



MARY H. WRIGHT
ELEMENTARY SCHOOL
I Belong at Wright!

Parent and Student Handbook

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Did You Know...

Whom school is named: Mary Honor Farrow Wright

Mary Honor Wright was an educator. Born into slavery on August 11, 1862, in Spartanburg. Wright was also active in professional and community activities. For over fifty years she served as chair of the Palmetto State Teachers Association Department of Primary Teachers (the state association for black teachers). She organized the first-aid school for African Americans during World War I. In 1925 she began the Charity Christmas Tree program for underprivileged black children. Wright retired in 1943 at the age of eighty-one and died on August 25, 1946. Carrier Street School, the institution that began in her home, was later renamed Mary Wright Elementary School in her memory.

Year Old MHW was Built 1951

Year Present MHW Opened: 2001

School Colors: Blue and Gold



Original Mary Wright School Song Written in 1956:

Dear school we sing to thee
To you, we will be true
We sing your praises wide
Thy name we hold with pride
We wave our banners high
As symbols of our love
The blue and gold will stand
For Dear Mary H. Wright.
Greetings Bobcat Parents and Students,

Parents and Students,

Welcome to another great year at Mary H. Wright. Our school is a place where the students, parents, community, and staff form a partnership that works together to make sure your child excels academically. Our theme this year is **I Belong at Wright!**

You are the most essential part of your child's education, and we must build a strong relationship to best serve their educational needs. So we invite you to come to the school often. You can volunteer to help your child's teacher, send party snacks, and come help during our play and other activities throughout the year. You are WELCOME here.

We use Class Dojo school-wide, so you can stay in contact with the teacher regarding academics and behavior. Your child's teacher will send you an invite to Class Dojo. Sign up as soon as you get this invite so that you can know what is going on in your child's class.

Your support will go a long way in helping to make this a successful school year.

I hope to see you here soon supporting our teachers and students. Please sign up to volunteer and plan to attend parent events throughout the year. We are looking forward to a great year.

Warmest regards,

Tammy Jordan, Principal



BOBCAT STRONG!



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Spartanburg School District Seven

610 Dupre Drive * Spartanburg, SC 29307 * 594-4400 *
<https://www.spartanburg7.org> Jeff Stevens, Superintendent

OFFICE HOURS: 7:00 AM to 3:30 PM

Main office: 864-594-4477

This School Handbook provides important information concerning specific rules, policies, and procedures related to the safety and operation of our school. For schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures, and rules outlined in this handbook.

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.

VISION STATEMENT

Our vision is to build positive relationships, overcome obstacles to better our community and empower teachers and students to achieve academic goals.

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 the goals of education.
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

School Schedule

7:00 AM Breakfast/Car Rider Drop-Off/Buses Arrive

7:30 AM Teacher arrival time

7:30 AM Students admitted to classrooms

7:45 AM Breakfast Ends

7:50 AM Tardy Bell Rings

2:20 Dismissal Begins

3:00 PM End of the workday for teachers

Change of Address/Telephone Number

Please notify the school immediately if you have a change of mailing address, email address, or telephone number (home, work, mobile).

Visitors

The purpose of our Visitor's Policy is to ensure all students at MHW 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 do not attempt to enter through any other doors unless directed to do so 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 cannot be interrupted during instruction except in the case of an emergency. Teachers check their emails during their planning times, before lunch, and after school. To help us eliminate interruptions to classrooms we ask that:

1. Parents can call or send notes/emails 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. Methods of transportation 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 to have parents come in and eat school lunch with their children. Bringing outside restaurant food is strongly discouraged. We do 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

Mary Wright recognizes that issues related to the legal and physical custody of students can be complicated and can 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 school 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. It is the responsibility of the legal guardian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place 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 an e-mail that you send. A teacher may not check email until school is out, so you should send any change in afternoon transportation plans to our receptionist, Sonja Tate at STTate@spart7.org.

Every week, we send a Principal's Newsletter, Grade-Level Weekly Newsletter, Attendance letters, and other information inside **Monday Folders**. 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 whom they are speaking with via telephone. It 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 stress to your child to get the note to his/her teacher first thing, as our Transportation Department will not allow bus changes to be made after 10 am each morning. For students to ride a different bus, the Transportation Director must approve it. Any changes to transportation must be made in writing.

Dismissal Procedures

Each student received a card in his/her packet 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 write down anyone who may pick your child up during the school year. We do not dismiss students to people who are not listed on the card. With this said, **if you are the custodial parent and the non-custodial parent wants to pick a child up, we cannot stop this without court paperwork.**

You may add people during the year if you come to 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 their names. If you know that a relative/friend will pick your child up periodically, please give the nametag to them (we can supply extras). Please enter the inside lane if you are picking up a 4K student.

Walkers will receive a walker tag and you are required to fill out a walker form if your child is walking home from school. Unless your child is in an after-school activity, please arrive no later than 2:40 to pick your child up. Forms are available in the front office or ask your child's teacher.

Finally, 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 First 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 important role in the safe operation of 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.

Disciplinary offenses on the bus are written up by the driver but then are 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 is involved in a case of extreme disrespect or physical altercation.

If this happens, it is the parents' or guardians' responsibility to get the child to and from school each day.

If you have problems, please call the Transportation Office at 594-4423.

Early Dismissal

Early dismissal is before 2:00. Once again, this is to ensure 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 am 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 less unexcused absences. Students must be in attendance for at least half the day (11 am) to be counted present. Even though an absence may be excused, students must attend school to be counted as present. State Truancy Law states that on the 3rd unexcused consecutive absence or the 5th consecutive unexcused absence, a truancy intervention plan must be written and put into place. 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 control of a parent or student may be appealed to the principal and superintendent for recording as an excused absence.

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 am. If tardy, parents will need to come 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-Organized, A-Academics, 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 call parents to discuss their children's progress and get help to resolve difficult situations. The BI is 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. This year, 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 am and are dismissed at 2:00 pm. 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 formulate 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 the 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 weeks quarter,
- (2) Permission slip and fees turned in the day before the event. Permission slips go home with the student and must be returned the day before the field trip.

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. If a student wants to use a telephone as a camera, he/she must get permission from the teacher. The phone will be confiscated. if a student is using his/her phone.

Our policy will be:

1st -2nd 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.

3rd -4th offenses of either using the phone or the phone hindering instruction: Teacher turns the phone into administration; the parent is required to come to pick up the phone.

After the 4th 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 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 make the final judgment on 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 K-1st grader has an iPad. 3rd - 5th graders who show responsibility at school will have the opportunity to take MacBooks home with assigned work during the school year. To do this, parents must come in, watch a brief video, and sign off on paperwork accepting responsibility. For those students who do take them home, a \$25 insurance plan is strongly encouraged that will last the school year. Parents will be able to view this video at the PTO Open House and students can then begin taking them home. MacBook 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:

1st offense-

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

2nd offense

- Teacher collects MacBook (return to the student at teacher discretion)
- Teacher document event details in teacher records
- Communicate student infraction to the parent (note, email, text)
- Notify Ms. Dendy via email including event details.

3rd offense-

- The teacher collects MacBook.
- Teacher gives device and Office Referral Form detailing event to Mrs. Fox or Mrs. Jeter
- Notify Ms. Dendy via email.

Severe Infractions

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

- The teacher should go directly to 3rd 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, email, 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 email, IM, SMS, or other communication services.
- Students cannot access chat rooms or discussion forums that are not approved of 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 would not be permissible or advisable offline.
- Students are prohibited from transmitting information in violation of federal, state, or municipal laws. Students should immediately report to Mrs. Fox, Mrs. Jeter, or Mrs. Jordan any abuse of information systems usage. 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 it, 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 type of 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 contact the teacher via email, call our office, or contact me at 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 Kindergarten and 1st, 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 2nd-5th 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 as well as those who qualify for the Odyssey program. School psychologists provide individual evaluation and diagnostic services, as well as 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 contact the school guidance counselor or the Department of Special Education.

Programs for Gifted and Talented

Odyssey consists of a series of programs provided by Spartanburg School District 7 to meet the needs of gifted students in grades 3-12. At the elementary level, Odyssey serves academically gifted students in grade 3.

Odyssey II serves academically gifted students in grades 4-5. 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 current performance profile indicates that 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 is from the end of grade 2 to the end of grade 11.

Standardized Testing at Mary Wright

	4K	5K	1 st	2 nd	3 rd	4 th	5 th
PALS	X						
KRA		X					
SC Ready ELA/MATH					X	X	X
SC PASS SCIENCE						X	
CogAT				X	X		
InView				X		X	
iReady ELA AND MATH		X	X	X	X	X	X
Fountas and Pinnell (F&P)		X	X	X	X	X	X

PALS

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

SC READY/SC PASS- 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 given 3 times a year and used for progress monitoring in grades K-5.

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

Standardized testing allows for comparisons to be made among schools in regards to student achievement, ensures accountability for

teachers, and can inform instruction for educators. We feel that 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 contact me at 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. If you are unable to provide school supplies, we ask that you let your child's teacher know.

Fees

Special fees include field trips, special events, and lost/damaged textbooks or library books, and any damage to electronic equipment. Fees owed for damaged books or equipment need to be paid before funds can go toward field trips. If money is owed for damages and payment is a problem, we will gladly work out some type of payment plan to help.

Money

Students will occasionally need to bring money to school for field trips, book fairs, fundraisers, etc. We ask that any money 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 at \$2.25 for elementary students. Extra milk is \$0.50 per carton. 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).

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 do not purchase outside breakfast (ex. Hardee's biscuit, donuts, etc.) and expect students to be allowed to eat this in school. However, if you choose to purchase breakfast for your child and he/she arrives before 7:40, he/she can eat that in the cafeteria and still make it to class on time. 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. Classes may not have birthday parties, individual parties, or parties for teachers during the school day. Parents are encouraged to come to eat lunch with your 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 or each of the same gender in 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 name 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 1-5 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 excepted. 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 7:30 each morning; parents may bring medications to the front office between 7:30 and 3:00 each day. Please make sure your child has what is needed each day and prescriptions are updated as needed. Medications cannot be sent to school with students.

Health Room

District Seven believes that all students have the right to medical care in a professional and caring manner. 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 3rd students, as well as screenings upon request from parent or teacher
- First aide 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 completely at the beginning of the school year and return it to school. This provides valuable information for our health room staff with information that will aid in the care of 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 medications that are given daily. The "Permission for School Administration of Medication" form, when signed by an authorized prescriber, may serve as 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 am or after 1:30 pm., (This ensures we do not administer a medication that was recently 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 practitioner 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 manufacturer's container with the manufacturer's label intact. Parents/Guardians should attach a label with the student's name to over-the-counter medications; the name label must not cover the medication manufacturer's label.

Staying Home from School 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 illness, 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 home. All children should stay home for green or bloody vomit on any occurrence.

Diarrhea

(Diarrhea is defined as 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>

I NEED TO STAY HOME IF...						
I have a fever  I have a temp. of 100.2 F or higher	I am vomiting  Within the last 24 hours	I have diarrhea  Within the last 24 hours	I have a rash  I am itching or have a fever	I have lice  Itchy head, presence of nits/eggs or live lice	I have an eye infection  Redness, itchy or crusty drainage from eye	I have been to the doctor or hospital  If doctor says to stay home for 24 hours or more.
I MAY RETURN TO SCHOOL IF...						
Child has been fever free without the use of medication, i.e. Tylenol, Motrin, ect.	Free from vomiting for at least two solid meals	Free of diarrhea for at least 24hrs	Free from rash, fever, and have been evaluated by a doctor.	Treated with appropriate lice shampoo, nit free, and have been evaluated by the school health office with my parent/guardian present	Evaluated by a doctor and have a note to return to school	Released by a medical doctor to return to school

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 listen to the radio or watch TV for an announcement. Announcements should be made by 6:15 am. Many times, school personnel find out the same way parents do, by watching tv or listening to the radio. 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 20-25 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 on 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 mid-day.

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 for our school to be prepared to prevent and respond to any type of emergency.

We have developed a comprehensive Emergency Response Plan that covers a wide variety of emergencies that 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 email using our Bright Arrow communication system. It is critical during those times that parents follow the directions given to them on 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 possible 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.

- **Shelter in place:** there may be an instance when the school may need to be evacuated due to fire or an environmental issue. We will evacuate to Mt. Moriah Baptist Church Family Center. Due to the off-campus location, we do not practice this drill with students.

- **Weather Alert:** Severe weather emergencies such as a tornado, 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 the support of 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/or with other school events. Please contact 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 is composed of parents, teachers, students, a parent facilitator, 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 then bring up 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.

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, the school 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.

Student Excuse Absence Form

Name _____ Teacher _____

Dates of Absence(s) _____

Reason for Absences _____

Phone Number _____

Parent Signature _____ Date _____



Name _____ Teacher _____

Dates of Absence(s) _____

Reason for Absences _____

Phone Number _____

Parent Signature _____ Date _____

**Mary H. Wright Elementary School
Student/Parent Handbook**

I have read the Mary H. Wright Handbook and explained to my child(ren) the expectations, rules, and regulations for students as stated in this handbook.

Child/Children Names

Grade

Signature of Parent or Guardian

Date _____

