The Lower School parent coordinator reports Lower School updates at the Parents' Community meetings.

Homeroom Parents

Each class has a parent representative who works with teachers to plan activities (field trips, etc.) and class parties throughout the year. These volunteers act as coordinators for spirit-building events in their respective classrooms.

Discipline

Each classroom is governed by teacher and class generated codes of conduct, as learning communities are formed. Classroom management is handled in a positive way where students learn from their mistakes. While the 'rules' have minor variations from room to room and grade level to grade level, all emphasize respectful treatment of others and their belongings.

Good citizenship is encouraged using International Baccalaureate Student Profiles and the Spartanburg Day School honor code. We should also be clear that we neither value nor ignore poor treatment of one another. Teachers and administrators seek to intervene effectively in instances where misbehavior has occurred, poor

choices have been made, or students have been unkind or unhelpful to each other. Corporal punishment is NOT allowed at Spartanburg Day School.

Consequences warranted for violations of rules include:

- Verbal warnings and explanations
- Notes of apology
- Written reflections
- Service to the community
- Parent phone calls and/or meetings
- Conversations with administrators
- Reflection Lunch
- In and out of school suspensions
- Separation from the School

Regarding poor behavior, we believe that it is important to educate as well as provide logical consequences. The Lower School follows the evidence-based approach of *Responsive Classroom* to build a positive classroom community. Logical consequences for behavior are given in accordance to the violation of the rule.

The four key components of Responsive Classroom:

- Engaging Academics
- Positive Community
- Effective Management
- Developmental Awareness

Daily activities involved:

- Morning Meeting
- Teacher Language
- Logical Consequences
- Interactive Learning

Promoting Social Kindness

Woven into all activities at SDS is the promotion of socially kind behavior. “Kind” behavior can be described in many ways but for us it comes down to one word: Respect. We expect students to respect themselves, respect others, and respect their school.

Our approach begins with an assumption that all students at SDS are good students who mean well. But we also understand that a natural part of the maturation process is navigating the sometimes complicated, difficult, and frustrating waters of social relationships and students will necessarily make mistakes.

Learning from these mistakes provides the building blocks of developing mature social skills in our students. In the classroom, at lunch tables, during recess and other special activities, our teachers help students learn from their social mistakes in much the same manner that they help them learn from academic mistakes. How this is accomplished will vary depending on the circumstances and age of the students but we will be guided by the following beliefs:

- 1) Students can, and often do, engage in socially unkind behavior. Most often, this does not mean that they are bullies.
- 2) All students can learn from their mistakes.
- 3) Learning from one’s mistakes begins with taking responsibility for those mistakes. This will sometimes include suffering consequences for these mistakes.

- 4) Classmate observers are in the best position to know when inappropriate social behavior occurs and, depending on the age and circumstances, it is generally not acceptable for them to passively allow it to go on.
- 5) ***When adult action is warranted***, teachers are ***often*** in the best position to intervene in school-based social problems.
- 6) When necessary the Division Head and/or the Guidance Counselor will be asked to be involved.
- 7) Whenever appropriate, parents will be asked to partner with the school to help resolve the issue.

While social unkindness is normal and typical in students, bullying is not. Bullying is an extreme type of social unkindness that we define by three characteristics 1) There is a power imbalance in the social dynamic (the bully is older or stronger or socially more powerful), 2) the unkindness is intentional, and 3) the unkindness is chronic and systematic (occurring on an almost daily basis for many weeks). Whenever bullying is suspected the Division Head will be immediately informed, an investigation undertaken, and a plan formulated.

Whether or not adult intervention is necessary and what form that intervention takes, will vary depending on the grade level. In general, when adult intervention is warranted, SDS will employ the Four-A-Response to any instance of social unkindness: Affirm feelings, Ask questions, Assess safety, Act (coaching, imposing consequences, and/or informing). In situations where two or more students experience social difficulties we work hard to help them learn to resolve differences in a bullying situation, however, there will be a quick, strong, and appropriate disciplinary response.

General

Hallways and Breezeways

The hallway is to remain neat and clear. Book bags go in the classrooms, cubbies, or lockers. There is to be no running in the halls or covered walkways. Students need to walk on the right side of both. Please stay off the grass when walking from building to building.

If you see trash on the floor or ground, pick it up and put it in the recycling bin or trash can. It is the responsibility of each of us to help keep our school clean.

Student Cell Phones

It is our strong desire that cell phones be left at home. Cell phones may be brought to school but cannot be used during the school day. If a student chooses to bring a phone to school, it should be powered off and stored in the student's backpack. Failure to abide by these guidelines will result in the loss of the privilege of having the device at school (for a period of time determined by the Division Head).

Lost and Found

We often find things such as jackets, book bags and lunch boxes, which students have misplaced. These items are placed in the "Lost and Found," located on the 100 wing. Please put your name in your coats, jackets, sweaters, hats, lunch boxes, and book bags so that you will be able to identify your own belongings.

Field Trips

As an extension of the classroom curriculum, field trips are planned to occur over the course of the school year. Parental permission is requested during enrollment for field trips. Parents may also be asked to drive if a bus is not available. A parent's role is much like that of a teachers' in supplying assistance as needed and outlined by the faculty member(s) in charge. Please refrain from bringing your child's younger siblings on such trips. Your active attention is needed in helping to supervise the students for whom the field trip was planned and therefore cell phone use is limited to emergencies.

Grandparents' and Special Friends Day

This special day in the spring is a much-anticipated opportunity for grandparents and special friends to visit their grandchildren/student in their classrooms and enjoy a taste of the SDS experience. SDS students perform a musical program for school family and friends. Lower School students are dismissed after classroom presentations.

Field Day

Field Day is a fun day for all! Lower School classes compete in athletic events. Parents and friends are invited and encouraged to attend. This is a regular, required school day for students.

Friday-in-the-Dent

Take it to the limit, take it to the top! We're the mighty Griffins and we can't be stopped! We know our manners, we know our rules, building our character makes us cool!

One to two *Friday* mornings per month K-4th grade students, and occasionally 3K/4K students, gather in the Dent for singing, skits, stories, and special guest presentations. It is our opportunity to recognize achievements, birthdays, and unique events. *Friday* morning community meetings embody the Lower School philosophy of educating the whole child by providing a time for reflection, role-playing and character building with the purpose of creating positive interactions and a broader acceptance of others as well as building confidence in oneself.

All Lower School students are asked to wear school colors. SDS polo shirts can be purchased by pre-order at the beginning of the school year to wear on these days or through our school store.

Party Policies

Class parties for each class and grade level are planned by the parent room representative(s) in conjunction with the classroom teachers. A schedule of parties will be announced at the Back-to-School Night. Classrooms are allowed two parties to include Winter Holidays and End-of-Year. Parents are encouraged to celebrate Halloween with us at our school-wide costume parade. Valentine's Day is celebrated in individual classrooms by passing out Valentine's cards. Individual grade levels may have other celebrations including but not limited to: Thanksgiving Feasts, Mother's Day Tea Parties, Egg Hunts, Donuts for Dad, Muffins with Mom, Grandparents' Day, IB Unit Celebrations, and Writing Celebrations.

Lower School class parties will be coordinated by the parent room representative for each grade, in conjunction with the teachers' wishes. Our policy is to keep parties simple, and therefore ask that parents not send elaborate gifts and treats for students. Our policy for party foods is as follows: only one sweet (ex. cupcake, cake, donuts etc.) with healthy choices (ex. vegetable or fruit tray, etc.) Goodie bags filled with candy are not permitted. Due to food allergies, if possible, please send ingredient labels or list of ingredients for party treats. Please check with the teacher and room coordinator about food allergies in order to provide a safe and healthy snack for all students.

The school recognizes and celebrates the birthdays of all students and will do so by featuring students monthly on the birthday recognition board and bi-weekly during our school wide morning announcements at Friday-in-the-Dent.

To diminish hurt feelings, invitations can only be handed out at school if **the entire class is invited or all the boys or all the girls**. Parents and other family members may want to recognize their child's birthday at school by donating a "Birthday Book" to the library in honor of their child. These Birthday Book Club honorees are recognized during our Friday-in-the-Dent gatherings. Find out more about the Birthday Book Club by contacting our school librarian, Will Strait, at will.strait@sdsgriffin.org.

Morning Snack

Students in all grades are encouraged to bring a healthy snack each day. **Students are not to bring sweets or sugary snacks and sodas are not permitted at anytime.** Please ensure your child brings non-sugary snacks, as this is more conducive to learning. These snacks should be sent from home. Parents are advised to check with homeroom teachers to determine if any food allergies need to be considered when bringing a treat for the class.

Health and Safety Policies

Immunization Policy

All students at Spartanburg Day School must have a South Carolina Certificate of Immunization.

Illness or Injury Policy:

*In the case of illness, all students have to be fever free and/or vomit free without benefit of fever reducing medication for 24 hours before returning to school. Children will routinely be sent home with fever, vomiting, diarrhea, flu symptoms, suspicious injury (needing a doctor's attention), etc. **We require your child to be free of these symptoms for 24 hours before returning to school.*** Please inform the school if your child contracts a communicable disease such as chicken pox.

Most times we try to encourage children to return to class if possible (a little TLC can go a long way with the aid of an ice pack or band aid).

In the event that a student is sent home, they can be picked up in Nurse's Room located off the Main Lobby in Room 10.

On occasion, students have been taken by or accompanied by the nurse to the emergency room or doctor's office to meet a parent. This is by necessity only, when time or location is a factor. Otherwise, students are taken from school to the appropriate medical facility by their parents.

Emergency vehicles are only called when medically necessary.

Head Lice Policy

Participants with crawling lice or with nits (eggs) ¼-inch or closer to the scalp will be sent home. Participants may return with a parent note after his/her first treatment with a lice removal product IF there are no active lice crawling on the child's head. The school nurse will check your child for 7 days after treatment for any newly hatched crawling lice. If any are present, your child will have to be re-treated for lice in order to return to school.

Medications:

It is school policy that students are prohibited from carrying their own medications on campus. There are very few exceptions – such as inhalers for asthmatics. The two most critical reasons for this policy are:

- 1) The nurse or appointed designee will be responsible for the correct administration of the medication at the appropriate time, allowing accurate records to be kept and to have the information readily available in case of an emergency.

Therefore, the policy follows:

- ❑ Medication should come to the nurse in pharmacy bottles, labeled with the name of the child, name of the drug, drug strength, prescribing physician, and times and dosages for

administering the drug. If there are any instructions, such as, should be taken with food, those should be included also. Most pharmacies will give you an extra bottle for this purpose.

- ❑ It is the school nurse's responsibility to keep up with the number of tablets, etc. and inform parents by email when a refill is needed. If possible, the nurse will return your empty prescription bottle to you for your convenience.
- ❑ When first initiating the administration of medications at school, it helps for the nurse to meet directly with the parent. This will give the nurse and parent the opportunity to check to see if all the necessary paperwork is properly filled out. Subsequent refills can be arranged more casually.
- ❑ The nursing office depends on the information and permission given on the Student Health Form. Please take care to fill it out in full and with full consideration of its importance. If medical issues change during the school year, make sure the nurse is informed of those changes.

It is mandatory that all parents comply with the Medication Policy so that we can insure the safety and quality of care we all wish for our children.

Food Allergy Policy:

The Day School strives to provide a safe and healthy environment for all our students. Ensuring the safety of our students will take the collective efforts of all constituencies: students, parents, food service, and school. We follow these guidelines in an attempt to create that secure atmosphere, recognizing that we cannot guarantee that our school is completely free of food or other allergens that might cause a reaction.

Children's allergies must be documented with the school nurse on health forms provided at school opening and throughout the school year. This documentation should include allergen and symptoms of reaction, along with directions for administering medication in the case of a reaction.

The School

- The school nurse makes every staff member aware of the use and availability of the EpiPen.
- The school nurse will make school personnel familiar with the allergies significant to his/her classroom or other points of contact with students.
- Teachers will encourage frequent hand washing, particularly before and after meals.
- Teachers will discourage sharing of food from lunch boxes or snacks.

Parents

- Parents will be informed if your child is a member of such a class that you refrain from packing peanuts or specific nuts in your child's lunch or snack. Furthermore, we suggest that you be mindful of this designation when you plan classroom activities and celebrations.
- Parents should be mindful of other foods to which individuals may have serious allergies: dairy, egg, gluteins, berries, and corn. Each of these allergens can be found hidden in foods, and can therefore become a danger to our children with these allergies. In response to this concern, we will be posting on our website a list of safe foods associated with the specific allergy, along with a list of items found in ingredient lists that mask the presence of that allergen in the food. On occasion we will update these lists and offer some considerations for planning party foods for these classes, such as: cross-contamination can be a problem when preparing foods for both non-allergic and allergic children. A spoon used to serve an allergen food item should not be used to serve a safe food, as it can pass particles from one to the other. *If you are informed that a child of yours is in a class with a student who has a serious food allergy, we will encourage you to refer to*

these lists before you send snacks for the class or plan party foods for that class. On a daily basis we will be asking that you pack lunches and snacks for your child only, thereby limiting the likelihood of causing harm to another child accidentally.

- Parents are asked to speak with your child about being a good school citizen- being aware of the needs of their friends, remembering not to share their food with classmates that have allergies, making small sacrifices for the wellbeing of their friends. Help them to understand the importance of this issue by educating them in the way you think best.

Food Service

- Our food service makes every effort to avoid serving foods that contain peanuts, or tree-nuts or contain traces of such foods. Other foods such as shellfish, eggs, or milk may be served, and noted on the signs in the service line.
- The food service will work to ensure tables are cleaned and other cafeteria work surfaces between meals and after food service each day.

We must recognize that while we are making every effort to keep the environment of a nut sensitive student nut-free, we cannot monitor food that is prepared in a home or restaurant that is not a nut-free environment, and will do everything we can to be prepared for the incidental allergic reaction.

Fire and Tornado Drills

In accordance with state law, emergency drills are held on a consistent basis.

SDS has procedures in place for emergency situations such as fire, security threat, and tornado warnings. The faculty has been trained in those procedures and the entire school practices them multiple times each year. A school wide warning system that can be heard inside and outside the buildings indicates the nature of the emergency and initiates the appropriate procedures. If a parent would like to see copies of those procedures, he or she should contact Jason Lonon at jason.lonon@sdsgriffin.org.

Inclement Weather Procedures and Early Dismissal

In the event of inclement weather or an early dismissal, SDS will close at its own discretion. SDS will send a text and email to your preferred email address as indicated in Renweb through our emergency alert system. SDS reports our status to TV Channels 7 and 4. SDS will also post our status on our school website and other school social media.

No announcements are made when weather and/or road conditions are not hazardous. Reopening SDS after an emergency will be at the school's discretion. The announcement of reopening will be sent through text and parent email through our emergency alert system, posted on our website and school social media, and made on TV Channels 7 and 4.

Emergency Evacuation Procedures

Spartanburg Day School administration follows news updates and warnings on local Spartanburg TV stations' and city websites.

Spartanburg Day School has taken the following steps to ensure that our school and staff are prepared in the event of a medical emergency or natural disaster.

- All staff are trained in emergency management.
- School-wide fire and natural disaster drills are scheduled during the year.

- An emergency medical bag is prepared for staff and children containing necessary medical and emergency supplies.

In-Place Evacuation (for instance, in case of a tornado): If conditions are such that immediate action is warranted, Spartanburg Day School will be prepared to do the following:

- Escort children to nearest room without windows. Children will gather in the hallway, teacher workroom, or bathrooms.
- Disconnect all electrical plugs and extension cords.
- Shut off lights in the building.

***Each teacher will have a class list/ emergency phone numbers.

On-Site Evacuation: Depending on the emergency, the Head will determine evacuation sites. For fire emergencies, students will evacuate to the nearest outdoor location according to the classroom evacuation plans.

Off-Site Evacuation / Major Disasters / Emergencies: In the event an emergency requires students to move to a location off campus which has been designated as The Associate Reformed Presbyterian Church (1801 Skylyn Drive), the Head will work with local authorities / Red Cross to determine the appropriate location. Parents will be informed immediately by cell phone of the exact location and how to reach their children. Class lists, emergency student information, authorized pick-up forms, and emergency medicine or materials will be taken with the students. A teacher or staff member will remain with the students at all times.

In the event of any type of evacuation, the following steps are required by Spartanburg Day School personnel:

- The Head of School will be informed immediately of the emergency.
- Children will be accounted for and matched to the day's attendance record.
- Emergency cards and the attendance list will accompany the students to a safe location.
- First Aid kits, children's medication, and emergency supplies will be taken when relocating to a safe area.
- A cell phone will be available at all times to contact emergency agencies, parents, and Child Care Licensing.

Extended Day Information

The Extended Day Program at SDS is the way in which we provide care of our SDS students after school hours and on some school holidays. This program has been designed to be an extension of the school day. The Extended Day teachers and staff actively promote the social, emotional, and physical development of each child. During the afternoon children will have the opportunity to engage in centers, take part in story time, play outside, and participate in many other diverse activities.

Enrichment offerings provide an opportunity for our students to develop skills and interests in a variety of areas. Enrollment in after school enrichment classes is offered to all SDS students in grades 3K-4th grade. In the past we have had such offerings as karate, dance, gymnastics, golf, soccer, tennis, voice, strings, piano, and many more. Please refer to the descriptions, fees and registration process via our website for more details and information on each class.

Extended Day provides care for preschool students from 12:15-6:00PM and for kindergarten-4th students from 2:30-6:00PM. Extended Day is also offered for 5th and 6th grade students from 3:30-6:00PM. Full care will be available on pre-determined school holidays as determined by demand for an additional fee. It is necessary to pre-register for these holidays. Holiday registration notices will be sent in the Thursday home/school communication folders, prior to the holiday. An Extended Day calendar will be provided annually.

Students in grades K-4th enrolled in our Extended Day program will participate in our Homework Club Monday-Thursday. Homework Club is an hour long. Our Extended Day Program strives to provide an age appropriate program with varied activities that build self-esteem through positive interactions and experiences.

Extended Day information can be found on our website.

Extended Day Staff

Extended Day Director	Emily Stauber
Extended Day Staff	Tricia Fields, Floretta Miller, Holly Ceremuga, Judy Yang *Preschool Assistant Teachers work until 3:45. (Katie Carter, Danielle Moore, Kristy Belcher, Tim Teel)