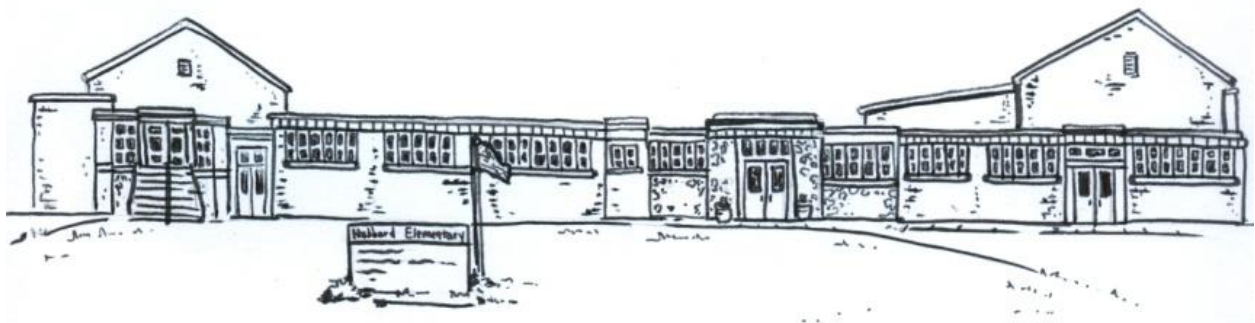




# Mary A. Hubbard School

## Parent / Student Handbook

### 2022 - 2023



# Table of Contents

(Highlighted = new and pay close attention)

<a href="#"><u>Overview</u></a>	<a href="#"><u>District Calendar 2022.2023</u></a>	<a href="#"><u>Pets</u></a>
<a href="#"><u>Attendance</u></a>	<a href="#"><u>Emergency Drills</u></a>	<a href="#"><u>Pictures</u></a>
<a href="#"><u>Exempt Absences</u></a>	<a href="#"><u>Emergency Contact Information</u></a>	<a href="#"><u>Playground Supervision</u></a>
<a href="#"><u>Arrival &amp; Dismissal</u></a>	<a href="#"><u>Field Trips</u></a>	<a href="#"><u>Progress Reports Progress</u></a>
<a href="#"><u>Assemblies</u></a>	<a href="#"><u>Home Instruction</u></a>	<a href="#"><u>PTO</u></a>
<a href="#"><u>Before and After-School Care</u></a>	<a href="#"><u>Homework</u></a>	<a href="#"><u>Recess Policies</u></a>
<a href="#"><u>Bicycles</u></a>	<a href="#"><u>Illness and Injury</u></a>	<a href="#"><u>Registration</u></a>
<a href="#"><u>Birthday Celebrations</u></a>	<a href="#"><u>Immunizations</u></a>	<a href="#"><u>School Closing</u></a>
<a href="#"><u>Birthday Party Invitations</u></a>	<a href="#"><u>Insurance</u></a>	<a href="#"><u>Snacks for Classroom</u></a>
<a href="#"><u>Board of Education Policies</u></a>	<a href="#"><u>Kindergarten</u></a>	<a href="#"><u>Tardiness</u></a>
<a href="#"><u>Cafeteria</u></a>	<a href="#"><u>Lost &amp; Found</u></a>	<a href="#"><u>Telephone</u></a>
<a href="#"><u>Change of Address and/or Phone</u></a>	<a href="#"><u>Make-up Work</u></a>	<a href="#"><u>Visitors</u></a>
<a href="#"><u>Classroom Parties</u></a>	<a href="#"><u>Medications</u></a>	<a href="#"><u>Walking Students</u></a>
<a href="#"><u>Classroom Placement</u></a>	<a href="#"><u>Menus</u></a>	
<a href="#"><u>Code of Conduct</u></a>	<a href="#"><u>Parent Volunteer</u></a>	
<a href="#"><u>Communication</u></a>	<a href="#"><u>Parking Procedures</u></a>	
<a href="#"><u>Daily Schedule 2022 - 2023</u></a>	<a href="#"><u>Personal Items</u></a>	

# Welcome to Mary A. Hubbard Elementary School

## Overview

Our school is home to approximately 400 students in Preschool through Grade Three. This Parent Handbook is designed to provide you with useful information about our school day, Board of Education Policies, our school PTO, and the programs offered here at Hubbard Elementary.

## Attendance

**Absences are to be reported via the Parent Portal by 8:30am** Directions can be found [here](#) and in the Documents section of the Parent Portal. We appreciate your cooperation in reporting absences as early as possible. After 8:30am ONLY please call the main office at 201-785-2301. If your child is not feeling well, we ask that you keep them home until they are 100% symptom free.

If a parent forgets to enter the absence in the Parent Portal or call, the school will call the home to confirm the reason for the student's absence. **If no contact is made by 10:00am, a wellness check by the Ramsey Police Department will be requested.**

All students in grades K-8 are expected to attend school regularly. No more than 20 absences may be accumulated during the school year. This provides for normal illness and emergencies. Students exceeding 20 days absent will be considered excessively absent, and may be subject to grade retention.

Parents/Guardians will receive letter notifications regarding the number of absences following the child's 9th, 14th, and 20th absences.

## Exempt Absences

The following absences, if appropriately verified, will not be counted toward the established limit: (a) death in the immediate family; (b) observance of a religious holiday (State recognized); (c) school sponsored or approved event or activity (field trip, guidance appointment, music lesson, early dismissal for athletic event, etc.), (d) documented long term illness.

Please note that family vacations are not excused absences.

## **Arrival & Dismissal**

**Arrival:** Teachers meet their classes each day at their designated area at 8:50 a.m.

**\*\*Morning supervision begins at 8:30am for Grades PK-3. Do not drop your child off before that.\*\***

### **Preschool/ Kindergarten/ First Grade and their siblings:**

Please drop off on Hubbard School Lane side of the building (off of West Oak Street) Preschool/ Kindergarten students will line up in the gym or on the blacktop outside. First Grade students will follow the sidewalk to the back of the building for line up. Second and Third grade siblings will follow the sidewalk to the large middle blacktop for line up.

### **Second & Third Grade (without younger siblings):**

Please drop off students on the Hubbard Lane side of the building (off of Wyckoff Avenue). Students will line up on the large middle blacktop. Students access this area by entering the building at the drop off point on the Hubbard Lane side. In the case of inclement weather, the students will line up in the hallways in front of their classrooms.

**Children should not exit vehicles from the driver's side as this causes a serious safety hazard.** Staff members will be stationed outside to assist with the carline from 8:30am - 8:50am. However, parents should make every effort to have children prepared to exit the vehicle once they are in the drop-off zone area to assist with the flow of traffic.

**Parents should not exit their vehicles to assist on the drop-off lane, but are welcomed to do so if they elect to park and walk to an entrance instead.** The drop-off lane is designated strictly for parents who do not wish to exit their vehicles and have children who are willing to exit the vehicle on their own.

**Dismissal:** Teachers walk their classes to their dismissal location each day. All students will be dismissed from the Gym side of the building on Hubbard School Lane (off of West Oak Street). Bus students will be dismissed from the front of the building on the Hubbard Lane side (off Wyckoff Ave.).

Crossing guards are positioned at the corners Hubbard Lane and Wyckoff Ave. and Hubbard School Lane and West Oak St., West Oak St. and Wyckoff Ave., and West Oak St. and Fuhrman Ave. Crossing guards are on duty from 30 minutes before school and 30 minutes after dismissal. Each day at dismissal several adults are on duty in our parking

lots to ensure student safety.

Several staff members monitor and assist students whose parents are using the “pick-up lane.” Remember, students are not allowed to cross traffic to get into cars. Also, you may not use the inner circle of the driveway during pick-up and drop off times.

### **!!!!IMPORTANT!!!!**

Each student must have their daily dismissal method on file with the Main Office.

- No daily changes may be made to dismissal.
- **In case of a true emergency ONLY contact the Main Office by 12 noon: call 201-785-2301 - DO NOT email the classroom teacher in the case they are absent.**
- If you need to make a **permanent change** to your child’s dismissal plan, please email [hubbarddismissal@ramsey.k12.nj.us](mailto:hubbarddismissal@ramsey.k12.nj.us) with the details.

### **Assemblies**

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, and professional performers. Special attention to character education and good citizenship is developed and reinforced. The Hubbard School PTO, Ramsey Public Education Foundation, Ramsey Police Department, and various Ramsey Civic Organizations help to fund assembly programs at Hubbard.

### **Before and After-School Care**

RAMSEY COMMUNITY SCHOOL Ramsey Extended Day (RED): A before- and after-school care program

**\*\*Parents/Guardians are responsible for notifying the RED program if you sign your child out early for any reason or if your child is absent from school.**

Ramsey Extended Day site contact information:

Hubbard, 201-785-2300 ext. 24705

HubbardRED@ramsey.k12.nj.us

Ramsey Extended Day (RED) Program operates before- and after-school programs at Hubbard School before school from 7:00 a.m. to arrival bell, and after school from dismissal bell to 6:00 p.m.

For information about the program, contact Youth and Children’s Programs Administrative Coordinator at 201-785-2300 ext. 21701.

To download a registration packet, visit the [Ramsey Community School homepage](#) on the District website, select Youth & Children's Programs and select [Ramsey Extended Day](#).

## **Bicycles**

Third Grade students may ride their bikes to school with a parent-signed permission slip. The annual PTO Bicycle Rodeo is held with the Ramsey Police Department for Hubbard Third Graders each fall. Participating students can have their bikes inspected by the Ramsey Police and take part in a short safety session. Bicycle permission slips can be obtained from the Main Office and at the Bicycle Rodeo. When traveling to and from school, students must obey all traffic regulations and wear a bicycle helmet. No scooter, hoverboard, wheelies or bicycle riding is permitted on school property. Bicycles must be walked to racks.

The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks.

## **Birthday Celebrations**

Hubbard School is actively promoting non-edible birthday celebrations. These celebrations will still be about 15 minutes but include extra recess time, playing a game as a class, doing STEM challenges and the like. This promotion of non-edible food celebrations is an effort to create the most inclusive classroom environments possible. Children with food allergies could be reminded up to 25 times a year that they can’t have what everyone else is having while also putting some of our allergy friends at risk. Small gifts or activities may be brought in for student birthdays after the date and time are cleared with the classroom teacher.

Each child’s name will be announced on the morning of their birthday & they will receive a birthday book from the Principal.

## **Birthday Party Invitations**

You can access the Hubbard Student Directory on the [PTO website](#). Please note that only families registered for the PTO site and opt to be included in the Directory will be listed (there is no fee to register on the PTO website). Home and Email addresses are listed in

the Directory. Invitations will only be sent home through the school if all students in the class are invited to the party; otherwise you need to mail them. Also, please note that we do not guarantee that all invitations will make it to the children's homes when sending them through school. We encourage you to mail invitations!

### **Board of Education Policies**

The Ramsey Board of Education has adopted a number of policies regarding student conduct. These policies address areas such as student attendance, student behavior and student record. All BOE Policies can be found on the front page of the Ramsey School District website and by visiting Ramsey District Homepage – Our District - [Board of Education](#) – District Policies and Regulations.

### **Cafeteria**

All students eat lunch each day in the cafeteria with their class and grade level. Students may bring their lunch from home or purchase lunch in the cafeteria. The price of a student lunch is \$3.65 per lunch. Snacks cards (for such items as water, chips, ice cream, etc) are also available in increments of \$5.00. Checks may be written to Ramsey Cafe. There will be a one snack limit per day for every child. **Please note: Even if no funds are available, your child will be allowed to make purchases, with the exception of snacks. A negative balance report will be sent by Chartwells.** All funds must be collected by the end of the year in order for you to access your child’s final progress report.

For further information please visit the [Dining Services page](#) on the District or Hubbard Homepage or contact the Dining Services Director, Frank Pensallorto ([fpensallorto@ramsey.k12.nj.us](mailto:fpensallorto@ramsey.k12.nj.us))

Hubbard Cafeteria of Kindness Rules:

- o Share a smile, not food or money.
- o Any questions? Raise your hands.
- o Three on a bench, bottoms down.
- o Use indoor voices please, keep hands and feet to yourselves.
- o Walk in a single file, eyes forward.

## **Change of Address and/or Phone**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Please notify the school immediately if you have a change of address, telephone, email address or cell phone number during the school year.

The Parent Portal is also available for you to check and update your contact information. You receive directions on how to access the Parent Portal at the beginning of each school year or you may contact the Main Office anytime.

## **Classroom Parties**

Classroom parties are discussed with “room parents” and the teacher at the start of the school year. Other special days may be celebrated at the classroom teacher’s request.

## **Classroom Placement**

It is important that you know that all class placements are made after a lengthy, reflective process about how your child learns best. Input is gathered from grade level teachers, special area teachers, related service providers and any other staff member that interacts with your child regularly. Sibling history, schedules for special needs students and parental input are considered as appropriate. Your whole child, their social, emotional, physical, behavioral and academic needs and overall well-being, is considered as we go through the placement process. Every staff member is invested in ensuring that your child is placed in a class that will lead to a school year of learning and growth.

Selecting the right class for your child is an educational decision. Heterogeneous classes are placed while being sensitive to:

- Gender
- Chronological age (for the youngest children)
- Academic performance
- Behavior & personality
- Learning style
- Peer relationships
- Special needs

As a parent, if you would like to share information about how you feel your child learns best, you are welcome to write a confidential letter to Mrs. Pina in May and send it in a sealed envelope via the main office. This is optional and you are asked to please



remember that personal preference for a certain teacher is not one of our criteria for class placement. All parental input on class placement should be with Mrs. Pina. The staff will not be having conversations with parents about next year's placement during spring conferences or at any other time. Please note, your letter will only apply to the upcoming school year.

## **Code of Conduct**

Hubbard students are instructed in appropriate behavior in many venues at school. Classroom and special area teachers, playground aides, and building staff and administration all take responsibility for behavioral instruction within the school.

### Hubbard School Rules – Student Code of Conduct

#### 1. Follow Directions.

Hubbard School is respectful. Do what you are asked the first time.

#### 2. Respect Everyone.

Hubbard School cares. Use correct language, clean up after yourself, and follow school rules at all times.

#### 3. Stay Safe.

Hubbard School shares. Be kind and friendly, play fairly, and include others. Let an adult know if there is a problem.

#### 4. On Time/On Task

Hubbard School is responsible. Be prepared and ready to learn.

#### 5. Think Before You Act

Hubbard School is smart. Stop and think about your words and actions. Keep your hands, feet, and other objects to yourself.

Suspensions result in behavior defined as a physical assault in the BOE policies.

## **Communication**

Mrs. Pina's door is always open. When you don't have time to come in, please feel free to call or email at any time. There is a constant flow of information available about the happenings at Hubbard School via the following methods:

**Twitter:** [@Hubbard\\_School](https://twitter.com/Hubbard_School)

**Facebook:** [@MaryAHubbardSchool](https://www.facebook.com/MaryAHubbardSchool)

**Complete list of [Hubbard School Social Media Accounts](#)**

**Realtime Notifications:** - add HubbardSchool@ramsey.k12.nj.us

PLEASE NOTE: This email address is a "send-only" email address.

To respond to anything sent from this email, please send your message to kpina@ramsey.k12.nj.us

Hubbard Highlights - a review of school & district initiatives from Mrs. Pina

Hubbard Check In - an as needed review of logistical issues & event reminders

**District website:** [www.ramsey.k12.nj.us](http://www.ramsey.k12.nj.us)

Select Hubbard school - The latest announcements will be on the home page

**PTO information, meeting minutes, forms** - be sure to register for the PTO website

Note: Registering to the PTO website is free and does not require membership, although we encourage you to join.

The PTO will communicate via email to all those registered on their website about upcoming events, volunteer opportunities and fundraising efforts.

**Conferences Parent-teacher conferences occur in November.**

All classes will be given conference dates and will send written communication offering a day and time.

These conference times are very valuable to the overall education program.

It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

## **Daily Schedule 2022 - 2023**

### **Regular School Hours**

8:50 am Entrance: Preschool through Grade 3	
Lunch/ Recess: Preschool	10:50 am - 11:40 am
Lunch/ Recess: Kindergarten and 1st Grade	11:30 am – 12:15 pm
Lunch/ Recess: 2nd and 3rd Grades	12:30 pm - 1:15 pm
2:20 pm Dismissal: Preschool	
3:00 pm Dismissal: Kindergarten through Grade 3	

### **Minimum Day and Early Dismissal Hours**

8:50 am Entrance: Preschool through Grade 3
11:50 am Dismissal: Preschool
12:50 pm Dismissal: Kindergarten through Grade 3

### **Delayed Opening Schedule**

10:50 am Entrance: Preschool through Grade 3	
Lunch/ Recess: Preschool	10:50 am - 11:30 am
Lunch/ Recess: Kindergarten and 1st Grade	11:30 am – 12:15 pm
Lunch/ Recess: 2nd and 3rd Grades	12:30 pm - 1:15 pm
2:20 pm Dismissal: Preschool	
3:00 pm Dismissal: Kindergarten through Grade 3	

## **Emergency Drills**

Emergency Drills (fire drills, lockdown drills, shelter in place and evacuation drills) are conducted twice a month, as mandated by state law. Detailed escape plans are posted inside the door of each classroom. The students are instructed about the procedures for each drill. The school is prepared for a variety of emergency situations.

## **Emergency Contact Information**

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone, parent(s) work phone, and cell phone numbers.
4. Emergency phone number of a friend or relative (minimum one, maximum three).
5. Physician's name and phone.
6. Medical alert information.

You can update this information on the Parent Portal or by contacting the Main Office.

## **Field Trips**

Field trips within our town and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will always be asked to sign a field trip permission form. No pictures should be taken on parent cell phones and/or shared on social media.

## **Home Instruction**

Tutorial instruction is offered to children who are confined in their home or in the hospital for at least two weeks. The request for instruction should be made by the parent through the building principal. A doctor's note stating the problem with the expected length of convalescence should accompany the request.

## **Homework**

Homework is meant to be a brief, independently completed review of the day's work. It will be given as the teacher sees fit to support your child's exact needs. No child should be struggling through homework to the point of frustration. If it takes your child longer than (10) minutes in First Grade, (15) minutes in Second Grade or (20) minutes in Third Grade, you should:

1. Tell your child that they do not need to finish their homework and that the teacher will support them the following day.
2. Inform the teacher that it was taking longer than the expected time. This will allow the teacher to plan for time spent with your child to review the skill and/or alter homework assignments given in the future.

Nightly reading should be completed on all grade levels. It should be a joyful experience with a parent, sibling, friend or completely independently. Your child's book choice should be made independently, in support of their passions or interests and should be celebrated.

If you would like to enrich your child academically beyond the scope of the homework that is given, consider fostering their personal passions by making connections to what they are learning in school to what their outside interests are. Downtime and independent, self-directed play foster some of the most important learning a child will do. "Play is the most important form of research." ~Albert Einstein

**No homework or classwork will be given for children who are absent for 1-2 days.** Make up work will be given after the third day of school that is missed. The child will have ample time to complete this work. **Additionally, no homework or school work will be given if you plan a trip which requires your child to be out for a length of time.**

## **Illness and Injury**

In case of illness or injury the school nurse or a member of the school staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

Main reasons for keeping your children home from school are:

- If he/she is too sick to be comfortable at school.
- If he/she might spread a contagious disease to others.
- If he/she has had an exposure to someone who tested positive for Covid-19
- If he/she has any symptoms of Covid as defined by the CDC

The School Doctor states that you must keep your child home if there is:

- A fever of 100 degrees or above. Must be fever free without the use of medication for 24 hours before returning to school.
- Vomiting or diarrhea. Must be free of these without medication for 24 hours before returning to school.
- An unidentified rash. May return after cause has been identified by MD, and it has been 24 hours after starting treatment if prescribed.
- Redness to the eye(s), especially with crusting and drainage. May return after cause has been identified by MD, and it has been 24 hours after starting treatment, if prescribed.
- Persistent sore throat. May return after MD identifies the cause, and it has been 24 hours after starting treatment if prescribed.
- Persistent pain (ear, stomach, head, etc.). May return after the cause of the pain has been identified and treated.
- Lice. May return after proper treatment, and no nits (eggs) or lice are present. Child must be checked by the nurse and cleared to return to school with the parent present in the nurse's office after either being sent home for lice, or if they are found during non-school hours.

In the event you find yourself questioning whether or not to send your child to school please keep them home and reach out to the school nurse via email ([lcapuano@ramsey.k12.nj.us](mailto:lcapuano@ramsey.k12.nj.us)) or phone (201-785-2303) to discuss.

It is very important to have a pickup plan for your child in the event they are sent home from school. If it cannot be a parent, please have a relative or friend that will be readily available. Prompt pickup is of utmost importance to reduce the chance of exposure of students and staff to potentially infectious illnesses.

### **Immunizations**

Please see the Hubbard School website for complete State requirements for proof of immunization requirements.

[Hubbard School Homepage – Services – Health Services](#)

### **Insurance**

Accident insurance applications are offered at the beginning of each school year. It covers accidental injuries while attending school, going to and from school, and/or for 24-hour coverage. It must be purchased at the time of offer or when entering the school during the year. Information is available at the Board of Education and is distributed on the first day of school. The Ramsey Board of Education has approved the option of receiving this insurance but will not assume responsibility for the administration or the settlement of claims.

### **Kindergarten**

Children entering Kindergarten are required to be five years old on or before October 1st for the school year in which they are enrolling. Notice of the pre-registration process will be on the school's website. Parents must supply all registration documents to be considered fully registered.

See the [Registration link](#) on the Ramsey District homepage.

### **Lost & Found**

**Note: Please consider putting labels on your child's clothing, especially additional layers like sweatshirts, coats, hats, gloves, etc.** All clothing, lunch boxes, or toys that are found or left in the school are placed in the lost and found area in the rear of the cafeteria. Money, jewelry, or any other articles of value are turned into the office.

## **Make-up Work**

If a student is ill for three (3) or more consecutive days, a parent can request make-up work for that student. Make up work will not be provided for students who leave early or are absent for 1-2 days. The parent should call the school office before 10:00 a.m. to make this request. The teacher will then provide work that requires no new instruction. These assignments can be picked up at the main office at 3:10 p.m. on the 3rd day. **No homework or school work will be given if you plan a trip which requires your child to be out for a length of time.**

In accordance with the Board of Education policy, attending family vacations while school is in session is not an excused absence.

## **Medications**

Please do not send any medications in with your child. An adult must deliver medication and proper paperwork directly to the nurse.

New Jersey State law prohibits administration of any medication, including Tylenol, Advil, or any other “over the counter” medication without a doctor’s order and a parent’s or guardian’s written consent.

All “over the counter” medications must be supplied from home, labeled with the student’s name, and brought in by an adult.

Any medication administered in school must be in its original container and labeled with the student’s name.

A fax will be accepted from the prescribing physician, and parent or guardian, if your child needs to take medication in school. It is the parent’s responsibility to call the doctor to request a medication order.

Visit the following page for the full medications policy:

[Hubbard School Homepage – Services – Health Services](#)

## **Menus**

The school menu can be found on the school website at:

[Ramsey District homepage – Dining Services](#)

Please contact Frank Pensallorto ([fpensallorto@ramsey.k12.nj.us](mailto:fpensallorto@ramsey.k12.nj.us)) with any questions.



## **Parent Volunteer**

Hubbard School considers its parent volunteers as a very special resource. Parents are encouraged to help with many activities. Please contact the PTO if you have the time or skills you can share to make our school a better place for students to learn and grow.

To find out about parent volunteer opportunities, visit: [Hubbard School Homepage – PTO](#)

## **Parking Procedures**

Parking at Hubbard School is limited. During drop-off and dismissal time parking around either driveway loop is prohibited. All numbered spaces are reserved for staff members. Unassigned parking spots are located on Hubbard School Lane (off West Oak St.).

## **Personal Items**

Please do not allow your child to bring electronic devices or any other toys to school, including watches that can be used as phones to text and/or that have games on them. Students may not wear hats in class. Have your child check the school's lost and found if something is missing.

## **Pets**

No pets, of any kind, are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school.

## **Pickup Lanes**

On Hubbard Lane driveway (off of Wyckoff Avenue) there is an established car drop off lane and on the Hubbard School Lane driveway (off West Oak Street) there is an established car drop off/pick up lane. These are the lanes closest to the curb of the school. There is no parking in these lanes at entrance or dismissal time (2:30-3:15)

When utilizing the carpool lanes you may not stop and exit your car. Students will be called to the car by a staff member. Please place your car pick-up card in the front window to facilitate this process. To ensure student safety, please wait in the pick-up line. No cars will be allowed to use the inside lane of traffic, and students will not be allowed to cross traffic to enter cars.

There is no idling allowed anywhere on the grounds.

## **Pictures**

Individual student pictures will be taken in late September or early October. Orders will be taken at that time. All information will be distributed prior to the photography session. A 3rd Grade class picture will also be taken and available for purchase.

## **Playground Supervision**

School aides supervise the playground at entrance time beginning at 8:30 a.m. and ending at 9:00 a.m. Please do not leave your child unattended on school grounds before 8:30 a.m. At least three adults are on the playground during regularly scheduled lunchtime recess periods. Students are to remain on the play field or blacktop play area during outdoor recess. When the fields are muddy, that area will be off-limits. Tackle football, skateboarding, piggyback riding, rock throwing, and snowball throwing are not permitted. Misuse or destruction of playground equipment will not be tolerated. (see [Code of Conduct](#))

## **Progress Reports**

Reports are issued three times during the school year for Grades K-3 on the Parent Portal. Preschool progress reports are sent home twice yearly. Please carefully review your child's progress, and contact the school if you have any questions regarding grades. Parent/teacher conferences are scheduled in the fall (November) and as requested in the spring. A parent may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent.

### **2022 - 2023 Trimesters K-5**

<b>Trimester</b>	<b>End Date</b>	<b>Progress Report available online</b>	<b>Days</b>
1	December 9	December 16	62 days
2	March 17	March 24	60 days
3	June 21	June 21	61 days

Preschool progress reports are twice a year, January 13 and June 21.

## **PTO**

The Hubbard PTO (Parent Teacher Organization) is a vital component of our school. All parents are urged to become members and to actively participate. Meetings are scheduled monthly during the year and they are announced several weeks in advance. They are also posted on the website.

**You are encouraged to register for the PTO website (free) and become a member of the PTO (yearly membership dues apply). The website houses the Student Directory with home and email addresses of participating families.**

Each year the PTO sponsors several money making projects. With the help of all parents, these projects can be very successful. They allow the PTO to fund many important activities at the school. Please consult the website for PTO meetings dates, a listing of officers, and a description of all committees.

Visit the Hubbard PTO page at: [Hubbard School Homepage – PTO](#).

## **Recess Policies**

Weather permitting, students have an outdoor recess period each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. **Students should always dress for outside recess.** Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks. Students should wear shoes with backs to school. Students will not be allowed on playground equipment with flip-flops, or sandals without backs.

Students will have supervised recess inside on days when bad weather prevents outside recess. Quiet games, talking with friends, drawing, etc. are permitted.

### **Hubbard Playground Rules:**

1. Play safe - use equipment properly.
2. Use appropriate language and manners.
3. Respect personal space - Please keep your hands and feet to yourself.
4. Listen for the whistles and bells - Clean up the equipment and get in line.

## **Registration**

You can access all registration forms and procedures on the Ramsey School District - [Registration link](#). Questions can be directed to [hubbardregistration@ramsey.k12.nj.us](mailto:hubbardregistration@ramsey.k12.nj.us).

All students must pre-register on the Ramsey School District website. Registration documents include:

Proof of residency

An original birth or baptismal certificate

A completed physical form with up to date immunizations

Visit this page for Ramsey School District Registration

[Ramsey District homepage – Registration tab](#)

## **School Closing**

When the Ramsey Public Schools are closed or delayed due to inclement weather, the information is posted on the scroll bar along the main district website. Also, all families should receive an alert based on their contact selections (call/text) on the Parent Portal announcing the closure or delay.

## **Snacks for Classroom**

**Students MUST bring a labeled refillable water bottle daily.** There are water filling stations throughout the school. Water breaks will be provided while still supporting proper social distancing guidelines. Students may choose to bring a small, healthy nut free snack that they are fully capable of opening and eating independently. Parents must make the school nurse and teacher aware of any student allergies prior to the first day of school. Snack breaks will be done at alternating times or outside on nice weather days to abide by social distancing guidelines.

## **Tardiness**

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 9:00 am is considered tardy. All tardy students must be signed into the Main Office by an adult.

Tardiness negatively impacts the beginning of your child’s day and sets a bad model for an important life skill.

The parents of students who are persistently tardy will receive a letter from the principal. Excessive tardiness can affect grade retention.

### **Telephone**

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school). Parents are also requested not to ask the secretarial staff to make play date arrangements for their children.

**No changes to dismissal may be made after 12 noon with the exception of true emergencies which must be communicated by a phone call to the Main Office only (201-785-2301).**

### **Visitors**

All visitors, including volunteers, are required to sign-in and sign-out in the Main Office upon entering and exiting the building. School guests will receive a badge designating them as a visitor, volunteer, or substitute.

### **Walking Students**

Students who walk to school should come straight to school, remain on sidewalks at all times, and cross only at designated crosswalks. Remember the safety rules: walk with a friend and never accept a ride with a stranger. The school crossing guard will assist walking students at busy intersections.

Students who walk home, or to meet their ride, must also stay on the sidewalks and not on the property of the houses along Hubbard School Lane (“the rock” - ***do not allow your child ON the rock***) or the field on Hubbard Lane.

Kindergarten students may only walk with an older sibling.

Walk to School Wednesdays will continue in the 2022-2023 school year.

## District Calendar 2022-2023

September 5	Labor Day - District Closed
September 6	Staff Development Day
September 7	Schools Open for Students
September 26	Rosh Hashanah - District Closed
October 5	Yom Kippur - District Closed
November 7 - 9	Minimum Days (PK-5 only)-Parent Conferences
November 10 - 11	NJEA Teacher Convention - District Closed
November 23	Minimum Day
November 24 - 25	Thanksgiving Recess - District Closed
December 26 - Jan 2	Winter Recess - Schools Closed

January 3	Schools Reopen
January 16	Martin Luther King Day - District Closed
January 17	No School for Students - Staff Development Day
February 20	President's Day - District Closed
February 21	No School for Students - Staff Development Day
April 7	Good Friday - District Closed
April 10 - 14	Spring Recess - Schools Closed
May 29	Memorial Day - District Closed
June 20	Minimum Day for Students
June 21	Last Day of School - Minimum Day for Students ( <i>if no emergency days are used</i> )
June 22	Last Day of School for Teachers ( <i>if no emergency days are used</i> )
June 23	High School Graduation