



Hanby Elementary School

Family Handbook

2523 Berwyn Rd.

Wilmington, DE 19810

Main Office - (302) 479-2220

Fax - (302) 479-2216

Nurse's Office - (302) 479-2207

<https://hanby.brandywineschools.org/>

Click the Link Above to visit the Hanby Elementary School Web Page

Contents

Click on the hyperlinks to move directly to the section you are looking for.

[Welcome Letter](#)

[School and District Contact Information](#)

[Getting Started as a Hanby Bee](#)

[District Vision, Mission, and Goals](#)

[School Vision, Mission, and Goals](#)

[School Calendar](#)

[Student Dress Code](#)

[Ways for Parents/Guardians to Get Involved](#)

[Student Day](#)

- Arrival & Dismissal Procedures
- Breakfast at School Information
- Attendance
- Bus Rider Information
- **Car Rider Information—including Drop Off & Pick Up Diagram**
- Emergency Response Information

[Getting to Know Hanby](#)

- Hanby Pledge
- School Traditions
- Parent and Student Involvement Opportunities
- School Contact Information
- Programs and Enrichment Opportunities and Field Trips
- Nurse's Notes
- Lunch & Breakfast Programs

[Student Performance](#)

- Conferences
- Interims & Report Cards
- Promotion Policy
- Student Records
- Home Access Center Information
- Homework Policy

[How to Be a Hanby Bee](#)

- Elementary School Code of Conduct
- School-wide Expectations and PBIS
- Student Voice and BEE-longing



A Message from the Principal

Dear Hanby Families,

It is my sincere privilege to welcome you to a new school year at **Hanby Elementary School**—home of the Hanby Bees! Whether your child is just beginning their journey with us or returning for another year, we are excited to partner with you in supporting their growth and success.

At Hanby, our vision is creating a safe, inclusive environment where all students are challenged, supported, and empowered to achieve. We are committed to providing a high-quality, inclusive instructional program that meets the needs of all learners. Our dedicated staff works to nurture both academic excellence and the social-emotional development of every student.

Guided by rigorous standards and a multi-tiered system of supports (MTSS), our team empowers each student to grow as a thinker, problem-solver, and compassionate member of our community. We believe that learning is most powerful when it happens in partnership—with families, with teachers, and with peers.

Hanby offers a range of programs and services that reflect the diverse needs of our students. As we continue to build on a strong tradition of achievement and innovation, we remain focused on ensuring that **every child feels seen, supported, and celebrated**.

We value and welcome your involvement—your voice and partnership are essential to our shared success. Together, we will make this school year one filled with joyful learning, growth, and connection.

Thank you for being part of our **One Hive, One Goal—Hanby BEE-lieves** community. We are looking forward to an amazing year ahead!

Warmly,
Melinda Tartaglione, Ed. D.
Principal
Hanby Elementary School



Contact Information

If you ever have a question or a concern, please do not hesitate to contact
a Hanby or Brandywine School District Staff member.

Hanby Staff Members			BSD Staff Members		
Principal	Dr. Tartaglione	479-2220 x1001	District Office All Departments		793-5000
Assistant Principal	Ms. Williams	479-2220 x2216	Superintendent	Dr. Lawson	793-5000
Dean of Students	Mrs. Camfield	479-2220 x2008	Assist. Superintendent	Dr Rivera	793-5000
School Nurse	Ms. Ross-Biddle	479-2207	Exec. Dir. Elementary	Dr Grimes-Stewart	793-5000
Cafeteria Manager	Ms Gargus	479-2220 x2008	School Nutrition	Mrs. Carter	529-3110 x 223
Guidance Counselor	Ms Rusk	479-2220 x2008	Transportation	Main Line	762-7181
Special Education Coordinator	Ms. Horton	479-2220 x2505	Infinite Campus	Mr Smallwood	529-3110



Getting Started as Hanby Bee



Brandywine School District Vision, Mission, and Goals

The Brandywine School District Strategic Plan, found on the District's website www.brandywineschools.org under "About Us," guides administrators, teachers, staff, parents, and students to do their best every day. This work can be summarized in the District's Vision and Mission Statements:

Vision

It is the Brandywine School District's vision to educate all students to their full potential so that each student may excel in the world community and develop a passion for life-long learning.

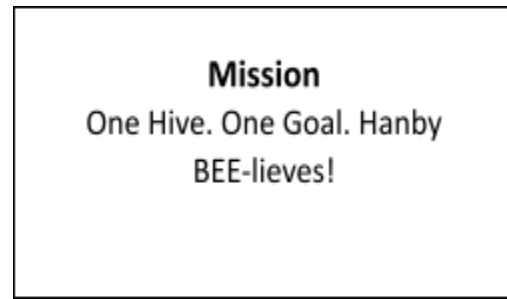
Mission

Embrace, inspire, and challenge every student, every day

Goals

1. Foster a culture of academic excellence, including high academic expectations for all.
2. Offer challenging curricula, across grades K–12.
3. Employ highly effective educators and provide training for all employees to create strong leaders, teachers, and support staff.
4. Tailor instruction to students' needs, and give all students every opportunity to master rigorous curriculum.
5. Monitor our progress, and learn from our successes. Ensure that our tests align with what is being taught.
6. Intervene early, and provide help to students who need it.
7. Develop students' talents, character and encourage engagement. Increase the percent of students involved in co-curricular activities.
8. Stewardship: Continue to improve effectiveness and efficiency of district operations.

Hanby Elementary School's Vision and Mission



Hanby Pledge

Today is a new day at Hanby Elementary.
I will be safe. I will be responsible.
I will be respectful of myself, others, and the world around me.
I will look for the goodness in others.
By working together, we can make learning fun.
We, the members of the Hanby Elementary School family,
will work together to achieve our full potential.
One Hive, One Goal, Hanby Bee-lieves!

Our School Colors

Black and Yellow

Our School Mascot

Hanby Honey Bee

Our School Expectations

Respectful. Responsible. Safe.



School Calendar

Please see the [Brandywine School District Calendar](#) on the School District Website for the full calendar of important dates. Below are the highlights. Our School Calendar on the Hanby Website also has many updates throughout the year. This is an excellent resource to stay up to date on meetings, building events, holidays, etc.

School Closing/Late Opening

When school will not be open or will open later than usual due to inclement weather or other circumstances, a posting will be put on the Brandywine School District Website, BSD Facebook page and Twitter. Announcements will be made on radio stations WDEL, WSTW, WILM, WJBR, WMPH, and KYW. Listen for **Brandywine School District**; Hanby Elementary will not be mentioned. The district will make an attempt to notify the parents and guardians through an automated call system. **Please do not call the school!**

Please see the daily posted information on the [Brandywine School District Website](#) main page regarding Closings, Late Openings, and other weather-related updates, which is updated regularly as needed.

Dressed for Success

Student Dress Code

Brandywine School District's Code of Dress for all elementary school students is required on the first day of school and each day thereafter.

The goal of the Brandywine School District is to create a positive learning environment in which all students are afforded the opportunity to learn in a distraction- and disruption-free setting. To assist in promoting such a learning environment, the following conditions for student dress are in effect in all schools across the District. Please note that items of clothing not specifically covered in the list below can be prohibited at the discretion of the building and/or District administration.

Please be sure your child is in dress code clothing every day. Students not in dress code will be asked to change their clothing into clothing from our clothes closet. Parents may be called to bring proper clothing to school if there are no items available in the closet.

Announcements will be made when there is a special dress day that would apply to the code of conduct dress code guidelines. If you have any questions regarding the dress code, please contact the main office.

Elementary Dress Code

- All shirts must cover shoulders, chest, and midriff.
- Pants and shorts are to be worn at the waist (*pajamas are prohibited*).
- The length of skirts, skorts, and shorts must be at least mid-thigh in length.
- Heavy, bulky jackets or overcoats should be placed in lockers.
- Footwear must be worn at all times. (Flip-flops and slides are not permitted. Rubber-soled shoes are required for PE class.)
- Clothing with inappropriate, suggestive, or derogatory pictures or phrases may not be worn.
- Clothing designed to be worn as undergarments may not be visible.
- No headwear is to be worn in the building during the school day. This includes, but is not limited to hats, bandanas, scarves, earmuffs, sunglasses, or any other head coverings, including hoods.
- Clothing with frayed edges or visible holes is not permitted unless there is a layer of clothing under the frayed item.
- Students wearing jewelry or accessories that may be considered unsafe or inappropriate to the learning environment may be subject to review by the administration.
- Any other garments or accessories that would be a distraction to an orderly educational process are prohibited.

Ways for Parents/Guardians to Get Involved

Hanby PTA

We invite you to be a part of something special—the Hanby Elementary PTA! By joining the PTA, you're not just supporting your child's education—you're becoming an essential part of the school community. The PTA is a great way to stay connected, share your voice, and help make Hanby the best it can be for all students.

There are so many ways to get involved, big or small!

- Attend PTA meetings to stay informed and help shape decisions.
- Volunteer at school events like book fairs, family nights, and field days.
- Support fundraisers that directly benefit classrooms and school programs.

Websites & Social Links

Facebook: <https://www.facebook.com/profile.php?id=61578331910798>

Linktree: <https://linktr.ee/hanbypta>

Instagram: [instagram.com/hanbypta](https://www.instagram.com/hanbypta)

Volunteering and Chaperone Forms:

[New Volunteer Packet 2026-2027](#)

[Returning Volunteer Packet 2026-2027](#)

Instructional Observations

Parents/Guardians wishing to observe classroom instruction must submit a written request to the building principal at least 48 hours in advance. Observations will be scheduled for a mutually agreed-upon time and will be limited to 30 minutes unless otherwise approved by the principal. All observers are required to complete a confidentiality agreement and follow district guidelines to minimize disruption and maintain student privacy.

[Volunteer Confidentiality Agreement](#)

BSD Volunteer & Chaperone Procedure

We are so grateful to our parents, families, and community members who are willing to volunteer their time at our schools, whether that's on a field trip, in the classroom, or helping in other ways. In order to become a volunteer, a Volunteer Packet must be on file with the District. These packets are available at any BSD school or on our district website [HERE](#). Please note that volunteer background checks are only valid for 12 months from the date of the clearance.

[New Volunteer Packet 2026-2027](#)

[Returning Volunteer Packet 2026-2027](#)

Student Day

Breakfast & Arrival Procedures

Students who are eating breakfast at school will be permitted to enter the building at 8:35 AM or when invited by the adult in charge. **Breakfast students should report directly to the cafeteria. All students not eating breakfast at school will be permitted in the building at 8:40 AM. Parents should be aware that prior to 8:40 AM there is no supervision provided for students. Therefore, **no student should be dropped off and left unattended before 8:40 AM.****

Breakfast closes at 8:55 AM. Students who arrive after 8:55 AM will not be permitted to go to the cafeteria. If students arrive late, they can report to the cafeteria to pick up a grab-and-go breakfast.

Early Dismissal

Should it be necessary for a student to be released from school before the regular time, the student

**Signed, written
requests from the parent or
guardian are required for early
dismissals.**

***There will be NO early dismissals
after 2:45 PM.***

must give the homeroom teacher a request signed by the parent or legal guardian. Verbal requests WILL NOT be honored without a signed, written request. The written request must state the time and reason for the early dismissal. Parents/guardians picking up their child for early dismissal must go to the main office at the appropriate time. Upon parent arrival, the student will be called from his/her classroom to the office. Parents must then sign the student "out" on the appropriate form in the main office. Students will not be released to parents directly from the classroom.

Parents picking up children at recess must sign out their child in the main office first, and then get a playground pick-up pass for the adult on duty at recess.

Attendance

The law requires that a child be in school all days and hours school is in session unless the student has an excused absence. **Excused absences** include:

**All absences
require a note from
a parent or guardian.**

- Illness of the child
- Contagious disease within the home or of the pupil
- Death in the immediate family or of a close friend
- Legal business regarding the student
- Observance of a religious holiday
- Remedial health treatment
- Deployment of parent in military service.

Absences for other reasons are classified as “unexcused”. After an absence, the student must present a note to the teacher, written by the parent or legal guardian, within the **first 5 days** of the student returning to school.

[On-Line Absence Form](#)

**Students who arrive to
school after 8:55 AM must
sign in at the Main Office
and obtain a
Late Pass.**

Tardiness

Being punctual is important. Arrival after 8:50 AM is considered late, and the student must obtain a late pass from the Main Office. When a bus is late, students will NOT be marked tardy.



Bus Routine

Morning - Buses will enter the side lot by the playground and drop off students at the side entrance door.. Adults will be present to monitor arrival and assist children.



Afternoon – Following afternoon announcements, students will be escorted by their homeroom teacher to their assigned bus. Should your child’s bus riding arrangements change, please supply written notification to your child’s teacher. Contact **BSD Transportation at 762-7181** regarding any questions about bus schedules.

Car Riders—Please see the diagram below.

In an effort to provide a safe environment for our children when being dropped off and picked up in the car line, Hanby will be following the car rider policy below. It will begin the first day of school:

Morning - 8:40-8:55 ONLY *(after 8:55 AM, students must enter through the front doors)*

- ◆ Please use the outer two lanes (on either side of the bushes). The school's curbside is reserved for Bush Pre-school families only.
- ◆ Drivers will remain with their vehicles at all times during the process. This is for the safety of all!
- ◆ Vehicles will line up on the curbside of the lot, and students will wait with the door shut and in their seat belts/car seats until a staff member signals for the unloading to begin.
- ◆ All students should exit the vehicle on the passenger (curb) side.
- ◆ Remaining cars will then move ahead and repeat the process.

Afternoon

- ◆ Each car rider family will receive two Dismissal Name Cards with your child's First and Last Name on it.
- ◆ Join the car line that forms in the right side entrance (when facing the building). (see the diagram below)
- ◆ Put your number place card in clear view in the center of your windshield.
- ◆ The teacher will verify the child's name and matching number and notify the building to get your child ready to come outside.
- ◆ The teacher will indicate which of the two outside lanes you should pull into. The lane closest to the building is for Bush Pre-school.
- ◆ Children will be brought out to the cars in a line for the group of cars in that lane. Then the lane will be allowed to exit once all students are loaded.
- ◆ Please have your child buckle up once they are in the car and you may slowly and carefully pull out when our staff with the stop sign indicates it is time to go.
- ◆ Student safety is our priority! Please watch for merging traffic. Please watch for buses and allow them to exit when necessary. Remember, your children are always watching and learning, so set a fine example.

If you have forgotten your card or have not given it to the designated person responsible for picking up your child, you must park your car and report to the office to sign out your child. In order to verify the identity of the person picking up the child, please remember to have a picture ID ready for office personnel. We thank you for your compliance with this policy.

Car Rider Drop Off and Pick Up



Please also remember:

Do NOT park in the Fire Lane, Bush Lane (the red lane) or the Bus Lane.

These must be kept clear in case of emergencies.

Emergency Response Information

School Closing/Late Opening	Emergency Dismissal
When school will not be open or will open later than usual due to inclement weather or other circumstances, a posting will be put on the Brandywine School District Website, and announcements will be made on radio stations (WDEL, WSTW, WILM, WJBR, WMPH, and KYW). Listen for Brandywine School District; Hanby Elementary will not be mentioned. The district will make an attempt to notify the parents and guardians through an automated call system. Please do not call the school! Brandywine School District Website (www.brandywineschools.org)	In the case of an emergency closing during the school day, the District will notify the parents and guardians through an automated phone system. The information on your child's emergency card and on file in the office should always be kept current. <i>If there are any changes to the information (cell, home, or work numbers), notify the school in writing (email is ok), so we may update your records.</i> Parents should establish with their children prearranged plans for arriving home in the event of an early closing.



Fire & Emergency Drills

Hanby Elementary will have a fire drill each month. Every effort will be made to avoid extreme weather conditions; however, this is not always possible, and your understanding is appreciated. We will hold two emergency drills each school year. These include situations such as a lockdown within the school or an evacuation to an alternate location. Hanby Elementary has a detailed crisis response plan to address a variety of emergency situations.



Automated Phone System

Brandywine School District uses an automated phone system to send important information quickly to parents via phone about district and school emergency situations, school delays and/or cancellations due to inclement weather and upcoming activities and events. At any time your contact information should change, you need to contact the **school office** to make necessary adjustments to the database. Please be sure your email is also up to date, as notices are also sent by email.



Getting to Know Hanby

Hanby Mission

One Hive. One Goal. Hanby BEE-lieves!

Hanby Vision

We believe in creating a safe, inclusive environment where all students are challenged, supported and empowered to achieve.

Hanby Pledge

Today is a new day at Hanby Elementary.

I will be safe. I will be responsible.

I will be respectful of myself, others, and the world around me.

I will look for the goodness in others.

By working together, we can make learning fun.

We, the members of the Hanby Elementary School family,
will work together to achieve our full potential.

One Hive, One Goal, Hanby Bee-lieves!

Our School Colors

Black and Yellow

Our School Mascot

Hanby Honey Bee

Our School Expectations

Respectful. Responsible. Safe.



Hanby Traditions

Many **school traditions** take place at Hanby Elementary each year, including:

- | | | |
|------------------------------|--------------------------------|-------------------------------|
| ■ Basketball League | ■ Band | ■ Sneak a Peek Night |
| ■ Book Fairs | ■ Orchestra | ■ Robotics |
| ■ Field Trips | ■ Girls on the Run | ■ Spirit Days |
| ■ Garden Harvest Committee | ■ Dance Club | ■ Chess Math |
| ■ Family Fun Nights | ■ Adopt - A - Family | ■ Safety Patrol |
| ■ Winter and Spring Concerts | ■ Talent Show | ■ Soccer Shots |
| ■ Field Days | ■ Spelling Bee | ■ Multicultural Family Nights |
| ■ Art Show | ■ MP Assemblies / Celebrations | |
| ■ Chorus | ■ Holiday Shop | |

Family Involvement

Parents are strongly encouraged to get involved in the Hanby Community since the mission of the school involves creating a partnership among students, parents, families, staff, and the community. Below are several ways that parents can get involved:

HOMEROOM PARENTS

Each classroom teacher identifies one or two homeroom parents each year. The Homeroom parents assist the teacher in the planning of parties, field trips, telephoning of parents, and general classroom help as needed.

PTA

The PTA consists of all interested parents and teachers. Meetings are held regularly throughout the school year with programs designed to strengthen understanding and cooperation between home and school. In addition to monthly meetings, the PTA sponsors fundraising activities and family activities. All money raised by the PTA is used for programs and activities, which directly benefit the children of Hanby.

VOLUNTEERS

We feel a core of volunteers is essential to the effective operation of our school. Parents may serve in a variety of ways to help enhance our programs. They may volunteer as: classroom tutors, art room aides, library aides, and lunchroom aides. Volunteers may also help with school dismissal by helping supervise children in the bus area or car line area. Parents interested in volunteering should complete the forms

below and contact the School Office at 792-3880.

[New Volunteer Packet 2026-2027](#)

[Returning Volunteer Packet 2026-2027](#)

STAYING CONNECTED

Hanby Families, you will receive weekly phone calls with a connected email each Sunday. Please make sure we have the best contact information for your email and phone numbers so that we can not only share important information, but also reach you in case of emergency.

[Hanby School Website](#): Our website also has information on events (the calendar section), daily announcements, more information about programs and school information, photos, etc that will help you stay informed as well.

Classes often also communicate through **DOJO or Schoology**, and you will receive a parent account login for these systems. Your child's teacher will share how they will communicate through these systems.

[ClassDojo](#): Check your child's homeroom ClassDojo account regularly to receive instant communication from school. On this site, teachers and administration will post messages, homeroom updates, and events. This tool is simple, secure, and gives you a window into your child's school day! Contact your child's teacher if you need the invitation to join the class.

[Schoology](#): Schoology is a Learning Management Platform that helps teachers organize lessons, assignments, and resources for students. Not only does it have folders for assignments, but students can see the classroom calendar of when assignments are due, turn in digital assignments, and sometimes even take tests online. There are even discussion boards so students can collaborate and teachers can give feedback online. Parents have their very own login so they can see their child's online work and the calendar and resources available. This is not used extensively at the elementary level, but students do begin to learn the platform in 4th and 5th grade. This is a main instructional platform in middle and high school. Reach out to the main office if you would like login information.

Social Media: Like us and follow us on social media to stay connected and up to date.

Facebook: We have a new [Hanby Elementary School Facebook Page](#)...the HanbyBees. You can use the link to find us. You will know it is the correct one if you see your favorite Bee as the profile picture. Please follow the [Hanby PTA on Facebook](#) as well.

Instagram: [Instagram@hanbybees](#): Follow us on Instagram to see some of the fun activities that our students participate in, stay connected with family and building-wide events, and hear about all of the successes at Hanby Elementary. Search for **@hanbybees**

Programs and Enrichment Opportunities

The Arts

The arts are an important part of our program at Hanby Elementary. All students attend an art and a music class at least once a week. There are also opportunities to participate in special programs related to the arts. Students in the 4th and 5th grades have the opportunity to participate in chorus, band, and orchestra.

Physical Education

Physical Education is an important part of each child's school experience. The development of good health and exercise patterns begins early. Children participate in gym at least once a week in addition to regularly scheduled recess.

Reading Support

We use a tiered approach to reading instruction to meet the needs of all learners. While all students receive high-quality classroom instruction, some may receive additional small-group or individualized support to strengthen specific reading skills. Our goal is to ensure every child becomes a confident and successful reader through targeted, responsive instruction.

Special Education

Hanby offers a continuum of settings, services, and support for students identified with special needs. Whenever possible, students receive services in the general education classroom with accommodations and modifications to support individual learning styles and needs. General education and special education teachers are highly trained in research-based strategies and collaborate on a regular basis to meet the needs of all students in the building. Services such as speech, occupational therapy, and physical therapy are provided as prescribed on students' IEPs.

Multi-Language Learners

MLL is a federally funded program which provides supplemental services for students who speak limited English, or reside in a home where another language is heard and spoken. Tutors assist in the MLL classroom along with a general education teacher. This is accomplished by the push-in program.

Clubs

Clubs provide students the opportunity to gain some new academic and social experiences and meet new students. Check out the list of clubs below, and if your student is interested, please reach out to the contact for more information.

Club	Description & When the Club meets	Contact
Basketball	Open to 4th and 5th grade students. Runs from after Thanksgiving through February. Focus on learning the game and playing competitively. maura.klink@bsd.k12.de.us	Maura Klink
Cheerleading	Open to 4th and 5th grade students. Runs from after Thanksgiving through February. Focus on learning the game and playing competitively.	Brooke Hughes
Girls on the Run	Girls in grades 3-5, after school 2 times per week in the spring, usually from March - May. This is an outside program; participants need to pay (on a sliding scale) to participate. The team meets in the gym lobby and on the track.	Sarah Rusk
Young Rembrandts		Christina Hartley
Vex Robotics	Robotics runs from November until March. Hanby has 9 robots for 36 4th- and 5th-graders who meet after school every Wednesday. Robotics encourages creativity, teamwork, leadership, and problem-solving. Each team will build a robot from a set of instructions, practice driving, and attend competitions. Throughout the season, modifications to the robot can be made to prepare for the 9 competitions and the end of the season Extravaganza.	Denise Burkhart
Yoga	YOGA ADVENTURES after school club is for children in grades K-5. The children will work on 20-25 yoga poses per class, play yoga games and take part in guided imagery during the relaxation portion of our class. A yoga mat will be provided for each child. Wednesdays from 3:40-4:40 p.m. – 8-week session - \$100 To register, email jitterbugsmusic@verizon.net To pay by Venmo: @Amy-Jitterbugs. To pay by credit card call (302) 475-0553 10/8, 10/15, 10/22, 10/29, 11/5, 11/12, 11/19, 12/3	Amy Vitsorek
Soccer Shots	6-week after-school program for students in 2nd through 5th grade to practice soccer skills and competitive soccer games.	Kevin Schneider
Chess Math	8 Week program. Students learn math and specific chess skills during the lesson portion and then are paired up to play / practice chess. Students also have an online game playing link, and parents are offered Saturday	L Skinner

	morning sessions to learn chess as well. There are three sessions a year and the groups are limited to 20 students each.	
Dance		

Health Notes from Nurse Ross-Biddle

Nurse's Office - (302) 479-2207

At Hanby Elementary, we promote healthy habits to help every child fully participate in learning. Children perform best when they are feeling well and free of illness. For the well-being of all students and staff, we ask that you keep your child home if they are not feeling well or are showing symptoms such as cough, congestion, sore throat, upset stomach, vomiting, or fever. Children should remain home **until they are fever-free (under 100°F) for at least 24 hours without the use of medication.** If a student becomes ill during the school day, the school nurse will contact you or the emergency contact listed to arrange for your child to be picked up.

Medication

All medication should be brought directly to the school nurse by the parent/guardian in the original container with the pharmacy label. The Parent/Guardian will be required to sign the Request/Permission to Have Medication Administered in School. If your child has a health condition that requires emergency medication (inhaler, EpiPen, seizure medication, etc.), **it is important that the medication is also brought to the nurse in the original container with the pharmacy label in place**, as well as an action plan. Please contact the school nurse for additional information and questions.

Health Screenings

Our school nurse provides the following screenings: Vision and Hearing for KN, 2nd grade, 4th grade and by request; Postural for 5th graders. Unsuccessful screenings will be reported to you along with recommendations for follow-up care.

Health Concerns

It is important that the school nurse be made aware of any special health problems, allergies, dietary needs, etc. about your child. We are committed to providing a medically safe and healthy environment for our students.

Immunizations and Health Physical

The state of Delaware mandates that all students have specific health information on file with the school nurse. As health information is reviewed, you will be contacted if your child needs additional immunizations and/or documentation.

Lunch & Breakfast Programs

Cafeteria Manager ~ Ms. Gargus~ or www.bsd151.foodservice@bsd.k12.de.us

Our school cafeteria provides nutritionally balanced breakfasts and lunches each day. Menus are posted monthly. Should your child bring his/her lunch from home, we suggest it contain **NO gum, soda, candy, or excessive sweets**. Milk may be purchased at school. NO glass containers are permitted in school.

All students who attend Hanby Elementary will be able to eat school breakfast at no cost. Lunch is available for \$1.50. Reduced-cost meals are \$0.40.

To access Meal Applications and the Online Payment Portal, [Click Here](#).

The Community Eligibility Provision was enacted as a result of the Healthy, Hunger-Free Kids Act of 2010 and provides universal meal service to students in schools and districts that qualify. The CEP is an alternative to collecting, approving, and verifying household eligibility applications for free and reduced price meal benefits. If a school has an Identified Student Percentage of at least 40, the entire school qualifies for the CEP.

POS (Point of Sale) Registers

The School Nutrition Department uses a computerized/register system that allows users to: track all purchases during meal times, maintain a history of all student transactions, alert cashiers when a student has a food intolerance or allergy, accept prepayments, etc. Students will use their assigned **Student ID number** as their meal PIN number. This ID number will remain with the student until he/she graduates, including when transferring to another school in the district.

Practice Diagram for Young Students

The keypad diagram will help your child memorize his/her **six-digit Student ID number**. The diagram is the exact format your child will use daily. After your child proceeds through the meal line, he/she will enter his/her six-digit Student ID number on the keypad. Your child can practice entering his/her number on the diagram. Your assistance in helping your child memorize the Student ID number will increase the speed of the breakfast and lunch line. ***If you need your child's six digit Student ID number, please contact the office at 479-2220.***

Student Performance

CONFERENCES

Frequent parent/teacher consultations throughout the school year are recommended to promote and maintain effective communications between home and school. These conferences may involve both telephone conversations as well as in-person contacts. District-wide conferences are held three times each year, but a parent or teacher may schedule additional conferences as the need arises. The principal or assistant principal will attend parent/teacher conferences upon request. If you desire a conference with your child's teacher, please call the School Office or send a note with your child.

INTERIM REPORTS and REPORT CARDS

There will be 4 reporting periods during the school year, with approximately 9 weeks in each Marking Period. Interims are distributed in the middle of each MP to update families on current progress toward the standard. For grades K-2, report cards will be printed and sent home. For grades 3-5, report cards will be visible digitally in Infinite Campus. Parents can go to the [Infinite Campus Parent Portal](https://infinitecampusparentportal.com) to create their login. If assistance is needed, please reach out to info@bsd.k12.de.us.

Interim End Dates	Interim Distribution Dates	Marking Period End Dates	Report Card Distribution Dates
9/24/26 (6-12), 12/10/26 2/24/27, 5/3/27	10/5/26 (6-12), 12/21/26 3/5/27, 5/12/27	10/30/26, 1/22/27, 4/8/27, 5/27/27 (12), 6/10/27 (PK-11)	11/13/26, 2/3/27 4/20/27, 6/23/27

PROMOTION POLICY

The classroom teacher will make every effort to keep you informed of your child's academic and social progress throughout the year. You will be notified in early spring of the possibility of retention, and a conference will be scheduled with you to discuss this decision. The principal will make the final decision about retention after communication with you has taken place. Criteria for promotion are explained in the Code of Student Conduct, found on the Brandywine School District Website.

STUDENT RECORDS

Cumulative folders containing each student's permanent school records are housed in the School Office. They include test results, report cards, & registration forms. Parents can gain access to their children's records by contacting the school secretary and scheduling a time for reviewing the cumulative folder. Folders may not be transported outside the office for review purposes, and written consent from parent(s)/guardian(s) is required before records can be sent anywhere.

Field Trips

All students must have a signed permission slip to attend a field trip. **Verbal permission is not**

acceptable. Field trips are an extension of the learning in the classroom. A great deal of planning and coordination goes into each of these events. It is imperative that all money and signed permission slips are received by the deadline. ***No child will be permitted to go on a field trip unless a permission slip is turned in by 9:00 AM ONE DAY prior to the date of the trip.***

Interested in chaperoning a trip? All chaperones must complete a background check. This background check will be valid for one year from the date of completion. Please allow extra time to complete the forms to attend the trip. Chaperones must complete the entire background check process, which can take several weeks, **so please plan early.**

[New Volunteer Packet 2026-2027](#)

[Returning Volunteer Packet 2026-2027](#)

ClassLink

The first page that opens on district-issued Chromebooks is the ClassLink page. Students sign in one time and then have access to all of the learning platforms and different apps that they use in their classes (Schoology, Zearn, Google Drive, Sora, Dojo, etc).

Schoology

Schoology is a Learning Management Platform that allows teachers to create and manage courses for their students. It is a method of managing lessons, engaging students, and sharing content. It provides a safe and secure way to communicate and collaborate. Parents have their own login. Please reach out to district technology if you need assistance with your parent login.

HOMEWORK POLICY

Assigned homework is to be completed at home and is an extension of the concepts learned in class. Homework serves to reinforce and supplement the in-class lesson while developing independent study habits. Some homework may be new to a child, and the teachers' purpose is to see how your student solves problems. Students should anticipate about 10-15 minutes of time to be spent on homework in addition to reading for 20-30 minutes each night. (example—3rd 30-45 minutes plus 20-30 minutes for reading) Please keep in mind that differences in ability level may alter the time spent in certain subject areas. Additional time may also be required for studying for tests and completion of special projects. It is especially important that homework be completed and handed in on time. Homework supports student achievement and reinforces learning both at school and home.

Infinite Campus Parent Portal

To sign up or to access Infinite Campus, [click here](#).

How to Be a Hanby Bee

Elementary School Behavior Expectations

The Brandywine School District is dedicated to creating a learning environment conducive to developing each student's potential for learning. To achieve this, students, parents, staff, and the community must share the responsibility for encouraging orderly, constructive student behavior. The Brandywine School District maintains an Elementary School Code of Student Conduct ("the Code") describing student rights, student responsibilities, prohibited conduct, and consequences for violations of the Code for students in the District.

A copy of the *Brandywine School District Elementary Code of Conduct / Student Procedure and Student Rights and Responsibilities* will be sent home with each student at the beginning of the school year. It is also located under the Families tab on the Brandywine School District Website. Click here for the [Online Code of Conduct](#). Parents are reminded to carefully read, review, and discuss this document with their child, then sign and return the student/family agreement found on the inside cover of your home Code of Conduct. The Elementary Code of Student Conduct will also be reviewed with each student.

School-wide Positive Behavior Expectations

It is the expectation that Hanby students will...

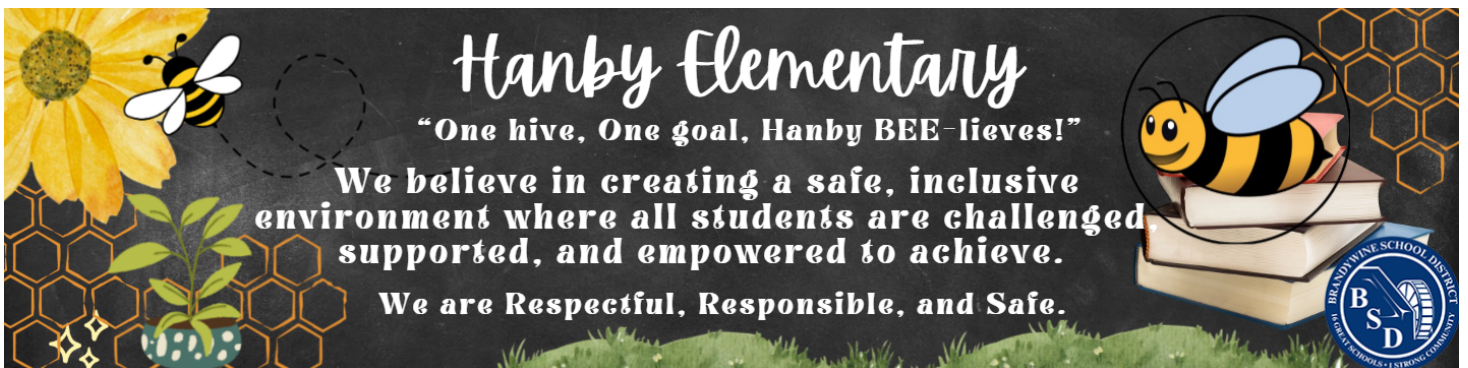
Be Respectful

Be Responsible

Be Safe

Students will be taught the behavioral expectations for all areas of the school.

These behaviors will be reinforced through classroom and school-wide incentives as part of our Multi-Tiered Systems of Support. Hanby has a Tier 1 School Climate team that meets monthly to examine school climate and explore ways to improve the learning environment and make Hanby a safe, positive place for all students. If you are interested in serving on this team, please contact the school office.



 Hanby's Hive Habits 						
	Community	Arrival & Dismissal	Bathrooms	Classroom	Lunch & Recess	Hallway & Transitions
Respectful 	-Be mindful of others in my space -Respect materials -Apologize when needed -Use kind words, faces, and actions	-Be quiet during announcements -Be patient -Greet others kindly	-Use school appropriate language and volume -Give others privacy and personal space -Keep area clean	-Raise hand to share -Treat school property with care -Listen carefully and attentively -Make positive and helpful comments.	-Enter the building quietly and calmly -Use kind words -Keep spaces neat and clean -Use equipment properly	-Go from one place to another quietly -Greet others kindly and apologize when needed
Responsible 	-Follow community safety rules -Listen to trusted adults -Regulate my body -Clean up after myself and others	-Go directly to assigned area -Give personal space -Walk into the building	-Be quick to not miss out on learning -Throw trash in trash can -One person in a stall at a time -Wash hands and keep water in the sink	-Give others personal space -Honor boundaries -Walk at all times -Be prepared with materials ready.	-Honor boundaries and stay in assigned areas -Walk to and from lunch/recess -Respond to signals -Keep hands and feet to yourself	-Walk at all times -Keep your hands and body to yourself and honor personal space -Close exit/entrance doors when last in line
Safe 	-Tell an adult if I see someone struggling -Manage belongings -Tell an adult when you see a visitor at the door	-Sit or stand cooperatively -Throw away trash -Follow school-wide expectations to and from school	-Sit in assigned area -Report unsafe behavior to an adult -Be quick to not miss out on learning -Use bathroom at designated times	-Get started and stay on task. -Return borrowed items. -Follow directions for opening doors for others	-Place personal belongings in the proper area -Share and take care of recess equipment -Signal to an adult or peer for help -Wait your turn	-Go directly to assigned area -Follow staff directions -Have permission to transition

Recognizing Students for Showing our Hanby Hive Habits

At Hanby Elementary, we believe in recognizing and celebrating positive behavior! That's why we use a schoolwide incentive program centered around our three core behavior expectations: Be Responsible, Be Respectful, and Be Safe. Teachers can give students reward points for their positive behavior choices, and then students use those points to purchase items or other rewards from our PBIS rewards school store.

Buzz Bucks

Students can earn Bee Bucks individually when they are observed being respectful, responsible, or safe in the classroom, hallways, cafeteria, or anywhere around the school. Whether it's helping a classmate, following directions, or making safe choices. Students can use their buzz bucks to purchase items at the School Store, class store, or to participate in school-wide activities such as the Behavior Incentives.



Class Bees

In addition to individual rewards, whole homerooms work together to earn Class Bees as a team. When a class shows cooperation, kindness, hard work, or meets a goal together, they earn a Class Bee. These collective rewards help build teamwork, classroom pride, and a strong sense of community.

Celebrations

End of Marking Period - Positive Behavior Celebrations

Students earn this incentive by consistently making positive behavior choices. There is criteria for a limited number of referrals (this changes each MP), and students earn the Buzz Buck to join the incentive.

- MP 1- Color Run Party
- MP 2- Silent Disco Party
- MP 3- Mystery Event!
- MP 4- Foam Party

Student of the Month - Marking Period Celebrations

Each month, there are two class winners for Student of the Month based on the chosen Marking Period trait. There is also a winner from each Related Arts class for a grade level. We will hold the ceremony to honor these winners at the end of each Marking Period and will invite those families to join if they would like to.

- MP1- Respectful Bees
- MP2- Responsible Bees
- MP3- Safe Bees
- MP4- Hanby Heroes (all three expectations)

Attendance Champions

Regular attendance plays a vital role in student learning, building positive habits, and staying connected to our school community. Each month, the grade level with the highest overall attendance earns an **extra recess** to celebrate their commitment to being present and ready to learn. By working together, students help their entire grade earn this fun reward while reinforcing the importance of showing up every day.



Golden Spoon Award

The **Golden Spoon Award** recognizes the grade level that demonstrates the best cafeteria behavior each month. Students earn this honor by showing the Hanby Habits—being respectful, responsible, and safe—while in the cafeteria. The winning grade level proudly displays the Golden Spoon and enjoys the monthly reward they selected together. 

Hanby Worker Bees Council: The "BEE-longing" Framework

Core Mission Statement

BEE-longing: To cultivate a school culture where every Hanby Worker Bee feels valued, connected, and protected. We achieve true community inclusion by living out our three core pillars every day: **Respectful, Responsible, and Safe.**

How our Hive Habits Expectations connect as the Three Pillars of BEE-longing

Pillar	Council Focus (Systemic Impact)	Student Action (Daily Behaviors)
RESPECTFUL	• Organizing inclusive school-wide activities. • Creating platforms where every student's voice is heard. • Celebrating diverse cultures and backgrounds.	• Using kind, encouraging language. • Actively listening to peers and staff. • Welcoming new students into social circles.
RESPONSIBLE	• Leading school-wide service and spirit projects. • Modeling peer leadership in the hallways and cafeteria. • Taking ownership of school pride.	• Keeping the school environment clean. • Helping classmates who are struggling. • Demonstrating integrity when adults aren't looking.
SAFE	• Promoting physical and emotional safety initiatives. • Designing peer-led conflict resolution spaces. • Reducing isolation and bullying.	• Looking out for the well-being of others. • Resolving disagreements with calm words. • Inviting lonely peers to play at recess.

Student Leadership Opportunities

- **Student Voice Council Leadership:** Our representatives actively engage in district-level meetings focused on equity and leadership, collaborating directly with the district team and other SVA groups in elementary to ensure student perspectives are heard.
- **Classroom-Led Morning Announcements:** Our students help take the lead by hosting and reading morning announcements live directly from individual classrooms. We rotate the classrooms so all classes have opportunities and are involved.
- **Safety Council Initiatives:** We have student safety representatives to monitor, discuss, and promote physical and emotional safety throughout the school community.
- **Equity & Inclusion Action Teams:** Council members will actively collaborate with school staff to design, promote, and lead building-wide initiatives for essential inclusion milestones—such as organizing awareness campaigns for **Ruby Bridges Day**, coordinating activities for **Autism Awareness Month**, and leading school-wide participation in the **Spread the Word (to End the Word)** campaign.
- **"The Hive at Five" Student News:** Our Student Voice News Crew creates a monthly, recorded student news program! Each episode successfully featured:
 - A spotlight on a core SEL (Social-Emotional Learning) habit.
 - A comprehensive recap of recent school events.
 - Critical information regarding upcoming building activities and deadlines.

New Additions

1. The "Welcome Hive" Campaign

- **Bee-Ambassadors:** Ambassadors will partner with the administration during school tours for incoming families to answer questions from a student perspective and proudly represent our school community.
- **The "BEE-longing" Pledge:** A school-wide assembly or classroom activity where every student signs a community banner promising to keep Hanby *Respectful, Responsible, and Safe*.
- **Hive Council Lunch Bunch:** Nominated student representatives from each classroom meet with the principal and administrators to share what they're

learning, celebrate successes, offer ideas, and provide feedback to help strengthen our Hanby community.

- **MTSS Tier 1 Representatives:** Students participate quarterly in Tier 1 MTSS meetings, provide student voice and feedback, help promote schoolwide incentives, and encourage classmates to demonstrate the Hanby Habits.
- **MTSS News Crew:** Students showcase Hanby Habits in action and serve as ambassadors by sharing school highlights and MTSS initiatives with the school and with the PTA.
- **Principal for the Day:** Twice each month, a student will have the opportunity to serve as “[Principal for the Day](#),” providing an authentic leadership experience that elevates student voice, builds school ownership, and offers valuable insight into our school through a student’s perspective.

4. SVA & Worker Bees

- Connect with the following student groups/clubs to support and collaborate school-wide initiatives and student growth goals:
 - Garden Crew
 - Safety Patrol
 - Puppy Patrol
 - Kindergarten Helpers
 - Library Aides/Helpers
 - Student News
 - Student Voice/Council
 - Stage Crew
 - Snack Helpers
 - Pollinator Crew
 - MTSS News Crew

Buzz Buddies: Building Our Hanby Community

At Hanby, we believe that learning extends beyond academics. While we teach and reinforce our core expectations of being **Respectful, Responsible, and Safe**, we also intentionally create opportunities for students to build meaningful relationships and develop a strong sense of belonging within our school community.

One of the ways that we foster community is through our **Buzz Buddies** program.

Each classroom is paired with a classroom from another grade level, typically matching an older class

with a younger class. Throughout the school year, Buzz Buddy classes meet approximately once each month to participate in activities that foster friendships, leadership, and collaboration across grade levels.

Buzz Buddy activities may include:

- Reading together
- Playing cooperative games
- Celebrating school-wide events
- Completing service or STEM activities
- Participating in seasonal celebrations
- Working together on community-building projects

For our younger students, Buzz Buddies provide caring role models and help them feel connected to the larger Hanby family. For our older students, the program offers meaningful opportunities to develop leadership, responsibility, empathy, and mentoring skills.

Our goal is for every Hanby student to know that they are an important part of our school community. By learning, playing, and growing together across grade levels, students build relationships that strengthen our school culture and help create a welcoming environment where everyone feels seen, valued, and supported.

At Hanby, **we're not just building great learners—we're Growing Readers and Building Leaders, establishing a community where every Bee belongs.** 