



CITIZEN SCHOLARS

**STUDENT
HANDBOOK**

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Citizen Scholars Institute Student Handbook

A. Rules & Regulations

1. **Attendance** - I agree to attend all Seminar Saturdays as well as summer leadership sessions. There are seven Seminar Saturday meetings throughout the school year. **They are all required.** If you know you are going to be absent, you **must** call or email ahead of time. If you wake up sick, call or email as soon as possible. Certain reasons will be excused. If you have **two unexcused absences**, at any time during the school year, you will be on a probationary contract for the rest of the year and risk not being able to participate any longer. Further absences will result in dismissal. The year runs from July through June; therefore, **Summer Leadership Camps are also mandatory.**

ABSENCE POLICY

UNEXCUSED	2 days = probation	3 days = dismissal
EXCUSED	3 days = probation	4 days = dismissal

Email attendance@citizenscholarsc.org for absences.

Please include: Student's first and last name, grade, date of event missed and a reason.

After 3 excused absences, the scholar will be placed on probation and dismissed after a 4th subsequent excused absence (missed more than half of a year's seminars).

All meetings take place on the Spartanburg Community College (SCC) Downtown campus (unless stated otherwise) at 220 East Kennedy Street,

Spartanburg, SC 29302. Saturday Seminars start at 10:00am in the SCC Auditorium. Middle School dismissal is at 2:30p in the Student Parking lot off Broad Street and High School dismissal is at 3:00p in the Kennedy Street parking lot.

2. **Reminders:** CS does not send emails for reminders and general announcements. CS will send out reminders via social media and the Remind App, but it is your responsibility to check the Citizen Scholar social media for updates and changes.

Website: <https://www.citizenscholarsinstitute.com/>

Facebook: <https://www.facebook.com/CitizenScholarsInstitute/>

Instagram: <https://www.instagram.com/citizenscholarsinstitutesc/>

All students and parents are **REQUIRED** to
Download the Remind app. (class code on pg. 8)

3. **Scholar Activities** – I agree to arrive on time, be present and participate in all activities.
4. **RSVP** - Some activities require an RSVP (sign-up in advance) for purposes of food and space availability. Be sure to follow all directions on our calendars for each individual event.
5. **No Food or Drinks are allowed in the SCC computer labs or the Auditorium** during our General Assembly on Saturdays. CSI will provide food and drink in the classrooms.

B. Code of Conduct

1. **Behavior** – I agree to follow my home school handbook. We monitor your behavior at school as well as your behavior during Seminar Saturdays. Fighting and other severe offenses can lead to dismissal. Minor offenses will result in behavioral probation which means you will be closely monitored for one semester. If you get in trouble at school, it is best to reach out to us first before we find out on our own.

2. **Dress Code** – I agree to follow the Citizen Scholar dress code and it should be honored at all Citizen Scholars activities.
 - Hats and Hoods should not be worn inside any building.
 - No short shorts or skirts.
 - No obscene graphics (alcohol, drugs, bad language, etc.)
 - No low cut tops. Midriff should be covered.
 - No clothing with inappropriate holes

3. **Good Citizenship** – Being a Citizen Scholar is more than just earning good grades. Your actions and responses should always positively reflect Citizen Scholars. The choices you make now greatly impact your future. You represent Citizen Scholars wherever you go.

4. **Respect** - I agree to always treat my Facilitators and other cohort members with respect.

C. Student Information

1. **Contact Information** - I agree to update my personal information whenever a change occurs. This includes but not limited to, address, phone number, living situation, medical info, etc.

I understand I must attend a Spartanburg County Public school to participate.

2. **Sickness** - In the event of an illness, while participating in the program, I will notify CSI Staff immediately. If you are sick prior to a CSI event, please do not attend and email CSI Staff to let us know your reasoning.
3. **Electronics** - All electronic devices should be put away unless you are instructed specifically to have them out for an activity. This includes earbuds/pods which should not be worn at any time.

D. Academics

1. **Core Classes** – English/Language Arts, Math, Science, Social Studies. You may not make below an 80 **in any core class** (70 in elective classes). Everything affects your GPA in high school.
2. **Report Cards** – We monitor your report cards throughout the school year. We will see your nine weeks, semester, and end of year grades. If you are having trouble during the school year, contact us to let us know. If you receive lower than an 80 in any core class, you may be placed on academic probation. You will have one semester to bring the grades up to an 80 or

higher. If you do not, you will be dismissed from the program. Remember, we will help with tutoring; however, you need to request it.

E. Student Advisory Committee

Board - The purpose of this board shall be to provide a voice for the students in Citizen Scholars, to create high standards of citizenship within Citizen Scholars, to further interest in and to increase participation in activities, and to create a respect for public service.

F. Graduation

Ceremony - Graduating Seniors will have a cording ceremony dinner to be scheduled during the month of May. You will receive a CSI cord and your Certificate of Completion at the ceremony.

G. Permissions

By signing this Agreement, I acknowledge that the Citizen Scholar Staff is authorized to obtain copies (ex. report cards, achievement tests, attendance, behavior) and/or request information from any school the student attends or has attended.

Student and Parent(s) also authorize Citizen Scholars Staff to use visual images and names of the student and parent for promotional and marketing purposes.

IMPORTANT CONTACT INFORMATION

Dr. Susan Little - Executive Director

864-419-5663 slittle@citizenscholarsc.org

Anita Warwick - Program Coordinator

405-474-1829 awarwick@citizenscholarsc.org

Kristin Eastwood - Office Administrator

864-266-3650 keastwood@citizenscholarsc.org

Email attendance@citizenscholarsc.org for absences*.

(*Please include: Student's first and last name, grade, date of event missed and a reason.)

Website: <https://www.citizenscholarsinstitute.com/>

Facebook: <https://www.facebook.com/CitizenScholarsInstitute/>

Instagram: <https://www.instagram.com/citizenscholarsinstitutesc/>

Download the Remind App - it's required for students and parents to sign up for your High School graduation year's group to receive real time reminders.

Class of

2024 - @eah8ch

2028 - @c6hafb

2025 - @2f8kgc8

2029 - @4gh2ckk

2026 - @6a4e8fd

2030 - @234cc2f

2027 - @6aff2ca

I have received the rules and expectations for the Citizen Scholars program. I understand that there may be consequences should any of the rules or expectations fall below what is outlined above. I understand by not signing and returning this signature page, I will be removed from the program. This handbook serves as your contract with Citizen Scholars and is valid throughout the seven years you attend the Citizen Scholars program. A new contract will only be issued with any program changes.

Student (print name): _____

**Student
(signature):** _____

Date: _____

School District: _____

Parent/Guardian (print name): _____

Parent/Guardian (signature): _____

Date: _____