

HANBY ELEMENTARY PARENT & STUDENT GUIDEBOOK



**STEAM Magnet and Self Contained
Gifted Programs**

2023-2024

Dear Hanby Families,

This guide is provided as a convenient resource for you and will answer many common questions about Hanby. If you cannot find what you are looking for, please check the District Handbook for Elementary School on the website (www.westerville.k12.oh.us) or request a hardcopy from the school office.

Please feel free to let me know if you have any questions I can help you with.

Caley Nestor Baker
Principal

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Hanby Elementary School

2023-2024 Staff

56 South State Street
Westerville, OH 43081

Phone Number: 614-797-7100
Fax Number: 614-797-7101

Attendance: 614-797-7112

Principal: Caley Nestor Baker

Secretary: Linda Danna

Clerk: Ann Dorne

Grade 1 (STEAM)

Jennifer Reeves
Brooke Smith

Grade 2 (STEAM)

Kelly Balaz
Emily Kessler

Grade 3 (STEAM)

Kristen Cooper
Diane Plumb

Grade 3 (SC Gifted)

Beth Dalin
TBD

Grade 4 (STEAM)

Jamie Barraco
Anthony Enos

Grade 4 (SC Gifted)

Jeffrey Miltko
Kathryn Riesterer

Grade 5 (STEAM)

Miriam Herrick
Tara Norling

Grade 5 (SC Gifted)

Kimberly Demooy
Jennifer Findell

Specials Teachers and Support Staff

Art Facilitator
Physical Education Facilitator
Vocal Music Facilitator
ESL Paraprofessional
Speech/Language Pathologist
Media Specialist
Media Clerk
School Counselor
Intervention Specialist
School Nurse
Health Aide
Reading Intervention Specialist
School Psychologist
Instructional Coach
Cafeteria and Recess Aides

Rebecca Havens
Alisa Franklin
Mary Rebekah Fortman
Julie Heckathorn
Jennifer Brummett
Monty Maceyko
Beth Mulick
Andrea Wiseman
Megan Hedges
Amanda Ward
Diane Loehr
Catherine Monteiro
Laura Miller
Whitney Marshall
Erika Tamru, Megan Cawley,
Pam Ciavarelli

Custodians

Head Custodian: Seth White
Night Custodian: Maria Levian Morales

Cafeteria Personnel

Dee Dee Cathy
Barb Thomas

DROPOFF AND PICKUP INFORMATION

IMPORTANT

MORNING ARRIVAL PROCEDURES TO INSURE THE SAFETY OF YOUR CHILD

The Hanby Staff is dedicated to making our school a safe learning environment. If you are bringing your child to school, please note the following:



SUPERVISED ARRIVAL TIME is at 7:45AM

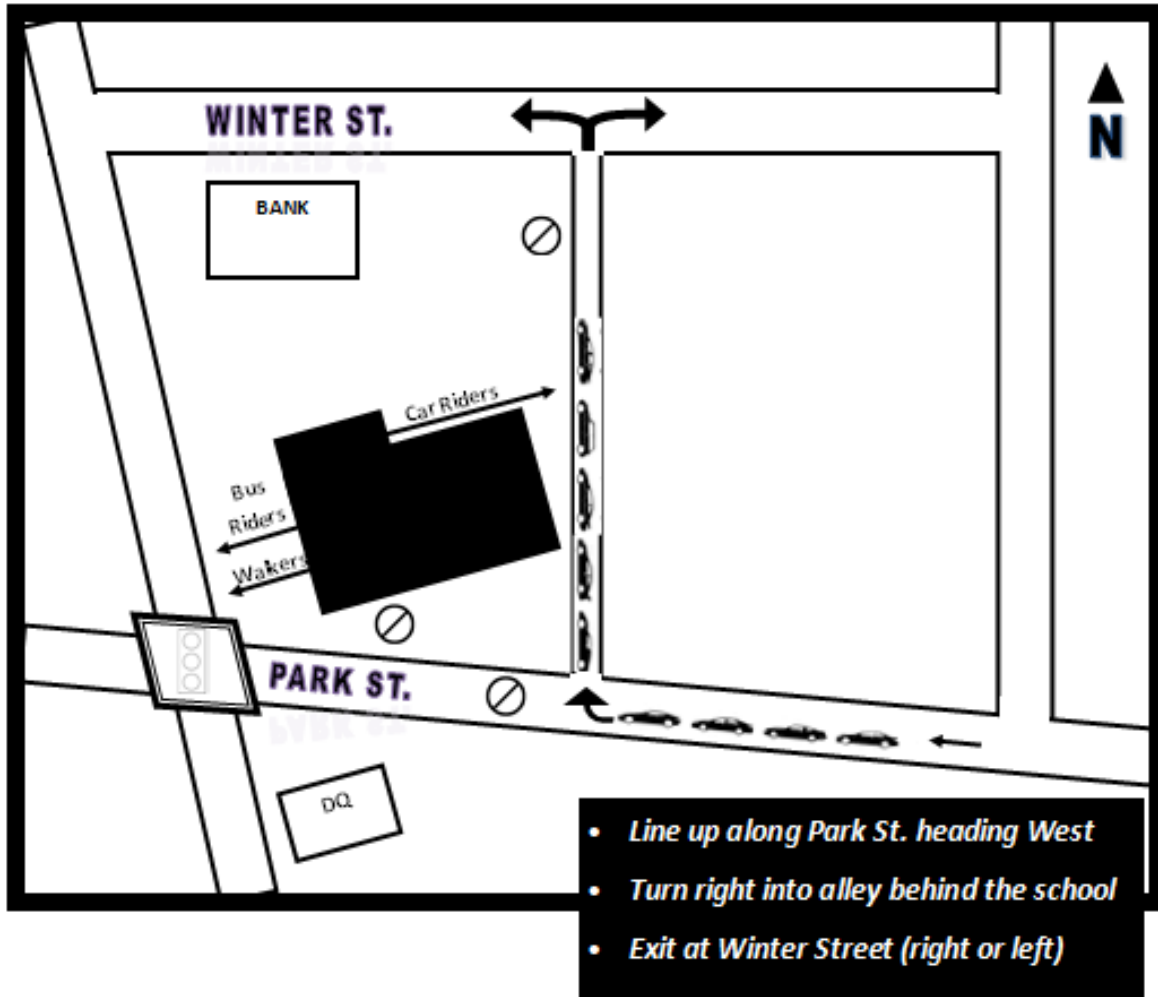
DOORS ARE LOCKED and students cannot enter the building before 7:45AM.

PLEASE DO NOT LEAVE YOUR CHILD UNSUPERVISED!

- Please do not pull out of line to go around stopped vehicles. This is very dangerous for students and drivers.
- Car drop off and pick up is at BUD ALLEY ONLY. No students should be dropped off or picked up in the front or at the side of the building.
- Please be kind to our neighbors at US Bank and Dairy Queen by not parking in their assigned spaces.

Thank you for keeping Hanby Students Safe!

DROP OFF / PICK-UP INSTRUCTIONS



- Please arrive at the scheduled arrival (7:45 AM) and (2:25 PM) dismissal times to assure a smooth traffic flow. Cars that are idling will be asked to move and may receive a traffic citation.
- Please remind your child to dismiss with the other students at the correct door. No students should be picked up from the banks parking lot for safety reasons. If you child is not out of the school when you arrive to pick them up, you will be asked to move.

BUILDING SCHEDULE

Our office hours are from 7:30-2:45 p.m. School doors will open in the morning at 7:45 a.m. Classes begin at 8:00 a.m. Please do not send students before this time because we cannot provide supervision. Dismissal is at 2:25. Students are expected to leave the grounds immediately. If you are picking up your child, please be prompt. Supervision is available only until 2:45 p.m. We ask for your cooperation and understanding for the safety and welfare of our students.

PARKING/TRAFFIC and PEDESTRIAN FLOW

There is a limited amount of parking directly adjacent to the school and in the rear of the bank lot. Hanby cars should not park in the Dairy Queen Lot, in the front lot of the bank or in spots designated for the Westerville Staff. There are several other nearby locations to park while visiting Hanby:

- ** 4 hour parking between the hours of 8AM-6PM is available along the east and west sides of State Street in Uptown Westerville.
- ** 2 hour parking from 9AM-6PM is available in the lot north of Winter Street.
- ** Street parking is available on the south side of Winter Street. No parking on the north side.
- ** Street parking is available on the north side of Park Street to the east of Vine Street and to the west of State Street. No parking on the south side of Park.
- ** Street parking is available on the west side of Vine Street.
- ** **No parking in front of Hanby between the hours of 6:00 a.m. and 5:00 p.m. on school days. THIS IS A TOW AWAY ZONE!**
Cars may park in front of the school during non-restricted times.
- ** South of the School on State Street, there is parking on the East side of the street. On the West side there are some ½ hour spots between the hours of 8AM-5PM.
- ** Parking is available behind City Hall.

Drop off begins at 7:40AM.

Pick-up begins at 2:25PM.

PARENT TEACHER ASSOCIATION/ORGANIZATION

Hanby has a strong PTA providing more than 3,500 hours of volunteer service and more than \$20,000 in financial support to our students each year toward the enrichment of the programs offered at Hanby.

Our PTA Mission:

A powerful voice for all children,

A relevant resource for families and communities; and

A strong advocate for the education and well-being of every child.

Together with the Ohio PTA and National PTA, the vision of the Hanby PTA is Making every child's potential a reality.

The Hanby PTA typically meets monthly on the 3rd Monday of the month during the school year (excluding March and December) at 6:00pm. These meetings are held at the school and are open to the public. We invite you to attend these meetings as part of your active participation in your child's education.

In addition to the thousands of hours of support and smaller activities, the PTA hosts two major fundraisers each year – the Fall Hanby Olympics and the Spring Bazaar. In recent years funds from these events have: provided a new sound system and additions to Hanby's portable stage; enabled field trips (paying for transportation and most admission costs); class t-shirts to every student; supported curriculum enhancement and arts integrations and much more!

Regardless if you have one hour to give or 100 hours to give, the Hanby PTA is a great place to donate your time and talents! There are endless ways you can donate your time no matter your skill set or availability limits.

Visit Hanby PTA on Facebook or on Schoology (code is BSKV-PDW3M99QK) to join the Hanby PTA. Membership is only \$12 for an individual or \$17 for a family (2 adults). The Hanby PTA is a member of the Westerville Parent Council, Ohio PTA and National PTA associations. Your help towards the achievement of our vision – making every child's potential a reality – is greatly appreciated.

SCHOOL VISION/MISSION

The Vision of the Hanby Elementary School is to embrace teaching and learning through a unique academic community that focuses on integrated learning through science, technology, engineering, the arts, and math (STEAM).

STUDENT EXPECTATIONS

We all realize the need to have certain rules and regulations in order to keep our school functioning in an orderly and safe manner. We use the PBIS (Positive Behavioral Intervention and Support) model in order to ensure a safe environment conducive to learning. See PBIS Handbook for more information.

Promote maximum safety

- Develop a positive climate for living (courtesy and respect).
- Maintain a good atmosphere for learning.
- Protect the rights and property of school and others.
- Walk in the building.
- Wear proper attire. Avoid clothes, which may distract others. No Flip-Flops.
- Do not bring dangerous objects to school (this includes toy weapons).
- Do not throw or misuse materials.
- Do not intentionally cause physical or mental abuse to others. Threats will not be tolerated.
- Demonstrate courtesy and respect
- Stay in place in line - no pushing or shoving.
- Use socially acceptable language - refrain from using inappropriate language.
- Show respect for adults and other students.
- Use good manners.
- Respect the property of others by not touching something that belongs to someone else.
- Leave cell phone and electronic devices turned off in my backpack.

Maintain a Good Atmosphere for Learning

- Abide by the group standards of the classroom and the school.
- Work quietly when necessary.
- Attend to a task without bothering others.
- Complete work in the given time.
- Return homework promptly.
- Leave toys and other electronic objects (tablets, video game consoles, Ipads, cards) at home.
- Stay on school grounds unless it is necessary to leave with permission.

Hallways/Stairs

- Stay on the right side of the hallway.
- Walk in the hallway and down the stairways.
- Go up and down stairways one stair at a time.
- Stay off the stairway railing.
- Use quiet, considerate voices.

Elevator

- Elevator use is approved only for those individuals unable to use the stairs. Contact our office for approval. 614-797-7100
- The student needing to use the elevator must have permission and should only ride with another adult.

Restroom Rules

- Go. Flush, Wash, Leave
- One person in a stall at a time.
- Please wash hands.
- No standing on toilets.
- Use quiet voices.
- No swinging on the doors.
- Please be considerate of others using the restroom after you. (Flush)

STUDENT DRESS ATTIRE

Hanby is committed to establishing a positive learning environment in the school. We believe that appropriate dress and grooming contribute to a productive learning environment. Keeping that in mind, we ask that all students are mindful of the following:

- Shorts, dress and skirt length should not be shorter than mid-thigh. Please help us maintain a positive school culture by ensuring that students are not wearing “short shorts”.
- Shirts should not have spaghetti straps.

STUDENT SHOE ATTIRE

For your child’s safety we ask that students do not wear flip flops to school. The Hanby playground is filled with wood mulch. Recently there have been a few accidents due to wearing flip flops. When students have open-toed shoes, the mulch is able to easily get into the shoe and may result in cuts or bruising. Thank you for your attention to this!

ELECTRONICS – Use of Electronics Guidelines

If you allow your student to bring a cell phone or electronic device to school, please note the following:

While students are permitted to bring cell phones, they must remain turned off and secured in a book bag prior to entering the school building or boarding the bus. They are not allowed to be out and/or used in classrooms, on the playground or on the bus. They should never be seen or heard.

- Students who bring electronic devices for educational purposes should use them only indoors with permission, never on the playground or bus. Note: This applies even if student has signed permission on file to have their electronic device at school. (Permission applies to classroom use only and with teacher permission)
- If a device stores music, the music should not be listened to during the school day unless approved by the teacher. Parents are responsible for monitoring the music choice downloaded at home.
- The school/district is not liable for any devices lost, stolen, or damaged (per the Parent District Handbook).
- Please note that video recordings of students during the school day on school property or bus is a legal issue.

Should a student violate one or more of the above guidelines one or more of the following may occur:

- Warning by teacher and/or administrator. Wireless Communication/Entertainment Device is turned over to the office until the end of the day. Parent/guardian will be contacted about the violation by teacher.
- Reprimand by teacher and/or administrator. Wireless Communication/Entertainment Device is turned over to the office until the end of the day. Parent/guardian is contacted by the administrator about the violation. Wireless Communication/Entertainment Device is held in the office for parent/guardian pick up.
- Wireless Communication/Entertainment Device is confiscated and held in the office for parent/guardian to claim. Student may lose privilege of bringing device to school.
- Please note that the above guidelines are intended to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances and minimize distractions of other students so as not to interfere with the educational process. We appreciate your help with this matter.

The Hanby Pledge

I am respectful when...

I respect myself.

I respect others.

I respect my environment.

I am responsible when...

I accept responsibility.

I choose to have a good attitude.

I do my best work.

I am a peacemaker when...

I choose good behavior.

I say and do kind things.

I am a problem solver when...

I use my resources.

I think before I act.