MARY A. HUBBARD SCHOOL



Hubbard School HANDBOOK

2026-2027

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Table of Contents

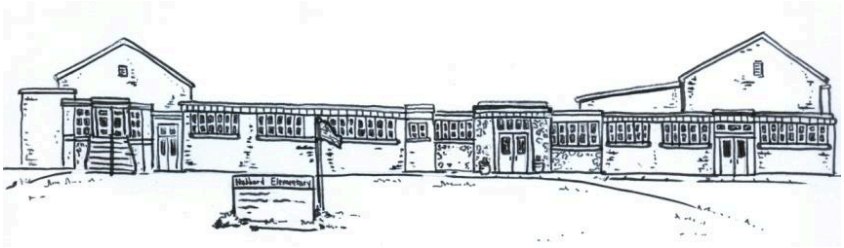
Table of Contents....1
Welcome to Mary A. Hubbard Elementary School....3
Overview....4
Mary A Hubbard Staff List....5
Attendance....7
Excused Absences....8
Arrival and Dismissal....8
Before and After-School Care....11
Bicycles....11
Birthday Party Invitations....12
Board of Education Policies....12
Classroom Celebrations....12
Change of Address and/or Phone....12
Classroom Placement....13
Character Education....13
Code of Conduct....14
Communication....14
Conferences....15
Daily Schedule 2026 - 2027....15
Emergency Drills....16
Emergency Contact Information....16
Field Trips....16
Homework....17
Illness and Injury....17
Immunizations....18
Insurance....18
Lost and Found....19

Lunch....19
Medications....19
Parent Volunteers....20
Parking Procedures....20
Personal Items....20
Pets....20
Pictures....21
Playground Supervision....21
Progress Reports....21
PTO....22
Recess Policies....22
Registration....23
School Closing....23
Snacks for Classroom....23
Special Education Services....24
Visitors to Our School....25
Walking Students....25



MARY A. HUBBARD SCHOOL

Welcome to Mary A. Hubbard Elementary School



Dear Parents,

It is a pleasure to welcome you to our learning community at Hubbard School! We are committed to providing every child with a comprehensive educational opportunity centered around academics, student development, a positive learning environment, and community engagement. Hubbard is a home!

Within the pages of this handbook, you will find a lot of useful information about our school. Please take the time to read it through, as many of your questions can be answered in some detail. You can also stay up to date on school events on our website https://www.ramsey.k12.nj.us/o/mahs.

Please keep in close contact with your child's teachers throughout the school year. We look forward to working together to build a memorable school year for every Hubbard Ram. It is always a great day to R.I.S.E. and shine!

If I can be of assistance at any time, please do not hesitate to contact me.

Sincerely,

Stacey Linzenbold
Principal

Overview

Our school is home to approximately 315 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 School.

Mission of the Ramsey Public Schools

Ramsey School District inspires students to maximize their potential, striving to be better tomorrow than they were yesterday.

Vision Statement

At Hubbard Elementary School, we believe that children have the right to a caring, safe, and joyful learning environment. We value friendship, responsibility, and respect for each other. Our differences and similarities are celebrated and accepted each day as we learn.

The Hubbard School Community promotes lifelong learning by encouraging independence and critical thinking. We strive to give our students the tools for success: strong academic content, problem-solving skills, cooperative learning experiences, technological awareness, and the ability to make real-world connections.

Our goal is to encourage enthusiastic learning by addressing the needs of all students as they work to reach their full potential. Through collaboration and communication, all students, parents, teachers, staff, and administrators are continuously engaged in the process of improvement within our learning environment.

As a school family, we commit to excellence in education here at Mary A. Hubbard Elementary School.

Mary A Hubbard Staff List

Principal:	Mrs. Stacey Linzenbold
Office Staff:	Mrs. Deborah Russo, Secretary to the Principal Ms. Diane McKegney, Administrative Assistant
Security Officer:	Mr. Craig DeGeorge
Health Aide:	Mrs. Kathleen Gamble
School Counselor:	Mrs. Stacey Linden
Preschool:	Ms. Lisa DuMont Mrs. Doris Kertesz Mrs. Amanda Reid Mrs. Kathryn Zuccala
Kindergarten:	Ms. Alivia Beatty Ms. Christina Cammarata Mrs. Tamra Coleman Mrs. Amanda Pianoforte Mrs. Jessica Shand
Grade 1:	Mrs. Jamie Assor Mrs. Christina Berland Mrs. Tonianne Chanatski Mrs. Karen Spaccavento
Grade 2:	Mrs. Kirsten Finnegan Mrs. Lauren Murphy Mrs. Laura Royle Mrs. Danielle Weiss
Grade 3:	Mrs. Johanna Frank Ms. Olivia Lee Ms. Emma Limatola
Special Areas:	Mr. Joshua Becker, World Language Ms. Kayla Gravalis, Physical Education Mrs. Erica Lakind, Media Center Miss Emily McDonald, Music Ms. Michele Megna, Art

Special Education:	Mrs. Anna Burckardt Ms. Shannon Jordan Mrs. Tonia Ramirez Ms. MaryPat Weir	
Academic Support:	Mrs. Ann Sandberg	
Reading Specialist:	Mrs. Melissa Schneider	
Speech:	Mrs. Maureen Morrissey Mrs. Linda Powley Dr. Marissa Santry	
Child Study Team:	Ms. Patricia Bailey, Physical Therapist Mrs. Courtney Diaz, Occupational Therapist Mrs. Virginia Falcone, Social Worker Ms. Valerie Gancarz-DeMarco, BCBA Ms. Brittany Toby-Small, School Psychologist Mrs. Natalie Torres, LDTC	
ELL:	Ms. Yaqueline Cruz Mrs. Carla Vona, Aide	
Instructional Coach:	Mrs. Krista Crispino	
Enrichment/MTSS:	Mrs. Kristen Reidy	
Aides:	Miss Siria Arias Mrs. Tracy Bender Ms. Suzanne Carbone Ms. Corinne Chiu Ms. Jessica Downes Mrs. Bobbie Dugan Mrs. Denise Egan Mrs. Christine Hawkins Mrs. Nila Kugnat Mrs. Olga Liebkind	Ms. Lindita Limani Mrs. Allison Loriz Mr. Christopher Lutz Ms. Nadine Majano Ms. Lauren Martone Ms. Meredith Murphy Ms. Ashley Pacenza Mrs. Stephanie Silverstein Mrs. Ali Zambrotta
Playground Aides:	Mrs. Deborah DelVecchio Mrs. Terry Friedemann Ms. Rosalie Gianfreda Mrs. Maryann Hayek	Mrs. Pat Santacroce Mrs. Debra Sullo Mrs. Elisa Venturini
Custodians:	Mr. Ralston Mitchell	Mr. Levon Arakelian Ms. Tammy Weber

MARY A. HUBBARD SCHOOL

Attendance

Daily Attendance Reporting:

- Parents must report absences through the Parent Portal by 8:30 am; please specify the reason for absence in the notes using ONLY the following descriptions:
  sick, doctor appointment, travel, death in the family, religious holiday, take your child to work day, late

- If your child is going to be late, please report the absence in the portal as an absence, and we will update it upon their arrival.

- Complete directions for reporting your child's absence can be found here and in the Documents section of the Parent Portal.

- After 8:30 am, please call the main office at 201-785-2301 (option 0) to report an absence.

- Note: A child is considered absent for the day if he/she does not attend school for 4 hours.

All students in grades PS-3 are expected to attend school regularly. Students exceeding 20 days of unexcused absences 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 unexcused absence.

Tardiness:

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Any student who arrives at school after 8:55 am is considered tardy.

If you know your child will be coming in late, report the tardiness in the Parent Portal as an absence. Add a short comment in the notes indicating your child's expected arrival time, and it will be changed accordingly once he/she arrives. All tardy students must be signed into the Main Office by an adult.

Tardiness negatively impacts the beginning of your child's day. We appreciate your efforts in having your child arrive to school on time.

Early Dismissal:

Email hubbarddismissal@ramsey.k12.nj.us to report if your child will be dismissing early for an appointment or other obligation. Please include your child's teacher in this email.

Excused Absences

The following reasons are accepted as excused absences:

- Death in the immediate family
- Observance of a religious holiday (State recognized)
- School-sponsored or approved event or activity
  (field trip, guidance appointment, music lesson, early dismissal for athletic event)
- Documented long-term illness
- Doctor's visit with documentation
  Documentation may be sent in with your child when he/ she returns to school or emailed to Diane McKegney (dmckegney@ramsey.k12.nj.us).

Please note that family vacations are not excused absences.

Arrival and Dismissal

Arrival:

- Morning supervision begins at 8:30 am for Grades PS-3. **(Children are NOT permitted to arrive prior to 8:30 am.)**
- Teachers meet their classes each day at their designated area at 8:45 a.m.
- Parents should make every effort to have children prepared to exit the vehicle on the passenger side ONLY 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 welcome to do so if they elect to park and walk to an entrance instead.

Preschool and their siblings

- Drop off on the Hubbard Lane side of the building off of Wyckoff Avenue on the left of the building.
- Please remain in your car. An Aide will assist in getting your child out of your car.
- If you have older children, they may all arrive at this location and will be escorted (K/1) or directed (2/3) to their line-up area.

Kindergarten/ First Grade and their siblings:

- Drop off on Hubbard School Road side of the building (off of West Oak Street)
- Kindergarten students will line up in the gym.
- 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.
- In the case of inclement weather, the students will line up in the hallways in front of their classrooms.

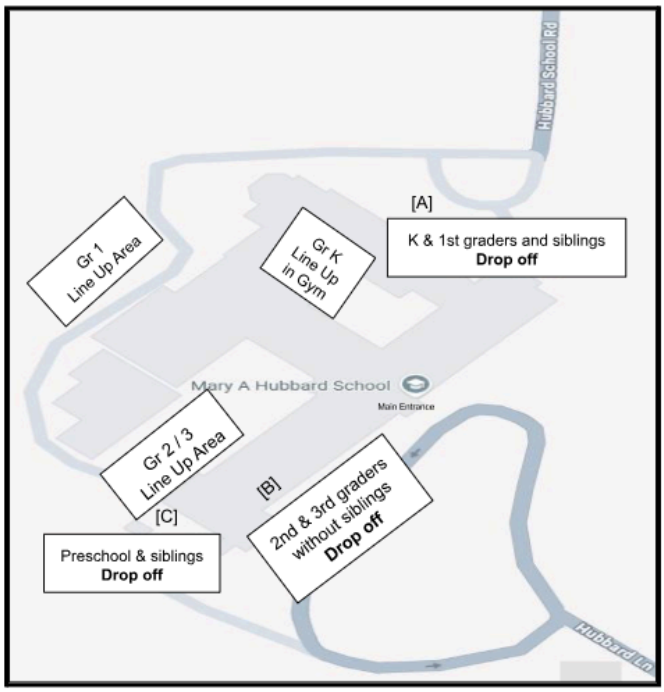
Second / Third Grade (without younger siblings):

- 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.

26.27 Hubbard Arrival Method Options

Arrival:

**Supervision begins at 8:30 am.
Do not drop your child off before that.**



Drop off and Line Up Areas:

[A] Kindergarten: Students will line up by classroom in the gym. Entrance is on the Hubbard School Road side of the building (off of West Oak Street.).
Note: On the first day, students will line up on the blacktop outside the gym entrance (weather permitting).

[A] First Grade: Students will line up by the back playground. Students access this area by walking around the Hubbard School Road side of the building or entering the building at the drop-off point on the Hubbard Lane side. In the case of inclement weather, the students will wait outside their classrooms.

[B] Second & Third Grade: Students will line up on the middle blacktop. Students access this area by walking around the Hubbard School Road side of the building or entering the building at the drop-off point on the Hubbard Lane side. In the case of inclement weather, the students will wait outside their classrooms.

[C] Preschool and Siblings: Students enter and dismiss at the far end of the school driveway on Hubbard Lane (off Wyckoff Avenue). Drive around the circle and make a right at the end of the building and stay in the left lane. You must not park and/or get out of your car in the car lane. Teachers/aides will come to your car to help students enter/exit the cars. (Siblings of preschoolers may enter on this side as well and will be directed to their lineup areas).

8:45 am - Entrance for Preschool through Grade 3 students. Teachers will pick up students at the lineup areas.

Dismissal:

- PS students and siblings will be dismissed at the Preschool arrival area.
- K- 3 students will be dismissed from the Gym side of the building on Hubbard School Road (off of West Oak Street).
- Bus students will be dismissed from the front of the building on the Hubbard Lane side (off Wyckoff Ave.).
- Staff will monitor dismissal
- Children MAY NOT cross traffic to get into cars.
- The inner circle on either side of the building is NOT for pick up/drop off or parking.
- 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, contact the Main Office by 12 noon: call 201-785-2301 (option 0) - please DO NOT email the classroom teacher, as they are busy with the children during the school day.**
- If you need to make a permanent change to your child's dismissal plan, please email **hubbarddismissal@ramsey.k12.nj.us** with the details.

26.27 Hubbard Dismissal Method Options



[Aftercare]
Please confirm days with the Ramsey Community School.

[Bus]
Enter name of bus in 'Dismissal Notes' field. If it is a private bus company, please provide the phone number of the bus company also.

[HU Pick-Up]
Students in grades K-3 wait for pick-up on the Gym Side - Hubbard School Road - off of West Oak Street. You may walk up to pick up your child at the far gym door **[A],** or you may drive around the pick-up lane, and your child will be brought to your car **[B].**

Students in Preschool and their siblings wait for pick-up at the preschool entrance door **[C]** on the far end of the school driveway on the Hubbard Lane side - off of Wyckoff Avenue.

[HU Walk]
Students walk toward West Oak Street **[D]** or Wyckoff Avenue **[E]** (at parent's discretion) to home or to meet a ride. Note: Kindergarten students are only permitted to walk with an older sibling - enter the sibling's name and grade in 'Dismissal Notes' field.

[Dismissal Notes]
Enter carpool names, bus information, walker sibling information as applicable.

Crossing guards are positioned at the corners of Hubbard Lane and Wyckoff Ave., Hubbard School Road and West Oak St., West Oak St. and Wyckoff Ave., and West Oak St. and Fuhrman Ave. Crossing guards are on duty 30 minutes before school and 30 minutes after dismissal. Each day at dismissal, several adults are on duty to ensure student safety.

Before and After-School Care

The 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 The Ramsey Community School Youth and Children's Programs Administrative Coordinator at 201-785-2300 ext. 21701.

To download a registration packet, visit the Ramsey Extended Day section of the Ramsey Community School website.

Ramsey Extended Day site contact information:

Hubbard, 201-785-2300 ext. 24705

HubbardRED@ramsey.k12.nj.us

Bicycles

Students may ride their bikes to school. When traveling to and from school, students must obey all traffic regulations and wear a bicycle helmet. 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. Scooters, hoverboards, wheelies or bicycle riding are NOT 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 Party Invitations

You can access the Hubbard Student Directory on the PTO website. Please note that only families registered for the PTO site and who 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. Also, please note that we do not guarantee that all invitations will make it to the children's homes when sending them through school.

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 records. All BOE Policies can be found here.

Classroom Celebrations

Classroom celebrations are held at various times throughout the year as per the classroom teacher. Treats of any kind will not be permitted. However, we understand the importance of celebrating birthdays in elementary school, so we have provided alternate classroom options. These celebrations include additional recess time, playing a game as a class. STEM challenges, and more. Each child's name will be announced on their birthday and will receive a birthday book from Mrs. Linzenbold.

Holiday and Other Celebrations -
All classroom celebrations, PTO or other, will be under the advice of the classroom teacher. Room parents should reach out to classroom teachers with any questions.

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 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 who 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. Linzenbold in April/May. 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. Linzenbold. The staff will not be having conversations with parents about next year's placement. Please note, your letter will only apply to the upcoming school year.

Character Education

Hubbard School conducts a year-long integrated program that focuses on building character. The staff and students devote time to the development of specific character traits throughout the year, which are highlighted at each monthly School Pride Assembly, the morning announcements, and continued in the classrooms through literature, song, projects, and discussions. These character traits are basic virtues that people across cultures, religions, and beliefs deem important to raising well-rounded children and successful adults.

Students in Preschool - Grade 3 engage in classroom community activities that promote positive social and emotional learning through the RULER approach. For information on the RULER approach to SEL, visit the Yale Center for Emotional Intelligence.

Code of Conduct

At the beginning of the school year, classroom teachers discuss our Code of Conduct with their students and post a copy in their classroom. At appropriate times during the school year, teachers review the Code of Conduct with their students and will use it as a basis for lessons. Our goal is to assist students to understand and internalize the high expectations we hold for behavior and academic work. Please be sure to encourage your children to remember that the Code of Conduct applies to behavior in the hallway, cafeteria, playground, on school grounds at dismissal, and during PTO sponsored functions. Classroom and special area teachers, playground aides, and building staff and administration all take responsibility for behavioral instruction within the school.

*Anything beyond this will be addressed as per BOE policies and regulations.

Communication

Various forms of communication are utilized throughout the school year.

The **Hubbard School website** and **Ramsey School District website** include

- News and Live Feed about upcoming events
- Link to the PTO
- Calendar “Events”
- Digital Backpack (forms & flyers)
- Parent Resources

You can bookmark the links to the sites and refer to it when needed.

Realtime Notifications - add hubbardschool@ramsey.k12.nj.us to your contacts. These messages will also be found in the Communications section of the Parent Portal.

PLEASE NOTE: This email address is a "send-only" email address. To respond to anything sent from this email, please send your message to slinzenbold@ramsey.k12.nj.us

The Hubbard Hello - a weekly brief on various topics to keep you informed sent from Mrs. Linzenbold (slinzenbold@ramsey.k12.nj.us)

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 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 by contacting your child's teacher.

Daily Schedule 2026 - 2027

Regular School Hours

8:45 am	Entrance: Preschool through Grade 3
11:10 am - 12:00 pm	Lunch/ Recess: Preschool
11:25 am – 12:15 pm	Lunch/ Recess: Kindergarten and 1st Grade
12:25 pm - 1:15 pm	Lunch/ Recess: 2nd and 3rd Grades
2:20 pm	Dismissal: Preschool D
3:15 pm	Dismissal: Preschool through Grade 3

Minimum Day and Early Dismissal Hours

8:45 am Entrance: Preschool through Grade 3
11:45 am Dismissal: Preschool D
12:45 pm Dismissal: Preschool through Grade 3

Delayed Opening Schedule

10:45 am	Entrance: Preschool through Grade 3
11:10 am - 12:00 pm	Lunch/ Recess: Preschool
11:25 am – 12:15 pm	Lunch/ Recess: Kindergarten and 1st Grade
12:25 pm - 1:15 pm	Lunch/ Recess: 2nd and 3rd Grades
2:20 pm	Dismissal: Preschool D
3:15 pm	Dismissal: Preschool through Grade 3

Emergency Drills

Emergency Drills (fire drills, lockdown drills, shelter in place drills, 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).
    - Contacts are labeled as Emergency 1, 2, 3 in order of contact preference.
    - Parents are always the first point of contact and should not be listed as the Emergency 1, 2, or 3 contact.
    - One contact must be someone local who can pick your child up in a timely manner should they become ill at school.
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.

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. You must also have a local backup with their contact information on file for child pick up if you are not local during school hours.

The Ramsey School District's school doctor states that you must keep your child home if they have:

- A fever of 100.4 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 for 24 hours before returning to school.
- A very frequent, persistent cough. May return when MD has identified the cause of the cough, and it has been 24 hours after starting treatment if prescribed.
- An unidentified rash. May return after the 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 the 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 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 (kgamble@ramsey.k12.nj.us) or phone (201-785-2303) to discuss.

Immunizations

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

Insurance

The Ramsey Board of Education will continue to provide accident insurance coverage at no cost to parents. Please see our district website for complete details.

Refer to the notification email sent to all families from Central Office. The message can also be found in the Communications section of the Parent Portal.

Lost and Found

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. **Please label all items whenever possible!**

Lunch

All students eat lunch each day in the cafeteria with their grade level. Lunch can be ordered Preschool through Grade 3, or students may pack a lunch that they can eat independently. For more information on our lunch program, which we typically offer when school is in regular session, visit the Dining Services page on the District site, the Hubbard Homepage, or contact the Dining Services Director, Katherine Villalona (kvillalona@ramsey.k12.nj.us).

Hubbard Cafeteria of Kindness Rules:

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

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 or email 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.

Refer to the Health Services section of the website for the full medication policy.

Parent Volunteers

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: PTO Website

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 Road (off West Oak Street).

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 or call 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.

Electronic devices are not allowed during the school day. Below are the expectations for each of the elementary schools:

- **First offense:** Phone or device is confiscated. The student's parent/guardian picks up the device in the main office after dismissal from school.
- **Second offense:** Phone or device is confiscated. The device must be picked up in the main office by a parent or guardian, and the student earns a lunch detention.
- **Third and each subsequent offense:** Parent meeting with school staff.

Pets

No pets, of any kind, are allowed at school or on the school grounds 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.

Pictures

Individual student pictures will be taken in September. You will receive an email from the photographer with a link to view and purchase your child's photos. All photos will be mailed home. A 3rd Grade class picture will also be taken and available for purchase.

Room Parents should not take pictures or videos of children when on the school grounds. Teachers have a list of NO PHOTO requests and should be the ones taking whole group pictures of special events. We typically have a photographer with the no photo request list at hand for special events as well.

Playground Supervision

School aides supervise the playground from 8:30 a.m. - 8:45 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 lunch and recess periods. Students are to remain on the play field or blacktop play area during outdoor recess. When the fields are muddy, blacktop areas will be available. 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 on January 15th and June 18th.
- Please carefully review your child's progress and contact your child's teacher if you have any questions regarding grades.

2026 - 2027 Trimesters K-3

Trimester	End Date	Progress Report - available online at the end of the school day	Days
1	December 4, 2026	December 11, 2026	63 days
2	March 18, 2027	March 25, 2027	60 days
3	June 18, 2027	June 18, 2027	59 days

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 fundraising 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 meeting dates, a listing of officers, and a description of all committees. Visit the Hubbard PTO page at: PTO Website

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 needs 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 the District Registrar, Silvana Massaro, at registrar@ramsey.k12.nj.us.

Registration documents include:

- Proof of residency
- An original birth or baptismal certificate
- A completed physical form with up-to-date immunizations

Visit Ramsey School District Student Registration for complete information.

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.
- 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.

Special Education Services

The Ramsey School District is committed to providing a free, appropriate public education (FAPE) to students with disabilities in the least restrictive environment (LRE), in accordance with the Individuals with Disabilities Education Act (IDEA) and New Jersey Administrative Code (N.J.A.C. 6A:14). Special education services are designed to meet the unique needs of students who qualify under one or more of the 14 classifications recognized by the state. These services may include specialized instruction, related services (e.g., speech-language therapy, occupational therapy, physical therapy), accommodations, and modifications as outlined in each student's Individualized Education Program (IEP).

Special education supports are available for eligible students ages 3 through 21 and are determined through a collaborative process involving the child study team, educators, and families. The district emphasizes inclusive practices that allow students with disabilities to participate alongside their peers to the maximum extent possible.

If you suspect your child may have a disability that impacts their educational performance, we encourage you to reach out to your child's teacher, school principal, or the Office of Special Services for further discussion and guidance.

Child Find and Requesting an Evaluation

In accordance with federal and state regulations, the Ramsey School District actively engages in Child Find activities to identify, locate, and evaluate students who may have educational disabilities and be in need of special education and related services.

If you are a parent or guardian and would like to request an initial evaluation to determine your child's eligibility for special education services, your written request must include:

- Your child's full name and date of birth
- A brief explanation of the reason you are requesting an evaluation
- Copies of any prior evaluations or reports (if applicable)
- Your contact information (address, phone number, and email)
- *Your original signature*

Please note: Email requests will not be accepted as formal referrals. A meeting of the child study team will be scheduled within 20 calendar days of receipt of your written request.

Submit your written request to:
Dr. Donna Volpe, Director of Special Services
Dater School
35 School Street
Ramsey, NJ 07446
For any questions, you may contact the Office of Special Services at 201-785-2321.

Visitors to Our School

All visitors, including volunteers, are required to sign in and sign out with their **DRIVER'S LICENSE** in the front vestibule upon entering and exiting the building. School guests will receive a badge designating them as a visitor. Please wear your badge while in the building and discard the badge upon exiting the building.

No one without a driver's license will be permitted to enter the school building.

Walking Students

Students who walk to and from 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.

Kindergarten students may only walk with an older sibling.

Walking Wednesdays will continue in the 2026-2027 school year. Students can record the number of times they participate in "Walk to School Wednesdays" on their classroom chart.

Thank you for your support in making this a safe and positive school year!

