



**MARY H. WRIGHT**  
**ELEMENTARY SCHOOL**

**Let's Have a FABulous Year at  
MHW!**

Handbook/Calendar 2023-2024

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**Office Hours: 7:30 A.M.- 3:30 P.M.**





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Visit our website: <http://marywright.spartanburg7.org/>

**Twitter- @MHWbobs**

**Facebook- <https://www.facebook.com/MHWbobs/>**

**Instagram- [https://www.instagram.com/mhw\\_bobs/?hl=en](https://www.instagram.com/mhw_bobs/?hl=en)**

Dear MHW families,

Welcome to the 2023-2024 school year! As I enter my 35th year of serving at MHW, it is with great pleasure and pride that I look back on the incredible accomplishments of our faculty, staff, community, and, most notably, our students. Our theme this year is **Let's Have a FABulous Year @ Wright! We are focused on engaging Families, Academics/Attendance, and having the best Behavior.** We strive every year to provide our students with rigorous studies in language arts, math, science, and social studies. Mary Wright is a Continuous Improvement school. Which means we have an ongoing commitment to quality improvement efforts. Therefore, the year's focus is Ownership of Learning. Ownership of learning implies that a learner is motivated, engaged, and self-directed. It means they can monitor their progress and reflect on their learning based on mastery of content. Our staff will continue to use the PDSA Cycles to set classroom goals, monitor progress, and adjust instructional strategies as needed.

As we do each year, we will celebrate the successes of our students by making them work towards a common goal. Our staff works hard daily to ensure every experience is valuable for our students. Should you have any questions as you read this handbook, please know that I am available to you as I proudly serve as principal of this **FABulous** school. I want to thank all our community partners, grandparents, community members, volunteers, business partners, staff, and students for all your selfless giving of time and resources to ensure every child has every chance for success.

Remember to sign up on Class Dojo to get all our school news and events. Keep this handbook/calendar handy to refer to it throughout the school year.

Proudly Serving in Education,

Tammy Jordan, Principal

### MISSION STATEMENT

The mission of Mary H. Wright Elementary School is to work in partnership with our community and provide a positive, rigorous, and enriching learning environment that enables each student to reach their potential as a responsible citizen.

### BELIEFS

We believe that:

1. Children are our priority.
2. Education is the shared responsibility of the student, the parent/guardian, the school, and the community.
3. Communication and understanding among all stakeholders are essential to achieving education goals.
4. Learning is accomplished when competent and caring teachers meet the child's needs.
5. Safety, care, dignity, and respect are essential to an effective learning environment.

### How to Get Assistance at MHW?

If you have a question concerning your child, please follow the chain of command below unless directed otherwise.

1. Teacher
2. Assistant Principal
3. Principal
4. Student Services at the District Office Level.

### School Schedule

7:00 A.M. Breakfast/Car Rider Drop-Off

7:30 A.M. Teacher arrival time

7:30 A.M. Best time for students to arrive/1<sup>st</sup> Bell.

7:40 A.M. 5-Minute Warning Bell/ Breakfast Ends/Announcements

**7:45 A.M. Students should be seated and ready to learn.**

2:20 Dismissal Begins

### VISION STATEMENT



### **Change of Address/Telephone Number**

Please notify the office immediately if you have a change of mailing address, e-mail address, or telephone number (home, work, mobile).

### **Visitors**

Our Visitor's Policy ensures that all MHW students are always safe. Safety will be a top priority at Mary H. Wright. All parents/visitors should report to the school office with a driver's license or proper I.D. for our school check-in system.

Parents must enter through the office doors. Please only attempt to enter any other doors if directed by the school administration (this may be allowed during special programs, after-school programs, etc.).

Thank you for understanding; all efforts in this regard are for the safety of our students. Parents of 4K and 5K may walk students to classes during the first week of school. After the first week of school, parents cannot walk students down the halls to classes.

Parents who wish to schedule a conference with their child's teacher should contact the teacher to schedule an appointment.

### **Classroom Disruption**

Teachers can only be interrupted during instruction in the case of an emergency. Teachers check their e-mails during planning, lunch, and after school. To help us eliminate interruptions to classrooms, we ask that:

1. Parents can call or send notes/e-mails to teachers to request conferences.
2. Every effort is made to send necessary items with your child to school rather than dropping them off in the main office.
3. Transportation methods are secured before dropping your student(s) off in the morning.

### **Classroom Visits**

We ask that you call the teacher 24 hours in advance if you would like to schedule a 30-minute classroom visit. This will ensure that other students are not distracted and can continue to learn. Visitation is limited to parents and guardians who are listed on the information sheet located in the front office.

### **Lunch Visits**

We would love parents to come in and eat school lunch with their children. Bringing outside restaurant food is strongly discouraged. We require parents to pre-schedule this with the teacher at least one day in advance. Thanks again for your understanding; this helps us keep a tight guard on safety.

### **Custodial Rights**

Our office staff knows that issues related to students' legal and physical custody can be complicated and impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their child's academic progress. Unless a court order rules otherwise, either parent or legal guardian may view education records and attend school functions or meetings regarding the student.

Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. The legal guardian with primary physical custody is responsible for providing current copies of court orders to the school. Child visitation and exchange custody exchange should not occur during school hours or on school property. Concerns regarding custody and visitation should be directed to the school principal.

### **School/Parent Communication**

The main job of our teachers is to provide quality instruction in a safe environment. They have a schedule of duties and a short planning time. Because teachers are busy teaching and planning, please do not expect an immediate response to your e-mail. A teacher may only check e-mail once school is out, so you should send any change in afternoon transportation plans to our receptionist, Sonja Tate, at [STTate@spart7.org](mailto:STTate@spart7.org).

We send a Teacher Weekly Newsletter, Attendance letters, and other information inside Student Folders every week. Student behavior is also documented each day. You may also send notes to the teacher, field trip money, and school forms. Please make sure you are checking your child's folder daily.

### **Transportation Changes**

Changes must be made in writing. A telephone call made to our office will not be acceptable. Please understand that our secretaries and office attendants cannot be certain who they speak greatly compromises our students' safety when parents want to make transportation changes via telephone. Write a note to your child's teacher on the morning of the change. Please tell your child to get the note to their teacher first thing, as our Transportation Department will not allow bus changes to be made after 10 A.M. each morning. The Transportation Director must approve before students can ride a different bus. **Any changes to transportation must be made in writing.**

### **Dismissal Procedures**

Each student receives a card at the beginning of the school year. There is a place on the card for parents to write down the names of people who can pick up their children. Please list anyone who may pick your child up during the school year. We only dismiss students to people who are listed on the card. **If you are the custodial parent and the non-custodial parent listed on the birth certificate wants to pick a child up, we cannot stop this without court paperwork.**

You may add people during the year if you come into the office to make changes. Any changes to transportation must be made in writing.

### **Car Riders and Walkers**

Students who ride in cars or walk will be dismissed from the front entrance at the front of the school. Parents will receive nametags to display on front dashboards. We ask that parents not leave their vehicles during car dismissal. We will call names via walkie, and students will come outside when they hear them. If you know that a relative/friend will pick your child up periodically, please give the nametag to them (we can supply extras).

Walkers will receive a walker tag, and you must fill out a walker form if your child is walking home from school. Unless your child is in an after-school activity, please arrive by 2:40 to pick your child up. Forms are available in the front office or ask your child's teacher.

Please realize that during the first week of school and on early dismissal days, the car line will be a little longer, but we will do our best to keep it moving.

### **School Bus Transportation**

4K, 5K, and 1<sup>st</sup> Grade bus riders will receive a bus tag for their book bags. This helps us and the students to remember the bus that they ride.

According to SC law, bus transportation is provided for students living more than 1.5 miles from the school. Students riding buses play an impessentialle in safely operating the buses to and from school. Parents are asked to talk to their children concerning bus conduct and the need to cooperate with the bus driver.

The driver writes up disciplinary offenses on the bus, which is then given to the school administration to decide on consequences. Temporary suspension from the bus for discipline problems is possible, and suspension for the remainder of the school year is also possible when a student is referred multiple times or involved in extreme disrespect or physical altercation. If this happens, the parents' or guardians' responsibility to get the child to and from school each day. If you need help, please call the Transportation Office at 594-4423.

### **Early Dismissal**

Early dismissal is before 2:00. This ensures that all students are safe during a busy time of the school day.

If it is necessary for a child to leave during the day, he/she must bring a parent note to the teacher. The child will be called out of class when the parent arrives at the office (we cannot call a student out of class to be waiting for the parent in the office). To receive credit for being at school, the child must be present until 11:00 A.M. and for at least 3 hours during the school day.

### **Attendance**

South Carolina law requires that children must attend school and have ten (10) or fewer unexcused absences. Students must attend for at least half the day (11 A.M.) to be counted as present. Even though an absence may be excused, students must attend school to be counted as present. State Truancy Law states that a truancy intervention plan must be written and put into place on the 3rd unexcused consecutive absence or the 5th consecutive unexcused absence. We are only allowed to accept parent notes for 10 absences, and beginning with the 11th absence, we must have a medical note from a doctor to excuse the absence.

Excused absences require a statement from the parent. Excused and unexcused absences are explained below:

**Excused absences:**

1. Absences are due to personal illness where the student's health or the health of others would be endangered.
2. Absences are due to a serious illness or death of a family member.
3. Absences are due to recognized religious holidays of the student's faith.
4. Absences not mentioned above that arise from an emergency beyond the parent's or student's control can be appealed to the principal and superintendent.

**Unexcused absences:**

1. Willful absences without the knowledge of parents.
2. Absences without acceptable cause
3. Any absence without a written statement from the parent.
4. 11 or more absences without a medical excuse.

Parents are required to attend Attendance Intervention Plan (AIP) meetings when a student is truant.

**Tardies**

Being at school on time each day is important to the educational process. Instruction begins at 7:50 A.M. If tardy, parents will need to come inside the office to sign students into school. Students with more than 5 tardies in one nine-week period may be excluded from participation in school events such as rewards and field trips. Excessive tardies will result in a tardy intervention plan and/or referral to the district Truancy Officer. If a student is tardy more than five times during the year, they will not be eligible for perfect attendance awards.

**Discipline**

The Mary H. Wright Discipline Code is on the district website. This is used as a guide as we consider consequences for discipline referrals. We want students to follow ROAR (**R**-Respectful, **O**-Ownership, **A**-Attitude, and **R**-Responsible) behaviors. In general, we plan to use the 10-point system to encourage these behaviors. Students will begin each day with 10 points. Points are tabulated weekly, so all students receive a fresh start each day with 10 points. Points are also tabulated before field trips and play an integral role in which students are invited to attend. At the end of each nine weeks, top students will be recognized during our Good News Assemblies. Teachers will send out a Class DoJo link at the beginning of the year and you can follow your child's progress daily.

**Behavior Intervention**

We have two behavior interventionists whose job is to remove challenging students from the classroom. Behavior interventionists may call parents to discuss their children's progress and get help to resolve difficult situations. They are trained to facilitate positive behavioral change in students.

**Wellness Room**

Life can sometimes be stressful for our students and that can have an impact on their success in school. Mary H. Wright has created a student wellness room—a comfortable and safe place where students can get emotional support and work through feelings that may be getting in



their way of learning. This place of peace, healing, and restoration gives students a calming space to identify how they are feeling and why emotions may be affecting their behavior.

### **In-school Suspension/Out-of-School Suspension**

Some discipline infractions will result in ISS. Students report at 8:00 A.M. and are dismissed at 2:00 P.M. Teachers provide work for the students to complete with the ISS teacher during this time. The ISS teacher also counsels the student on his/her infraction and formulates a plan to avoid a reoccurrence. If a child is absent on the day he/she is due in ISS, they will serve the ISS on the next day the student attends school. Students not complying with the rules of the ISS teacher may be suspended from school. While not often, out-of-school suspension (OSS) will be assigned. This must be followed by a parent conference.

### **Field Trips**

Classes will often have field experiences in off-campus locations to enhance learning or to serve as a provocation to learning. Students may participate in field trips if the following criteria are met:

- (1) A student has not had any OSS or other severe discipline/behavior offenses since the last field trip/beginning of the 9th week's quarter,
- (2) Permission slip and fees turned in before the event. Permission slips go home with the student and must be returned promptly.

Teachers may not accept verbal permission over the phone for a child to attend but you can send a text to the teacher's phone.

Field trip experiences will require a fee to attend. Limited scholarship money is available and must require parent contact with the teacher.

Often, parents accompany classes on field trips. Due to space on buses, a limited number of parents are allowed on each trip. Siblings are not allowed to attend the field trip with our parent chaperones. Parents can drive depending on circumstances and locations. There are some locations where this is not permitted. If a parent does drive, the student must ride on the bus with the class. Riding home with the parent is acceptable; however, no other students can do so. The school principal must preapprove parents driving on field trips. Any chaperone attending a field trip must be on the Spartanburg School District 7 approved chaperone list. To be approved for this list, a background check will be done, and this process can take up to 2 weeks.

### **Cell Phone Policy**

Students can bring cell phones to school. If a student chooses to bring his/her cell phone, we cannot be responsible for it.

In addition, we ask that students keep their cell phones off, and out of sight. Students cannot take pictures or videos in the building. The phone will be confiscated if a student is using his/her phone.

Our policy:

1<sup>st</sup> -2<sup>nd</sup> offenses of either using the phone or the phone hindering instruction: The teacher takes the phone and keeps it until the end of the school day.

3<sup>rd</sup> -4<sup>th</sup> offenses of either using the phone or the phone hindering instruction: The teacher turns the phone in to administration; the parent is required to come to pick up the phone.

After the 4<sup>th</sup> offense: The phone must be picked up by an adult, and the student will be referred for defiance and probable suspension from school.

## **Dress Code**

Appropriate and non-distracting attire is worn in the educational setting. This includes off-campus activities such as field trips, performances, and school-sponsored events.

### **1. Appropriate attire:**

- Skirts, shorts, and skorts must be at least fingertip length or longer when standing. Leggings and tights do not count. (When a student stands straight up, fingertips should still touch clothing, not skin/leggings/ or tights.)
- Clothing must cover undergarments
- Pants, shorts, skirts, and skorts worn at the waist

### **2. Inappropriate attire:**

- Hats, headscarves, bandanas, pajamas, sweatshirt hoods, flip-flop sandals, bedroom shoes, and sunglasses.
- Tank tops, tube tops, halter tops, and tops with string straps (unless covered by a shirt or blouse)
- Bare midriffs and backs
- See-through garments
- Leggings and tights worn as pants
- "Sagging" pants or pants that are worn below the waistline
- Clothing/jewelry may not display alcohol, tobacco, or any controlled substance advertisements. Clothing may not display vulgar writing, symbols, sexual innuendo, or images associated with violence.

Mary H. Wright's school administration will finalize the appropriateness of clothing and/or appearance. The administration also reserves the right to prohibit students from wearing any articles of clothing or other items that lead to or may foreseeably result in, the disruption of or interference with the school environment.

In the event the administration determines a student's dress is inappropriate for the school under this policy, the administration will either require the student to change and/or will inform the student not to wear the garment to school again. Repeated violations of the Dress Code are disruptive behavior in violation of the District's Behavior Code.

## **MacBooks**

Every MHW 2nd-5th grader receives a MacBook and every MHW 4K-1st grader has an iPad. MacBooks will only go home when the teacher has assigned work. Students are responsible for the full cost of repairs of MacBooks they intentionally misuse, abuse, or damage. Consequences of improper use of MacBook:

### **1<sup>st</sup> offense-**

- The teacher issues a verbal warning.
- Document event in teacher's records

### **2<sup>nd</sup> offense**

- Teacher collects MacBook (return to the student at teacher's discretion)
- Teacher document event details in teacher records

- Communicate student infractions to the parent (note, e-mail, text)
- Notify Ms. Dendy via e-mail including event details.

### **3<sup>rd</sup> offense-**

- The teacher collects MacBook.
- The teacher gives the device and Office Referral Form detailing the event to Mrs. Fox.
- Notify Ms. Dendy via e-mail.

### **Severe Infractions**

(Use of bad language, improper web searches, cyberbullying, downloading music, taking or saving improper photos)

- The teacher should go directly to 3<sup>rd</sup> offense consequences.

### **Internet Usage**

Use of information systems in District 7 is a privilege—any breach of privilege may result in the closure of user accounts, cancellation of privileges, and/or disciplinary action under the Board Policy and the Code of Conduct.

- All information systems activity is recorded and logged. No file, document, e-mail, or website used, created, or accessed on the network is guaranteed to be private. All files, logs, and activity on district information systems are district property.
- Students cannot view, download, upload, or disseminate illegal, commercial, racist, abusive, profane, pornographic, violent, offensive, or discriminatory material or messages.
- Students cannot disable, evade, defeat, or circumvent district information system filters, controls, and/or restrictions.
- Students are prohibited from knowingly or negligently introducing or disseminating a virus, worm, spyware, malware, or other malignant code into any district information system.
- Students should avoid unauthorized access to district information systems and other user's accounts, files, or resources.
- Students cannot access non-district or unauthorized e-mail, IM, SMS, or other communication services.
- Students cannot access chat rooms or discussion forums that are not approved by school staff.
- Students are prohibited from divulging personal or another person's confidential information with an unauthorized person online.
- Students are prohibited from duplicating, plagiarizing, storing, or transmitting copyrighted material that violates copyright law.
- Students are prohibited from participating in any online behavior or activity that is not permissible or advisable offline.
- Students are prohibited from transmitting information in violating state, or municipal laws. Students should immediately report any abuse of information systems usage to Mrs. Fox, Dr. Barnes-Mitchell, or Mrs. Jordan. Parents who do not want their children to have Internet access should contact Mrs. Jordan.
- Although we allow cell phones to be brought to school, they should not be turned on unless the teacher allows them, and students should not use personal data plans to access the internet at any time during school hours. Disciplinary action will be taken if students use their devices to access the internet. Parents, we need your support with this. There have been isolated cases where parents have encouraged students to text them, or utilize social media, to contact someone outside of school, including parents—during school.

### **Report Cards/ Progress Reports**

Report cards go home at the end of each 9-week grading period. The district requires that teachers send progress reports every 3 weeks. However, in elementary school, parents will receive some progress report every 2 weeks or in many cases, every week. If you do not receive

notification about your child's progress over a lengthy time, please get in touch with the teacher via e-mail, call our office, or contact me at [tkjordan@spart7.org](mailto:tkjordan@spart7.org) and I will check on this for you.

### **Grading Policy**

A record of each child's progress in school is sent home following the end of each nine-week grading period. The report should be signed by a parent and returned to school the following attendance day.

In 4K, 5-Kindergarten and 1<sup>st</sup>, the following symbols are used:

C- Consistently Demonstrates      S- Satisfactory Progress  
N- Needs Improvement      N/A- Not Observed these 9 weeks.

The Grading Scale for 2<sup>nd</sup>-5<sup>th</sup> grades:

A= 90-100 B= 80-89 C= 70-79 D= 60-69 F= Below 60

### **Promotion/Retention**

Many factors are considered in the promotion or retention of a child. The overall learning progress of the child is important. Reading and math placements are factors. Test data is examined. Other factors are taken into consideration including specialized instructional needs, the number of years enrolled in school, previous retentions, age, attendance, and size of the child.

Lastly, according to the new, Every Student Succeeds Act in SC, 3rd graders will be retained if certain benchmarks are not met. Parents will be informed if this applies to their children multiple times during the school year.

### **Academic/Enrichment Programs/Special Education**

District Seven provides educational opportunities for all students, including those with special physical, mental, and emotional needs and those who qualify for the Odyssey program. School psychologists provide individual evaluation, diagnostic services, and consultation with teachers, parents, and students. Speech/ Language Therapy is available for students who qualify.

### **IDEA and Section 504**

The Department of Special Education in Spartanburg School District 7 offers a continuum of services for students who have a qualifying disability under the realm of the Individuals with Disabilities Act (IDEA). Assistance is provided for students who are disabled and qualify for services according to Section 504 of the Rehabilitation Act of 1973 (Section 504). Should assistance be required regarding information or access to these services, please get in touch with the school guidance counselor or the Department of Special Education.

### **Programs for the Gifted and Talented**

Odyssey consists of a series of programs Spartanburg School District 7 provides to meet the needs of gifted students in grades 3-12.

As defined by the State of South Carolina, gifted students are students who have the academic and intellectual potential to function at a high level in one or more fields of study.

Students are identified whenever their performance profile indicates they have met placement requirements. Students who do not meet state criteria in one year are considered for placement again each year. A student can meet state criteria and qualify for academic Odyssey placement at any grade level from the end of grade 2 to the end of grade 11.

### **Standardized Testing at Mary Wright**

	<b>4K</b>	<b>5K</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
<b>GOLD</b>	X						
<b>KRA</b>		X					
<b>SC Ready ELA/MATH</b>					X	X	X
<b>SC Ready SCIENCE</b>						X	
<b>CogAT</b>				X			
<b>InView</b>				X		X	
<b>iReady ELA AND MATH</b>		X	X	X	X	X	X
<b>Fountas and Pinnell (F&amp;P)</b>		X	X	X	X	X	X

**Kindergarten Readiness Assessment (KRA)** - A readiness test given individually to kindergarten students within the first 45 days of school.

**SC READY** - State achievement tests in core subject areas during the last 20 days of school.

**COGAT**- An ability test usually administered in 2nd grade to select participants in the Gifted and Talented Program

**iReady**- Math and Reading assessments are given three times a year and used for progress monitoring in grades K-5.

**Fountas & Pinnell (F&P)** - Reading assessments that provide teachers with formative data to guide instructional decisions in the classroom.

Standardized testing allows for school comparisons about student achievement, ensures accountability for teachers, and can inform instruction for educators. Testing is only a snapshot of what our students can do.

### **Media Policy**

Occasionally, our students, faculty, and staff may be photographed, interviewed, and /or identified for publication, broadcast transmission, and/or electronic display by the news media or school and district officials. All releases will be performed following school district policy and privacy laws. As such, only directory-type information will be provided. This information includes name, school, grade level, teacher, participation in officially recognized activities, etc. At the beginning of each year, a media release form will go home for your signature. Please make sure you sign and return the form. If you have any questions or concerns, please get in touch with me at [tkjordan@spart7.org](mailto:tkjordan@spart7.org)

## Insurance

Parents will be allowed to buy school insurance for their children. School insurance is optional, but if you choose to purchase it you can do so during the first 3 weeks of the school year. Students may be covered for accidents during school or can have 24-hour coverage, depending on the plan parents may choose to purchase.

## School Supplies

Students need many materials to work their way through the curriculum. A school supply list is located on the school's website. These materials are for instructional purposes and are the responsibility of the parents to provide. Please let your child's teacher know if you cannot provide school supplies.

## Fees

Special fees include field trips, special events, lost/damaged textbooks or library books, and any damage to electronic equipment. Fees owed for damaged books or equipment must be paid before funds can go toward field trips. We will gladly work out a payment plan if money is owed for damages and payment is problematic.

## Money

Students will occasionally need to bring money to school for field trips, book fairs, fundraisers, etc. We ask that any funds being brought to school be placed in an envelope or a plastic baggie with the student's name, the teacher's name, and the purpose of the money.\_

## Lunch

Lunch is served daily, and our students eat at no cost. Adult lunches cost \$3.85.

Children may choose to bring their lunch from home on any day. A menu is sent home monthly so parents will know which meals are planned on specific days (on rare occasions, the menu can change, however). **Students cannot bring in outside food from restaurants.**

## Breakfast

We will have Universal Breakfast at Mary H. Wright (free breakfast for all students).

If a student arrives after 7:40, we ask that parents not purchase outside breakfast (ex. Hardee's biscuits, donuts, etc.) and expect students to be allowed to eat this in school. However, if you buy breakfast for your child and he/she arrives before 7:40, he/she can eat it in the cafeteria and still make it to class on time. **Students cannot bring tea or coffee in the morning.** Thanks for your understanding in this matter.

## Wellness Policy

Per the Spartanburg School District 7 Wellness Policy, MHW is committed to providing a school environment that promotes and protects children's health and well-being. In doing so we ask that the following guidelines be followed:

- Any food served during the school day will adhere to food safety and security guidelines.
- Parents may provide food during the school day for their children only.
- Students have daily physical activity time in the form of PE or recess.

### **Parties/Celebrations**

Class parties will be held throughout the year. Any food brought in for parties must be commercially purchased. Parents are encouraged to come to eat lunch with their student on his/her birthday; however, you can no longer provide a special treat for the class unless it is on the approved snack list and you have approved this with the teacher before lunch. Any student party invitations may not be distributed unless they are distributed to every member of the class. Floral/balloon deliveries for students are not allowed at school.

### **Lost and Found**

1. First and most importantly, write your children's first and last names on the inside of outerwear, backpacks, and lunch boxes or bags. This, alone, will help us return lost clothing and items to your children.
2. The lost and found rack will be in the cafeteria.
3. Parents and students are encouraged to check this area if they are missing any items. Twice a year when the area is overflowing, we take items not claimed to a local clothing closet.

### **Textbooks**

Students in grades K-5 are supplied textbooks through the State Department of Education. By the authority of Section 59-31-290 of the Code of Laws of South Carolina, regulations require full payment for the loss of or damage to any book, ordinary wear and tear accepted. Any damage to or loss of a textbook becomes the responsibility of the parent to pay the price of the textbook. That cost is set by the State Department of Education. Intentional damage may also result in disciplinary action on the part of the school.

### **Library Materials**

Mary Wright has a well-equipped and computerized media center available to our students. Students can check out materials from the media center for instructional use. Students will be held accountable for books that are lost or damaged.

### **Medication**

Our School Nurse will be at MHW by 7:40 each morning; parents may bring medications to the front office between 7:40 and 3:00 each day. Please make sure your child has what is needed each day and that prescriptions are updated as needed. Medications cannot be sent to school or home with students.

## **Health Room**

District Seven believes all students have the right to medical care professionally and caringly. Mary H. Wright is fortunate to have a full-time registered nurse.

### **Services provided by the school Nurse include:**

- Vision and hearing screenings for K, 1st, and 3<sup>rd</sup> students, as well as screenings upon request from parent or teacher
- First aid treatment
- Assisting students in taking medications
- Providing resource materials to parents upon request related to a child's illness
- Making various referrals to and acting as a liaison with various community agencies

Please fill out the blue health card entirely at the beginning of the school year and return it to school. This provides valuable information for our health room staff that will aid in caring for your child.

### **Information about medications administered at school:**

- When possible, medications should be given before or after school by a parent/guardian.
- Initial doses of a medication that a child has never taken before should not be given at school.
- A written prescription is required for medications, including over-the-counter medicines taken daily. When signed by an authorized prescriber, the "Permission for School Administration of Medication" form is the written prescription. Stamped signatures will not be accepted.
- A parent/guardian written consent is also required. Stamped signatures will not be accepted.
- A separate form must be completed for each medication.
- The safety of your child is important to us. Therefore, no over-the-counter medication will be given before 10:00 A.M. or after 1:30 P.M. (This ensures we do not administer a drug that was taken at home and that parents will not administer meds recently given at school).
- Prescriptions must be renewed, at minimum, at the beginning of each school year.
- We may decline to administer certain medications if deemed inappropriate for a school setting. In that event, the parents and health care practitioners will be notified.
- A responsible adult should deliver the medicine and permission form to Mary H. Wright. The medicine must be in the original pharmacy-labeled container or, in the case of over-the-counter medications, in the sealed container with the manufacturer's label intact. Parents/Guardians should attach a label with the student's name to over-the-counter medications; medicines must not cover the medication manufacturer's label.

## **When Your Child is Sick**

We hope that your child never has to miss school or childcare due to illness, and one major component of illness protection is prevention. You can help to prevent disease, and the spread of illness, by ensuring that your child maintains proper nutrition and sleep, washes his or her hands, and remains home when sick.



### **Fever**

If your child has a fever of 100.4 degrees F or higher by mouth and 99.4 degrees F or higher if taken under the arm, **before receiving any fever reducer or pain reliever**, your child should stay home from school.

Once your child has been fever-free for 24 hours, **without receiving any fever reducer or pain reliever**, they may return to school.

### **Vomiting**

If your child has vomited two or more times in 24 hours, they should be kept at home. All children should stay home for green or bloody vomit on any occurrence.

### **Diarrhea**

(Diarrhea is three or more loose stools in 24 hours). Students in first through fifth grades should stay home until diarrhea-free for 24 hours or until cleared by a physician.

Children of any age **must** have a medical note to return to school or childcare **after having diarrhea that contains blood or mucus**. For more information specific to symptoms or diagnosis, please go to <https://www.scdhec.gov/sites/default/files/Library/CR-010752.pdf>.

### **Risk Assessments**

The safety and security of all students are of the utmost importance to our faculty and staff. If a concern arises about a student being a danger to him/herself or others, District protocols for conducting a risk assessment (suicide and/or threat) will be followed appropriately. These assessments may include interviews with students and staff, a review of student records, and consultation with district mental health staff, local law enforcement, or other community agencies that help support our schools and students.

### **Emergency School Closings**

The following plan has been devised when weather conditions require a decision as to whether schools will be closed or open:

1. Parents should check the district's social media pages or website for an announcement. Announcements should be made by 6:15 A.M. Many times, school personnel find out the same way parents do. Therefore, please do not call teachers, school personnel, or radio/tv stations.
2. If students are in school and a midday decision is made to close the school, please note the following:
  - Students riding buses will be transported as normal, just at an earlier time
  - Children who walk home will be allowed to do so if parental permission is obtained via telephone. We only have 15-20 walkers here at MHW, so we will accept telephone notifications for walkers during early school closings.
  - Adequate supervision will be maintained until all students are picked up. Please note that if the school must be canceled due to weather or an emergency, our school personnel need to leave in time to take care of their own families, so please be diligent in coming to pick the children up.
  - All after-school activities (including Boys and Girls Club) and night events (concerts, etc.) will be canceled automatically if the school is canceled at midday.

## Emergency Situation and Drills

Mary Wright is committed to providing a safe environment for students, staff, and visitors and conducts annual safe school audits for our school. We work closely with national, state, and local safety officials to prepare our school to prevent and respond to any emergency.

We have developed a comprehensive Emergency Response Plan that covers a wide variety of emergencies and serves as our guide to help staff and our public safety partners respond swiftly should a crisis occur. In the case of a school emergency, parents will be notified and updated by phone and/or e-mail using our Bright Arrow communication system. During those times, parents must follow the directions given to them in the Bright Arrow messages. Because students practice these drills regularly, parents should be aware of these terms:

- **Internal lockdown:** all school interior doors are locked, students are confined to their classrooms, and no entry or exit of the school is allowed. During an internal lockdown, the front office door is also locked. This occurs if there is a threat or threat inside the school or on/near school property.
- **External lockdown:** all school exterior doors are locked. Students are not contained in their classrooms but will only travel with their teachers. The front door is locked, but parents are admitted in with proper identification. This occurs when the school has been made aware of a threat outside of school.
- **Fire drills:** students exit the building to a designated position on the grounds of the school located in an area that is enough distance away for safety purposes and to allow emergency vehicles to arrive. We conduct drills once a month.
- **Evacuation Site:** there may be an instance when the school may need to be evacuated due to fire or intruders. We will evacuate to Spartanburg High School. Due to the off-campus location, we do not practice this drill with students.
- **Weather Alert:** Severe weather emergencies such as tornadoes, severe storms, and earthquakes are potential dangers. Procedures are practiced for proper shelter in these emergencies.

## Parent-Teacher Organization (PTO) and Classroom Volunteers

Our school encourages your participation in PTO-sponsored activities throughout the year. Our PTO is an extension of the school family and is dedicated to supporting instructional programs, teaching/learning, and safety. In addition, the PTO needs volunteers to help with special programs and serve on committees. Please consider volunteering your time to assist this organization in helping all classrooms, teachers, and students through their many projects. Mary Wright has several opportunities to volunteer with tutoring and other school events. Please get in touch with our Parent Involvement Facilitator, Ms. Watson, to sign up for these events.

## School Improvement Council/Title One School-wide Planning Team

The School Improvement Council/Title One Planning Team comprises parents of teachers, students, parent facilitators, and community members. The principal serves as an Ex-Officio member. All parents are encouraged to attend SIC and Title One Meetings. You can submit

any suggestions to the principal, who will discuss the topic in meetings. Elections for SIC are held once a year in October. Nomination forms will go out in September, and participation is encouraged.

### **Department of Social Services**

South Carolina law states that educational professionals are mandated reporters of child abuse or neglect. Mandated reporters must report abuse or neglect when, in their professional capacity, they receive information giving them a reason to believe that a child's physical or mental health has been, or adversely affected by abuse or neglect. A decision to report is based upon a reasonable belief that a child is abused or neglected. Thus, mandatory reporters need not have conclusive proof that a child has been abused or neglected before reporting abuse or neglect to the proper authorities.

Occasionally, DSS caseworkers will come to our school to speak to students. Once proper identification is established, DSS caseworkers are allowed to speak to students per Spartanburg School District 7 procedures and SC law. The Department of Social Services must contact parents regarding any notification of visits.

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### **Title 1**

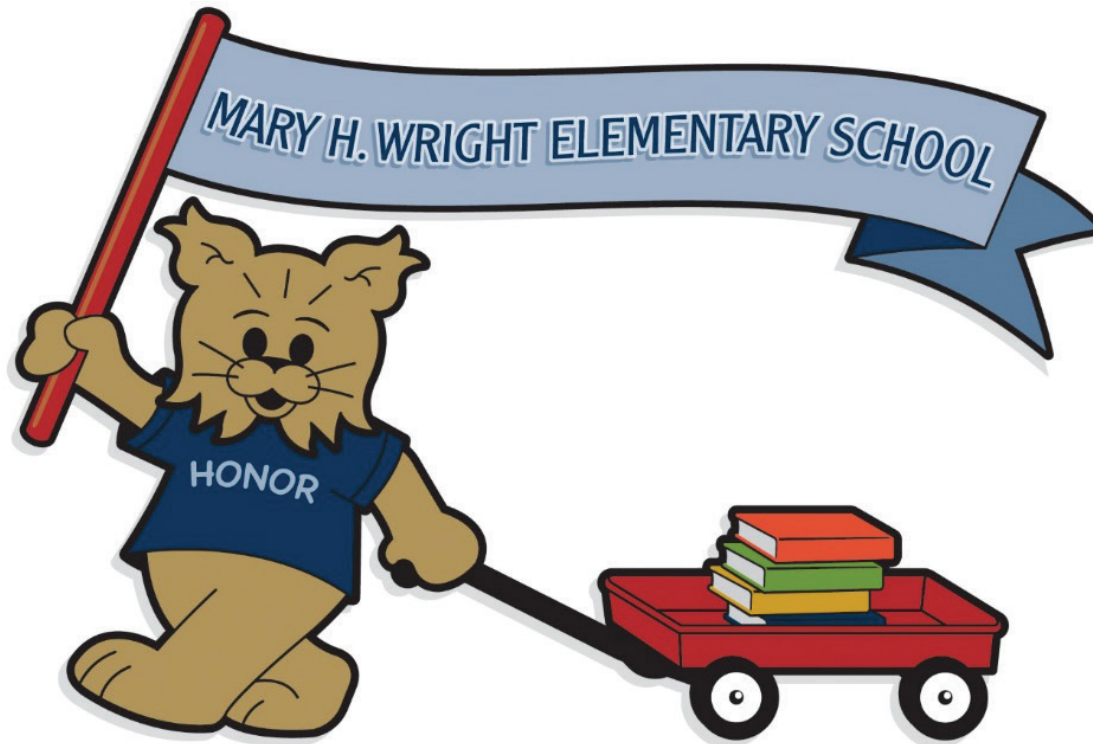
We have developed the following Parent Involvement Policy as part of our Title 1 school-wide Plan.

1. We will hold an annual meeting to inform parents of our Title 1 program in the fall during Open House.
2. Parents can be involved with planning, reviewing, and improving the school-wide program and the parent involvement policy.
3. Parents are informed of the school-wide program and the parent involvement policy through the classroom newsletters, the school newsletter, website, registration packets, and family nights.
4. Teachers, students, and families sign our Student/Family School Compact at the beginning of the school year or during conferences.
5. Parents are encouraged to participate in their child's education throughout the year.

**2023-2024**

## **MHW School Calendar**

Please note that all efforts are made to make this calendar as accurate as possible; however, due to circumstances, usually out of our control, dates and times for events may be changed. These changes will be communicated to you through teacher newsletters, Class Dojo, the Principal's Weekly Newsletter, our MHW website, and social media accounts such as Facebook, Instagram, and Twitter.



# August



2023

Welcome to the new school year. Our doors open at 7:00 A.M. and learning begins at 7:45. Students are tardy if they arrive after 7:45 and parents must walk them into the office. Research shows that students generally on time to school have better grades, fewer behavior problems, and are more likely to graduate high school! Please make sure your child is here on time every day. You can keep up to date on what is happening at MHW by referring to this calendar. All dates and events are subject to change. Please check Class Dojo for updates.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Registration 8-11 and 12-3	3	4	5
6	7 Staff Development	8 Staff Development	9 Staff Development	10 Staff Development	11 9:00-11:00 Meet the TEACHER	12
13	14 1 <sup>st</sup> Day for Students 4K/5K Staggered Start 5K KRA Testing F&P Testing Begins	15 5K KRA Testing 4K/5K Staggered Start	16 5K KRA Testing 4K/5K Staggered Start	17 All 4K/5K Students Return 5K KRA Testing	18 5K KRA Testing	19
20	21 Scout Visits Classes Odyssey Classes Begin	22 Scouts Parent Meeting 6:00 P.M.	23	24	25 Icee Day \$2	26
27 	28 Fall iReady Testing Begins 5K-5 <sup>th</sup>	29 Fall iReady Testing 5K-5 <sup>th</sup>	30 Fall iReady Testing 5K-5 <sup>th</sup>	31 Fall iReady Testing 5K-5 <sup>th</sup>		Call the Bus Office if you have questions about transportation 864-594-4423 

# September





2023

We are having a **FABulous** Year at Mary Wright. **F**=Family Engagement **A**=Academics/Attendance **B**=Behavior

**YOUR PRESENCE MATTERS!**

Americans observe National Hispanic Heritage Month from September 15 to October 15 by celebrating the histories, cultures, and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean, and Central and South America.

MHW Theme

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Please ensure your child is on time for breakfast from 7:00-7:40 each morning.					1 College Colors Day Fall iReady Testing Ends	2 Custodian Appreciation
3 Substitute Appreciation Week	4 Labor Day Holiday	5 Board meeting @ 6:00	6 PPP Parent Meeting @ 10 A.M. in the Parent Pad	7	8 Icee Day \$2	9
10 Grandparents' Day	11 Fall Book Fair 	12 Fall Book Fair	13 Fall Book Fair Open House-PTO 6:00 Progress Reports	14 Fall Book Fair Grits with Grands @ 7:00 A.M.	15 Fall Book Fair Hispanic Heritage Month Begins PBIS Celebration Day	16
17 Citizenship/Constitution Day	18	19 IT Professional Day	20	21	22 Icee Day \$2	23
24	25 5 <sup>th</sup> Grade Watershed	26	27	28 Picture Day SIC/Title One Meeting 3:00- Donuts and Data	29 Student Council Election	30 

# October



2023

We are changing Good News Assemblies to **FAB Awards**. Perfect Attendance is an easy award to earn. NO absences or tardies for 9 weeks.  
**Look below to see when we will have FAB Awards Days.** Parents are invited.

Start the day off right!

7:30 AM Best time for students to arrive if not eating breakfast  
 7:40 AM Breakfast Ends  
 7:45 AM Students should be seated and ready to learn.



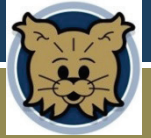
## FAB AWARDS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 National Principal Month	2 Custodian Recognition Day	3 Board Meeting @ 6:00	4 PPP Parent Meeting @ 10 A.M. in the Parent Pad Walk to School Day	5	6	7
8 School Lunch Week	9 Columbus Day Parent Conferences Begin	10	11	12	13 Icee Day \$2 <b>PBIS Celebration Day</b>	14 
15 Hispanic Heritage Month Ends	16 National Boss's Day 45 <sup>th</sup> Day/End of 1 <sup>st</sup> 9wks	17	18	19 MHW Fall Carnival 4:00-6:00	20	21
22 	23 <b>Red Ribbon Week:</b> Be Kind to Your Mind, Live Drug Free-Wear All Red  Report Cards	24 <b>Red Ribbon Week:</b> I Have the Power to Be Drug Free-Wear Super Hero Clothes <b>FAB Awards 5K-1<sup>st</sup> 1:00 PM</b>	25 <b>Red Ribbon Week:</b> Peace Out to Drugs-Wear Tie-Dye or Neon Shirt <b>FAB Awards 2<sup>nd</sup>-3<sup>rd</sup> 1:00 PM</b>	26 <b>Red Ribbon Week</b> Put a Lid on Drugs-Wear your Favorite Hat  <b>FAB Awards 4<sup>th</sup>-5<sup>th</sup> 12:45 PM</b>	27 <b>Red Ribbon Week:</b> Put Drugs to Sleep: Wear your Pajamas Icee Day \$2  Parent Conferences End	28
29	30 5 <sup>th</sup> Grade Watershed	31 Halloween Book Character Day Great "Spooktacular" Concert 12:50 Fall Parties- 1:15				

# November

Mary H. Wright is a Title One School. Our school receives federal funds to support student learning. Title One Programs generally offer smaller classes, additional teachers and assistants, additional training for school staff, extra time for instruction, a variety of teaching methods and materials, counseling and mentoring, and/or career and college awareness. You are encouraged to come to our meetings. Your input is needed and I am thankful that you are a part of our school family.

2023



Title One

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 PPP Parent Meeting @ 10 A.M. in the Parent Pad	2 Make-up Picture Day STEM/STEAM Science Night 6:00 P.M.	3	4
5 Daylight Savings Ends	6 Staff Development Day No School	7 No School 	8	9	10 MHWES Veteran's Day Program 9:00 	11 Veterans Day
12 American Education Week	13 World Kindness Day!	14 Board Meeting at 6:00	15 Family Thanksgiving Lunch Classroom Visits 	16	17 Progress Reports Icee Day \$2 <b>PBIS Celebration Day</b> 	18
19	20	21 Movie Day 1:15 P.M. 	22 Thanksgiving Holiday	23 	24 Thanksgiving Holiday	25
26	27	28	29	30		



# December

Winter iReady begins this month. Please make sure your child gets enough sleep and is at school on time each day.




**BOBCATS ROAR!!!**

**ROAR** stands for **R**espect, **O**wnership, **A**ttitude and **R**esponsible. Don't forget to check your child's folder each day to see how many points they have earned.

2023



ROAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Icee Day \$2 	2
3 	4 Winter iReady Testing 5K-5 <sup>th</sup> HoverCraft-5th Grade @ Todd	5 Winter iReady Testing 5K-5 <sup>th</sup>	6 PPP Parent Meeting @ 10 A.M. in the Parent Pad Winter iReady Testing 5K-5 <sup>th</sup>	7 Winter iReady Testing 5K-5 <sup>th</sup>	8 Winter iReady Testing 5K-5 <sup>th</sup>	9
10	11	12	13  Santa's Workshop 9-11:00	14 Chorus @ The Advent 10:00 A.M.	15 Kid -Free Teacher Luncheon <b>PBIS Celebration Day</b>	16
17	18	19	20 Reindeer Games @ 10 Early Dismissal 11:30 End of 1 <sup>st</sup> Semester	21 Winter Holidays No School	22 Winter Holidays No School	23
24 	25 Winter Holidays No School Christmas Day	26 Winter Holidays No School Kwanzaa Begins	27 Winter Holidays No School	28 Winter Holidays No School	29 Winter Holidays No School	30
31						

# January



2024



**MHW is a Responsive Classroom School. Make sure your child is here on time because we begin our day with a Morning Meeting that sets the tone for the day. You can also help by creating a positive experience each morning to help your child function throughout the day! Be POSITIVE and SHOW SOME LOVE IN THE MORNINGS!**

**FAB AWARDS**



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
School Board Appreciation Month	1 Winter Holidays No School New Year's Day	2 Winter Holidays No School Winter Holiday	3 Staff Development Day No School	4 Students Return	5	6
7	8 90 <sup>th</sup> day	9 Board Meeting @ 6 Report Cards	10 PPP Parent Meeting @ 10 A.M. in the Parent Pad	11	12 Icee Day \$2 	13
14	15 ML King Day Holiday	16	17	18	19	20
21 <b>FAB AWARDS</b>	22	23 100 <sup>th</sup> Day of School	24 <b>FAB Awards 5K-1<sup>st</sup> 1:00 PM</b>	25 <b>FAB Awards 2<sup>nd</sup>-3<sup>rd</sup> 1:00 PM</b>	26 Icee Day \$2  <b>FAB Awards 4<sup>th</sup>-5<sup>th</sup> 12:00 PM</b>	27
28	29 5 <sup>th</sup> Grade Watershed	30	31			

# February

This is Black History Month and the national theme is African Americans and the Arts, celebrating a dynamic culture that has spread worldwide in the arts, music, literature and film. Come visit our Wax Museum this month featuring a variety of famous African Americans and attend our Black History Program.



2024


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Cocoa for Cops 7:00 A.M.	3
4	5 School Counselor Appreciation Week	6 Board Meeting at 6:00	7 PPP Parent Meeting @ 10 A.M. in the Parent Pad	8 Progress Report	9 Icee Day \$2 <b>PBIS Celebration Day</b>	10 
11 Super Bowl Sunday	12	13 Math Night 5:30-7:00	14 Valentine's Day Parties at 1:20 P.M.	15 School Resource Officer Day	16 Staff Development Day No School	17
18	19 School Bus Driver Appreciation Week	20	21	22 School Bus Driver Appreciation Day	23 Black History Program 1:00 P.M. Icee Day \$2 	24
25	26	27	28 4 <sup>th</sup> Grade African American Wax Museum @ 10:00	29		

# March



2024

Spring iReady and State testing begin this month. This test is very important so talk to your child about taking their time and doing their best. You can reduce your child's anxiety about testing by reminding them that it is just like other tests. They are expected to listen to directions and try their best.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Women's History Month					1 1st Grade Celebrates Dr. Seuss Day	2
3 Read Across America Week School Social Worker Week	4	5 Board Meeting at 6:00	6 Read Across Wright Day PPP Parent Meeting @ 10 A.M. in the Parent Pad	7	8 Icee Day \$2 <b>PBIS Celebration Day</b> 	9
10 Daylight Savings Day	11	12	13 135 <sup>th</sup> day	14	15 Staff Development Day No School	16
17 St. Patrick's Day 	18 4K GOLD End of the Year Test	19 Spring iReady Testing Begins 4K GOLD End of the Year Test	20 Report Cards Spring iReady Testing 4K GOLD End of the Year Test	21 Spring iReady Testing 4K GOLD End of the Year Test	22 Spring iReady Testing 4K GOLD End of the Year Test Icee Day \$2 	23
24	25 4K GOLD End of the Year Test	26 4K GOLD End of the Year Test Play Performance @6	27 4K GOLD End of the Year Test Play Performance @6	28 4K GOLD End of the Year Test Play Performance @6	29 4K GOLD End of the Year Test	30
31 Easter	 <p>Look for The State Report Card Survey Link</p>					

# April



2024

Please support our Spring Book Fair. All proceeds help support our library. I hope you have taken advantage of our Parent Meetings each month. State testing will begin soon so let's get our minds right for success. Have a great SPRING BREAK!



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Spring Break April Fool's Day	2 Spring Break	3 Spring Break	4 Spring Break	5 Spring Break	6
7	8	9	10 PPP Parent Meeting @ 10 A.M. in the Parent Pad	11	12 Icee Day \$2 	13
14	15 Spring Band/Chorus/Orchestra Concert 6:00 P.M.	16 Spring Book Fair	17 Spring Book Fair	18 Spring Book Fair	19 Spring Book Fair Picnic with Parents	20
21	22 5 <sup>th</sup> Grade Watershed Progress Report Spring Book Fair	23	24 5 <sup>th</sup> Grade Barrier Island	25 5 <sup>th</sup> Grade Barrier Island	26 5 <sup>th</sup> Grade Barrier Island Icee Day \$2 <b>PBIS Celebration Day</b> 	27
28	29	30 State Testing Begins 3 <sup>rd</sup> -5 <sup>th</sup>				

# May





2024

We've reached a milestone, the last month of school. This month also so begins some VERY IMPORTANT TESTING. Please make you're your child is well-rested and has positive experiences in the morning before leaving for school. Positive Mornings = Positive Days!

Please join us as we celebrate your children during our FAB AWARDS' DAYS!



**FAB  
AWARDS**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Asian-Pacific American Heritage Month			1 State Testing 3 <sup>rd</sup> -5 <sup>th</sup>  School Principal's Day	2 State Testing 3 <sup>rd</sup> -5 <sup>th</sup>	3	4
5 Cinco de Mayo	6 	7 State Testing 3 <sup>rd</sup> -5 <sup>th</sup>  Board Meeting @ 6	8 State Testing 3 <sup>rd</sup> -5 <sup>th</sup>	9 State Testing 3 <sup>rd</sup> -5 <sup>th</sup>	10 Icee Day \$2 	11
12 Mother's Day	13 PBIS Celebration Day	14 Field Day K-2 8:00-10:00 3-5 11:00-1:00	15	16 5 <sup>th</sup> Grade Luncheon at the Advent 11:30	17 4K Program 9:00 Senior Walks in Elementary Schools	18
19 <b>FAB AWARDS</b>	20 5K Program 9:00  1 <sup>st</sup> -2 <sup>nd</sup> Grade Awards Day 1:00	21 3 <sup>rd</sup> -4 <sup>th</sup> Grade Awards Day 9:00	22 5 <sup>th</sup> Grade Awards Day 9:00	23 Early Dismissal 11:30 Last Day of School	24 Staff Development Day	25
26	27 Memorial Day Holiday	28 <b>Have a Great Summer!</b>	29	30	31	



