August 25, 2023

Dear Parents/Guardians,

The entire Hammarskjold School community and I are excited to welcome our students back to school as we work together to ensure a safe, happy, and successful year for your child.

School begins on Wednesday, September 6, 2023. The school day begins at 9:00 AM and ends at 3:35 PM. The doors will be open for student arrival at 8:50 AM, no student should arrive before 8:50 AM.

**Opening Week:**

During the first few days of school we will introduce your students to procedures that help the year proceed smoothly. We will review:

- **Arrival:** Doors will open at 8:50am for student entry. Breakfast will be served daily in the cafeteria. Bus students may enter the building via the front doors near the cafeteria. Student drop off/walkers may enter at the walkers entrance near Rues Lane. **For your student’s safety, no students should be dropped off in the parking lot or the front of the building due to bus/vehicle traffic.**

- **Dismissal:** Students will be dismissed at 3:35pm in an orderly fashion to buses, those walking, and for Parent pick-up. Parent Pick-up/walkers will use the same door through which they enter (Rues Lane entrance). **No students should exit the front of the building and enter the parking lot for pick-up.**

- **Lunch/Recess:** Students have a Grade-level specific, 40-minute lunch/recess period. For the first few weeks, recess locations will be assigned and rotated. Student choice will be incorporated into the year at an appropriate time. Proper nutrition, a break from “screen-time”, and a “brain-break” are essential components of this time. For these reasons, **Lunch/Recess will be Device Free. Students will not be allowed to use school or personal devices during this time.** Outdoor recess will be held when the weather is appropriate. Rainy conditions or temperatures below 32 degrees Fahrenheit will affect outdoor recess availability.

- **Behavioral Expectations:** Our behavior expectations can simply be summarized as follows: **RESPECT.** We will respect ourselves and others at all times in our actions and interactions. Behaviors that jeopardize the safety of our school community and speech that is inappropriate will not be tolerated.

- **Lockers:** Lockers will be assigned to students and the successful procedure to open lockers will be reviewed and practiced by students during an extended Homeroom. Students should not be anxious about lockers or their ability to open them, extensive guidance and practice will be provided.

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Hammarskjold Important Info A-Z:

**Appropriate use of Technology/Academic Integrity:** Students are provided with a device that should be used for school related work only. Students should not install any apps or programs on their school device. See [Policy #2361](#) Acceptable use of Technology for more information. Hammarskjold takes Academic Integrity very seriously. Although technology exists such as AI that may be utilitarian, please reinforce with your students that any work completed that is not their own violates our integrity expectations and deprives them of essential learning experiences.

**Attendance:** Your student’s attendance on a daily basis is essential to their success and required by NJ State Law. Please also refer to the district attendance [policy #5200](#). If your child is going to be absent for any reason, please call our attendance office at 732-613-6897. Attendance [warning letters](#) are posted under the “Letters” tab in Parent Access. Should you have a question concerning attendance during the school year, you are advised to consult with your child’s grade level administrator (GLA). Mr. Nyamakye is the 5th grade administrator. Mr. Husar is the 6th grade administrator.

**Back to School Night:** We are excited to welcome parents on September 18, 2023. HUES BTSN is hosted in two sessions: 5th Grade students: 6:00pm - 7:00pm; 6th Grade students 7:30pm - 8:30pm

**Calendars:**

- [District One Page Calendar](#)
- [Hammarskjold School Calendar](#)

**Cell Phones/Personal Electronic Devices/Smart Watches:** Cell phones and Personal Electronic Devices are not used for instructional purposes at HUES and therefore are not allowed during school hours. They may be used outside the building at dismissal to coordinate with parents. Cell phone use on buses is at the discretion of the driver. **Students are not permitted to record video, audio, or photograph students or staff.**

**Child Nutrition:** For information regarding Child Nutrition, please visit their website: [Child Nutrition Department](#). Information regarding the Free & Reduced Meal Program, including applications, can be found on the district website under [Child Nutrition](#). Free and reduced meals includes both Breakfast and Lunch (both served daily) at no charge. If you do not have access to the internet, please call the Child Nutrition Department at 732-613-6718 for more information on how to fill out the application and the Meal Program.

**Dismissal:** Should a change in your child’s dismissal routine be necessary, you must notify the attendance office at 732-613-6897 or [complete this google form](#) no later than 2:30pm on the day of dismissal. Your child’s 9th period teacher will inform them of the change in dismissal procedure.

**Dress Code:** Parents are asked to review and discuss with their child the contents of the dress code. For more information, please refer to the [Elementary School Handbook](#), in order to avoid situations that
detract from our educational environment. Students who are in violation of the dress code will be required to change their clothing and parents may be contacted. Hats and hoods are not permitted to be worn during the school day. The only headwear permitted are items that are worn for religious reasons or for a documented medical condition. Students should dress appropriately for weather conditions and outdoor recess activities.

**Genesis-Parent Access** will be used, once again, this school year. Parent Access is an online communication system used by parents to access report cards, attendance, and other student information. As we did last year, this school year, you will update and submit annual information forms through Parent Access. This information is vital to ensure the efficient and safe functioning of the building. Please take a moment now to view your child’s contact information and ensure that it is up to date.

You can access the Genesis Parent Portal by visiting [www.ebnet.org/genesis](http://www.ebnet.org/genesis). You will find instructions on completing these forms on that webpage. Please note, if you have multiple Parent Access accounts, only the primary email address (Guardian 1) will have the ability to update this information.

If you have an established Parent Access account, the email address, login and password information that you previously established will remain the same. If you are new to the system, a welcome email with login information and a temporary password will be sent to the primary email address that you indicated at the time of registration.

**Health Suite:** Our school nurses are located in the main hallway near the cafeteria. School nurses are restricted by NJ State Law from distributing medications (Prescription or non-Prescription) without doctor’s orders. If your student is feeling ill during the school-day, they must be assessed by the nurse in order to be sent home. The primary contacts listed in Genesis will be contacted. If no contact is made, emergency contacts will be utilized. Student pick-up is expected within 30 minutes of notification. Medication forms can be found [here](http://www.ebnet.org/genesis).

**ID’s:** Student identification cards are an important part of our school security procedures. Students must wear their school ID on a lanyard from the waist-up in order to enter the building and at all times while inside. An initial ID will be provided to students during their first week of school using the previous year’s photo. New ID and yearbook photos will be taken on October 2nd (5th Grade) and October 3rd (6th Grade). New ID’s will be provided to students as soon as they are available. Students who forget or lose their ID’s will be required to obtain a replacement. [CLICK HERE](http://www.ebnet.org/genesis) to review policy #5517 – Student Identification Cards. The cost for replacement IDs and lanyards is as follows: ID Only - $5, Lanyard Only - $3, BOTH ID and Lanyard - $8.

**Item drop off/Lost and Found:** Parents are discouraged from dropping off items for students unless they are essential. In order to prevent classroom disruptions students are called from lunch to pick up items that have been left at the security desk. Due to limited lunch/recess time, it is unlikely that your child will be able to receive food items in time to consume them should you attempt to drop them off. Lost and found items are placed in the cafeteria. At regular intervals, unclaimed lost items will be donated.

**PTA:** The Hammarskjold PTA has many exciting events scheduled for this school year and are enormously supportive of our school. PTA representatives will be on site at Back to School Night to
answer questions, share this year’s plans, offer membership information, and even sell some cool new HUES Spirit wear (Venmo or cash will be accepted). Your membership is one of the easiest ways you can support the PTA and our school. Questions can be directed to Marianne Tanious or Christine Grossmann (Co-Presidents): huespta@gmail.com

**School Pictures:** School pictures will be taken on October 2nd (5th Grade) and October 3rd (6th Grade). Ordering information will be provided to your students and placed on our school website when available.

**School Supplies:** Please view the 2023-24 [School Supply List](#) for information on appropriate items.

**Student Devices and Supplemental Device Insurance:** All Hammarskjold students are eligible to receive a Laptop PC that features a touchscreen and digital inking technology. These devices run on the Windows operating system and come with the Office 365 productivity suite. Students should bring their fully charged device and charger to school every day. We also ask that students bring a set of earbuds or headphones every day. 6th grade students will continue to use the same device that was issued to them during the 2022-2023 school year. 5th grade students and those new to the district will receive their new device at orientation on Monday, August 28th. Students that are unable to attend orientation may pick up their device on **Tuesday, September 5th from 9:00am - 11:00am.**

The district-issued device that your child receives in 5th grade will be the same device your student uses for their entire Hammarskjold experience, please take care of it. The district offers supplemental device insurance that covers many damages outside the regular warranty including cracked screens and broken keyboards to name a few. Please consider signing up for the insurance so your child’s device is covered in the event of unexpected damage. Please use [THIS LINK](#) to access information about obtaining device insurance. **The enrollment period for insurance closes on September 8th at 3:00pm.**

**Transportation Information:** Please check Parent Access after 3 PM on **Monday, August 28th** for your child’s bus information for the 2023-2024 school year.

Each student is required to be picked up and discharged at the assigned bus stop listed on the bus pass. Drivers are prohibited from relocating designated stops or allowing students to disembark at any other location. **Please allow 15 minutes before and after the scheduled stop time for your child’s bus to arrive.** Any transportation changes or questions should be directed to the Transportation Department at 732-613-6740.

Activity buses are available on Tuesday-Thursday. Activity buses leave campus at approximately 4:30pm. **Activity bus stops differ from those of regular bus stops. Please use this information to determine the appropriate stop for your child and review this information with them should they utilize the activity bus.**
The HUES Building leadership team, Faculty, and Staff are excited to welcome your students on September 6th. We believe that the Home/School connection is integral to their success. We will provide regular information via a bi-weekly newsletter and update our school website regularly. We encourage you to review these items as well as checking Parent Access often. Please do not hesitate to contact us if you have any questions. Enjoy the remaining days of Summer, a great new school year starts soon!

Sincerely,

Russell Petronko; Principal
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