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MISSION STATEMENT The mission of Spartanburg Charter School is to ensure equal access to a supportive school community that promotes academic excellence using a Reggio-inspired educational program.

INQUIRY-BASED CURRICULUM SCS will utilize inquiry-based teaching methods to develop critical thinking skills while teaching specific content knowledge. SCS recognizes a child's need for opportunities to ask their own questions, study their answers, and revise or modify their thinking. The Reggio Emilia approach is a successful example that SCS will emulate. The Reggio Emilia 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 We believe 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.

SINGLE-GENDER EDUCATION SCS 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.



INTERVENTION AND ADVANCEMENT Each student's daily schedule will include intervention or advancement time. SCS will provide high quality instruction and intervention matched to each students 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 weekly 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.

STUDENT PLEDGE I promise to come to school each day, do the very best I can, go to high school, graduate from college and become a productive citizen of this country.

PARENT PLEDGE SCS 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 important of homework/studying and to encourage them to do their best.

NON-DISCRIMINATION POLICY SCS will not deny admissions to any student on the basis of race, sex, color, religion, national origin, or disabling condition.



RELEASE OF DIRECTORY INFORMATION/STUDENT RECORDS

SCS will treat each student's educational records as confidential. SCS 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.

ATTENDANCE Students are expected to attend school regularly. If a student must be absent, he/she should bring a written excuse the first day he/she returns. 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. State law requires students to miss no more than ten days per year. Parents are responsible for having their children in school.

TARDY POLICY School begins at 8:00 a.m. Students are to be in the cafeteria by this time. Students arriving after 8:00 a.m. must be accompanied to the office by a parent or guardian. 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. Excused tardies need a medical excuse signed by a doctor.

DAILY SCHEDULE Each of our grade levels at SCS 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 SCS 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 SCS is a bully-free school. SCS 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 SCS incorporates instruction of common 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, detention, and suspension. SCS 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. This eliminates theft, classroom distractions, and arguments. **Cell phones are not permitted.** SCS is not responsible for items lost, broken, or stolen. Items brought to school 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.



DRESS CODE POLICY

School colors: Navy Blue, Powder Blue, Kelly Green and Chocolate Brown

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.
- 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 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 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.
- **SHIRT:** A golf shirt must be worn daily by both boys and girls. Golf shirts must be any of the following colors: navy blue, powder blue, kelly green and chocolate brown. PTO approved t-shirts may be worn on Fridays.



- A long-sleeved solid color shirt may be worn under a golf shirt for warmth. The long sleeve shirt may be of the following colors: kelly green, navy blue, chocolate brown, powder blue, white or gray.
- **Students in grades 3 - 8 will be required to tuck in shirt tails and wear a belt.**
- **SWEATER/SWEATSHIRT:** A sweatshirt or sweater may be worn for warmth and must be either kelly green, navy blue, powder blue or chocolate brown. The sweatshirt or sweater must be a full-front zipper or button up; pullovers are not permitted.
- **JEWELRY:** Earrings and watches may be worn. Earrings must not have long hoops or dangles. No necklaces, bracelets or rings may be worn due to daily Physical Education and Yoga.

DRESS CODE ENFORCEMENT POLICY Failure to follow the guidelines set forth will result in the following consequences:

First violation: Written notification requiring parent/guardian signature.

Second violation: Phone call to parent/guardian to advise of the infraction.

Third violation: Phone call to parent/guardian requiring a change of clothes be brought to the school.

Excessive violations will result in an administrative review.

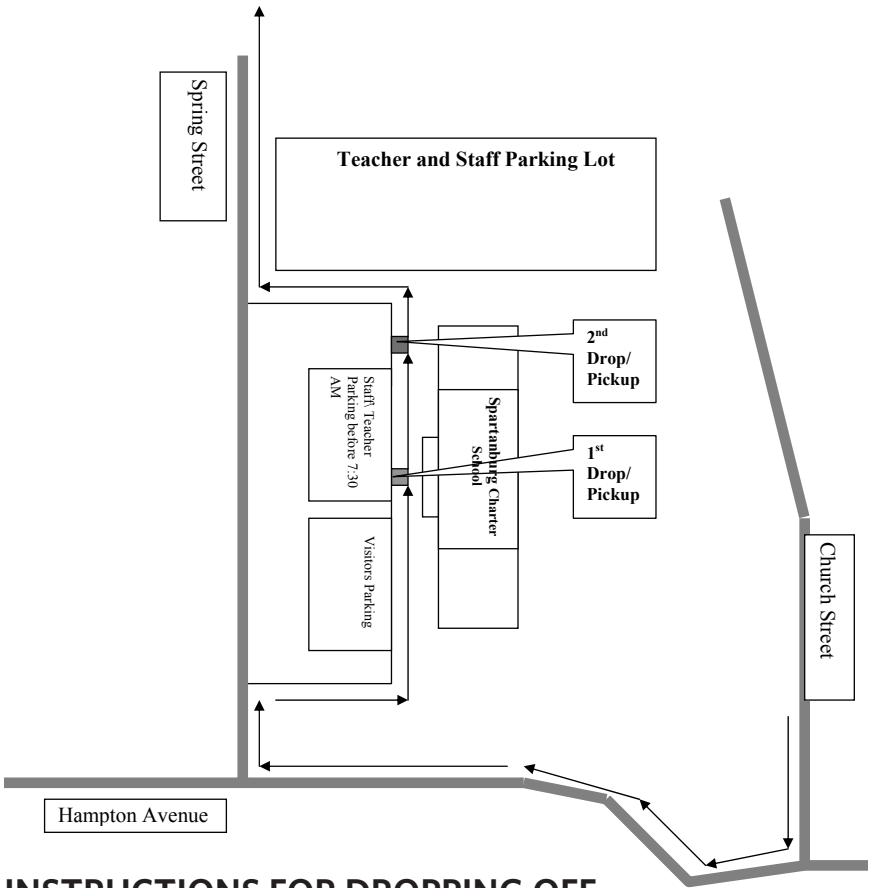
INCLEMENT WEATHER If it is necessary to close school or dismiss early because of weather conditions, announcements will be made over the Spartanburg radio and television stations (WSPA, WYFF) beginning at 6:15 a.m. on the day concerned. SCS will follow the same schedule as District 7. Please do not call the school.

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 to be admitted.



STUDENT DROP OFF AND PICK UP MAP AND PROCEDURES



INSTRUCTIONS FOR DROPPING OFF AND PICKING UP STUDENTS.

1. Turn right from Church St. on to Hampton Ave.
2. Go one block & turn right on to Spring St.
3. Turn right into SCS and drive to Station 2. If a vehicle is at station 2, stop at Station 1.
4. All students must exit the vehicle from the right side.
5. Turn right at the end of the driveway and then turn right onto Spring Street.

Note: Do not turn left onto Spring St. at this point, so that traffic flows as smoothly as possible.



VISITORS All visitors and parents must obtain a visitors pass from the office when visiting the school. Be prepared to show your drivers license or picture identification. 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.

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

CAR UNLOADING/DROP OFF PROCEDURES Students may arrive at school between 7:30 a.m. and 8:00 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 front of the building. 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 reason you need to accompany your child inside on any given morning, please park in the designated parking area and check in at the front office. There is no parking permitted in the parking spaces at the front of the school between 7:30 a.m. and 8:00 a.m.

CAR LOADING/PICK UP PROCEDURES Dismissal begins at 3:00 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. SCS 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 2:30 p.m. and 3:30 p.m.

LEAVING SCHOOL WITH OTHERS If a child is to leave school other than his/her regular way, please send a note to the teacher **the same morning**. This is important for the safety of your child. Students will not be released to anyone who is not listed on their office information card unless earlier arrangements have been made.

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 2:30 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.

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 not be given medication 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.

CRITERIA FOR STUDENTS REMAINING HOME OR BEING SENT HOME WHEN SICK Student 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.



SPEECH SERVICES Students with speech or language disorders are served in the SCS speech program. A speech clinician will work with students individually or in small groups. All kindergarten students plus any teacher-referred students are screened for speech, language, voice, and fluency problems.

LUNCH PROGRAM SCS will participate in the USDA lunch program through Preferred Meal Systems. 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 lunch 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 lunch to school; however, we highly encourage our students to participate in the school lunch program by purchasing their lunch at school. The school will participate in the traditional public school Free and Reduced Meal Program.

REGISTRATION/ENROLLMENT PROCEDURES

Open Enrollment is held from November 1 – February 1 for children entering school in the fall. Any child currently enrolled in SCS does not need to apply again. If your child will not be returning to SCS, please notify us so that it can be noted that there is a spot open for a new student. Class sizes are limited. In the event that the number of applicants exceeds the capacity of the school, a lottery will be conducted in each grade level and division affected. The lottery will be duly publicized and held at an evening meeting open to the public. Placement tests will be given to all newly-enrolled students.

All students entering school for the first time or who may be new to the SC public school system must present a legal birth certificate; SC Certificate of Immunization; and Social Security Card. A parent or guardian who has custody of the child must register the child.

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.

GRADING SCALE

E - Excellent	A: 93-100
S - Satisfactory	B: 85-92
N - Needs Improvement	C: 76-84
U - Unsatisfactory	D: 70-75
I - Introduced but not yet assessed	Failing: Below 70
X (or *) - not assessed at this time	



Report cards are issued four times a year with interim reports being sent home in between. Kindergarten will not receive a report until the second nine weeks have been concluded.

PARENT/TEACHER CONFERENCES Conferences will be held at the end 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 SCS conducts standardized testing as prescribed by the state for grades 3-5 (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.

<i>President</i>	Shannon Kemp
<i>Vice President</i>	Jennifer Gilley
<i>Secretary</i>	Carlie Smith
<i>Treasurer</i>	Christine Poplawski
<i>Faculty Representative</i>	Laura Hensley
<i>Room Parent Coordinator</i>	Leigh Theo
<i>Communications</i>	Heather Warren
<i>Fundraising Coordinator</i>	Susan Overlees
<i>Volunteer Coordinator</i>	Angela Reek
<i>PTO Photographer</i>	Dusty Curcio

You can find information on meeting dates, events, and how to contact members on the PTO website www.spartanburgcharterschoolpto.webs.com/ and in upcoming newsletters.

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 SCS does offer several fee-based options for after-school care. 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 SCS at the end of the school day. Details will be provided during registration. SCS does accept ABC vouchers.



COMMUNICATION SCS recognizes that communication between faculty, teacher, 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 SCS office will keep you informed of school-wide news via e-mail or by accessing the school website. Please call the school office if you need to request a newsletter to be sent home with your child.



SP^{ART}NBURG CHARTER SCHOOL



SPARTANBURG CHARTER SCHOOL 2011-2012 CALENDAR

3-9 Teacher Inservice
10 FIRST DAY OF SCHOOL
IAT Reading Groups Begin
15-26 MAP Fall Benchmark

AUGUST '11						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER '11						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labor Day Holiday
8 Pre-Election Parent/Teacher Meeting for Board of Trustees
15 Last day for written nominations for Board
22 Board Ballots Distributed
29 Nominee Forum

3 Board Ballots Due
6 Board Election Meeting
12 45th Day/1st Quarter Ends
18 Student 1/2 Day Conferences
Report Cards to Home
19-21 Fall Break

OCTOBER '11						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER '11						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 Open Enrollment Begins
7 IAT Writing Groups Begin
7-11 Patriotism Week
10 Veteran's Day Study
23-25 Thanksgiving Break

1-14 MAP Winter Benchmark
20-31 Winter Break

DECEMBER '11						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '12						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5 90th Day/2nd Quarter Ends
13 Student 1/2 Day Conferences
Report Cards to Home
16 M.L. King Jr. Holiday

1 Open Enrollment Ends
8 IAT Math Groups Begin
10 Teacher Inservice/ Snow Makeup Day

FEBRUARY '12						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH '12						
S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12 135th Day/3rd Quarter Ends
15 South Carolina Day Study
16 Teacher Inservice/ Snow Makeup Day
Report Cards to Home
20-21 PASS Writing Test

2-6 Spring Break
27 Teacher Inservice/ Snow Makeup Day

APRIL '12						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	18
29	30					

MAY '12						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7-11 PASS Tests
1-18 MAP Spring Benchmark
23 Last Day for Students
24-25 Teacher Inservice/ Report Cards to Home