



Hammarskjold Upper Elementary School



Principal
Russell Petronko

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

Assistant Principals
Thomas Husar
Enoch Nyamekye

August 2026

Dear Parents and Guardians,

The Hammarskjold family would like to extend a warm welcome to all of you as the new school year begins. Whether you are returning, or newly joining the HUES community, welcome to the 2026-2027 school year!

Our Mission: We continually challenge ourselves to cultivate curious, compassionate, and confident learners who think deeply, act responsibly, and contribute purposefully to their communities and beyond, so they may lead lives of meaning, service, and positive impact.

This mission is at the heart of everything we do here at HUES, and in the expectations that we reinforce.

A strong partnership between the home and school is crucial for student success, and your involvement in their education is essential. I ask you to stay connected using our established communication channels: the school website and Parent Access in our Genesis learning management system. These systems allow you to check your child's academic progress, monitor attendance records, and access letters and forms. Important information and school events are shared via a school newsletter that is emailed to all Parents and Guardians every two weeks, please make this your required reading!

As students matriculate through our schools, the supports available to them become 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, a Guidance Counselor, and a Student Assistance Specialist. I encourage you to reach out to these individuals with any questions or concerns and always try to contact the person that is most closely connected to the issue that you are addressing.

We ask that you thoroughly read and review this information with your child prior to the start of school and keep it in an accessible place for reference.

Administrators:

5th Grade Assistant Principal: **Tom Husar** - 732-613-6604; thusar@ebnet.org

6th Grade Assistant Principal: **Enoch Nyamekye** - 732-613-6606; enoch.nyamekye@ebnet.org

Principal: **Russell Petronko** - 732-613-6602; rpetronko@ebnet.org

Counselors:

Samantha Best: 5th grade last names: **A-GAI**; 6th: **A-HOM** - 732-613-6663; samantha.best@ebnet.org

Elizabeth Thibodeau: 5th grade last names: **GAJ-MOR**, 6th: **HON-PAT** - 732-613-6663; elizabeth.thibodeau@ebnet.org

Bryan Wichelman: 5th names: **MOS-Z**, 6th: **Pau-Z** - 732-613-6663; bryan.wichelman@ebnet.org

Student Assistance Specialists:

Jessica Orapallo: 5th grade - 732-613-6663; jessica.orapallo@ebnet.org

Lexie Diez: 6th grade - 732-613-6663; lexie.diez@ebnet.org

Important information:

Student Schedules will be available on **Friday, August 21, at 12:00pm.**

Please note that you must complete all required forms in order to view Your child'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. 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.

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 **Wednesday, September 2, 2026**. 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 within two weeks of your child turning 11-years old. State law requires that your child be excluded from school if they fail to obtain an appointment and/or vaccination. If you have any questions regarding the immunization requirements for your child, please contact the HUES Main Office: 732-613-6600. State guidelines: [NJ Immunization Requirements](#).

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. Student drop off/walkers doors will close at 9:03am. Arrivals after 9:03am must park in a visitors space in the front lot and escort your child into the building for safety reasons. **For the student's safety, no child 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

Alert Setup



Email to	Role	Letters
XXXXX@ebnet.org	(Student)	☐
XXXXX@ebnet.org	(Guardian 1)	☒
XXXXX@ebnet.org	(Guardian 2)	☒

[Save Alert Preferences](#)

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 732-613-6610. 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 our attendance officer and then your child's Assistant Principal.

Back to School Night: We are excited to welcome parents on September 22, 2026. HUES Back to School Night is hosted in two sessions: Parents of 6th Grade students: 6:00pm-7:00pm; Parents of 5th Grade students: 7:30pm-8:30pm.

Bikes/E-bikes: At parent's discretion, HUES students may ride a standard bicycle to school. Bikes must be stored and secured at the bike racks nearest the walkers' entrance. Students must follow all NJ State laws governing bicycle safety including, but not limited to, wearing a helmet. **E-bikes are not permitted to be ridden by HUES-aged students.** Recent State of NJ legislation governs the use of E-bikes by those aged 15 and older. [NJ E-Bike requirements](#)

Calendars:

[District One Page Calendar](#)

[Hammar skjold School Calendar](#)

Cell Phones/Personal Electronic Devices/Smart Watches: Cell phones/Personal Electronic Devices/Smart Watches are not used for instructional purposes at HUES and therefore are not allowed during school hours. The State of NJ also recently banned the use of internet-enabled devices during school hours. [Link to article](#) These devices may be used outside the building prior to school and 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](#). Free and reduced meals include both breakfast and lunch (both served daily) at no charge. Free and Reduced meal application information can be requested from the child nutrition department. 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.

Clubs: HUES offers a wide range of enrichment options for students. Please see the Hammar skjold website: [HUES Clubs Website](#). You can also visit the Hammar skjold homepage and click the Clubs and Activities tab for information.

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 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. Students with improper footwear may not be able to participate in physical education activities and/or recess.

Emergencies: In the event of an emergency please contact the HUES main office @ 732-613-6600. Our staff can assist you in accessing the proper school supports and making contact with your child. As has always been the case, but especially with the new ban on personal devices, please do not call/text your child directly.

Genesis-Parent Access: Parent Access is an online communication system used by parents to access report cards, attendance, and other student information. Parents must 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](#).

HUES: Hammarskjold Upper Elementary School. Our school nickname/acronym. The acronym is used to reinforce behavioral expectations at our school. Our staff reinforces these expectations when rewarding students with Paws Tickets, nominating them for honors like "student of the month" and our Assistant Principals use this language when reinforcing/addressing behavior. We ask that parents/guardians reinforce the same language so that we are *unified* in our approach.

H: Honest, U: United, E: Empathetic, S: Safe.

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. **Returning 6th Grade Students are required to use the lanyard they were issued last year (only a new ID card will be supplied in September). 5th Grade Students and New 6th Grade Students will be given a lanyard with their ID.**

New ID and yearbook photos will be taken on September 15th and 16th 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 Hammarskjold 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. Your membership is one of the easiest ways you can support the PTA and our school. Questions can be emailed to huespta@gmail.com.

School Pictures: School pictures will be taken on September 15th and 16th during PE and Health Classes. Ordering information will be provided to your child and placed on our school website when available.

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

School Store: The HUES PTA runs a school store that is available to students during lunch on Wednesdays throughout the year. The store stocks items of interest, consumable school supplies, and school spirit wear. Special events like the “HUES Holiday Shop” are sponsored by the PTA and run through the school store. In addition, every Friday at HUES is a school spirit day when students are encouraged to wear Hammaraskjold spirit clothing.

Student Devices and Supplemental Device Insurance: All Hammaraskjold 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 previous school year. 5th grade students and those new to the district will receive their new device at orientation on Wednesday, August 26th. Students who are unable to attend Orientation may pick up their device on the first day of school. **In order to receive a device, parents must complete the “Technology Use Agreement” available in Parent Access.**

The district-issued device that your child receives in 5th grade will be the same device your child uses for their entire Hammaraskjold 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.

Tardiness: The HUES school day starts promptly at 9:00am with Homeroom. Homeroom is a valuable part of the school day and is used to communicate important information and start our students’ day effectively. Riding the bus is the best way to arrive on time. If you are a walker, or get dropped off by a parent, please leave ample time to enter the building prior to the start of homeroom. **Tardies to school can result in disciplinary action and excessive tardiness can be counted towards unexcused absence totals.**

Transportation Information: Please check Parent Access after 3 PM on **Monday, August 24th** for your child’s bus information for the 2026-2027 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.

Hammaraskjold 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 Hammaraskjold 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. You may also fill out this google form so we can ensure your child rides the correct Activity Bus on Tuesdays. [Activity Bus Google Form](#)

Thank you and we look forward to a great year!

Sincerely,

Russell Petronko, Principal

Tom Husar, Assistant Principal (Grade 5)

Enoch Nyamekye, Assistant Principal (Grade 6)