

# Bethel-Hanberry Elementary School

125 Boney Road  
Blythewood, South Carolina 29016

**803-691-6880**

Principal: JEFF WILLIAMS  
Assistant Principal: JESSIE WILLIAMS  
Assistant Principal: LYNNE SHRADER

**2008-2009**  
**STUDENT ASSIGNMENT BOOK**

*On Track For Success!*

***THIS ASSIGNMENT BOOK BELONGS TO:***

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

HOMEROOM TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_

Dear Parents and Guardians:

Welcome to the 2008-09 school year at Bethel-Hanberry Elementary. We are excited about the variety of opportunities we will be offering our students. You will see some new faces around our building as you experience a warm, inviting environment that appreciates the opportunity to work with your child. Our entire faculty/staff share a commitment to help each student reach their full potential.

We encourage you to get involved in the education process of your child through our PTO, SIC and Education Foundation. You will find many opportunities to share your time and talents with our students. Please visit us at anytime so that we can show you our proud efforts.

Our school would not be a continual success without the support of our community. We look forward to working together to make this school year a successful adventure in teaching and learning.

Sincerely,

Jeff Williams, Principal

**MISSION STATEMENT:** Bethel-Hanberry Elementary School, in partnership with our community, pledges to develop successful and enthusiastic learners by providing a comprehensive and challenging curriculum in a supportive environment.

Richland School District Two, in partnership with the Columbia Northeast community, guarantees each student a quality education by providing appropriate and challenging learning experiences to equip each individual for life-long learning, responsible citizenship, and productivity in an ever-changing world.

### **TEACHER QUALIFICATIONS**

Richland Two is proud of the quality of our teachers. Thirty seven percent have a Bachelor's degree or Bachelor's degree plus 18 graduate hours, 39% have a Master's degree, and 24 % have a Master's degree plus 30 graduate hours or a Doctorate degree. Also Richland Two has the highest number of National Board Certified teachers of any district in the state (114). Only a small percentage (approximately 3%) of our teachers are working toward permanent state certificates. They are all certified to teach in South Carolina during the current school year, and we feel are providing quality service.

A new federal law, the "No Child Left Behind Act," requires school districts to notify parents that they have the right to request and receive information about the qualifications of their children's teachers.

This information includes:

Whether the teacher has met state certification requirements for the grade levels and subject areas in which he or she provides instruction.

Whether the teacher is teaching under provisional or emergency status through which some of the state's requirements have been temporarily waived.

The college major, graduate certification or degree and the subject areas of the certification or degree.

Whether the parent's children receive services from a teaching assistant and the qualifications of that assistant.

Our teaching assistants can work with all children at any flexible time, but always under the supervision of certified staff.

If you would like the information about the credentials of any teacher to whom your child is assigned, please contact the school's principal.

### **OVERVIEW OF THE INSTRUCTIONAL PROGRAM**

Bethel-Hanberry serves students in the three-year-old Child Development Program through Grade Five. The school organization consists of heterogeneous self-contained classes in Kindergarten through Grade Three. Grades Four and Five have a team approach with a teacher instructing ELA and Social Studies and the paired teacher instructing Math and Science. Success in school and working cooperatively are emphasized at every grade level.

At Bethel-Hanberry the instructional program is enriched by a well-developed Media Center and a Gifted and Talented program, Art, Music, Physical Education, Spanish and Computer Technology. Services for students are enhanced by Guidance Services, Speech and other programs.

The instructional staff and administration at Bethel-Hanberry believes that the school exists for the child and should provide a climate conducive to learning the basic skills, developing self-discipline and establishing attainable goals.

### **SCHOOL HOURS**

School begins at 8:00 AM and ends at 2:45 PM. Our tardy bell rings at 8:10 AM. The parent or guardian of any student who arrives late must come inside the office with their child to sign them in using our Lobby Guard system. Students should not arrive at school prior to 7:30 a.m. because there is no adult supervision prior to this time. All students must be picked up by 3:10 PM.

### **ATTENDANCE/TARDIES**

No child can be expected to successfully do required classroom work if attendance is irregular. A child should be in school every day that he/she is physically able. To miss a day may mean that the child will miss the introduction or development of some necessary skills.

Attendance regulations limit the total number of student absences for any combination of reasons to a maximum of 10 days, which applies to all grade levels.

Please emphasize to your child that an absence from school due to suspension will count as one of the 10 days.

When your child is absent/tardy, you must send a note with him/her the next day explaining the reason for the absence. We are required by law to effectively monitor student attendance.

Any child arriving at school after 11:00 a.m. will be marked absent for that day. Students leaving before 11:00 a.m. will also be considered not present for the school day, it is imperative for academic growth that your child be actively involved in classes until 2:45 p.m.

**For additional information, please see Attendance Policy and Laws (enclosed in packet)**

### **EARLY DISMISSAL OF CHILDREN**

If a child is sick and needs to leave school early or a parent wishes to pick up his child during the day, a parent must come to the office to properly sign the child out of school. When it is necessary for someone else to pick up the child, **written authorization from the parent is required.**

Each day is important, and we encourage you not to schedule appointments during school hours. However, we know this is sometimes impossible, but please watch the newsletter for important dates like standardized testing to avoid interruptions on these days.

**\*Please note: All adults are required to present a Driver's License or state issued identification card to check out a student.**

### **COMPLAINTS OF SEXUAL HARASSMENT, INTIMIDATION OR BULLYING**

Sexual harassment or inappropriate conduct of a sexual nature directed at students, either male or female, by District employees, other students, volunteers or third parties associated with schools is strictly prohibited. Such conduct is considered a violation that is disorderly, disruptive, and/or criminal in nature and will not be tolerated. Any employee who engages in such conduct may be subject to disciplinary action, up to and including a recommendation for termination. A student who engages in such conduct may be disciplined up to and including expulsion.

Sexual harassment may be generally defined as unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors, and written, spoken, or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature directed towards students will also not be tolerated. For further information regarding the District's policy related to the prohibition of sexual harassment of students or inappropriate conduct of a sexual nature directed towards students, refer to Board Policy JI, *Student Rights and Responsibilities*, and its accompanying Administrative Rule.

Any student who believes he or she has been subjected to sexual harassment or inappropriate conduct of a sexual nature by an employee, another student, a volunteer, or a third party, is encouraged to file a complaint in accordance with Board Administrative Rule JI-R. For details and further information, see Board Policy JI. All complaints will be investigated promptly. Students who file such complaints or any individuals who provide information relevant to such a complaint will not be subject to retaliation or reprisal in any form. Students who have knowledge that sexual harassment or inappropriate conduct of a sexual nature directed at students is or may be occurring, should notify the school's principal, a school counselor, or a school administrator *immediately*.

Similarly, harassment, intimidation or bullying of students is prohibited. Harassment, intimidation or bullying is defined as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following: harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who believes he or she has been subjected to harassment, intimidation or bullying, as defined in State law and Board Policy JICFAA (Harassment, Intimidation or Bullying), is encouraged to file a complaint in accordance with Policy JICFAA/JICFAA-R. [*Specify school's procedures for filing a complaint here*] Reports may be made anonymously. Complaints will be investigated promptly and thoroughly. Students who file such complaints or any individuals who provide information relevant to such a complaint will not be subject to retaliation or reprisal in any form. Appropriate disciplinary action will be taken against any individual determined to have engaged in such conduct towards a student.

### **HEALTH SERVICES**

The health of all students is a vital concern if a child is to realize his potential. The school's health program is designed to help students develop good health habits. Health is an integral part of the instructional program.

The school is staffed with a registered nurse five days a week. The nurse coordinates the health program, i.e., visual and hearing screening, child welfare, and acts as a liaison between school personnel, community organizations and medical resources.

The school has a health room, which is staffed by school personnel who have been trained by the school nurse. The health room is under the supervision of the school nurse.

If a child becomes sick at school, a parent will be contacted and will be responsible for taking the child home or to the doctor as soon as possible. It is extremely important that the school have on file the home and business telephone numbers of both parents and an emergency name and phone number in the event the parents cannot be reached.

## **SCHOOL BOARD POLICY ON MEDICATION**

If your child must take medication during the school day, the following procedures must be followed according to Richland School District Two policy:

1. The medication must be in the original pharmacy container, properly labeled. If the medication is in liquid form, please bring a measuring spoon so that the correct dose will be administered.

Written instructions signed and dated by the physician, parent or guardian will be required and include: child's name, name of medication, dosage, purpose of medication, time to be administered, route of administration and termination date of administering medication.

Only medications that are prescribed four or more times daily should be administered during the school hours. Medication to be taken once, twice or three times daily can be given at home, before and/or after school.

The medication should be taken by the parent or guardian to the Health Room Assistant or the secretary in the office when the child arrives at school. If you have any questions, please contact Lisa Hobbs, RN, District Nurse, through the school office.

### **Students with Special Health Care Needs**

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

### **Individual Health Care Plans or Individual Health Plans (IHPs)**

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or the Richland School District Two Director of Learning Support Services at 787-1910.

### **Section 504 of the Rehabilitation Act of 1973 (Section 504)**

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A school team decides if a student is eligible.

Once deemed eligible, a team composed of the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff, develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact your student's school principal or the Richland School District Two Special Services Director at 787-1910.

### **Individual with Disabilities Education Act (IDEA)**

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free, appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact your student's school principal or the Richland School District Two Special Services Director at 787-1910 to learn more about the IDEA.

### **Medical Homebound Instruction**

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact the Richland School District Two at 787-1910.

### **VISITORS TO BETHEL-HANBERRY**

We encourage and enjoy having our parents and other members of the community visit our school regularly. However, the faculty and staff at Bethel-Hanberry are very concerned about the safety and welfare of each child in our care. Therefore, the school requires all visitors to stop by the office to sign in and receive a visitor name tag before entering any other part of our building even if it is just a brief visit. The parent/guardian of students in our child development program are required to sign their child in/out in their classroom.

We must all understand that any visitor who is not appropriately identified can be viewed as a potential intruder by those not recognizing them. Our staff is required to redirect visitors back to the office if they are not properly identified with a visitor's tag. We appreciate your cooperation with this very important matter.

**\*Please note: All adults are required to present a Driver's License or state issued identification card to check out a student or enter our campus.**

### **CHILDREN TRANSPORTED TO SCHOOL BY CAR**

Each school day, many children are transported to and from school by car. The school's most important concern is their safety. We also would like to insure smooth movement of traffic while on campus. We would like to ask family members to follow these guidelines:

Children should not be dropped off at school prior to 7:30 a.m. Please drop off/pick up children only along sidewalk area of driveway in the rear of the building. Please do not leave your car parked in the driveway area, and please do not leave your car to look for your child in the pick up area. Your child will identify your car at the car rider area and will be allowed to enter your car when it is safely stopped at that area.

Please stay in the right lane to exit campus. Remind your child to exit only from the right side of the car on the sidewalk area of the driveway. Drive your car as far as possible in the right lane before picking up/dropping off a child. This will allow for smoother movement of traffic in the drop off/pick up area. Students will not be allowed to cross over to the parking lot. Observe speed limit on campus (10 mph). Please remember to be courteous. Do not cut in front of others or drive in an unsafe manner! Adults who are directing traffic in the car rider line are trained in the traffic flow so please follow their leading. If you must come into the building, park in the designated visitor area, then you must come into the office, sign in and receive a visitor tag to enter the building. Please do not park in front door yellow zone.

Please be advised that supervision for students is not provided prior to 7:30 a.m. (unless they are enrolled in the Early Bird Program) or after 3:10 p.m. (unless they are enrolled in the After School Program). Thank you for following these important guidelines in order to insure the safety of all children.

### **STUDENT CONDUCT**

Bethel-Hanberry Elementary supports Positive Behavior Intervention and Supports (PBIS). Our "On Track For Success" theme allows us to focus on the positive choices our students make daily. Students are consistently rewarded for those good choices. Parental support and good communication are keys to helping our students find success. Our district does have a comprehensive code of conduct that can be seen on our district web page. The following serious offenses can lead to a recommendation for expulsion or a suspension.

- > Possession of a weapon
- > Verbal and physical threats to others
- > Hitting, striking, kicking, or biting

- > Cheating/lying
- > Disrespect to an adult or student
- > Refusal to obey an adult

### **SCHOOL BUS CONDUCT**

To assure safety on school buses, it is essential that students and parents recognize the necessity for all bus riders to cooperate fully with the bus driver, obey the rules, remain seated on buses and conduct themselves in an orderly manner.

The driver shall be responsible for the conduct of the students while riding on the bus, and shall report all incidents of misbehavior to the principal.

The principal has the authority to deny any student the privilege of riding a school bus for cause in accordance with Section 59-67-240, Article 3, S.C. School Transportation Law.

When a principal is notified of an incident, he can exercise the following Options:

#### **Level One incident:**

3rd occurrence = 1 day bus suspension  
4th occurrence = 3 day bus suspension

#### **Level Two incident:**

1st occurrence = 3 day bus suspension  
2nd occurrence = 5 day bus suspension  
3rd occurrence = suspended from bus for remainder of school year

#### **Level Three incident:**

Suspended from bus for the school year.

Parents will be notified in writing (using the School Bus Incident Report) of all complaints received and action taken.

### **BAND INSTRUMENTS/ LARGE ITEMS ON BUS**

The Department of Education guidelines read in part: "Band instruments, or other such items, carried on a bus must be of such size that they can be transported in the student's lap. This is necessary to insure that all items are kept under the control of the students at all times in case of an accident or an emergency."

Feel free to call the Transportation Office 699-2892 if you have any questions about transportation.

### **FIELD TRIPS**

Students will participate in field studies that are extensions of classroom learning. Each grade level plans a couple of trips each year that align with curriculum standards. Parents/Guardians will be asked to assist with cost of admission and travel for these field studies. Students must have written permission by parent or guardian to attend. Parents who choose not to send their child on a field trip will be responsible for supervision of that child. If an administrator or teacher takes away a child's field trip privilege the school will be responsible for supervision of that child on our campus.

## **USE OF PAGING DEVICES**

A person who finds a student in possession of a paging device (cell phone) without permission must report the student to the school principal or his/her designee. The principal or his/her designee, or a law enforcement officer, must confiscate the device. Items confiscated during the regular school year will be returned to parents/legal guardians upon request for the first offense. Items confiscated for subsequent offenses will be returned to parents/legal guardians at the end of the year. Items confiscated during summer school will be handled in the same manner. Parents/Legal guardians must sign a contract when the device is returned outlining the conditions of the return.

## **WORLD WIDE WEB USE AGREEMENT**

The district is pleased to offer students in Richland Two Internet access for the World Wide Web (WWW) through the district computer network.

The World Wide Web is a network of information sites available through the use of a computer. With this new technology your child will be able to electronically research information stored on computers around the world. Internet access will give students the opportunity to gather information, learn concepts and research projects. Access to the WWW will enable students to explore thousands of libraries, databases and bulletin boards throughout the world.

It is Richland Two's intent to utilize these information resources by making the internet access support the curriculum. This integration of technology into the teaching and learning process will further the district's educational goals and objectives. We believe that the benefits to students from the WWW in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media information sources.

To that end Richland School District Two respects each family's right to decide whether or not to deny access. Any parent or guardian who would prefer not to have his or her child access the Internet should notify the principal in writing.

## **DISTRICT WORLD WIDE WEB GUIDELINES**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school and district rules for behavior and communications apply.

The network is provided for students to conduct research. Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with the standards established by the district. Also, the district has purchased software for Internet content filtering. This allows students to explore the Internet in relative safety.

Network storage areas may be treated like school lockers. The system coordinator and network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Richland County School District Two computers.

Richland County School District Two intends to provide access to the Internet as a tool for educational activities. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with other information sources such as television, telephones, radio and movies.

Students using the district network are not permitted to do the following:

- Access offensive messages or pictures
- Use obscene or defamatory language
- Harass, insult, defame or attack others
- Damage computers, altering computer systems or computer networks
- Violate copyright laws
- Use another's password
- Give out his/her name, address or phone number
- Trespass in another's folders, work or files
- Intentionally waste limited resources
- Employ the network for commercial purposes
- Engage in any conduct related to instruction that teachers or administrators deem inappropriate

Violations may result in loss of access as well as other disciplinary actions consistent with Richland Two policies and regulations regarding user conduct.

At Bethel-Hanberry, our students, faculty and community members work together, to create web pages for our site. We like to feature student work and accomplishments. Most photographs are group pictures and rarely have full names accompanying them. We feel it is important to showcase our students and their work.

However, we realize that the WWW is very public and will honor any requests to not include your child's work if you wish. If you have concerns about acknowledging your child or child's work on the web, please address your specific requests in writing to the principal.

## **ACCIDENT INSURANCE**

Accident insurance is available at school. Protection is provided (1) on the school premises during the regularly scheduled school day; (2) traveling directly and uninterruptedly between home and school or returning from regularly scheduled school day classes provided such travel occurs within one hour before the official beginning of the day's school session or within one hour after dismissal from school. As with all insurance, this coverage is limited in its benefits, but helps defray medical expenses in case of an accident. 24-hour coverage is available. Dental coverage is also available.

If you are interested in purchasing this insurance, enrollment application forms are available in the office. You must mail application directly to insurance company.

**NO MONEY WILL BE COLLECTED  
BY THE SCHOOL.**

### **BREAKFAST AND LUNCH PROGRAM**

Bethel-Hanberry has an excellent breakfast and lunch program. The program meets all health and safety standards, and the menu is planned according to U.S.D.A. requirements.

Good nutrition is a vital part of your child's day. Breakfast and lunch are both served daily. Research proves that a hungry child cannot learn.

A nutritious breakfast will start the day properly. The cost of student meals is: Breakfast – \$1.00, Lunch - \$2.10, Adult meals - \$3.40, Extra Milk – 20¢. Reduced lunch price is 40¢/Reduced breakfast price is 30¢.

Money for school meals is to be paid on Monday each week. If there is no school on Monday, send money on Tuesday.

Money is sent by the homeroom teacher to the cafeteria where it is credited to your child's account. It is important that this money be paid on a regular basis since no charges will be accepted. Advance payments are welcome. Please remember it is your responsibility to keep up with your child's account.

In order to reduce food waste and food cost in the National School Lunch Program, we have implemented the "offer versus serve" method in our cafeteria.

This allows students to decline food they do not intend to eat. Students are encouraged to eat full lunches or to make wise food choices in order to get a nutritious meal.

Students are not allowed to leave the serving area without at least three food items on their tray.

Applications for free or reduced meals are sent home at the beginning of the school year and are available at other times in the school office.

### **SCHOOL DRESS**

The clothing worn by children to school influences their attitude and quality of work. All students are expected to wear appropriate and acceptable clothing at all times. If students choose to wear shorts or skirts, the length must be below fingertips when arms are held to sides. Tops and shirts can be sleeveless, but no tank tops, no low cut tops, no midriff showing, no spaghetti strap tops or dresses, no muscle shirts. No inappropriate writing, emblems or pictures may appear on shirts.

If a student comes to school wearing any attire that fails to meet the school standard, the parent or guardian will be called to either bring in appropriate clothing for the student to change into or to take the student home.

Shoes are required at all times unless injury or infection prohibits the use of shoes. Children should wear tennis shoes on the days they have P.E. Hats or head coverings are not to be worn inside the building.

### **PARENT-TEACHER CONFERENCES**

Regular conferences between parents and teachers provide an excellent opportunity to discuss many details, about your child's school experience that cannot be conveyed on the nine-week report card. These conferences may be requested by either the teacher or the parent, in order to share knowledge about the child and gain a better understanding of his needs and interests. Regular contact between the home and school will help the child see both parents and his teachers care about his progress and have confidence in him.

Please call the school at 691-6880 if you would like assistance in scheduling a conference with your child's teacher. A parent-teacher conference should be scheduled to avoid conflict with the school day.

### **REPORT CARDS**

A report card will be sent home following the end of each nine-week period. Parent/teacher conferences are encouraged and we hope that you will contact the teacher if additional information is needed. Please make appointments with the teacher by calling the school secretary to arrange for a conference time. Interim reports will be sent home in the middle of a report period.

### **GUIDANCE**

A comprehensive developmental guidance program is administered at Bethel--Hanberry Elementary. Developmental guidance is an integral part of the educational process and must be consistent in purpose with the philosophy and objectives of the elementary school in which it operates. It is an organized effort of the school to help all children develop their maximum potential, both academically and socially.

The developmental guidance approach considers the nature of human development and centers on positive self-concepts.

It recognizes that feelings, ideas, and behaviors are closely linked and learned. The approach also helps students learn more effectively and efficiently.

The guidance program includes a counselor who provides specialized counseling services and interventions. Common goals for the students include the following:

1. Understanding self and others
2. Understanding attitudes and behaviors
3. Interpersonal and communication skills
4. Decision making and problem solving skills
5. School success skills
6. Career awareness and educational planning
7. Community pride and involvement

### **BETHEL-HANBERRY AFTER SCHOOL PROGRAM**

The Bethel-Hanberry After School Program provides after school child care from school dismissal until 6:00 p.m.

Cost: \$50.00 per child per week (K-5)  
\$40.00 for each additional child (K-5)  
\$50.00 Registration fee for each child.

The After School Program provides nutritious snacks; supervised homework, games, sports activities, arts and crafts and supervised play on the playground.

If you are interested in the After School Program, applications and other information are available in the office.

### **PARENT AND COMMUNITY ORGANIZATIONS**

**School Improvement Council** - The SIC is the liaison between the school and community. Its purpose is to gather community input, serve as a voice to the community, and assist in school improvement. The Bethel-Hanberry SIC consists of four parents elected, four teachers elected and seven appointed positions. In addition, the previous SIC Chairperson, Principal, Assistant Principal and PTO President are ex-officio members.

### **SCHOOL IMPROVEMENT COUNCIL GOAL**

The school, home, and community will cooperate to provide an environment that supports the optimal physical, emotional, social, and academic development of each student at Bethel-Hanberry Elementary.

**2008-09 SIC Chair Person** – Edward Mines

**BHE Education Foundation** - The Education Foundation supports a variety of academic initiatives through their fund-raising efforts. Their purpose is to act as a fiscal agent for those businesses in our community who wish to sponsor projects for the school.

### **President of BHE Education Foundation**

Gwen Drescher

### **PARENT TEACHER ORGANIZATION**

The PTO renders a number of valuable education services to the school and sponsors fund-raising projects during the year. You are encouraged to become actively involved in supporting the PTO activities.

### **2008-2009 PTO OFFICERS**

Shannon Buck - President  
Pattie Rabon - Vice President  
Donna Raines - Treasurer  
Rebecca Busbee - Secretary

If you are interested in helping with a particular event/activity, please forward your name and number to the PTO room. Thank you!

### **VOLUNTEERS MAKE A POSITIVE DIFFERENCE**

Parents are encouraged to become involved in their children's education. If you can volunteer any time or services, please return the volunteer forms as soon as possible. In order to have a safe school, all volunteers must sign in through the office and wear a volunteer badge. Keep in mind that some of your volunteer time may be needed in areas other than your child's classroom.

### **Parental Accountability Policy**

*Code KCBA Issued 2/99*

The Board of Trustees of Richland School District Two encourages parental involvement in all areas of student life. Parental involvement is essential to a student's success. Richland School District Two deems mutual respect, trust, and effective communication between school and home to be fundamental to that success.

The district will observe the following guidelines:

Parents of students who have not yet reached the age of 18 are required to accompany students each year to pick up registration materials and sign a contract stating their awareness of and support for school policies. (form below)

Parents of students experiencing academic difficulty will be notified by the school. When applicable, information will be provided regarding workshops and seminars relating to parental assistance and guidance at home.

Parents of disruptive students will be notified as soon as possible by an administrator. In cases of severe classroom disruptions, parents may be asked to come to the school to remove the student, or upon notification of parent, the student will be transported home or to the parent's worksite.

Parents may be given the choice to shadow students for a day in lieu of certain suspensions from school. This option can be offered by the school administrator for first suspensions only, and certain infractions will not be applicable.

Parents will attend an administrator/parent/student conference with teacher(s) before the student is allowed to return to school on probationary status following an expulsion hearing.

Parents of students assigned to Blythewood Academy will be required to provide transportation to and from the academy.

### **VERY IMPORTANT**

It is the parent's responsibility to inform the school of any change in address, phone numbers, or parent information. This must be done by completing a new profile sheet and submitting it to the office. (Profile sheets may be picked up in the office at any time you need to make a change.)

Richland School District Two is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin, sex, age, handicap or disability in admission to, access to, treatment in or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to: Human Resources; 6831 Brookfield Road; Columbia, South Carolina 29206 (803) 787-1910.