



# Hammarskjold Upper Elementary School



**Principal**  
Russell Petronko

200 Rues Lane · East Brunswick, NJ 08816  
Phone: (732) 613-6600  
Website: [www.ebnet.org](http://www.ebnet.org)

**Assistant Principals**  
Thomas Husar  
Enoch Nyamekye

August 2025

Dear Parents and Guardians,

The entire Hammarskjold School community would like to extend a warm welcome to all families as the new school year begins. Whether you are returning or joining the school community, welcome to the 2025-2026 school year!

Our goal is to ensure each child thrives academically, socially, and emotionally. Throughout the year, our team of educators and staff will focus on providing a challenging and engaging curriculum. They will foster intellectual curiosity and build lasting relationships with students and families. Finally, we strive to make school fun!

A strong partnership between home and school is crucial for student success, and your involvement in their educational journey is essential. I encourage you to stay connected through various communication channels, including the school website and Parent Access in our Genesis learning management system. Important information and school events are shared via a Friday newsletter that is emailed to all Parents and Guardians every two weeks. I encourage you to make this your required reading.

As your students matriculate through our schools, the support available to them becomes more numerous. If you are a family with an entering 5th grade student, you now have access to an Assistant Principal that is specific to your grade level as well as a guidance counselor. I encourage you to reach out to these individuals with any questions or concerns:

## Administrators:

5th Grade Assistant Principal: **Enoch Nyamekye** - 732-613-6606; [enoch.nyamekye@ebnet.org](mailto:enoch.nyamekye@ebnet.org)

6th Grade Assistant Principal: **Tom Husar** - 732-613-6604; [thusar@ebnet.org](mailto:thusar@ebnet.org)

## Counselors:

Sam Best: 5th grade last names: **A-HOM**; 6th: **A-GAM** - 732-613-6663; [samantha.best@ebnet.org](mailto:samantha.best@ebnet.org)

Liz Stankiewicz: 5th grade last names: **Hon-Pat**, 6th: **Gan-Pas** - 732-613-6663; [estankiewicz@ebnet.org](mailto:estankiewicz@ebnet.org)

Stephanie Schweighardt: 5th names: **Pau-Z**, 6th: **Pat-Z** - 732-613-6663; [sschweighardt@ebnet.org](mailto:sschweighardt@ebnet.org)

## Important information:

Student Schedules will be available on **Friday, August 22, at 3:00pm**. Please note that you must complete all required forms in order to view your student's schedule and teacher assignments.

Prior to the start of school we ask that you update your contact information and complete the required student information forms in ParentAccess: [parents.ebnet.org](http://parents.ebnet.org). Newsletters and school information are sent to the Primary Contacts listed in Genesis. Please be sure to check off the box authorizing your email address to receive all school correspondence.

### Alert Setup

Email to	XXXXX@ebnet.org	(Student)
<input type="checkbox"/>	Letters	
Email to	XXXXX@ebnet.org	(Guardian 1)
<input checked="" type="checkbox"/>	Letters	
Email to	XXXXX@ebnet.org	(Guardian 2)
<input checked="" type="checkbox"/>	Letters	

Save Alert Preferences

Over the years we have encountered many of the same questions and nervousness surrounding the start of school. Here are some helpful hints available on our HUES website: [HUES Helpful Hints](#)

School begins on **Thursday, September 4, 2025**. The school day begins at 9:00 AM and ends at 3:35 PM. The doors will open at 8:50 AM.

**Immunization Requirements:** Please be advised that NJ State law requires immunizations for all 11-year old students and those entering 6th Grade. See the attached information. If you have any questions regarding the immunization requirements for your child please contact the HUES Main Office: 732-613-6600.

[Immunization Letter to Parents](#)

### **Opening Week:**

During the first few days of school, we will introduce the students to procedures that help the year proceed smoothly and reduce students' anxiety. We will review:

- **Arrival:** Doors will open at 8:50am for student entry. Breakfast is served daily in the cafeteria. Bus students will enter the building via the front doors near the cafeteria. Student drop off/walkers will enter at the walkers entrance near Rues Lane. ***For the 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. Students are required to be picked up immediately following school or take the bus home.

Students who get picked up by a parent and students who walk home will use the same door (Door #9) through which they enter (Rues Lane entrance). ***No students should exit the front of the building and enter the parking lot for pick-up.*** Refer to this link for a visual of the parking lot traffic pattern.

 **Walkers - Parent Pickup Map.pdf**

Students who miss the bus or are not picked up on time will be taken to the Encore (After-Care) program. A Community Programs Emergency Drop-Off fee will apply.

- **Lunch/Recess:** Students have a grade-level specific, 44 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 is Device-Free. Students are not allowed to use school or personal devices during this time.**
- **Behavioral Expectations:** Our behavior expectations can simply be summarized via the HUES acronym: **Honest • United • Empathetic • Safe**. Behaviors that jeopardize the safety of our school community or violate the rights of others, 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, as extensive guidance and practice will be provided.

## **Hammar skjold Important Information A-Z:**

**Appropriate use of Technology:** 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. Hammar skjold takes Academic Integrity very seriously. Although technology exists such as AI that may be utilitarian, please reinforce with your child that any work completed that is not their own violates our integrity expectations and deprives them of essential learning experiences.

**Attendance:** Your child'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 5<sup>th</sup> grade administrator. Mr. Husar is the 6<sup>th</sup> grade administrator.

**Back to School Night:** We are excited to welcome parents on September 30, 2024. HUES BTSN is hosted in two sessions: Parents of 5th Grade students: 6:00pm-7:00pm; Parents of 6th Grade students: 7:30pm-8:30pm.

### **Calendars:**

[District One Page Calendar](#)

[Hammar skjold 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 at any time.**

**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 include 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 one-time change in your child's dismissal routine be necessary, you must fill out the [Change in Dismissal Form](#), which can also be found on the Hammar skjold website. This form will be reset and cleared daily after it is shared with the 9th period teachers at 2:30pm. ***This form will be locked at 2:30.*** Your child's 9th period teacher will inform them of the change in dismissal procedure. This form must be completed for each instance that your child's dismissal changes.

**Dress Code:** Parents are asked to review and discuss with their child the contents of the dress code which can be found in the [Student 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. Proper footwear is required during the school day. Slides, sandals or slip-ons without backs are not to be worn.

**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 [Genesis Parent Portal](#). 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](#).

**ID's:** Student identification cards are an important part of our school security procedures. Students must wear their school-assigned ID and 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 September 16<sup>th</sup> and 17<sup>th</sup> during PE and Health Classes. New ID's will be provided to students as soon as they are available. Students who forget or lose their IDs and/or lanyard will be required to obtain a replacement. [CLICK HERE](#) 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 Hammar skjold PTA has many exciting events scheduled for this school year and are very supportive of our school. PTA representatives will be on site at the 5th Grade/New Student Orientation as well as Back to School Night to answer questions, share this year's plans, offer membership information, and even sell some cool new HUES Spiritwear (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 emailed to [huespta@gmail.com](mailto:huespta@gmail.com).

**School Pictures:** School pictures will be taken on September 16<sup>th</sup> and 17<sup>th</sup> during PE and Health Classes. Ordering information will be provided to your students and placed on our school website when available.

**School Supplies:** Please view the 2025-26 [School Supply List](#) for information on appropriate items.

**Student Devices and Supplemental Device Insurance:** All Hammar skjold students are eligible to receive a Chromebook. Students should bring their fully-charged device and charger to school every day. We also ask that students bring a set of wired earbuds or headphones every day. 6th grade students will continue to use the same device that was issued to them during the 2024-2025 school year. 5<sup>th</sup> grade students and those new to the district will receive their new device at orientation on Monday, August 25<sup>th</sup>. Students who are unable to attend orientation may pick up their device on the first day of school.

The district-issued device that your child receives in 5<sup>th</sup> grade will be the same device your child uses for their entire Hammar skjold experience, so 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 damages.

Students should not affix any stickers to their device and will be responsible for the condition of their device at the time of return.

**Transportation Information:** Please check Parent Access after 3 PM on **Monday, August 25th** for your child's bus information for the 2025-2026 school year.

Each student is required to be picked up and discharged at the assigned bus stop listed on the bus pass. Students may not ride a bus they are not assigned to. 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.

**Hammariskjold Activity buses are available on Tuesday afternoons during regular school days.** Activity buses leave campus at approximately 4:45 pm. 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. Activity Bus Schedule can be found on the Hammariskjold website at [Activity Bus Information](#). Please fill in the form and have your child give it to the homeroom teacher or drop off in the office so we can verify the proper Activity Bus should it be needed.

Thank you and we look forward to a great year!

Sincerely,

Russell Petronko, Principal  
Enoch Nyamekye, Assistant Principal (Grade 5)  
Tom Husar, Assistant Principal (Grade 6)