



SPARTANBURG
PREP

Building the next generation.

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MISSION STATEMENT The Spartanburg Preparatory mission is to ensure equal access to a supportive school community that promotes high academic excellence using an inquiry-based approach to teaching.

COMMUNICATION SPS recognizes that communication between faculty, teachers, students and parents is what makes a community strong. Your child's teacher will let you know at the beginning of the year how he/she plans to keep you informed with classroom updates. The SPS office will keep you informed of school-wide news via e-mail or by updating the school website, app, and call system. Please call the school office if you need to request a newsletter to be sent home with your child due to lack of internet access.

INQUIRY-BASED CURRICULUM SPS will utilize inquiry-based teaching methods to develop critical thinking skills while teaching specific content knowledge. SPS recognizes a child's need for opportunities to ask their own questions, study their answers, and revise or modify their thinking. Our educational philosophy is based upon the following set of principles:

1. Children must have some control over the direction of their learning.
2. Children must be able to learn through experiences of touching, moving, listening, seeing, and hearing.
3. Children have a relationship with other children and with material items in the world that they must be allowed to explore.
4. Children must have endless ways and opportunities to express themselves.

Projects will play a major role in the curriculum. Project ideas are derived from student interest. They involve investigation, expression, reinvestigation, and more expression. Projects are not done because students will be tested and graded on them; they are done because children are motivated to learn.

PHYSICAL EDUCATION/SPORTS SPS believes that healthy kids make better students. Students will participate in physical education activities for the amount of time, **at a minimum**, specified by the State of South Carolina. All students are expected to participate in physical education unless they are excused in writing by a physician. All students participating in the SPS Sports Program must provide documentation that they have passed a physical examination by a medical doctor prior to trying out for any athletic team. SPS is pleased to provide several opportunities for school sponsored after school activities, however, students with schedule conflicts between SPS activities, or out-of-school activities must choose one activity to participate in. Scheduling conflicts may be cause for removal from an SPS team or activity.



SINGLE-GENDER EDUCATION SPS will provide a single-gender education for core instruction. Research supports that both boys and girls perform significantly better in single-gender classrooms. Students are more likely to be better behaved, find learning more enjoyable, the curriculum more relevant, and have a significantly more positive attitude toward learning. Students are also found to have higher education aspirations, more confidence in their abilities, develop better organizational skills, and are more involved in the classroom activities. Middle school honors courses may be mixed-gender.

INTERVENTION AND ADVANCEMENT Each student's daily schedule will include intervention or advancement time. SPS will provide high quality instruction and intervention matched to each student's need. Teachers will monitor progress frequently to make decisions about change in instruction or goals, and apply child response data to important educational decisions, such as need for remediation or advancement. Lack of progress will lead to change in intervention.

CHARACTER EDUCATION Character education will be taught daily and is focused on social-emotional development. The curriculum is designed to reduce aggression and promote social competence. Students will develop skills that are central for healthy social and emotional development such as empathy, impulse control, problem solving, and anger management. The program will also focus on ideals such as, but not limited to, the following: personal integrity and honesty, respect, trustworthiness, patriotism, citizenship, compassion, and pride.

SPARTANBURG PREP CREED

WE BELIEVE.

WE are responsible for our own success.

WE will achieve our goals with hard work and integrity.

WE are dedicated, committed, and focused.

Today, WE will learn with enthusiasm, expect our best effort, be positive influences, & respect ourselves and others.

WE believe in ourselves.

WE believe in each other.

We believe in Spartanburg Prep.

PARENT PLEDGE SPS recognizes that parents play a very important role in their children's success and encourages them to pledge the following to their children and the school:

1. To volunteer your time in some capacity to the school for one hour each week.
2. To have your children to school on time each day and ready to learn.
3. To follow the school dress code policy.
4. To help your child/children recognize the importance of homework studying and to encourage them to do their best.



REGISTRATION/ENROLLMENT Spartanburg Preparatory School is open for students from all ethnic backgrounds, keeping in practice the provisions of Title IX (see non-discrimination statement under public notices on our website.)

All currently enrolled students do not need to reapply for the coming school year. However, a Returning Student Notification form must be filled out and returned to the school prior to the lottery. These forms are distributed prior to the start of Open Enrollment. Any student who does not return their form prior to the date of the lottery cannot be guaranteed an open spot. For this situation, a new student application will be needed and that particular student will be subject to the same process as a new student.

SPS accepts applications for grades K-8 from students during open enrollment in the current school year, for the coming school year. Open enrollment will be from the month of November through February. Please check the school calendar for the specific dates. Class sizes are limited.

To apply for Kindergarten, students must be at least five (5) years old by September 1st of the upcoming school year. In the event that there are more applications received than spots available, a lottery for the coming school year will be held following open enrollment and will be listed on the school calendar yearly.

As a state approved charter school in the SC Public Charter School District, SPS may accept students from any school district attendance zone in South Carolina. Proof of South Carolina residency will be requested at registration. Parents will be expected to provide transportation to school. School hours are 8:00 AM to 3:15 PM. Students may be dropped off beginning at 7:30 AM. Our After School Program will be available on site until 6:00 PM.

RELEASE OF DIRECTORY INFORMATION/STUDENT RECORDS

SPS will treat each student's educational records as confidential. SPS expects its employees to use good judgment in releasing directory information so that it serves the best interests of the student.

Parents have the right to inspect and review the student's education records maintained by the school. Parents have the right to request that a school correct records which they believe to be inaccurate or misleading.

Schools must have written permission from the parent in order to release any information from a student's education record. However, the Family Educational Rights and Privacy Act allow schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations



conducting certain studies for or on behalf of the school; accrediting organizations;

to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific State law. It is SPS policy to release records to schools for transfer or consultation purposes only when a parent or legal guardian has signed a form for release of information.

ATTENDANCE In accordance with the Compulsory School Attendance Law and S.C. Code of Regulations, uniform rules have been adopted at SPS to ensure that students attend school regularly. Students are expected to attend school each day and are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school administration.

The school year consists of 180 days. To receive credit, students must attend at least 170 days of each 180-day year course, as well as meet the minimum requirements for each course. Accrued student absences may not exceed 10 days during the school year. The first 10 absences may be lawful, unlawful, or a combination. Any absence in excess of 10 may cause the student to lose credit for the year.

A. Lawful Absences

Absences caused by a student's own illness* and whose attendance in school would endanger his or her health or the health of others. (**Verified by a statement from a physician within two days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement.*)

Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two days of the student's return to school. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to administration in writing.

Absences for students whose parents/guardians are experiencing a military deployment. A principal may grant up to five days of excused absences with work to be made up at the teacher's discretion.

Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

B. Unlawful Absences

Absences of a student without the knowledge of his or her parents.

Absences of a student without acceptable cause with the knowledge of his or her parents.

Suspension is not to be counted as an unlawful absence for truancy purposes.



C. Approval of Absences in Excess of Ten (10) Days and Award of Credit

For the purpose of awarding credit for the year, SPS administration shall approve or disapprove any student's absence in excess of 10 days, regardless as to whether those absences are lawful, unlawful, or a combination of the two.

D. Truancy

Although the state requires students to only attend 170 of the 180 day school year, parents and students should be aware that SC Code of Regulations - Chapter 43-274 stipulates that a child ages 6 to 17 years is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

E. Tardiness

Punctuality is one of the most important skills that a person can learn. It is a skill that directly correlates to an individual's success in the business world. Parents should have students at school on time each day. Furthermore, Upper School students are expected to be in their individual classes on time. Late arrival (tardiness) results in interruptions to the learning process – not only for the tardy student but for the other students in the class as well. Additionally, the tardy student misses important instruction. Each school has guidelines for the disciplinary consequences for tardiness.

Students are expected to attend school regularly. Any student who fails to bring a valid excuse to school within three days automatically receives an unexcused absence. Students must be in school more than half the day to be counted present. Parents will receive written notification when their child reaches the following absence thresholds; 5 days and 10 days. In addition, a school intervention in the form of a parent-teacher conference is mandatory when any child has ten days of documented unexcused absences. Any three tardies equal one excused absence. Excessive absences may result in additional school attendance at the parents expense (i.e. tutoring for missed instruction) and or referral to Truancy Court.

TARDY POLICY School begins at 8:00 a.m. Students are to be in the building before 8:00. Students arriving after 8:00 a.m. must be accompanied to the office by a parent or guardian who must sign them in. Records of these occurrences will be kept and tallied periodically and annually. Frequent tardies constituting absences from the same class may jeopardize promotion to the next grade.

Questions about Attendance can be directed to the SPS Attendance Team:

- Caroline Upchurch, Assistant Principal;
- Courtney Jones, Guidance Counselor; and
- Lisa Prato, Parent Liaison.



PROMOTION AND RETENTION Spartanburg Prep creates instructional experiences designed to provide maximum opportunity for students to succeed as they progress through each grade. At the end of each school year, a student is promoted to the next grade if that student's educational growth is satisfactory for his or her level of ability.

The primary considerations are the student's mastery of: state and district academic standards; academic aptitude; physical, social and emotional development; and PASS and/or norm-referenced test results.

If a student fails to make adequate progress, the SPS Academic Staff to include administration and classroom or special services teachers may determine that the student will benefit by staying in the same grade level for another year.

When dealing with promotion or retention, the SPS and the SCPCSD adhere to the S.C. Accountability Act of 1998 and Board Policy and Administrative Rule IKE and IKE-R. Retention decisions are made by the last day of school, and all retention decisions are final. Students who are found to need retention at SPS will not be reassessed before the coming school year and will only be held a space in the grade they are retained in.

A. Retention in Kindergarten

Kindergarten retention is rare, however, a small number of students could benefit from more time and nurturing at this level. No student should be retained more than once in kindergarten.

B. Retention in Grades 1-2

A student in Grade 1 or 2 may be retained if the student has not made adequate progress in reading and mathematics as determined by classroom performance and assessment of State Academic Achievement Standards. No student should be retained more than once in Grade 1 or 2.

C. Retention in Grades 3-6

SPS makes promotion and retention decisions for students in Grades 3-6 in accordance with the South Carolina Accountability Act of 1998. Teachers keep in contact with parents of students who are not meeting standards at each quarter in the school year.

SPS Academic Staff the student's progress at the end of the school year. If a student is not meeting academic achievement standards or is not meeting the terms of his/her academic plan, SPS may retain the student at his/her present grade. No student should be retained more than once in Grades 3 through 6.

D. Retention in Grades 7-8

Students in the seventh and eighth grades may be retained if the school's Academic Staff believes it is in the student's best interest to be retained or if the student scores below standard on district-mandated tests; fails two or more academic subjects within one school year; or fails the same basic skills subject for two consecutive years.



E. Appeals of Retention Decisions

Parents/guardians may make a written appeal to administration within two weeks of being notified that their student is being retained. Appeals will not be accepted after May 20th of any given school year.

The letter must state the specific reason(s) why the parents/guardians disagree with the decision.

SPS administration will make a decision within five working days after receiving the written appeal and will send written copies of their decision to the parents/guardians.

DAILY SCHEDULE Each of our grade levels at SPS will follow their own daily schedule. Your child's teacher will provide you with a copy of their classroom's daily schedule at the beginning of the school year.

APPROPRIATE BEHAVIOR SPS expects all students to behave appropriately in school, to be responsible and to be accountable for their actions. We expect students to act with respect toward each other and toward all faculty and staff. Teachers set forth expectations and classroom rules to their students at the beginning of the year, and these are emphasized throughout the school year. Your child's teacher will inform you of these expectations and rules at the beginning of the school year.

BULLYING/INTIMIDATION POLICY SPS is a bully-free school. All SPS staff members are trained in anti-bullying safeguards. SPS defines the term bullying as any gesture, an electronic communication, or written, verbal, physical, or sexual act that takes place on school property, at any school-sponsored function that:

1. Will have the effect of harming a student, physically or emotionally, or damaging the student's property, or placing a student in reasonable fear of harm or damage to property; or
2. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.



DISCIPLINE POLICY SPS incorporates instruction of core values through our Character Education Program. We want our children to be responsible for their actions, make good decisions and to modify/change negative behavior. We set three basic rules:

1. Treat others in a manner that you wish to be treated.
2. Come to school prepared each day and ready to do your best.
3. Be on time for all school activities.

When students compromise these rules they will conference with their teacher and if necessary, an administrator. If the child continues to violate rules, other more traditional consequences will be utilized such as parent conferences, in school detention, and suspension. SPS recognizes discipline as a means of teaching and effective teaching is done in a positive manner; therefore, disciplinary efforts will be handled as positively as possible. Consequences will follow an incremental, logical path, from first offense to any subsequent offenses.

PERSONAL BELONGINGS Toys, electronics, etc., Are not to be brought to school except for on approved "bring your own device" (BYOD) days. SPS will be implementing a bring your own device policy this school year, in which students may bring their own electronic device for the purpose of schoolwork on approved predetermined days, based on teacher request and principal approval. On all other days electronics must be left at home, this illuminates theft, classroom distractions, and arguments. Cell phones are not permitted in grades K-5 (unless on a BYOD approved date). Students in grades 6-8 are allowed cell phones off and in their lockers during school hours. This policy is subject to change should abuse of this privilege occur. SPS is not responsible for items lost, broken, or stolen. Items brought to school, on non-approved days, will be taken by the teacher and kept until a parent comes for them.

Weapons of any kind, to include replicas, are not to be brought to school. And are grounds for suspension or expulsion. Food and drink is to be consumed only in the cafeteria at lunch, or in the classroom at other times to be designated by the classroom teachers (i.e. parties, special activities). Water bottles are allowed at the teacher's discretion. Water fountains are available to students during class changes and breaks. Gum is not allowed at any time. Cash in amounts greater than 20 dollars should not be brought to school unless the funds are related to school activities where payment is due, e.g. field trip monies. Parents are encouraged to pay for school activities with personal checks and or money orders.



DRESS CODE POLICY

School colors: Navy Blue, Powder Blue, Heather Grey, and Kelly Green

These school dress code standards are designed to help ensure our children are well-prepared, both physically and mentally, for academic and social success.

- Students should come to school in clean clothes daily.
- Clothing should not be too low, high, tight, loose or transparent.
- No logos or labels should be exposed on shirts or outerwear, with the exception of school sponsored shirts.
- Items that are too short, tight, or worn due to student growth and usage must be replaced. Worn clothing includes, but is not limited to, holes, tears, frays and stains.
- Students may be required to wear specific school attire for special events.
- Winter accessories such as jackets, hats, mittens, gloves and/or scarves must be removed upon entering the school. Fashion hats are not permitted.

SHOES: All shoes should have a flat, rubber bottom. Due to daily Physical Education and Yoga, shoes should not include the following: open-toed, sandals, slide shoes, Heelys or other “wheel” shoes, characters or lights.

SOCKS: Socks or tights are required due to daily Physical Education and Yoga. All socks and tights should be in complimentary school colors.

PANTS: Khaki or navy blue pants, capris, shorts, skorts or jumpers worn over a uniform shirt may be worn. Skirts or jumpers must have navy blue shorts underneath. Shorts, skorts, skirts and jumpers must be at least fingertip length or longer when standing. Pants, capris, shorts, and skorts must be worn at the waist.

- Pants, capris, shorts, skorts or jumpers must not be extremely faded or worn and must not have ornamentation or exposed zippers.
- Pants, capris, shorts, skorts or jumpers must be loose fitting and fit properly. Items should not drag the ground, not be rolled up or cut in any manner.
- Pants, capris, shorts, skorts or jumpers should not be excessively frayed at the hem, should not be too tight, baggy, sagging, or ripped.
- Pants and shorts should not be excessively flared, wide leg skate style, form fitting, spandex or worn in a way that exposes undergarments.
- Shorts, skorts, skirts and jumpers must be (no shorter than 2” above the knee when standing.)



SHIRT: A collared golf shirt must be worn daily by both boys and girls. Button down shirts are not permitted. Golf shirts must be any of the following colors: navy blue, powder blue, heather grey, and kelly green. SPS related approved t-shirts may be worn on Fridays and special days.

- A long-sleeved solid color shirt may be worn under a golf shirt for warmth. The long sleeve shirt may be of the following solid colors: kelly green, navy blue, powder blue, white or grey.
- Students in all grades K - 8 will be required to tuck in shirt tails. Students 2 - 8 will be required to wear a belt everyday to school.

SWEATER/SWEATSHIRT: A sweatshirt or sweater may be worn for warmth in class and must be either kelly green, navy blue, powder blue, or grey. School approved outerwear with SPS logos and crests may also be purchased and worn in the school building.

JEWELRY: Earrings and watches may be worn. Earrings may only be studs, no hoops or dangles will be allowed. In grades K-3 necklaces, bracelets or rings may NOT be worn to school due to daily Physical Education and Yoga for reasons of student safety. Students in grades 4-8 may be asked to remove these items if they are deemed distracting or inappropriate. All personal items are the student's responsibility.

PHYSICAL APPEARANCE: Any physical appearance that is deemed disruptive by administration must be corrected or disciplinary action may be taken.

SCHOOL ID LANYARDS:

- ID Lanyards are required to be worn by all students in grade 5-8
- ID lanyards must be worn upon arrival to campus, up until the student leaves campus every school day; if the student is leaving for a field trip in the student will wear it for the duration of the field trip.
- ID lanyards must be worn around the neck, on the front of the body, on the outermost clothing and properly display their current Spartanburg Prep ID Card.
- ID card and lanyard are school property - they must remain in good condition and not be altered.
- School issued lanyards have a safety compliant design and will be the ONLY ID lanyards allowed to be worn to display the school ID card.
- The only lanyard/lapel pins or buttons that are allowed on the lanyard are the ones that are given to the student by the school. Students are not allowed to wear outside pins or buttons on their lanyards.
- In the classroom, there may be situations, at the teacher's discretion, where students may remove their ID lanyards to complete a classroom activity (i.e. PE, science lab, etc...)



- Spartanburg Preparatory School provides every student a school lanyard and ID at the beginning of the school year.
- If a student does not have their ID lanyard, they should report to the Front Office to obtain an iForgot card.
- If you lose your ID and / or lanyard, you will be charged for a replacement the student is responsible for obtaining a new ID and / or lanyard in the Front Office.
- Repeat violators of the ID lanyard dress code policy will be subject to progressive discipline consequences.

DRESS CODE ENFORCEMENT POLICY Failure to follow the guidelines set forth will result in notification home to parents immediately if a change of clothing is necessary. Students will be asked to remove outerwear and other items being worn for the entire school day if they do not meet the dress code. Excessive violations will result in an administrative review and may result in disciplinary action.

INCLEMENT WEATHER If it is necessary to close school or dismiss early because of weather conditions, announcements will be made over the Spartanburg radio and television stations (WSPA, WYFF) beginning at 6:15 a.m. on the day concerned. SPS will follow the same schedule as District 7. You may receive a call or voicemail indicating closures and pick up times. There is no early dismissal before the school closing times and parents must use the car line.

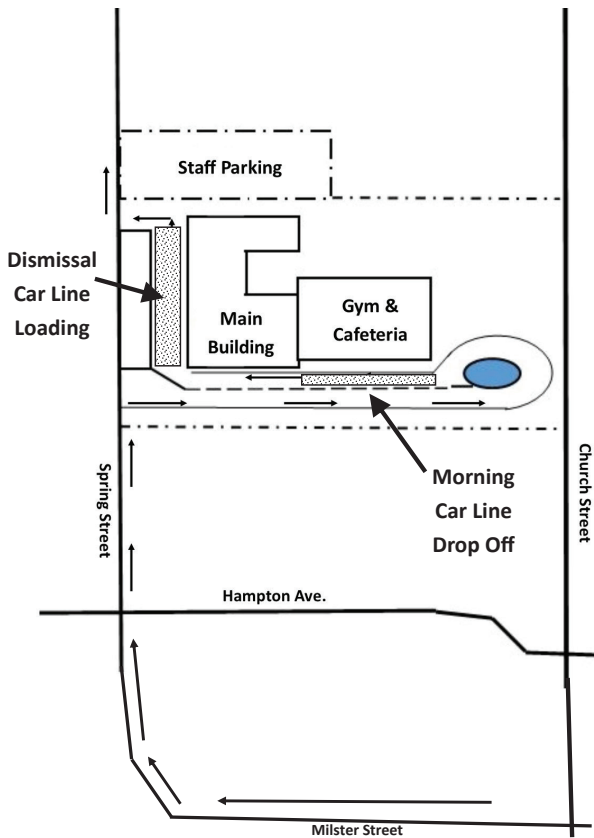
EMERGENCY DRILLS South Carolina State Law requires that we conduct fire drills and they are to be conducted without warning. The drills are very important to help teach students how to react in cases of emergency. Instructions are also given in preparation for tornadoes, earthquakes, bomb threats, or severe weather warnings.

LOCKED DOORS For safety and security reasons, all exterior doors are locked. All visitors must report to the front office, and sign in with the receptionist using a valid ID to be admitted.

VISITORS All parents or visitors MUST come through the main office, and request a visitor pass. No parent or visitor is allowed access to the building without first coming to the main office. All visitors, to include parents must provide their drivers license or state id to be scanned through the school's computer security program. Once approved, the visitors tag provided must be worn at all times. Visitors are reminded they must check out in the office when leaving the building. Faculty and staff are instructed to stop anyone in the building without a visitor's sticker. This is for the safety of our children. Visitors other than parents or legal guardians must be designated on student registration forms in order to gain access to the students.



SPARTANBURG PREPARATORY SCHOOL STUDENT DROP-OFF AND PICK-UP MAP AND PROCEDURES



INSTRUCTIONS FOR DROPPING OFF AND PICKING UP STUDENTS.

1. All morning drop offs must be done at the door to the Gym/Cafeteria Building. No drop offs may occur in either the front or staff parking lot, for safety reasons.
2. No students will be accepted through the front doors, unless accompanied inside by a parent.
3. All drop off traffic must enter the school property from northbound Spring Street (there are no left turns into the school drive way).
4. When exiting school property, please turn right to keep the flow of traffic moving as expeditiously as possible.
5. Please follow the arrows on the diagram above for traffic flow.



TRANSPORTATION RESPONSIBILITY NOTICE Parents are responsible for having their children to school each day and on time. SPS does not provide transportation for students. If you plan to allow your child to walk to and from school, an authorization request form must be filled out. This will be available at registration or by contacting the school office.

Walkers must live within 1 mile of the school in order to be allowed to walk home in the afternoons. Proof of residency will be validated at registration. Walking distance will be verified and the request form will be approved prior to the start of the school year.

CAR UNLOADING/DROP OFF PROCEDURES Students may arrive at school between 7:30 a.m. and 7:55 a.m. each morning. The doors of the school will be locked and no one will be available for supervision before 7:30. Drop off is at the main gym building door. Students are to exit from the passenger side of the car. Teachers are on duty to assist in the unloading of students. Please follow their directions. Never unload children in the parking lot and allow them to walk through the traffic alone. After the first week of school, please allow your child to develop a sense of responsibility by walking himself/herself in each morning. If there is a reason you need to accompany your child inside on any given morning, please park in the designated parking area in front of the school and check in at the front office.

CAR LOADING/PICK UP PROCEDURES Dismissal begins at 3:15 p.m. All students must be picked up promptly. During the afternoon, teachers are on duty to assist with car loading. Please follow their instruction as to when you should pull forward. Please have your engine off while waiting in line. SPS is a smoke free campus; therefore, we ask that you refrain from smoking, including inside your vehicle, while you are on school property. There is no parking permitted in parking spaces at the front of the school between 2:45 p.m. and 3:45 p.m. Parents are highly discouraged from scheduling any appointments that require student pickup between 2:45 and 3:15 in order to protect student instructional time.

LEAVING SCHOOL WITH OTHERS If a child is to leave school in a manner other than his/her usual manner, please send written notice to the teacher (and the main office) the same morning. This is important for the safety of your child. Students will not be released to anyone who is not authorized to pick them up by the parent or legal guardian.

EARLY DISMISSAL/PERMISSION TO LEAVE EARLY Early dismissals cause a disruption in the classroom. Please try to schedule appointments after school. Early dismissals will not be granted after 2:45 p.m. Please send a note with your child in the morning or phone the school as early as possible to make arrangements.



HEALTH SERVICES Services will be available should your child get sick or injured. Please encourage your child not to make unnecessary trips to the health room. It is important that you complete the emergency forms you are given at registration and notify us if there are any changes. Children with specific health needs (e.g. taking medication daily) must have a note filed in the nurse's office. Student health plans will be kept in the nurse's office. The school nurse will coordinate with teachers to ensure student health needs are consistently taken into consideration.

DISPENSING OF MEDICATION Prescribed medication may be distributed by authorized school staff only if there is a signed statement from the doctor and a signed statement from the parent/guardian. Once medication is received at school, it cannot be sent home with a student. A parent/guardian must pick it up. Medication must be in the original labeled container, accompanied by written instructions from the doctor. Any medication that will be given on a long-term basis, for chronic illness, or those medications which must be administered in case of exposure to allergens will need to have a medical needs form filled out. These forms will be given to you on registration day or you can acquire them from the office. Students should never be given medication of any kind to self-administer.

ACCIDENTS AND EMERGENCIES Every effort is made to prevent accidents. However, in case of an accident, the procedure is as follows: First Aid is given only by authorized school personnel. If it is considered serious or if the child is uncomfortable, a parent is called. In all cases, every effort is made to contact the parents. However, if we are unsuccessful in reaching you, the school will follow your directions on the enrollment form to secure an individual to pick up your child.

IMMUNIZATIONS All students must have a South Carolina Certificate of Immunization from their doctor or the health department before entering the school. When a student enters from another school, the permanent record will be checked to make sure all immunizations have been completed. If not, the student will be required to get the necessary shot(s) within 30 days of enrollment. Students who fail to meet immunization requirements are subject to being dis-enrolled.

CRITERIA FOR STUDENTS REMAINING HOME OR BEING SENT HOME WHEN SICK

Students should remain home or will be sent home from school if they have any of the following symptoms:

1. Fever, temperature of 100 degrees or higher, with or without symptoms.
2. A cold in the contagious stage. (Severe nasal discharge that is not clear



in color.)

3. Any communicable disease (chicken pox, measles, pink eye).
4. Undiagnosed rash or skin eruptions.
5. Vomiting/diarrhea within the past 24 hours.
6. Untreated head lice or scabies.
7. Students with diagnosis of strep-throat must be on antibiotics for 24 hours and be fever-free before returning to school.

Parents are required to pick up their child no later than one hour after notification their child has a temperature or is vomiting. This policy is necessary to protect other children in the school from being exposed to serious illness.

SPEECH SERVICES Students with speech or language disorders are served in the SPS speech program. A speech clinician will work with students individually or in small groups. Screenings will take place upon necessity.

LUNCH PROGRAM SPS will participate in the USDA breakfast and lunch program through Preferred Meal Systems. All parents are required to have a completed USDA form on file. Menus will be sent home each month, listing the menu for the following month. You will be required to pay ahead for meals that your child would like. Each child will have a meal account that the parent or guardian can deposit money into. A notice will be sent home when your child's balance falls below a set amount. Your child will have the option to bring his/ her meal to school; however, we highly encourage our students to participate in the school meal program by purchasing their meal at school. The school will participate in the traditional public school Free and Reduced Meal Program. Negative meal balances should not exceed 15 dollars owed. Failure to pay for meal balances in a timely manner will result in termination of school meal services SPS does NOT provide breakfast. Students should eat a healthy breakfast at home before attending school daily.

TEXTBOOK RESPONSIBILITY The state provides textbooks for students in elementary school. It is the student's responsibility to care for the books and keep up with them. If a textbook is lost or damaged by a student, he/she must pay the assessed amount.

A: 90-100

GRADING SCALE **B:** 80-90

C: 70-80

D: 60-70

Failing: Below 60

Report cards are issued four times a year with interim reports being sent home in between.



PARENT/TEACHER CONFERENCES Conferences will be held at the end of the first nine weeks and again when necessary. It is very important that parents attend. You may initiate conferences at any time by writing a note or calling your child's teacher.

TESTING SPS conducts standardized testing as prescribed by the state for grades 3 – 8 (i.e. PASS) and MAP testing for all grades. All 2nd graders will also take the ITBS and CoGat tests.

PTO PTO officers and committee chairpersons are nominated and voted on yearly. Money raised by the PTO is used to meet school needs.

You can find information on meeting dates, and events on the PTO Facebook page (Spartanburg Prep PTO).

VOLUNTEER PROGRAM All volunteers are required to fill out a volunteer application form. Volunteer applications will be processed the same as employee applications. These forms are available online or from the school office. There are many ways to volunteer. Please ask your teacher, Principal or volunteer coordinator how you can help or call the school office for more information.

AFTER-SCHOOL PROGRAM SPS does offer a fee-based option for afterschool care. Full time afterschool care will be offered at the cost of \$50.00 per week. Parents may also arrange for their children to attend the afterschool program fewer days per week, however, any afterschool care must be paid one week in advance of receipt of services. Failure to reimburse the school for ASP services rendered (more than 1 week in arrears) will result in termination of after school program care. Drop-ins will be charged \$15.00 per day. Students not officially enrolled in ASP who are sent there at dismissal due to lack of pick up, will be charged at a rate of \$15.00 per hour with a one hour minimum charge in effect. We have an on-site program which offers a homework period followed by free time or various activities. There are also off-site options parents can choose from that will pick up from SPS at the end of the school day. Details will be provided during registration. SPS does accept ABC vouchers.





August
 8-12: Staff Development Days
 15: First Day of School
 September
 5: Labor Day
 13: Progress Reports
 16: Half Day
 October
 17 – 21: Fall Break
 25: Report Cards
 November
 8: Election Day
 23-25: Thanksgiving
 29: Progress Reports
 December
 16: Half Day
 19 – 30: Winter Break
 January
 2: Staff Development Day
 16: MLK Day
 17: Report Cards
 31: 100th Day of School
 February
 4: 5
 11: 12: 13
 18: 19: 20: 21: 22: 23: 24
 25: 26: 27: 28: 29: 30
 March
 17: Staff Development/Snow Make-up Day
 21: Report Cards
 April
 3-7: Spring Break
 14: Half Day
 May
 2: Progress Reports
 29: Memorial Day
 June
 2: Last Day of School

JULY

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NOVEMBER

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DECEMBER

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