



SPARTANBURG
DAY SCHOOL

UPPER SCHOOL COMMUNITY HANDBOOK

2020-2021
EDITION

MISSION

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

WE VALUE

- excellence
- individuality
- curiosity
- leadership
- passion

**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, Brelan 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 & 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 2K-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. As some face coverings have been determined to be more effective than others, face coverings in the form of neck gaiters or with valves, mesh material or holes of any kind are not permitted. 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.

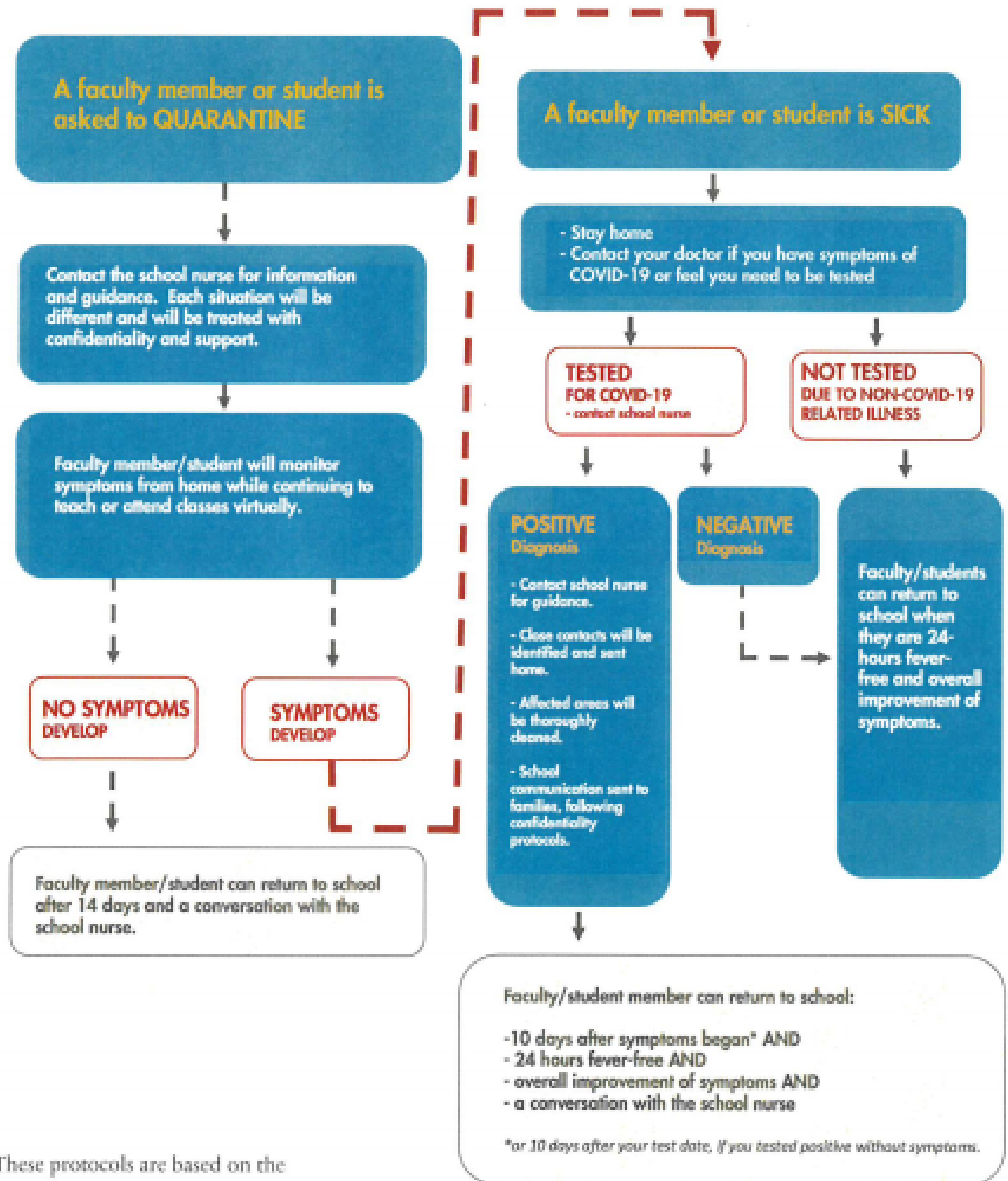
Voluntary Participation

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).

What happens when...



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

HONOR SYSTEM



- HONOR CODE
- HONOR COUNCIL

HONOR CODE

HONOR COUNCIL

The Honor Code

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

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

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

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

****Those enrolled in Modified Learning due to COVID-19 are expected to abide by all principles of our Honor Code.**

ACADEMIC HONOR VIOLATIONS

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

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

ACADEMICS



- **ACADEMIC HONOR POLICY**
- **GRADUATION REQUIREMENTS**
- **UPPER SCHOOL CREDIT ACHIEVED IN MIDDLE SCHOOL**
- **GRADING**
- **REPORTING AND KEY DATES**
- **EXAM POLICIES**
- **COURSE REQUESTS**
- **MAC PERIOD**
- **ACADEMIC SUPPORT**

GRADUATION REQUIREMENTS

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

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

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

Spartanburg Day School recommends that students achieve four credits in each core subject area: English, history, math, science, and world language (many South Carolina colleges and universities require a minimum of three credits in the same language). Only grades earned in SDS courses count toward a student's GPA (including SDS independent studies). Independent studies must be approved by the Head of Upper School.

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

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

UPPER SCHOOL CREDIT ACHIEVED IN MIDDLE SCHOOL

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

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

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

Beginning with the Class of 2024, graduation requirements must be met in the Upper School. Likewise, a student's grade point average will be computed based on classes taken at Spartanburg Day School between grades 9-12. Math and foreign language classes taken in the Middle School will still help students progress; however, we are committed to the overall emotional health of our students.

GRADING

Scale: Students will receive letter grades based on the following percentage-based scale: SDS non-honors, honors, and AP equivalencies are also provided.

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

REPORTING AND KEY DATES

Report Cards

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

Friday, October 16, 2020 – End of Q1

Friday, December 18, 2020 – End of Q2

Friday, March 5, 2020 – End of Q3

Friday, May 20, 2020 – End of Q4

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

Progress Reports

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

High Honor Roll

Students who earn all As as their final grade on their report card will earn High Honor Roll.

Honor Roll

Students who earn all As and Bs as their final grade on their report card will earn Honor Roll.

Exams

Both the first and second semesters culminate with exams. An "exam" is a cumulative assessment given at the end of each semester that counts for 20% of the semester grade. At the discretion of the teacher, students maintaining an average of 80 or better in an Advanced Placement course may earn an exemption from their spring exam.

All courses that meet a graduation requirement will have a final assessment.

Faculty members teaching elective courses may choose to give students earning a final grade of A+ an exemption from the final assessment.

1st Semester Exams Mon., Dec. 14 – Thurs., Dec. 17

2nd Semester Exams Mon., May 17 – Thurs., May 20

EXAM POLICIES

Semester Exam Policies

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

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

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

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

Exams are worth 20% of the semester grade.

For students with crucial and necessary conflicts during exam week, the school will work to create an individualized exam schedule. Vacation travel does not constitute a crucial and necessary conflict. Students must see the Dean of Students or the Head of Upper School to discuss conflicts.

Advanced Placement Exam Policies

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

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

MAC PERIOD

Meetings • Activities • Clubs

The MAC period is designed to provide time for students to supplement their SDS experience. Between 3:10–3:55 pm each weekday, teachers are available to provide additional guidance to our students. This may come in the form of club meetings and special events or activities, but is most frequently used for academic assistance.

**** For the 2020-2021 school year, we will also offer morning MAC sessions (8:00 – 8:45 am) at the teachers' discretion. Students are expected to make an appointment in advance.**

Student Responsibility

Students who seek help during MAC should arrive to a teacher's classroom with specific questions and a distinct purpose. We expect learners to take full advantage of in-class instruction and remain engaged and on-task. Students should not expect teachers to reteach material they missed due to misbehavior or inattention.

Steps to a Productive Mac Session

- whenever possible, inform the teacher in advance that you will report for MAC
- arrive prepared with specific questions
- bring homework, quizzes, tests, or writing samples with examples of items about which you need clarification
- be considerate of others who also need help during this time

MAC Period is not mandatory but available to students as needed.

COURSE REQUESTS

Course Placement

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

Gaining Permission for Change

Once the school year begins, students requesting a schedule change should seek advice from a college counselor before making an appointment with the Head of Upper School. All final changes to a student's schedule will require final approval from the Head of Upper School.

Dropping a Course

Students with six or seven academic courses may drop a course, with permission of the Head of Upper School, during the designated drop period. Courses dropped after this period must be approved and will be noted on the transcript as "Withdraw Pass" or "Withdraw Fail" based on the student's grade at the time of dropping the course. Once a course has been dropped, the student receives no credit for that course. Barring extraordinary circumstances, students may NOT drop a course during second semester.

Students with at least six courses have until September 15 to drop a class, with permission of the Head of Upper School and replace it with a new one. Students who pick up a course during this time are responsible for making up any work and/or evaluations the new class instructor deems appropriate. **Students must maintain a minimum of five courses.**

Adding a Course

With permission of the Head of Upper School, students may add a course to their schedule at any point up to September 15. Once a course has been added, the student is responsible for making up any work and/or evaluations the new course instructor deems appropriate.

ACADEMIC SUPPORT

Accommodations

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

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

If you wish to discuss the question of accommodations, please set up an appointment with the VISTAS Director, Tara Greer, email to tara.greer@sdsgriffin.org.

ACADEMIC SUPPORT

Tutoring and Academic Support

Our goal at Spartanburg Day School is for every student to develop the tools he or she needs to succeed in the classroom, in college, and beyond. Teachers focus on our students as individuals. If a student needs assistance beyond the classroom, there are a number of options available to provide him or her with the necessary support. Students who are experiencing academic difficulties may qualify for an on-campus tutor. Arrangements for this can be made through the VISTAS Director. On-campus tutoring is provided by screened professional tutors and is fee-based. Learning Specialists in the VISTAS Program teach students who need regular and routine support to reach their academic potential. The classes are designed with the needs of the learner first and foremost. Placement in the VISTAS Program involves a process which includes teachers, parents, the SDS Educational Consultant, VISTAS teachers, and the student. VISTAS focuses on the overall academic progress of students, including teaching organizational skills and study strategies; assisting in preparation for daily assignments, long-term assignments, quizzes and tests; communicating with classroom teachers; and facilitating accommodations. Students in the VISTAS Program have been accepted to SDS through the standard admission process and must complete all academic requirements. The VISTAS Program is an optional, fee-based service, which is offered by contract and is billed through the business office.

ACADEMIC REVIEW

Academic Review

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

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

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

STUDENT LIFE



- **UPPER SCHOOL EXPECTATIONS**
- **COMMUNICATION**
- **CREATING A POSITIVE CULTURE**
- **LEADERSHIP**
- **STUDENT SUPPORT**
- **ADVISORY**
- **FLEX ENRICHMENT**
- **DAILY SCHEDULE**
- **SCHOOL POLICIES**
- **DRESS CODE**
- **DIGITAL CITIZENSHIP**
- **DAY-TO-DAY DISCIPLINE**

STUDENT LIFE

As a valuable member of the Upper School, you make daily contributions to the atmosphere of our community. Our school mission and values serve as a guide in creating a positive, supportive atmosphere where people feel a sense of belonging. The Student Life section of the handbook shares a set of standards, rooted in our core values, that all community members are expected to uphold. Each of us is a part of something bigger than ourselves, and our actions, both as individuals and a collective group, define our school. We are committed to providing educational experiences that develop curious, creative, and confident learners. It is everyone's duty to foster a community of trust, where all students feel safe to experience meaningful challenges, take risks, and receive the necessary support to grow. The following expectations, rules, and procedures are in place to educate, uphold, and support the values that make us who we are as a community. All community members have a responsibility to adhere to these standards and to contribute positively to the overall school climate.

UPPER SCHOOL EXPECTATIONS

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

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

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

COMMUNICATION

Effective communication is an essential component of the Upper School experience, and students have the obligation to actively engage with their school community. Students are expected to check their school emails and calendars daily, access grades and assignments in Google Classroom or RenWeb regularly, and stay current with other online platforms, such as Membean, IXL, and Naviance. Even more importantly, students should seek out teachers proactively to solve problems, engage respectfully with peers, and both give and receive feedback constructively and with an open mind. It is important to consider the point of view of the other in all such interactions.

The suggested order of contact is:

- Teacher
- Advisor
- Grade Dean
- Dean of Students
- Head of Upper School

**As always, the Upper School Administrative Assistant, Donlyn Aiken, is highly accessible and able to direct you or your child on a variety of daily matters.

CREATING A POSITIVE CULTURE

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

Safety and Wellbeing

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

Boundaries

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

Modeling

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

LEADERSHIP

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



STUDENT SUPPORT

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

Administrative Assistance

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

Advisors

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

Deans

The role of the Upper School Dean of Students is to coordinate and facilitate the school's approach to all student needs and to promote a robust and inclusive school community. Grade deans handle day-to-day discipline such as tardy and dress code offenses. Please contact the appropriate grade dean for specific questions you may have regarding topics such as dress code, tardiness, attendance, senior privileges, driving/parking privileges, and detention.

POINTS OF CONTACT

Upper School Dean of Students:

Paige Phillips paige.phillips@sdsgriffin.org Ext. 2954

Grade Deans:

9th Grade: Ann Marie Wesneski annmarie.wesneski@sdsgriffin.org Ext. 1964

10th Grade: Sara Rhinehart sara.rhinehart@sdsgriffin.org Ext. 1914

11th Grade: Dr. Tim Fisher tim.fisher@sdsgriffin.org Ext. 1910

12th Grade: Bobbie Jean Shepard bobbiejean.shepard@sdsgriffin.org Ext. 1930

Head of Upper School

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

College Counseling

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

Accommodations

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

General Guidance

For general guidance questions, please contact the Upper School Counselor, Rebekah Gladson (ext. 2203 or rebekah.gladson@sdsgriffin.org).

Medical Needs/Concerns

For all questions regarding medical needs or concerns please contact the school nurse, Brelan Montgomery (ext. 2010 or schoolnurse@sdsgriffin.org).

Athletics

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

ADVISORY

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

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

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



FLEX TIME

**** While under COVID-19 protocols, FLEX TIME will be discontinued in the Upper School.**

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



DAILY SCHEDULE

Upper School Class Schedule 2020-2021

| Monday A | Tuesday E | Wednesday *All Classes Meet* | Thursday A | Friday E |
|--------------------------|--------------------------|--|--------------------------|--------------------------|
| Morning MAC 8:00-8:45 | Morning MAC 8:00-8:45 | Morning MAC 8:00-8:45 | Morning MAC 8:00-8:45 | Morning MAC 8:00-8:45 |
| A Block 9:00-10:15 | E Block 9:00-10:15 | A Block 9:00-9:35 B Block 9:40-10:15 | A Block 9:00-10:15 | E Block 9:00-10:15 |
| Break 10:15-10:25 | Break 10:15-10:25 | Break 10:15-10:25 | Break 10:15-10:25 | Break 10:15-10:25 |
| B Block 10:25-11:40 | F Block 10:25-11:40 | C Block 10:25-11:00 D Block 11:05-11:40 | B Block 10:25-11:40 | F Block 10:25-11:40 |
| Lunch 11:45-12:20 | Lunch 11:45-12:20 | E Block 11:45-12:20 | Lunch 11:45-12:20 | Lunch 11:45-12:20 |
| C Block 12:25-1:40 | G Block 12:25-1:40 | Lunch 12:25-1:00 F Block 1:05-1:40 | C Block 12:25-1:40 | G Block 12:25-1:40 |
| Break 1:40-1:50 | Break 1:40-1:50 | G Block 1:45-2:20 | Break 1:40-1:50 | Break 1:40-1:50 |
| D Block 1:50-3:05 | H Block 1:50-3:05 | H Block 2:25-3:00 | D Block 1:50-3:05 | H Block 1:50-3:05 |
| MAC Period 3:10-3:55 | MAC Period 3:10-3:55 | MAC Period 3:10-3:55 | MAC Period 3:10-3:55 | MAC Period 3:10-3:55 |
| Athletics 4:00-6:00 | Athletics 4:00-6:00 | Athletics 4:00-6:00 | Athletics 4:00-6:00 | Athletics 4:00-6:00 |

GENERAL SCHOOL POLICIES



NONDISCRIMINATION POLICY

Spartanburg Day School admits qualified students of any race, color, gender, religion, sexual orientation, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Spartanburg Day School does not discriminate on the basis of race, color, gender, religion, sexual orientation, marital status, national or ethnic origin, age, veteran status, sex (including pregnancy), gender identity or the presence of disability in administration of its employment practices, educational policies, admissions policies, scholarship programs, and athletic or other school-administered programs.

GENERAL SCHOOL POLICIES

Cell Phones

Experience demonstrates that cell phones detract from the learning environment, and continue to raise concerns about personal privacy and academic integrity. Cell phones may be used discreetly (no voice functions) when the student is not in a classroom setting (hallways, dining commons, etc.). Unless a faculty member notes cell phones are needed for a given class, cell phones should be kept in the student's locker. Students may check them between classes and lunch; however, they are not permitted in classrooms (including study hall). Cell phones are not allowed in assembly. Confiscated cell phones will be turned in to the grade dean, Dean of Students, or Administrative Assistant. For a first offense, students will be given a warning. A second offense will result in a detention. A third offense will result in the loss of open study hall for the remainder of the year or an alternate and measured consequence deemed appropriate by SDS administration. Depending on circumstances, the device may only be returned when the student's parent personally comes to pick it up.

In accordance with the policy above, a teacher may confiscate a cell phone if a) it is out in plain sight, b) it is being used (regardless of with whom the student may be talking or text messaging), c) it rings in class or in a locker, or d) it serves as any form of disruption during the school day.

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

Student-Owned Laptops

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

- Devices are to be used for academic purposes.
- Students must sign and abide by all appropriate usage agreements.
- Teachers who feel the use of the device is distracting the student or other students in the class may require the student to put the device away or confiscate it.
- Student devices should be brought to school fully charged.

GENERAL SCHOOL POLICIES

School Cleanliness, Health, and Safety

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

Food and Drink

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

Senior Privileges

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

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

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

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

Parents must sign and return an off-campus permission form for their child to have senior privileges. If the parent of a senior feels that their child would be better served not having all of the above privileges, please notify the Dean of Students. The discretion to grant and revoke senior privileges, both individually and collectively, rests with the Dean of Students and Head of Upper School.

Public Displays of Affection

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

Bullying and Harassment

It is expected that all students in the Upper School will treat each other with respect. Bullying, hazing, harassment, or other abuse will not be tolerated. Specifically, racist, homophobic, sexist or comments disparaging of socio-economic status or religious belief will not be tolerated and will be treated as a serious matter. Faculty and student health, and the health of families, is private and should be treated as confidential by all members of the community. Any violations of this confidentiality may be treated as an incident of bullying or harassment.

Cyber-Bullying

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

Off-Campus Policy

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

Boundaries

Students are not permitted in the woods or on the athletic fields during school hours. No students (other than seniors who are leaving campus) should be in the parking lot at any time during school hours without permission. Students should bring all materials needed for the day into the school building when they arrive in the morning. During break, lunch, and any other off-class times, students should be in Presnell, the dining commons, or the library. Free-roaming about campus is not permitted.

****Due to COVID-19 safety protocols, students will be limited in where they can go during breaks and open study hall. Until further notice, students will not be allowed to visit the dining commons during free-time. Upper School students are allowed to visit the following spaces during breaks or open study hall:**

- physically distanced seating spaces in/around Presnell
- Presnell front lawn
- Wallace Taylor Courtyard (between Presnell and Milliken)
- Senior Courtyard (behind the Media Center)
- Alice Dorrance Garden (located adjacent to the LS playground)
- Media Center (closed during H block for MS study hall)

Retrieving Items From Your Car

Students who wish to return to their cars at any time during the school day **MUST** sign out and back in with the Upper School Administrative Assistant.

Events Policy

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

****Large gatherings are temporarily suspended and social events will be evaluated on an ongoing basis related to compliance and precautionary COVID-19 protocol.**

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

Automobiles

Driving on campus is a privilege that comes with responsibilities. Students are expected to obey traffic laws while on campus and be particularly alert due to the large number of young children present. Students who choose to drive recklessly or use improper parking spaces will face the temporary or permanent suspension of their driving privileges.

Campus-wide speed limit is 10 mph. Cell phone use while driving on campus is strictly prohibited.

Students may not go to their cars during the academic day unless given permission by a faculty member and **MUST** sign out and back in at the desk of the Upper School Assistant.

Underclassmen who drive may not leave campus during the school day without prior permission.

Athletic Policies

- All students are required to participate in at least one athletic offering per year.
- To accommodate the MAC period after school, athletic practices will not begin until 4:00 (swimming will be an exception for 2020-2021).
- The Athletic Director, in consultation with the Head of Upper School, determines early dismissal times for athletic contests. Students may not leave class before the designated dismissal time.
- Any student with an unexcused absence from classes may be ruled ineligible for that day's practice or contest. Determination of eligibility under such circumstances will be made by the Athletic Director and/or the Head of Upper School.
- Students arriving to school late as the result of illness or fatigue must sign in by 10 am to be eligible for after-school activities.
- Students must display the highest level of sportsmanship at all times.
- Refer to the SDS Athletic Handbook for detailed policies.

Policy Regarding Visitors on Campus

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

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

****Due to the need for heightened safety protocols during COVID-19, students will not be allowed to bring visitors to campus until further notice.**

Policy Regarding Weapons on Campus

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

Drug, Tobacco and Alcohol Policy

Spartanburg Day School is a smoke-free campus. Students are prohibited from using, possessing and/or selling tobacco products or alcohol of any kind. Using, possessing and/or selling illegal drugs, or prescription drugs for which the student does not have a valid prescription, is also prohibited. The possession of any drug paraphernalia, specifically including, but not limited to, e-cigarettes and similar electronic devices (vaping/juuling) is prohibited. The school reserves the right to meet with and search the property of any student who is suspected of being in possession of such paraphernalia or under the influence of drugs/alcohol. This policy holds for all school functions, whether on campus or off. Violators are subject to disciplinary action deemed appropriate to the infraction, but all offenses in this category will place a student's continuation at SDS at risk. Violators will also be required to meet with the school counselor and will be required to work with the counselor on an ongoing basis should that be deemed necessary.

Search Policy

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

Study Hall

Study hall will run on two-week intervals. Students will check their current gradebook averages every second Monday. Anyone not meeting the stated conditions in any class should report for mandatory study hall. Study hall rosters will be pulled and sent to proctors. Students who are on the list and fail to self-report will receive an automatic 40 minute detention. Students failing to report twice will be assigned mandatory SH for the remainder of the nine weeks, despite their current academic standing. Cell phones are not allowed in study hall. If a student wishes to listen to music while working, they should do so with headphones and their computer. All students should sit with their computer screens visible and their back to the proctor whenever possible. Study hall should be a time to study, complete assignments, seek a tutorial if previously approved by a teacher, make up work, etc. Students who have completed all assigned work should read, work on IXL, or complete SAT practice sets (Khan Academy) for the duration of the period.

Study Hall Continued

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

Probation

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

DRESS CODE

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

General Clothing

- Clothing should be clean, in a good state of repair, and fit properly. Rips and holes are not permitted. Clothing should be neither excessively baggy nor too tight.
- Undergarments should not be visible at any time.
- T-shirts are not permitted outside of designated days. Shirts and outerwear should not display graphics other than small brand logos.
- Clothing with inappropriate messages or graphics is not permitted.
- Jeans are permitted, but athletic attire (shorts, sweatpants, or jerseys) and fatigues are not.
- Golf shirts and button-down shirts may be left untucked.
- Shorts (for everyone) must be mid-thigh or longer in length.

Students are permitted to wear an SDS shirt on Wednesdays.

There will be designated “dress up” days (i.e. for visiting speakers, special events, etc.). On these days, students will be expected to tuck in shirts and dress appropriately.

DRESS CODE

Men

Shirts must have collars and sleeves and may be worn untucked. Polo-style and/or Oxford-style shirts are suggested. Students may wear a Spartanburg Day School shirt on Wednesdays. Any shirt worn under an appropriate sweatshirt, sweater, or fleece must be tucked in. T-shirts must not be visible under any second layer. Pants and shorts must be of an appropriate length and kept at waist level. Shorts must be mid-thigh length or longer.

Women

All blouses/shirts must provide appropriate coverage of the shoulders (straps must be three fingers in width or greater), front, and back. Tops may not reveal the midriff, have an open back, be low cut, transparent, or be excessively tight.

Skirts and dresses must come within a credit card length of the knee. Shorts must be mid-thigh length or longer. Leggings may be worn under skirts and dresses that meet length guidelines. Leggings may not be used as outerwear.

Special Dress Days

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

DIGITAL CITIZENSHIP

Students in the Upper School at SDS are individually and personally responsible for their behavior when using digital technologies. School employees will provide supervision and guidance, but students themselves are solely responsible for following school policies. The school will not be held responsible for intentional misuse of digital technologies. Community members are free to express their ideas and everyone should feel confident in doing this. However, the SDS community will not tolerate threatening, harassing, libelous, or derogatory comments. This includes all use of digital communications and social media. Specifically racist, homophobic, sexist or comments disparaging of socio-economic status or religious belief will not be tolerated and will be treated as a most serious matter, whether posted at school or off campus. Students are forbidden from using videos, cameras, or recording devices without the express permission of those involved. Posting, streaming, or sending images, videos or sound recordings of any member of the SDS community will be treated as a very serious matter. That is, posts to Facebook, Snapchat, live streams, etc. are expressly forbidden from within classrooms and from campus unless teachers/administrators give specific permission.



DAY-TO-DAY DISCIPLINE

Teachers are encouraged to handle minor disciplinary issues within their classrooms. Grade deans handle day-to-day discipline, such as tardiness and dress code offenses. Please contact the appropriate grade dean for specific questions.

9th Grade: Ann Marie Wesneski annmarie.wesneski@sdsgriffin.org Ext. 1936

10th Grade: Sara Rhinehart sara.rhinehart@sdsgriffin.org Ext. 1914

11th Grade: Dr. Tim Fisher tim.fisher@sdsgriffin.org Ext. 1910

12th Grade: Bobbie Jean Shepard bobbiejean.shepard@sdsgriffin.org Ext.1930

DISCIPLINARY PROCESS

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

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

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

ATTENDANCE

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

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

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

ATTENDANCE

Tardy students are given two verbal warnings per semester. The purpose of these warnings is to account for circumstances such as bad weather or traffic. Students will be assigned detention for each subsequent infraction in a semester, with chronic offenders earning additional penalties. A student who, in arriving late to school, misses a test or other assessment is expected to make up such assessment by the end of the day. A student who is absent or arrives after 10 am is at risk of being ruled ineligible for any extracurricular activities that day, depending on the reason for absence or lateness.

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

Absence related to illness or doctor's appointment will be excused only with a doctor's note.

ATTENDANCE

A student who has accumulated 10 or more unexcused absences in a semester will forfeit student privileges (i.e. open study hall, possibility of exam exemption, extracurricular participation) and may be required to attend MAC period sessions.

Excessive Unexcused Absence Policy

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

Excused absence examples may include but are not limited to:

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

Unexcused absence examples may include but are not limited to:

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

ATTENDANCE

For the 2020–2021 school year, under the current COVID-19 conditions, the Upper School will take additional steps to limit the number of bodies on campus whenever possible. With that thought in mind, we will offer late arrivals and/or early dismissals to any student who has a study hall already scheduled at the beginning or end of the day. Schedule changes will not be made to accommodate this privilege. Guidelines follow.

Students in good academic and disciplinary standing, and with written permission from home, may arrive late or check out early if their schedule allows. Study halls will be available if the student and/or parent does not wish to take advantage of this option. This privilege is subject to the following regulations and requirements.

1. Students must continue to meet all on-campus obligations. Students must attend all classes, meetings, assemblies and other school functions in a timely manner.
2. Students arriving late or leaving early must sign in or out in the Upper School office (or other designated area).
3. Students must maintain good academic and behavior standing.
4. Students may not transport other students in their vehicles without permission from parents and the school.
5. Any student failing to meet these responsibilities will face loss of his/her off-campus privilege, as well as additional disciplinary action, if appropriate.
6. The school reserves the right to revoke late arrival/early dismissal privileges at any time.
7. Each parent or guardian has the right to revoke his or her late arrival/early dismissal privilege at any time.

If a parent or guardian prefers to deny or delay the late arrival/early departure privilege for your child, please contact the Dean of Students or Head of Upper School.

ALMA MATER

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

FINIS CORONAT OPUS
"THE END CROWNS THE WORK"
is our steadfast rule.

FINIS CORONAT OPUS
The motto of the Spartanburg Day School.

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

FINIS CORONAT OPUS
"THE END CROWNS THE WORK"
is our steadfast rule.

FINIS CORONAT OPUS
The motto of the Spartanburg Day School.

POLICY REVISION STATEMENT

This handbook is an open document intended to acquaint the community with school expectations, policies, and guidelines. Spartanburg Day School reserves the right to amend the handbook at any time. Any changes to the handbook will be communicated in weekly emails. It is imperative that this document be read and discussed between student and parent. Students are required to complete and submit the RUP (via school docs) and the Community Handbook Agreement (paper form returned to grade level dean).