

Spartanburg Day School Middle School Student – Parent Handbook 2020-2021

Please see the added information at the end of this document related to our return to school policies and COVID-19 protocols.

“Middle School is its own unique and distinct division. Our faculty chooses to teach this age group. We honor the fragility of this time in their lives along with the need and importance for students to have some fun throughout our days together. A few of our many hopes for students are that they leave our Middle School with a multitude of varied experiences, friendships, self awareness and acceptance, curiosity, the ability to problem solve, and a strong base of knowledge. We want them to see and believe in their value and potential during these middle years. In short, each of us wants middle school to be better for our students today than it was for each of us many years ago! ”

***Farrar B. Richardson, M.Ed.
Head of Middle School***

Philosophy and Overview

By the time students leave the middle school, they will have experienced a thorough grounding in academics, arts, and athletics coupled with intentional consideration of themselves and others. Our efforts to do so focus on the growth and development of each student’s *character, knowledge base, and essential learning skills* while considering the individual’s unique combination of strengths, weaknesses, life experiences, and life view.

We strive to develop the ***character*** of each child by promoting:

- A commitment to integrity in all interactions
- A healthy self-image
- A heart for others
- A strong sense of personal responsibility
- An ethic of service
- The strength to persevere

We strive to develop the **knowledge base** of each child by providing:

- An appropriately challenging academic program
- A focus on understanding and applying what has been learned
- Engaging and inspiring learning environments
- Authentic, relevant, multidimensional, and diverse curricular experiences

We strive to develop **essential learning skills** by enhancing each child's ability to:

- Ask meaningful questions and find pertinent answers
- Express ideas, feelings, and opinions through various means
- Understand and interpret the ideas of others and assess their validity
- Recognize the essential elements of tasks, concepts, and perspectives
- Construct defensible arguments, draw reasonable conclusions, and make appropriate inferences
- Solve problems creatively, collaboratively, effectively, and efficiently
- Develop and demonstrate his or her talents

Our Faculty

Our middle school faculty recognize the challenge before them when students walk into their classrooms. Middle schoolers progress through a time of tremendous personal growth and transition. They enter the middle school as lower school students and they exit as upper schoolers. Throughout their time in middle school, students are continually faced with emotional, physical, social, and academic challenges as they seek to understand who they are and how they fit into the world. It is frequently difficult to know what outward behaviors are caused by which challenges. In order to attain the goals we have laid out for our students, teachers must continually seek to navigate a series of delicate balances: between dealing with symptoms and addressing the underlying problem; between setting high expectations and making sure they are achievable; between providing support and promoting independence; between enjoying the unpredictability of the age group and encouraging greater degrees of focus and maturity; between loving with compassion and grace and also discipline and accountability; between providing concrete learning experiences and developing abstract thinking. Our middle school faculty has the rare blend of high levels of academic expertise, deep care and concern for each child, keen understandings of middle school students, and a heartfelt commitment to making middle school so much better than it was for each of us.

Our Program

Each facet of the Spartanburg Day School's Middle School academic program contributes to our goal to provide students with a highly-integrated, experientially-based, and academically appropriate curriculum as we seek to fulfill our mission of developing thoughtful, conscientious, hard working, and educated young people. The artful and creative integration of academics and life experience provided by a dedicated and expert faculty offers an environment for students that is second to none.

Grade Level Trips; Grade level trips will not take place this year due to travel restrictions and COVID-19 protocols.

Each year, every grade level takes a two, three or four night trip. These trips afford our students the opportunity to develop stronger relationships with one another, greater understandings of themselves and their environment, and more pertinent connections between what they learn in the classroom and the real world. Our fifth and sixth grades seek team building and exploration through a variety of outdoor education centers, recreation facilities and camps. Our seventh graders trek to Williamsburg, Virginia to explore this historic city and eighth graders travel to Washington, DC for a bit of everything. Year after year, class trips rank as one of our students' favorite things about middle school.

Typical Courses

5th Grade	6th Grade
Math	Math
English: Literature and Writing classes are taught separately.	English: Literature and Writing classes are taught separately.
Science: Human and Ecological Systems	Science: Earth and Life Science
Social Studies: Ancient Civilizations	Social Studies: The Middle Ages
Physical Education	Physical Education

Spanish	Spanish
Introduction to Music Theory, Recorders	Band
Art	Art
Topics: This class is designed specifically for 5th grade and covers a variety of 'topics' we find important during this transition.	Ballroom Dancing, Drama, Makerspace
7th Grade	8th Grade
Math: Pre-Algebra 7, or Algebra	Math: Algebra I or Geometry
English: Literature and Writing classes are taught separately.	English: Literature and Writing classes are taught separately.
Science: Life and Environmental Science	Science: Physical Science
United States History, Part I	United States History, Part II
Latin I, Part A	Latin I, Part B
Spanish I, Part A	Spanish Part B, French 1, German 1
Art	Art
Band: Concert and Jazz bands	Band: Concert and Jazz bands

*Please note: Each grade level completes formal health education units during their science classes in 5th and 6th grades and 7th and 8th grade students are exposed to a variety of outside speakers and workshops on topics of health and wellness. Technology and digital citizenship are also integrated into advisory and all classes throughout their middle school curriculum. **Also, all 7th and 8th graders are required to participate in at least one team sport each year.***

*Wellness Wednesdays: **Wellness Wednesdays will take a brief pause for the Fall of 2020 as a result of necessary COVID-19 precaution and protocol. We will regroup and bring WW's back as soon as we are able!***

Most Wednesday afternoons, students and faculty in the Middle School observe Wellness Wednesday. Students can participate in a variety of activities (yoga, drama, coding, knitting, ultimate frisbee, etc.) and engage with other MS students in a variety of grade levels. The goal is to continue to promote curiosity and encourage a love of learning and overall balance and wellness. Students may wear SDS t-shirts (untucked), sports practices typically begin early on Wednesdays, and no homework is assigned so families may enjoy an evening together.

The 7 Mindsets

Based on a multi year research effort led by Scott Shickler and Jeff Waller, the 7 Mindsets Curriculum is integrated into our curriculum through an added advisory program once a week. The focus is on dreaming big and with optimism, discovering unique talents and passions, developing empowering relationships, taking responsibility and assuming accountability, appreciating what one has and bouncing back from setbacks, embracing the social responsibility of giving back, and taking action.

Adapted from The 7 Mindsets Academy

MS Student Life

Developed relationships are among the most important components of the middle school experience. Interactions among students are consistently monitored and students are encouraged and expected to treat one another with dignity and respect. Throughout the year, we provide a variety of venues, activities, and structures in which students and teachers can get to know each other and build community. The following quote from Linda Crawford and Scott Tyink captures our thinking:

“When the doors open in September, if there aren’t any structures to support healthy, inclusive communication and relationship-building, they won’t happen. Community and trust don’t occur just because we all came to the same school and everyone is following the same schedule. They are built deliberately, piece by piece, out of every encounter between one person and another.”

-Guidelines for Developmental Designs for Middle School

One of the primary means used to develop supportive and positive relationships among students and between students and their teachers takes the form of Advisory. Each year, students are assigned to a teacher who serves as the advisor for that student. The

role of the advisor is multi-faceted: mentor, guide, advocate, encourager. The advisory, consisting of about 12-15 students, serves as a connecting point for each student as bonds are developed, a sense of community is instilled, and a compulsion to encourage is ingrained. As students seek to gain the increasing degrees of independence for which we hope, the advisor serves as a partner with parents as they navigate these years—providing perspective, insight, and information.

Game nights, scavenger hunts, tech free day, the Sixth Grade Ball, Where's the Love? Dodgeball, 7th and 8th grade buddies, and fall and spring dances for 7th and 8th grades are a few of our traditional community building events. *These events will be evaluated on an ongoing basis related to compliance and precautionary COVID-19 protocol.*

Birthdays and birthday celebrations are fun for all. Advisors will acknowledge each child on his or her birthday and we will celebrate once a month by being pretty silly and having birthday cake for all at lunch. It is not necessary nor customary to send a special snack on your child's birthday.

Service Learning

The Middle School works to connect service and learning. Whether serving classmates, school, community, nation, or the world, we must recognize problems, imagine solutions, and feel compelled to act. Through grade level projects, students develop their planning, organization, problem-solving and many other types of skills. Through the experience of working with others, students develop an appreciation for the common human experience among diverse individuals and in the process gain greater understanding of who they are.

The SDS Honor Code

“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 will I tolerate those who do.”

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.

Expectations of Middle School Students

The following list provides students with some specific descriptions of behavioral expectations in our middle school: *Wearing a mask and respecting all routines that contribute to the health and safety of our community will be expected of all students.*

- Be honest even when it is uncomfortable for you.
- Make eye contact when speaking with students and adults.
- Be courteous looking for opportunities to greet friends, adults, and strangers on the hall, open doors for others, and help those who may be carrying an extra load.
- Develop the habit of introducing yourself to individuals who may not know you.
- Adhere to our cell phone policy.
- Respect and follow expectations regarding places where students are allowed to be on campus.
- Dress neatly and appropriately for school and all of its activities avoiding clothes that are revealing, ragged, unsafe, or disruptive.
- Practice good hygiene.
- Be punctual and reliable.
- Take the time to get to know others before making judgments.
- Avoid saying something about another person that you would not say directly to that person.
- Be an encourager of others.
- Apologize when you realize you have hurt someone.
- Take good care of all by keeping our school clean, caring for yourself and your belongings, and making the most of the opportunities you have to learn and to serve others and our community.
- Refrain from physical or verbal aggression with the intent to hurt another student.
- Respond positively to correction and constructive criticism.
- Enhance the learning of others by contributing actively to class discussions, appreciating your gifts and the gifts of others, and by working hard.

Consequences and Encouragements

The middle school faculty and staff will promote the development of the character and independent decision making of the students through a variety of means.

We strive to consistently hold students to high standards, and we sweat the small stuff. Helping students understand what is acceptable and what is not begins with positive

modeling, verbal correction and encouragement. We recognize that middle school students do not always understand how they should respond or conduct themselves in particular situations, and we work with them to develop these understandings and the ability to monitor themselves. The use of appropriate teacher language and various forms of redirection serve as effective interventions most of the time. If a student continues to make poor or disruptive choices, he or she will lose privileges or receive a logical consequence for the poor choice. Our goal is to develop responsible independence in each student and equip them with the tools to monitor themselves accordingly.

Cell Phone Policy

Quite simply, cell phones are not allowed in middle school. If a parent feels that his or her child must have a cell phone, phones are expected to be powered off and stored in a student's backpack from the point of arrival to dismissal.

If a student chooses not to respect or adhere to this policy, a student's cell phone will be taken and kept in the MS office until the end of the day when a parent is notified and permission is granted to return the student's cell phone.

Physical, Verbal, or Social Media Aggression Policy

Physical, verbal, or social media aggression with the intent to harm will result in a call home made by the teacher or Division Head and the student's immediate removal from the class or environment. A student will be invited to return when appropriate conversations, apologies, and plans for moving forward have taken place.

Decisions regarding school dismissal will remain at the discretion of the Division Head and Head of School.

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 or prescription drugs for which a student does not have a valid prescription is 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.

Specific Guidelines, Procedures, and Expectations

The School Day

Students may be dropped off at the curb in front of the 300 wing each morning between 8:00a.m. and 8:30 a.m. Early drop off between 7:30 and 8:00 is also acceptable.

Students will wait in cars in the carpool line to have their health and temperature screening prior to entering the building. If students arrive prior to 8:00 a.m., please drop off at the LS circle for health and temperature screenings.

Students will report to an Advisory classroom, take care of any unfinished assignment, speak with a teacher, or congregate in the hall honoring social distancing guidelines.

Attendance will be taken during advisory each morning. If your child arrives at school after 8:30 am, he or she will need to follow procedures communicated by school nurse, Brelan Montgomery, for health and temperature screening processes.

The school day will begin promptly at 8:30am with students in advisory. Advisory is an important time designed to prepare students for learning, to establish and promote a learning community among students and faculty, to provide important information regarding schedules and school events, to celebrate student or team accomplishments, and to develop a comfortable bond between the student and his or her advisor.

After School

Classes end at 3:05pm each day. Middle School students have four options:

1. Proceed to the carpool line to be picked up by an adult.
2. Attend a planned tutorial with a teacher in his or her room.
3. Report to any athletic practice beginning at 3:15.

4. Attend our MS Late Stay program. Please contact director, Beth Ryan at beth.ryan@sdsgriffin.org if you have any questions.

Students who choose not to follow the above expectations for after school will lose the privilege of being on campus after 3:05pm.

Signing Out

Before leaving school due to an appointment, illness, etc. a student's parent must sign out his or her child in the MS office. This may be done by having the student present a note to Mrs. Hutchins or by speaking with Mrs. Hutchins in person or by phone. Please try to inform your child's advisor and Mrs. Hutchins, or have your child inform his or her classroom teachers that he or she is leaving (in advance if possible) and have your child gather his or her assignments.

The Dress Code: Please see amendments to the dress code in **Back to School 2020-21 letter.**

Concern for personal appearance is an indication of self-respect and of courtesy toward others. All dress should be evidence of appropriateness, modesty, and good taste. We ask that parents take responsibility to make sure that their children adhere to the dress code guidelines of SDS. The following guidelines are provided but should not be viewed as an exhaustive list. The determination of appropriateness and neatness rests with the Advisor and Division Head.

- Clothing should be clean, in a good state of repair, and fit properly – no frayed ends, no holes in clothes, etc.
- Students should avoid clothing that is excessively baggy or excessively tight.
- Undergarments should not be visible.
- Shirts should not display any writing other than small logos. Offensive messages and advertisements for alcohol and tobacco will not be permitted.
- T-shirts are not allowed except for Wednesdays when SDS t-shirts are permitted.
- Jeans are permitted, but athletic (shorts, sweatpants or jerseys) attire and fatigues are not.
- Shoes should provide an appropriate level of comfort, support, and protection for the varied activities of the school day. Flip-flops and similarly casual shoes are not permitted. Pullovers and sweatshirts are permitted.
- Hats should be removed inside the building except on special occasions approved by the division head.

- Scarves and other head adornments should not cover the head, but exceptions are made for religious purposes.
- Hair should be neat and clean and styled so that eyes are visible.

Boys

- Shirts must have a collar and sleeves. Turtlenecks and mock-turtlenecks are allowed.
- Shirts without a collar may be worn under a sweater or sweatshirt. Shirts should not display any writing other than small logos.
- Shirts must be tucked-in unless they are button downs.

Girls

- Collared or collarless blouses/shirts must cover the shoulders and back. Tops may not reveal midriff, be low cut, show undergarments, or be excessively tight.
- Skirts, dresses and shorts should fall at a 5" inseam or longer. Leggings and jeggings may only be worn under skirts and dresses that fall at the length of one's fingertips when arms are stretched downward.
- With this dress code, there are some parameters that are difficult to define precisely. The only path to consistency, short of a uniform, is for the Advisor or Division Head to be the ultimate judge of whether an item of clothing meets the standards of the dress code. 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 your child's Advisor or 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, some violations of the dress code during the first few weeks of school 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.

Hallways and Breezeways

The hallway is to remain neat and clear. We encourage and expect students to walk in the halls or covered walkways in a way that makes travel around our campus safe and enjoyable for all. In addition, it is the responsibility of each of us to care for our

environment and to respect the work done by others to care for our grounds and our school.

*****Consequences for students who do not care for our school property in some way will be time and effort working in whatever area was disrespected. For example, if a bathroom is not cared for properly or vandalized, plans will be made for that student to work alongside a member of our facilities staff to properly clean such bathrooms or other misused space.***

Textbooks and School Supplies

Seventh and eighth grade students purchase all textbooks. All school supplies for grades fifth through eighth are included in tuition and will be distributed on the first day of school.

iPads are issued to all 5th-7th grade students. 8th grade students will continue to bring his or her personal device.

All students are required to use a daily assignment planner provided by the school. Seventh and eighth grade students may choose a planner of their own preference in place of the school provided planner. Those will need to be purchased by the student and will not be reimbursed by the school.

If a student loses a purchased book during the year, replacement copies can be ordered through the Wofford Bookstore. Students are responsible for replacing the book in a timely manner.

Lockers: Lockers will not be used due to COVID-19 protocols.

We encourage students to keep lockers neat at all times. Locker inspections will occur periodically. Lockers must be free of open food and drink containers. Eating on the hall is allowed during indoor recess and morning breaks. Students may personalize the inside of his or her locker only. Lockers are the personal property of the individual student. Students may not open another student's locker without permission. Violation of this expectation is considered an honor code violation. Locks are not allowed on middle school hall lockers.

Transitions and Class Times

Students will enjoy ten minutes of transition time between each class. Students are expected to use the time between classes to use the restroom, wash hands, **take a mask break outside, refill their water bottle**, and gather materials for the next class.

Lunch: Students will enjoy lunch with their advisory and grade level cohort and eat outside when possible.

Lunch is designed to be a time of enjoyment, nourishment and socialization. Most days, students sit with their grade level for lunch. Eighth graders may eat outside on nice days as long as a teacher on duty accompanies them. All students must ask for permission from one of the teachers on duty to leave the Dining Commons to return to his or her locker, work in a classroom, etc. Students are expected to use appropriate manners and to clean up after themselves.

Recess

All students are encouraged to be out on the fields during recess unless given permission to do otherwise by the teacher on duty. We value time each day for movement, socialization, friendly competition and play as well as fresh air. Students are expected to bring appropriate outerwear for the weather as recess happens every day.

Students are to follow all behavioral expectations and agreements set by teachers on duty. In general, students should not engage in games or activities that would easily lead to injury to individuals or harm to property.

Students are encouraged to bring individually wrapped snacks from home to enjoy between classes or at recess.

MS Parents' Night: Information about Parents' Night and its format will be communicated in a weekly email.

MS Parents' Night is held shortly after the beginning of the year and is designed to give parents an opportunity to hear from the division head, meet their child's teachers and receive information about each course and what their child can expect, and socialize with each other.

Conferences

Middle school teachers hold two conferences with parents each year. The conferences occur in the fall and spring. Students do not attend school on Conference Days. Parents are encouraged to sign up with two to three subject area teachers of their choosing and the process of signing up for conferences takes place online.

Who to contact for what...

MS Administrative Assistant, Mary Hutchins, ext. 2011, mary.hutchins@sdsgriffin.org

Mrs. Hutchins is a tremendous resource for a variety of information related to the middle school. Please contact her regarding any issues related to your child's attendance, tardiness, or off-campus appointments.

- If your child is sick or you know your child is going to be late to school due to an appointment of some kind, please call or email Mrs. Hutchins and copy your child's advisor with this information. For late arrivals, please instruct your child to go to the MS office to sign-in.
- If your child needs to leave school early, he or she must sign-out at the MS Office and present a note to Mrs. Hutchins.

Your child's advisor

Your child's advisor is an important vehicle for the school to communicate information, concerns, or successes with the parents as well as for the parents to communicate with the school. The advisor is charged with monitoring the whole child and looking for patterns in behavior and performance that emerge in multiple places.

You will receive an email from your child's advisor just prior to the start of school with information about how to contact him or her.

Your child's teachers

As we move students towards responsible independence, it is imperative that teachers and parents maintain active communication about a student's effort, behavior and performance. This communication should not replace the communication between students and teachers which should be encouraged at every turn. Additionally, parents are encouraged to speak directly with their child's teachers whenever concerns arise while keeping the advisor in the communication loop.

MS Head, Farrar Richardson, ext. 2012, farrar.richardson@sdsgriffin.org

Parents should always feel free to call or email Farrar to ask questions or discuss concerns that cannot be easily answered or solved by a teacher or advisor. If an in person meeting is desired, please contact Mary Hutchins who will set up a time on Farrar's calendar to meet.

Grade Level Parents

Grade level parent volunteers serve an important function in the life of the middle school. They support the efforts of the teachers and advisors by organizing and supporting a variety of activities such as arranging parent drivers for off-campus events, planning and providing refreshments for social events, and facilitating communication between the parents and the school.

Grade level parents will meet regularly with the Division Head for a variety of purposes including organizing efforts to support MS functions, communicating commendations and recommendations about the functioning of the middle school, and fostering strong communication.

Class dues are included in tuition and will be used at the discretion of the grade level parent and Division Head.

Homework

Homework is a part of the learning process and teachers work to ensure that it is well planned, pertinent, and appropriately challenging. Our goal is for homework to enhance student learning without requiring an unreasonable commitment of time. Students in the middle school may have homework on the weekends to prepare for Monday.

Assessments

Teachers are expected to give ample advance notification to students and post assessments on the assignment/homework calendar for each grade level. Assessments and the accompanying processes of preparation and post analysis should be viewed as equal partners in the learning process. To that end, students are guided in developmentally appropriate ways towards effective means of preparation. They will be challenged appropriately with a variety of questions from many levels of Bloom's taxonomy and other measures of cognitive demand. Students can expect to be given timely feedback and significant opportunities for reflection following assessments. If there is a concern regarding this routine in a particular class, it is important that the

student and parent first contact the teacher to set up a time to meet. If an inconsistency continues, it is appropriate at that point to notify the Division Head.

Student Absences and Missed Assignments: Please add additional guidelines and protocols communicated by the school regarding any COVID-19 related illness or exposure. Please communicate with Trish Cobourn, Director of Modified Learning if your child must be away for an extended period of time due to COVID-19. (trish.cobourn@sdsgriffin.org)

If a student is absent due to illness, it is expected that he or she first take care of his or her health. Students may not attend school while running a fever and must be fever free for 24 hours before returning to campus. When students are well enough to return to school, they are granted the number of days they were absent to make up missed assignments and assessments.

Teachers will place classwork that cannot be accessed online or in a textbook on the front of a student's locker by 3:05 the day he or she was absent. It is the student's responsibility to make time to meet with teachers upon his or her return to plan for making up work and taking missed assessments.

In the case of extended absences due to illness, advisors will work with both students and teachers to assist a plan for making up school work. At that time, modifications to assignments may be made and those decisions will be made by individual teachers.

Planned absences such as family trips, athletic or academic competitions, etc. **follow a different set of expectations.** Those absences must be communicated ahead of time by the student to each teacher and work is expected to be completed either prior to the absence or upon the student's return. Students will have up to two days to make up assessments missed. If the assessment occurs on the day of the student's absence, the student will be expected to make up that assessment upon his or her return. If the *review for the assessment* occurs on the day a student is absent, he or she will have one extra day to make up that assessment.

Extra Help

If a student has been absent or is struggling with a concept, a tutorial may be scheduled. The most logical time for extra help is after school from 3:15-4:00 pm when all middle school teachers are available for students in their classrooms.

Ultimately, our goal is for students to take ownership for their learning and seek extra help when needed, however, we are also aware that middle school students frequently need support in asking for help and arranging these opportunities.

Accommodations

Accommodations for students with documented learning differences will be made at the discretion of the Head of the VISTAS Program in consultation with the Head of the Middle School, 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. 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 Middle 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, Tara Greer.

Tutoring and Academic Support

Our goal at the Spartanburg Day School is for every student to develop the tools he or she needs to succeed in the classroom 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

classroom teachers, parents, the SDS Educational Consultant, VISTAS teachers, and the student. The VISTAS Program focuses on the overall academic progress of students. This includes 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 Spartanburg Day School 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 Grades, Comments, and Reporting

Grade Scale

The academic achievement grade indicates degree of mastery of a college-preparatory course:

- A High Honors Achievement, scores 90 – 100
- B Honors Achievement, scores 80 – 89
- C Quality Achievement, scores 70 – 79
- D Passing Achievement, scores 60 – 69
- F Failing, scores 59 and below

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

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62

F 59 and below

Honor Roll

For each marking period, a student may receive one of two honor designations:

Honor Roll – a student who makes all A's and B's in the core courses: Math, English, Science, History, Latin, and MFL.

High Honor Roll – a students who makes all A's core courses

Report Cards

Report cards are sent out four times a year at the end of each quarter—October, January, March, and May. Comments are written for all students at the end of the first and third quarters. An end of year letter is also written to each child by his or her advisor. Grades and report cards are viewable through RenWeb, our online grading portal.

Emergency Guidelines and Procedures

First Aid and Medical Emergencies

Middle School medical treatment is administered by the school nurse, Marilyn Burtnett or the athletic trainer. If a child needs to leave school due to illness, teachers and parents will be notified. Students may not call home and leave school due to illness or injury without going through our nurse, Marilyn Burtnett.

Inclement Weather

In case of snow/inclement weather listen to local radio or television stations to find out if our school is closed. The Spartanburg Day School does not follow another school or district when making these decisions. Inclement weather that occurs during our school day will be communicated through our all school text and email alert system.

Lightning Policy

The Day School uses both a lightning detection system and a sensory guideline to determine when outdoor activities are safely conducted. If lightning is seen or thunder is heard, outdoor activity is suspended for 30 minutes.

Emergency Procedures

The Day School 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 Sheila Cash at sheila.cash@sdsgriffin.org

Food Allergy Policy

The Spartanburg Day School strives to provide a safe and healthy environment for all 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 allergens and symptoms of reaction, along with directions for administering medication in the case of a reaction.

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.
- Frequent hand washing is encouraged.
- Sharing of food from lunch boxes or snacks is discouraged.

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, glutens, 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 their 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 understand the importance of this issue by educating them in the way you think is 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.
- 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.

Addendum: COVID-19: This is really important, you guys...

SPARTANBURG DAY SCHOOL RETURN TO CAMPUS POLICY FOR STUDENTS

The World Health Organization has declared COVID-19 a worldwide pandemic. While COVID-19 is highly contagious, Spartanburg Day School is taking precautions and implementing safety measures to prevent the spread. All members of the Spartanburg Day School community have a shared responsibility to support and comply with policies and protocols to protect the health and safety of our community.

The purpose of this Return to Campus Policy (the “Policy”) is to outline the safety measures Spartanburg Day School students and their families will be expected to adhere to as they return to campus. In addition to this Policy, Spartanburg Day School has also developed and implemented COVID-19 Safety Protocols and Procedures (the “Safety Protocols”), which can be accessed on the school website, www.spartanburgdayschool.org. The Safety Protocols more fully detail the measures that Spartanburg Day School is putting in place to mitigate the risk of the spread of COVID-19 as Spartanburg Day School reopens campus and operates as a school. To prepare both this Policy and the Safety Protocols, Spartanburg Day School reviewed guidance issued by the following: Centers for Disease Control and Prevention (CDC), South Carolina Department of Health and Environmental Control (SCDHEC), the South Carolina State Education Department and resources provided by independent school organizations including but not limited to National Association of Independent Schools (NAIS), Southern Association of Independent Schools (SAIS), South Carolina Independent School Association (SCISA) and Palmetto Association of Independent Schools (PAIS). In addition, local health professionals, Dr. Charles “Chuck” Morrow and Dr. Michelle Carney have served as medical resources in addition to our school nurse, Breelan Montgomery, RN, BSN.

Both this Policy and the Safety Protocols may be revised or updated from time to time, as necessary or appropriate and in consideration of the guidance and recommendations of the resources identified above. This Policy and the Safety Protocols, as revised from time to time, will be in effect from August 10, 2020 until otherwise rescinded by Spartanburg Day School. Parents, and students when age appropriate, are expected to read, understand and adhere to this Policy and the Safety Protocols. Parents are expected to ensure their child(ren) understand what is expected of them. Failure to comply with this Policy or the Safety Protocols may result in a student being sent home, disciplinary consequences and or the removal of a student and his/her family at the discretion of the Head of School. Parents who have questions about this Policy or the Safety Protocols should contact the Head of School.

Health and Safety Standards on Campus

Families and Students are expected to help in reducing and preventing the spread of COVID-19 and all communicable diseases while on campus by complying with the guidance listed in this Policy as well as the Safety Protocols in order to protect themselves, fellow students and employees of the School. The School may, in its sole discretion, issue additional guidance to address specific circumstances or for other reasons. Those changes will modify or further enhance this Policy and or the Safety Protocols.

Spartanburg Day School Wellness Pledge

Although Spartanburg Day School is making every effort to abide by new health and safety protocols, as long as COVID-19 continues to spread, there will be a risk that faculty and students could become infected. A shared commitment to health and wellness between faculty, students, families and the school will be more important this year than ever before.

As a Spartanburg Day School Griffin...

I WILL do my part to keep all members of our Griffin community healthy and safe.

I WILL protect myself, protect others and protect my Griffin community by:

- Completing a daily screening
- Wearing a face covering
- Practicing physical distancing
- Washing hands often
- Observing directional signage at school
- Observing social distancing outside of school
- Sharing responsibility for the health of the Griffin community

Together, we are Griffin Strong.

STUDENTS ON CAMPUS

Daily Screening of all who enter buildings

Prior to arriving on campus each day, faculty and students are required to complete a daily screening for temperature and exposure on the school health app, *SCHOOLPASS*. Upon arrival to campus, students and visitors will be screened prior to entry for temperatures of 100.4 or above. A student with a temperature of 100.4 F or above during the morning screening will not be allowed to remain on campus. If a subsequent screening during the day results in a temperature of 100.4 F or above, parents will be contacted and arrangements made for the student to leave campus. Students with a temperature of 100.4 F or above or who show other symptoms per the screening app may not come to campus or attend class. If a student is not attending school, please follow standard notifications per division instructions.

- **Students who exhibit symptoms while on Campus:** The School Nurse may periodically check the temperature of students on campus. If a student presents with a temperature or other symptoms of COVID-19 while on campus, the student will be isolated and the contact on record will be notified and the student must be picked up within one hour of being notified. The School Nurse will have two areas for health services: a well room for non-COVID-19 symptoms and medical attention and an isolation space for students or faculty who exhibit COVID-19 symptoms.

- **Face Coverings.** Students in grades K-12 are required to wear a face covering at all times while on campus except when eating or outside and maintaining physical distancing of at least 6 feet apart. Students are expected to know how to properly use and remove a face covering. Students must arrive at campus with their face covering. Face coverings must fully cover the nose and mouth and fit snugly but comfortably against the side of the face. Face coverings must not display inappropriate or political messages/graphics; valves, mesh material or holes of any kind are not permitted on a face covering. If students are using fabric face coverings, the face coverings must be cleaned regularly. Please refer to division instructions for additional age-appropriate face covering information. Students needing a medical accommodation should contact the School Nurse.

- **Frequent and Proper Hygiene.** Students must wash hands frequently throughout the day, for at least twenty seconds, including before and after meals and after using the restroom. In addition, Spartanburg Day School will ensure that there is hand sanitizer, paper towels, tissues, and other supplies available throughout the buildings near entrances and exits and in classrooms or commons areas for times when hand washing is not possible. Students are expected to cover their mouth and nose with a tissue when coughing or sneezing, or cough or sneeze into their elbow. Students are expected to avoid touching their eyes, nose or mouth.

- **Restroom Use:** The number of students in a restroom (multi-stall) at any given time will be limited to meet physical distancing guidelines. Spartanburg Day School will be performing regular, frequent cleaning and disinfecting of restrooms. Students should wash hands thoroughly prior to exiting the restroom.

- **Comply With All Posted Signage:** Students must adhere to all posted signage, including those directing physical distancing, directionality of hallways, use of elevators, restrooms, and instructions for all classrooms and common spaces.

- **Classrooms/Outdoor Spaces:** Classroom and outdoor spaces will be leveraged to accommodate physical distancing and student wellness related to breaks during the school day. Students will adhere to all guidelines for use of these spaces.

- **Facilities Cleaning and Disinfecting:** The school facilities will be cleaned and disinfected daily and will follow CDC and SCDHEC guidelines for cleaning and disinfecting in the event of potential exposure on campus.

- **Indoor Ventilation:** Ventilations systems will be monitored to maximize the settings for outdoor air circulation.

WHEN TO STAY HOME:

Key COVID-19 Terms to Know: these terms will be used in administering Spartanburg Day School safety and health protocols:

EXPOSURE: Fifteen (15) minutes or more, within six (6) feet of a person with a positive COVID-19 test during their contagious period.

CLOSE CONTACT: Someone who was exposed to a person who tested positive for COVID-19.

ISOLATION: A period of time when SOMEONE SICK SEPARATES THEMSELVES from others. This is for anyone who is:

- Displaying symptoms of COVID-19
- Getting tested
- Waiting on test results
- Has a positive COVID-19 test

These people are sick and should stay inside their home, away from others.

QUARANTINE: A 14-day period for PEOPLE WHO ARE NOT YET SICK

They do not have symptoms of COVID-19 but:

- Have experienced an Exposure.
- Are labeled a Close Contact
- Are living in the same house as someone under Isolation.
- Are living in the same house as someone positive with COVID-19.

CONTAGIOUS PERIOD: When you can spread the virus. If you have active symptoms you are contagious. You are also contagious 48 hours before your symptoms begin.

Spartanburg Day School will follow the SCDHEC Guidelines for the situations involving: Exposure, Close Contact, Isolation, Quarantine, and Contagious Period as defined above. A decision tree used for all decisions and based on current SCDHEC guidelines is available on the school website and available as a .pdf document as an addendum to this document. SCDHEC guidelines are subject to change and Spartanburg Day School will update upon receipt of notice from SCDHEC. Modified Distance Learning will be provided for students who due to COVID-19 related absences are unable to attend in-person classes on campus.

- **COVID-19 Testing.** If the School is concerned about the health of a student, the possible exposure to COVID-19, a concern that other elements of this Policy or the Safety Protocol have not been followed, the student may be required to be tested for COVID-19 and provide proof of a negative test before returning to campus or be required to stay off campus for 14 days.

- **Flu Shots.** All students attending on-campus classes during the 2020-2021 school year are encouraged to get a flu shot.
- **Vaccines.** All students must be up to date on all immunizations required under South Carolina state law. The immunization record must be on file with the School Nurse prior to the first day of school.
- **Students' Personal Items.** Students are expected to limit the number of items brought onto campus each day and follow all policies around sharing of food, supplies and other items with fellow students. Refer to the division guidelines for students.
- **Medical Forms and Emergency Contacts.** Parents must complete and submit all required student medical forms through the school medical records system, *SchoolDoc*, prior to the first day of school. Parents must provide at least 2 emergency contacts who are available to pick up their child(ren) from the School within one (1) hour of receiving a call from the school.
- **Avoiding Unnecessary Travel:** Students are expected to avoid unnecessary travel. Students who travel to a COVID-19 hot spot, as designated by the CDC, must notify the School Nurse and follow instructions regarding return to campus.
- **Adhere to Social Distancing Recommendations:** Students and families are expected to adhere to any and all social distancing guidelines as recommended by the CDC and SCDHEC while not on campus to minimize the risk of contracting COVID-19 as well as reducing the risk of exposing employees and/or Spartanburg Day School students to the virus. To help reduce the risk of COVID-19 exposure at the School, the School asks all families to limit their attendance at gatherings, events, and other activities to those where social distancing can be maintained, in accordance with the School's Safety Protocol and should avoid hosting or attending large gatherings where proper social distancing measures are not feasible. Families and students are expected to practice and reinforce good hygiene practices at home and avoid unnecessary travel. If a student or anyone in the student's household has traveled to a destination for which the CDC has issued a travel health notice, the School Nurse must be notified and instructions followed regarding a return to campus. The student may continue classes via distance-learning. Students and their families are further expected to adhere to any restrictions included in any Executive Orders issued by the Governor, or other restrictions or recommendations issued by the Centers for Disease Control (CDC) or the South Carolina Department of Health and Environmental Control (SCDHEC).

Student Illness and Absence

Modified distance learning will be offered to those students who are sick, quarantined, or unable to attend classes in person due to COVID-19 related illness or quarantine. Distance learning by term will be available to students in grades 3-12 who apply for the option by

the deadlines posted by the school. A student who is sick and unable to participate in distance learning should report their absence to the School Nurse and also to the division of where student is enrolled (to the division assistant). Absence policies and notification procedures will apply. Students who are ill, have been exposed, exhibit symptoms or otherwise suspected of having COVID-19 must follow the guidelines as described above before returning to campus. The School may request the student to adhere to additional restrictions and may ask the student to stay home until such time as the student's presence on campus will not present a risk to the student or to others.

Privacy

The School respects the right to privacy of any student who has a communicable disease. All student records or information regarding communicable diseases will be confidentially maintained by the School Nurse. The student's medical condition will be disclosed only to the extent necessary to minimize the health risks to classmates, employees, and the greater School community.

Distance Learning

Students who are participating in distance learning and those present on campus will be subject to classes being filmed for instruction to be delivered. Filming will not be available to the public and is being used for internal purposes only to support the distance learning programs.

Voluntary Participation

Parents understand that the Student's return to campus is voluntary, and that the School has made available alternative distance learning plans for those students who do not wish to return to campus due to the COVID-19 pandemic. Parents acknowledge that the Student is in good health and is able and willing to attend to campus at the School during the 2020-2021 school year.

Assumption of Risk

COVID-19 is extremely contagious and is believed to spread by person-to-person contact; and, as a result, federal and state health agencies recommend social distancing and various other measures to mitigate the risk of contracting the virus. Spartanburg Day School has implemented reasonable preventative protocols, policies and procedures designed to reduce the spread of COVID-19. Students and their families are expected to adhere to these protocols in order to reduce the risks of contracting or spreading the virus at Spartanburg Day School.

Despite the Safety Policies and other measures in place to mitigate the risk of transmission of COVID-19 on campus, there are inherent risks that students and/or their families may become infected with COVID-19 due to the student's participation in in person classes at Spartanburg Day School. These risks include, but are not limited to, the following: exposure to COVID-19, becoming infected with COVID-19, or becoming a symptomatic or asymptomatic carrier of the

virus. It is possible that a student is already an asymptomatic carrier of the virus before and that the student may infect other students, employees, or other individuals at Spartanburg Day School as a result of his attendance. Any person who receives a positive diagnosis of COVID-19, including a student or his family member, may encounter extended quarantine/self-isolation, additional tests, medical care, hospitalization, other potential complications, and the risk of death. By allowing their child to come to campus for any reason, parents understand, acknowledge and voluntarily assume these risks on behalf of themselves and the student(s).

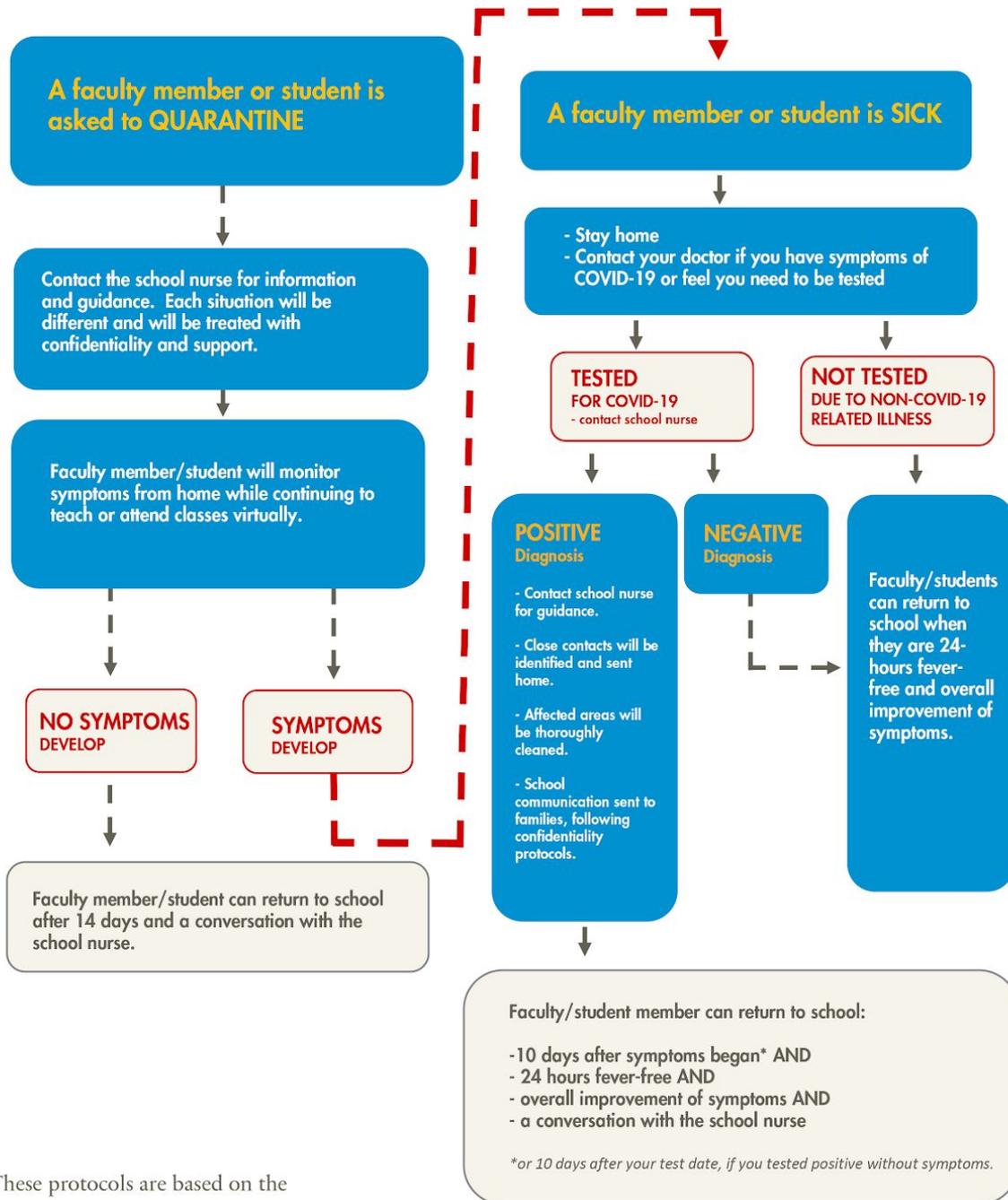
ADDENDUM: Spartanburg Day School COVID-19 Decision Tree and Protocols

Last updated 08-09-2020.

Please keep scrolling for the last page- it is a diagram so you can do it! If you have read this document, thought about it, discussed aspects of it with your child or parent, and made a mental note to return to it again, I think you are absolutely amazing. Thank you. We need parents and students like you on our team more than you know. We can do this.

READY

What happens when...



These protocols are based on the most recent SCDHEC guidelines and are subject to change.

