



Parent-Student Handbook

Nurturing Learners to Lead and Succeed!

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Richland School District Two Mission Statement

In partnership with our community, we develop global citizens of tomorrow- Citizens who are prepared to lead and excel in their chosen pathways.

Bethel-Hanberry Elementary Mission Statement

Nurturing learners to lead and succeed.

PRINCIPAL'S REMARKS

The Bethel-Hanberry campus was established in 1949 as a place in which students were given an opportunity to be provided a quality education. Our purpose is to cultivate the learning opportunities provided to all students such that they become successful leaders. We develop successful student leaders through empowering, engaging, and inspiring learning opportunities while nurturing creativity and discovery. Over the years, our community has grown tremendously, but the dedication to our BHE family has never wavered. We are fortunate to have the strong support of our Parent-Teacher Organization, and School Improvement Council along with numerous volunteers who bring their talents to share with our children.

Our school continues to accumulate awards that recognize us as a top-notch learning community. A shared-vision by all of our stakeholders has truly helped us accomplish more than we can do on our own. Our faculty and staff are dedicated to excellence being the standard and not the goal. Thank you for choosing BHE for your child. Together we can continue our tradition of excellence as we nurture learners to lead and succeed!

OVERVIEW OF THE INSTRUCTIONAL PROGRAM

Bethel-Hanberry currently serves students in Child Development through fifth grade. The school organization consists of heterogeneously designed classes that focus on engaging and challenging our students. The instructional program is enriched by a related arts program that includes art, computer, drama, music, and physical education. Instructional support services include ALERT, ESOL, resource, and speech classes along with a guidance program that is designed to serve all students in our learning community. Our media center is on a flexible schedule which allows our students the maximum opportunity to use this instructional tool.

The instructional staff and administration at Bethel-Hanberry believe that we are to provide a nurturing environment so we follow the PBIS model – Positive Behavioral Interventions and Support. As we prepare our students for the future, we are focused on providing our students with a variety of resources including One-to-One technology. Our teachers bring a diverse background of expertise to the classroom each day as we differentiate instruction to meet the needs of each child. We want our students to be able to make real-life connections through their learning so they are able to be problem-solvers in our ever-changing world. We have begun to implement AVID strategies throughout the school with a focus in 4th and 5th.

WELCOME TO BETHEL-HANBERRY

Bethel-Hanberry is very proud to be a “Red Carpet” school and we maintain an open-door policy. Parents and other

community members are always welcome to visit our campus. It must be remembered, however, that the faculty and staff have the utmost concern for the safety and welfare of our students. It is required that all guests, including parents, utilize the front entrance to the school and report directly to the main office. In the office, all guests must sign-in via the Lobby Guard kiosk using a valid government-issued photo ID in order to receive a visitor’s badge which must be visibly displayed (worn) on the outermost garment for the duration of the school visit.

Instruction begins at 8:00 a.m. Students who arrive after 8:10 a.m. are marked tardy and must report to the main office before going to class. **Students who are tardy must be signed-in through the Lobby Guard kiosk inside the main office by the person bringing them to school.**

If a parent wishes to check out his/her child from school during the day because of a doctor/dentist appointment or other valid reason, the parent is required to come into the main office to properly sign the child out of school. Should a parent send another person to pick up his/her child, written authorization from the parent is required and the person authorized by the parent must follow the above mentioned sign-out procedure. Since the safety and well-being of our students are always our most important concerns, this sign-out procedure is a policy we strictly observe. Proper ID will be requested. Please note that children will not be called from the classroom until the parent arrives in the front office. **▲ student cannot be signed out after 2:15 p.m. at elementary schools.**

We also ask that you help us begin and end our instructional days by refraining from visiting teachers at those times. Advance requests for conferences are required and can be arranged by communicating with the teacher to schedule the conference or calling the BHE office. Prior notice of classroom visitation is greatly appreciated. You can always communicate with teachers through written notes, emails, daily assignment books/folders and phone calls to the office. Teachers cannot take calls during instructional time. You may call the office and leave a message on the teacher’s voicemail and your call will be returned at the earliest possible convenience. **Parent classroom volunteers are welcome between 9 a.m. – 2:00 p.m.**, however please speak directly with your child’s teacher for specific times within this time range that your assistance may be requested.

We will follow the district’s guidelines regarding visitation as posted at the receptionist’s desk in the main office.

THE SCHOOL SCHEDULE

Instruction Begins	8:00 a.m.
Tardy Bell	8:10 a.m.
Dismissal	2:50 p.m.
After School Program	3:00 pm - 6:00 p.m.
Office-Hours	7:30 am - 4:00 p.m.

“Bear Trotters”, a daily run/walk fitness activity, is open to all 1st-5th grade children arriving on campus prior to 7:50. Students eating breakfast at BHE must do so before participating. Each grade level is assigned a specific day of the week, to be announced at the beginning of the school year.

IMPORTANT CONTACT INFORMATION

Registrar/Records	Nikki Etheredge	70008
Attendance	Annie Taylor	70000
Bookkeeper	Meighan Quinn	70005
Cafeteria Manager	Helen Wicker	70019
Grades K, 2, 4 (admin)	Gregory Scott	70007
Grades 1, 3, 5 (admin)	Octavia Hamilton	70003
Guidance	Terina Gardner	70009
Media Center	Jennifer Buraczeski	70012
Nurse/Health Room	Kathy Allen	70011

PHONE NUMBER AND/OR ADDRESS CHANGE

If your phone number, residence, or email address change, please notify both your child's teacher AND the front office. This will ensure that our system is updated to reflect the change, enabling us to contact you for both routine communication and emergency situations. This is particularly important so that all "Blackboard Connect" calls from the district and school are delivered correctly.

Should your residence change during the school year this must be reported to our Registrar immediately and new Proof(s) of Residence must be provided. The location of the new residence will determine if the student remains at BHE or must be withdrawn and transferred to a school within their new attendance zone. Please contact the Main Office for more information if needed.

HEALTH ROOM SERVICES

The health of all students is of vital concern. BHE has a fully equipped health room which is staffed with a full-time registered nurse. We have an automated external defibrillator (AED) on-site and numerous faculty members who are certified in First Aid and CPR. Medications can be dispensed by the nurse in compliance with Richland School District Two policy. Parents will be notified of any injuries or illnesses that are considered to be a threat to the student's health and well-being. Please be sure to notify the nurse of any health issues that may impact your child's academic success.

CAR RIDER LINE INFORMATION

Each school day many children are transported to and from school by car. The school's most important concern is their safety. We also like to ensure smooth movement of traffic while on campus. **Children should not be dropped off at school before 7:30 a.m. as there is no supervision prior to that time.**

We ask parents/family members to follow these guidelines:

- Please drop off/pick up children only along the sidewalk area of the driveway in the car rider zone (rear of the building). A "BHE" hang tag has been provided for your car window which we ask that you display each afternoon. **Please clearly print your child's name on the tag.** This allows us easy identification of what child you are picking up and which area you need to be directed to. Should you need additional tags for other family members who may pick up your child from time to time, you may purchase them from the main office for \$1 each. **Failure to display your hang tag will result in a delay in the pick up process.**

- Drive your car forward as far as possible in your lane before picking up/dropping off a child. This will allow for smoother movement of traffic in the drop off/pick up zone. Please follow the lead of the adults who are directing traffic in the car rider lanes.
- Please remember that at dismissal, siblings must wait together in the younger sibling's designated area.

School policy will not allow any child to be dropped off or picked up in the bus area or any other area unless the child has special needs and has special permission. The parking area and bus lane in the front of the building are not for car rider use.

The authorized drop off/pick-up zones are supervised by school personnel from 7:30 – 8:00 and from 2:50 – 3:15. After 8:00, students will need to be brought around to the front of the school and walked inside to the main office. If it is 8:10 or later, the student will be marked tardy. If it is before 8:10, the student will be directed to class. In the afternoon, supervision for children is not provided after 3:15 p.m. and many times the staff must be in meetings/training. Your child would be unsupervised after 3:15 and that is not safe. If this should be the case, a meeting with the principal and possibly the school social worker will need to take place. Therefore, your cooperation is greatly appreciated in preventing this problem.

CHANGES IN TRANSPORTATION

If your child has a change in afternoon transportation plans, please send a written note to his/her teacher on the morning of the change. **If an emergency arises during the school day and you need to change your child's transportation plans, please call the office by 2:15 p.m.** Please do not rely on emails or phone calls to your child's teachers in regard to changes in transportation as they may not get them before the end of the day. While we do want you to communicate this information to them, the office **MUST** be notified by parents/guardians.

- Don't forget... if your child attends a daycare after school, please be sure to also contact them with changes that affect the way they normally leave BHE.

FIELD STUDIES

Field studies are considered extensions of classroom learning and are scheduled during the instructional day. Each grade level designs experiences that are aligned with curriculum standards and often provides students with hands-on experiences that can be applied in real-life situations. Parents and/or guardians will be asked to assist, if possible, with the cost of these field studies with the understanding that no student will be denied the opportunity to participate if their family cannot provide financial support.

NUTRITION NEWS

Questions and concerns regarding our School Nutrition Program may be made to our school's cafeteria manager or by calling the district's Food Services Office at 419-2316. Menus are posted regularly on the Richland School District Two website as well as in our BHE newsletter blog.

Payment for meals can be made by credit/debit card through your child's Parent Portal account. You may also make meal account payments directly at the school to the cafeteria manager or cashier with cash or a check. Additionally, you may send the money to your child's homeroom teacher in a sealed envelope bearing your child's name, teacher's name, amount enclosed, and purpose of the money.

Applications for free or reduced meals are available at any time during the school year and can be obtained from the school office, cafeteria manager, or on-line. Applications must be filled out each year even if the child qualified for free or reduced meals last school year. Please refer to the District website for further information.

TEXTBOOKS

Most textbooks (even consumables) are provided free-of-charge to students. However, students will be held accountable for careful maintenance of these books. Lost and damaged textbooks must be replaced; therefore parents/guardians will receive a letter indicating the amount charged for repair or replacement. These fees must be paid before the end of the school year.

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 quarterly report card each nine weeks. 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/her needs and interests. Regular contact between the home and school will help the child see both parents and teachers care about his/her progress and are a team.

CLASSROOM PARTIES

To protect valuable instructional time, we must limit classroom "celebrations" to only twice per year- at the end of the first semester and the end of the school year. **Birthday parties are prohibited at school.** Invitations are not to be given at school unless all children in the class are invited.

You are welcome to join your child for lunch on their birthday and bring a special treat just for him/her; however we ask that you not bring food for the entire class or for other friends of your child. Keep in mind that not every child can eat what is provided (although they may want to) and we must be mindful of their health and safety.

PERSONAL PROPERTY AND MONEY

Bringing personal items or extra money from home is strongly discouraged. **The school cannot be held responsible for lost or stolen personal property.**

All money that is sent to school should be placed in a sealed envelope with the student's name, homeroom, amount enclosed, and purpose of the money written on the envelope. Immediately upon arrival at school, students should give the money to their teacher for handling.

GUIDANCE AND SCHOOL COUNSELING

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. Emphasis is placed on early intervention and identification of a child's needs so that the necessary support may be provided.

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 school counselor implements the guidance program through the delivery of 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

Parents are encouraged to be active participants in the guidance program. As with other curriculum areas, parents are informed of and invited to reinforce at home the skills acquired through guidance services provided.

CLUBS AND OTHER AFTER SCHOOL ACTIVITIES

Several after-school activities will be offered throughout the school year. These are supervised by teachers who donate their time to provide these fun and meaningful events for our students. These may include, but are not limited to Chorus, Art Club, Computer Club, Drama, "Run Hard", Steel Drums, and Student Council. Because safety is of concern, the number of students participating will be limited by the club sponsor according to the type of activity and amount of volunteer supervision.

Club meeting times vary and will be communicated with parents prior to the first meeting date. Because participation in these activities is voluntary, students need to be picked up on time. Repeated failure to be picked up on time will cause your child to be removed from the activity.

Be Great Academy-AFTER-SCHOOL PROGRAM

This program is managed by the Boys and Girls Club. The information can be found at the following link. [Click Here.](#)

PARENT AND COMMUNITY ORGANIZATIONS

Bethel-Hanberry is delighted to have the support of the Blythewood Community. Currently there are several organizations in place to provide support to our faculty and students. Any parent interested in participating/volunteering with one of these fine groups may contact the office for further information. Materials will also be available at our "Back to School Bash" as well as at other events throughout the year such as Open House, Family Nights and concerts.

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 at least four parents elected, elected teachers, and appointed positions. In addition, the previous SIC Chairperson, Principal, Assistant Principal and PTO President are ex-officio members.

The goal of the School Improvement Council is to cooperatively link the school, home, and community in providing an environment that supports the optimal physical, emotional, social, and academic development of each student at Bethel-Hanberry Elementary.

Parent Teacher Organization- the PTO renders a number of valuable education services to the school and sponsors fundraising projects during the year. You are encouraged to become actively involved in supporting the PTO activities.

If you are interested in helping with a particular event/activity or are interested in being a member of the PTO, please send an email expressing your interest to bhepto1@gmail.com

STUDENT CONDUCT

Bethel-Hanberry Elementary supports **PBIS** (Positive Behavioral Intervention and Support). This program is a set of expectations for student behavior and allows us to focus on the positive choices our students make daily. These expectations focus on leadership and are divided into four areas: **L**istening carefully, **E**ngaging in safety, **A**cting responsibly, and **D**emonstrating respect. Students are reminded of these expectations daily and consistently rewarded for these good choices. Parental support and good communication are keys to helping our students find success.

PBIS has been successful over the past years in helping to reduce the amount and severity of discipline issues on the BHE campus. However, there may still be situations that require further disciplinary action and for those we refer to the mandated Richland School District Two student conduct policy (JIC) which Bethel-Hanberry is required to enforce. The entire student conduct policy can be seen on our district web page under the *School Board* section.

How do we communicate issues with student conduct at BHE?

Two different forms are used by teachers and administrators to communicate with parents if problems with poor decision making occur. The first is the **Parent Communication Form** which is designed to inform parents of less serious yet disruptive situations in which a child has not met expectations such as not following directions or not keeping one's hand to

oneself. The teacher can assign a consequence that is appropriate for these behaviors. The form is sent home for a parent signature with a request that parents support the teacher and help to reinforce these expectations for making better choices.

The second form is the **Discipline Referral Form**. This form is used when it is necessary for the grade level administrator to become involved in further disciplinary action. This may be a result of repeated/chronic offenses or one single event that has violated the school district code of conduct. These behaviors may lead to possible suspension or even expulsion from school.

The key component to our **PBIS** levels of disciplinary action is communication with parents. Teachers are asked to inform parents of the strategies and interventions that they have used prior to using either of these forms. Again, the expectation from the school is that parents will use these forms of communication to reinforce the district-wide expectations for good behavior.

What are the consequences for technology-based infractions at BHE?

Richland School District Two has clearly defined expectations for appropriate use of technology devices, and similarly, expectations for consequences related to student technology infractions should they arise. For more detailed information they can be viewed at

<https://docs.google.com/document/d/181aGnlbwAPB1fo-mkYJaJ1rIJY3cBkOs0NHPteaGocw/edit>

TITLE IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance,"

District Title IX Coordinator

Shawn Williams, Chief Human Resources Officer

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