

*Robert Hunter School*  
**Flemington-Raritan School District**



**Family Handbook**

8 Dayton Road  
Flemington, NJ 08822  
Tel: (908) 284-7620  
Fax: (908) 284-7630

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Dear Parents and Guardians,

Welcome to Robert Hunter Elementary School! This handbook is for you and your child and gives you information about school policies and procedures. As you read this handbook, please share the contents with your child. Students are expected to know and follow school rules and to be familiar with the procedures discussed so that the atmosphere in the school is safe and conducive to learning.

We believe that providing our students with a supportive academic environment will help to develop self-confidence and a desire to strive for excellence.

We also believe in fostering an atmosphere of cooperation and teamwork. We encourage students at Robert Hunter to become good decision makers and to follow Robert Hunter's overarching expectations: Be Safe, Be Respectful, Be Responsible, and Be Kind.

Finally, we expect students to observe the guidelines and responsibilities established in each classroom. We also expect students to follow district guidelines as established by the district's Code of Conduct.

We look forward to working with you throughout the year and continue to welcome and encourage home-school partnerships and open communication. Working together, we can create a strong and positive example for our children.

Respectfully yours,

Jessica Braynor  
*Principal*

Lindsay Shirvanian  
*Vice Principal*



## ROBERT HUNTER ELEMENTARY SCHOOL INFORMATION SHEET



- Administration:
  - Jessica Braynor, Principal
  - Lindsay Shirvanian, Vice Principal
  
- Secretaries:
  - Jeannie Whalen , Administrative Secretary
  - Wendy Chambers, School Secretary
  - Veronica Fetzer, Bilingual Secretary
  
- School Nurse
  - Susanna Cunniff
  
- School Counselors
  - Brianna Coates
  - Nicole Del Duca
  - Sarah Fontanez (Behavioral Interventionist)

To report an **Absence**: Use this [Form](#)

Phone Number: (908) 284-7620

- option #1 Report your child absent
- option #2 To leave a message for a staff member
- option #3 To reach the nurse
- option #4 To reach the main office
- option #5 For emergency closings/openings

Address: 8 Dayton Rd. Flemington, NJ 08822

Fax Number: (908) 284-7630

District Website: [www.frsd.k12.nj.us](http://www.frsd.k12.nj.us)

School Website: <http://www.frsd.k12.nj.us/site/Default.aspx?PageID=1781>

## A PROFILE OF STUDENTS WHO EXCEL AT ROBERT HUNTER ELEMENTARY SCHOOL

- STUDENTS who attend school regularly and arrive on time;
- STUDENTS who take responsibility for themselves in the way they act, talk, and look;
- STUDENTS who are able to exercise good study skills, work habits, and who can collaborate well with others;
- STUDENTS who are motivated to take academic risks in the classroom;
- STUDENTS who bring outside experiences into the classroom to enrich the learning activities;
- STUDENTS who do their homework regularly, submit assignments on time, and who are open to feedback;
- STUDENTS who have good manners...can say “please” and “thank you” ...are friendly, courteous, and show respect to *everyone* at Robert Hunter School;
- STUDENTS who are honest with themselves and respect others;
- STUDENTS who follow the school rules for acceptable behavior at Robert Hunter School and model that behavior for others; and
- STUDENTS who volunteer to do a little extra to make their class, Robert Hunter School, and our community a better place.



## **Staff List - Robert Hunter**

### **KINDERGARTEN**

Margaret DeAngelis- Rm. 110  
Christine Kline- Rm. 108  
Danielle Ryneanson- Rm. 111  
Erin Zarzecki- Rm. 109  
Jaclynn Murray- Rm. 109

### **PRESCHOOL**

Colleen Ewing- Rm. 105  
Koryn Palumbo- Rm. 107

### **FIRST GRADE**

Rebecca Carr –Rm. 115  
Sue Hansen – Rm. 106  
Jessica McPeek – Rm. 104  
Lauren Edelsberg- Rm. 104

### **SECOND GRADE**

Gianna DeSapio– Rm. 119  
Lori Carlucci– Rm. 117  
Megan Migliore – Rm 120  
Katie Whalen - Rm. 118  
Michelle Hilke- Rm. 114  
Sarah Dlouhy- Rm. 114

### **THIRD GRADE**

Chelsea Mecanko- Rm. 125  
Melissa Hadzimichalis- Rm. 129  
Devyn Cross – Rm. 127  
Autumn Terhune- Rm. 127  
Jennifer Smits – Rm. 130

### **FOURTH GRADE**

Liz Ashey – Rm. 133  
Amanda Fernandes- Rm. 126  
Emy Drew – Rm. 132  
Jennifer Salazar– Rm. 131  
Catherine Owens- Rm. 131  
Sharon Pinto – Rm. 134

### **CAFETERIA/RECESS AIDES**

Candace Ng Linda Cozzi  
MaryEllen Nealis Linda Ferguson  
Katie Ryan

### **CHILD STUDY TEAM**

Elizabeth Muller Child Psychologist  
Kathleen DeStefano PT

Amy McKenna OT  
Kelly Robertson Speech- Rm 105

### **SPECIAL EDUCATION**

Jaclyn Murray Rm. 109  
Jen Mauch Rm. 121  
Sarah Dlouhy Rm. 134  
Catherine Owens Rm. 131  
Amanda Fernandes Rm 126  
Noelle Mazzaferro Rm. 135  
Rebecca Reilly Rm. 136  
Lauren Edelsberg Rm. 107

### **TEACHER ASSISTANTS**

Karen Servis-Podolec Joannie Perone  
Jennifer Metz Jeanette Blazier  
Erini Sidhom Marianna Minutillo  
Karyn Navarro Cecilia Spicer  
Sue Selvaggi Mary Jo Alwin Sorrentino

### **MAIN OFFICE**

Jessica Braynor Principal  
Lindsay Shirvastian Vice Principal  
Jeannie Whalen Administrative Secretary  
Wendy Chambers School Secretary  
Veronica Fetzer Bilingual Secretary  
Susanna Cunniff Nurse  
Sarah Fontanez Behavioral Interventionist  
Nicole Del Duca School Counselor  
Brianna Coates School Counselor

### **SPECIAL AREA STAFF:**

Karin Alexanderson Vocal Music – Rm. 137  
Alison Jaye Support – Rm. 113  
Tiffany Cinquemani Math Support – Rm. 113  
Marie Corfield Art – Rm. 101  
Greg Slomczewski Media Center – Rm.139  
Hanan Attiyah Robotics and Coding  
Kristen Litchfield ELA Support – Rm. 138  
Jennifer Ambs ELA Support – Rm. 100  
Ken Hopkins PE/Health- Gym  
Stephanie Kubu World Lang. – Rm. 121  
Jennifer Marino PE/Health- Gym  
Jamie-Lynn Martinez ESL – Rm. 100  
Megan McPeek ELA Support – Rm. 138  
Stephanie St.Thomas Support–Rm. 138  
Jill Tremel GT Math – Rm. 128  
Louise Youberg ESL – Rm. 100

## ARRIVAL PROCEDURES

Arrival time is 8:45. At that time, students are permitted to go to their classrooms. Students who walk or are driven to school may not enter the building before 8:45 am, unless they are in the before-care program.

### Buses and Vans

Please ensure that your child knows his/her bus number. Each morning, buses and vans will park and unload our K-4 students on the side of the building. Students will remain on their buses until the bell rings at 8:45am, at which time they will exit and move to their designated building entrances.

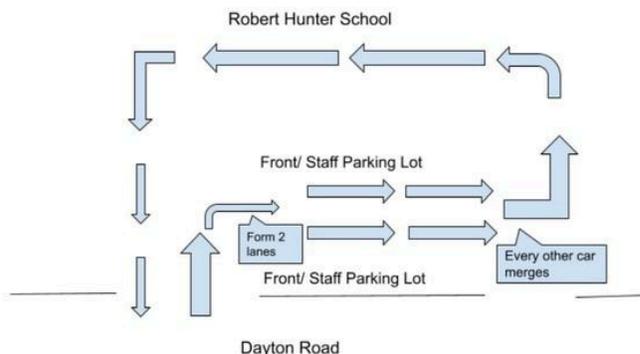


### Car Riders

If you are dropping off your child, you may enter the drop-off line between 8:45-8:55. Students should exit the vehicle independently from the passenger side.

Enter through the driveway exit opposite Municipal Dr. Enter the parking lot, and make an immediate right. The cars will line up through the lot in a double lane as a staging area and then loop into the main driveway and be able to link onto the pick up/ drop off lane closest to the building. Students should exit the car along our walkway on the school side of the vehicle in order to ensure student safety. Parents are not permitted to get out of the car in the drop-off line. Staff members will be available to assist as needed, but please encourage your students to exit the car independently. Please do not wait to get closer to the front entrance of the building before having your child exit. There are multiple staff members on duty to make sure your child gets into school. If you are asked to have your child exit the car, please respect the directions given by staff on duty. We need to keep the line of traffic moving smoothly, so that entrances are not blocked and students are in their classes on time. Please do not go around another car in the line, even if your child has already exited. Follow the cars ahead of you.

Students arriving for before-care must use the entrance near the gym and cafeteria. A parent must escort and sign them in.



### Walkers

Walkers will enter from the back door, nearest to the playground.

## **DISMISSAL PROCEDURES**



Robert Hunter teachers are on duty at 3:35 pm. We begin calling bus numbers, walkers, YMCA students and parent pick-ups at 3:35 pm. Buses depart at 3:40 pm. 2<sup>nd</sup> shuttle students are dismissed at approximately 3:40 pm.

**If you are making a change to your child's dismissal procedure, you must fill out our online Dismissal Change Form found [here](#)**. The form will not be acknowledged after 3:00pm. This form must be used to indicate parent pick up at dismissal, early office pick up before 3:00pm, as well as changes regarding aftercare or bus schedule. The form must be filled out for each student who will have a change in the dismissal procedure.

Please note that at 3:00 pm the main office begins preparations for dismissal. After 3:00 pm, students will not be dismissed from the main office. Families needing to pick up students from the main office may do so prior to 3:00 pm. If you would like to pick up your child after 3:00, you will need to use the pick-up line. We thank you in advance for your cooperation with this procedure to ensure the safe dismissal of all students.

### **Pick-Up Procedures**

When you arrive for pick up, you will pull into the second driveway in the front of the school (furthest from Rt. 12) and pull into the staff parking lot and wrap into the front driveway of the school. See the diagram on page 6. Please have a sign in your front window marked with your child's name and homeroom teacher. Staff members will escort your child to your car.

### **Changes to Established Dismissal Routines**

We cannot change a child's designated bus stop or assigned bus. If your child normally rides a bus home, but you will be picking him/her up, you will need to fill out the above mentioned dismissal change form.

If someone other than the parent/guardian is taking their child home at the end of the day, please note this on the Dismissal Change Form. Please remember that you may not take a child other than your own unless written permission from that child's parent has been given to the school.



## **Preschool Parent Drop-Off and Pick-Up Procedures**

Please review the information regarding drop-off and pick-up procedures. The arrival/dismissal procedure for preschool is different from the current procedure for K-4 students.

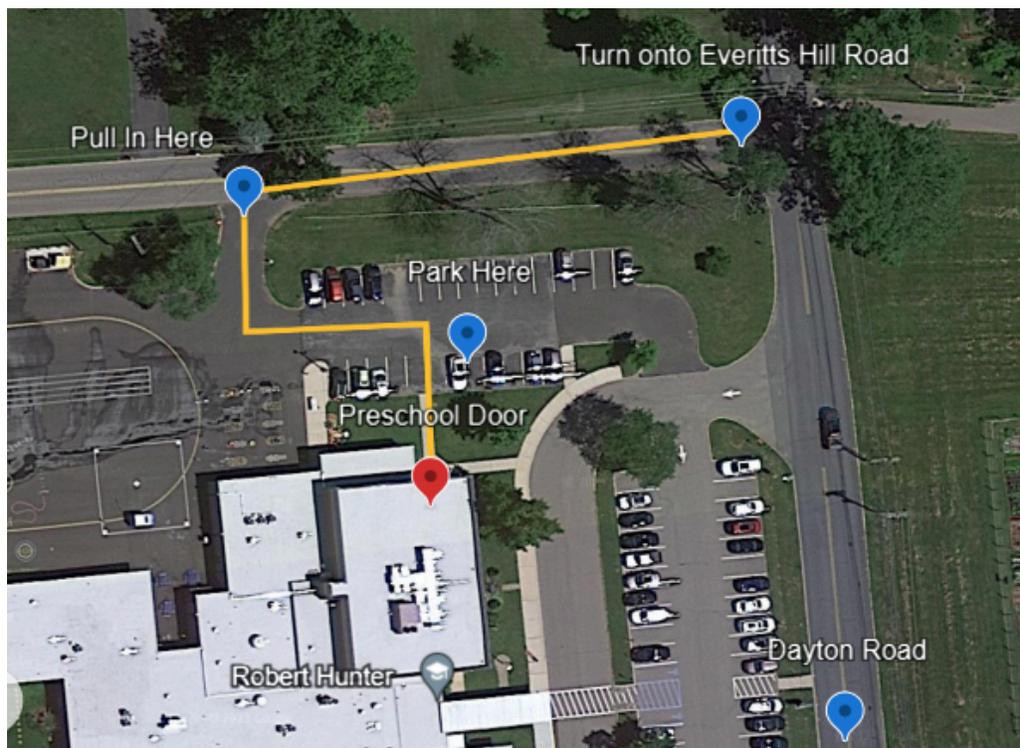
### **Preschool Parent Drop-Off**

Parents should drop-off preschool students between 8:45-8:55 by parking in the side parking lot and walking the children to meet staff at the gym door. **\*\* If you arrive after 8:55, you will need to buzz into the main office using the front entrance.**

### **Preschool Parent Pick-Up**

Parents should pick up preschool students at 3:30 by parking in the side parking lot and then meeting your child outside the gym door. **\*\*If you need to pick up your child from school early, you will need to buzz into the main office using the front entrance.**

Please see the diagram here:



### **Change in Dismissal**

Please use the Dismissal Change Form to let the office know of any changes regarding how your child is getting home. You can use this form to let the office know about a one-time change or an ongoing change. You may access the form on our homepage or use the direct link here:

<https://forms.gle/PNKTZhn9cTBRVVMY7>

## ATTENDANCE

### Student Absences and Tardies

School achievement begins with regular attendance. Parents/guardians must ensure that all school-aged children in their care are in school on time daily.

When a child is unable to attend school, please go to our website and enter the date and reason using this [Form](#). Another option is to call the Attendance Line at (908) 284-7620, menu option #1 **as soon as it is known that your child will be absent** and leave the following information: student's name, teacher's name, date and reason for absence.

When a student has accumulated ten (10) days absent, a letter will be sent home. When a student has accumulated twenty (15) days absent, a letter will be sent home with a request for a meeting with administration. When a student has accumulated twenty (20) days absent, a letter will be sent explaining that the student risks retention at his/her grade level. When a student has accumulated thirty (30) days absent, a letter will be sent home explaining the requirement for the school to file truancy charges and outlining the possibility of retention. It is hoped that through communicating and working together, the parent/guardian, student and the school will be able to develop and implement effective strategies that will result in improved student attendance and academic achievement.

Three (3) tardy days and/or early dismissal days will be equivalent to 1 day absent. Absences and/or early dismissals for illness, doctor's visits, religious holidays, etc. are excused absences. A written note is required upon the student's return to school (all notes need to include your child's full name and grade). Absences and/or early dismissals for after-school activities, family vacations, etc. are unexcused absences.



### Student Tardiness

Students in Grades K-4 will be marked tardy when arriving at school after 8:55am. A student who arrives late to school must report to the main office where his/her time of arrival will be recorded and a late pass will be issued.

### Early Student Dismissal

Students in Grades K-4 will be marked as an early dismissal when leaving school between 1:25pm and 3:25pm.

***\*Please refer to [Board Policy No. 5200](#) for more information regarding attendance.***

## **BIRTHDAY RECOGNITION**

Robert Hunter students' birthdays will be recognized each month.

In congruence with our Wellness Policy, and to protect the safety of our students with severe food allergies, all birthday celebrations will be food free. Parents should contact their child's teacher regarding specific recommendations for ways to celebrate, such as donating a book to the class library or distributing stickers or pencils.

Please be advised that invitations for private birthday parties may only be distributed in school if they include every member of the class.

## **BUS POLICIES**

The large volume of students who ride busses necessitates strict adherence to the following policies:

- All bussed children will be sent home on their assigned busses unless the school has been notified in writing that the parent/guardian will pick the child up at school.
- Students may not change their bus assignment or their bus stop without explicit permission from Transportation.
- Children who are in the Aftercare Program must be picked up and signed out by a parent or guardian each day.
- Buses will be identified by a number which students must know.
- All students will be assigned a seat on his/her bus. Appropriate conduct is expected; discipline issues will be handled through a bus referral/parent reporting system.

*All questions should be directed to the Transportation Department, at (908) 284-7154.*

### **Bus Safety and Behavior Expectations**

Riding the bus is a privilege and students are expected to abide by school rules and act in a safe manner at all times. Failure to do so will result in a discipline referral to the main office, and, in serious cases may result in loss of bus transportation. In such cases, parents shall provide for transportation to and from school during the period of such exclusion.

Please review the transportation handbook on the district website for specific expectations for student behavior: [Department of Transportation Information](#).



## **CAFETERIA/RECESS**

Students may purchase breakfast and/or lunch. Families may put money on students' accounts through [PaySchools Central](#). Cash and checks are also accepted. Students may also bring lunch from home. We request that all families complete and return the Free/Reduced Lunch paperwork, as it aids the district in receiving state funding.

Students with food allergies should frequently review the school menu with their parents. Please notify the school nurse if your child has any food restrictions.

For a list of all available lunch/breakfast items please check the [Maschio's Food Service page](#) on the District website.

Please contact the Food Service Director with any questions or concerns at (908) 284-7517.

Robert Hunter School students participate in lunch and recess for 20 minutes each.

### **Recess**

When weather permits, students will go outside for recess and are expected to follow these rules:

- Students will bring necessary clothing outside and will not be permitted to return to classrooms once lunch/recess has begun.
- Food and drink are not permitted outside.
- Good sportsmanship is required at all times.
- Equipment is provided by the school. Please do not send equipment from home.
- Games involving physical contact are not permitted. Rough play is not acceptable.
- Students must keep within the boundaries of the blacktop and playground areas.
- Students will line up when the whistle is blown and return playground equipment to its proper place.
- Students will follow the directions of the adults supervising the playground.



There are four different types of recess at Robert Hunter. The type of recess selected depends on the wind, temperature, precipitation, and conditions of the blacktop.

- **Outdoor Recess:** Full 20 minutes of outdoor recess; Students are allowed to play with all recess equipment, the walking path, , the walking path, and/or on the playground.
- **Mini Recess:** Students are in the classroom for 10 minutes of indoor recess (group game) and then go outside for 10 minutes of outdoor recess with limited equipment. This type of recess would be selected on a cold winter day, with limited wind and fair ground conditions.
- **Fresh Air Recess:** Students are in the classroom for 10 minutes of indoor recess (group game) and then go outside for 10 minutes to walk around the blacktop or walking path and talk with their peers (some ask to jog or skip, as they do in PE class). This type of recess would be selected on a colder day, in which the ground may be covered with salt and it is too windy to use equipment.
- **Indoor Recess:** Full 20 minutes of indoor recess, in which students play with / use games and items specified by the classroom teacher.

### Lunch Time

Students will sit at designated tables by class. While in the cafeteria, children are expected to behave in a calm, quiet and orderly fashion. The following guidelines have been established in order to provide a safe and pleasant atmosphere:

- An adult in charge will send students to the lunch line.
- Students will wait patiently for their turn while in the lunch line.
- Students must stay in their assigned seats. Permission is necessary to dispose of garbage or get a pass for the bathroom.
- Tables must be kept clean. Trash must be picked up around the table and discarded properly.
- School rules, such as walking at all times, using proper language and manners, and respecting others, are enforced in the cafeteria.



### **CHANGE OF ADDRESS/TELEPHONE**

It is extremely important that the school office has a current address and telephone number for every student. Please notify the school immediately of any changes made during the school year.



## **CLOTHING / DRESS**

Please review the following guidelines with your children and assist them in dressing in a manner that is conducive to a positive learning environment as according to the [FRSD Code of Conduct](#).

- Shirts that expose the midriff, shirts that reveal underclothing, tube tops, spaghetti straps, halter tops, narrow tank tops, and low cut necklines are not permitted. Should students be wearing a top with spaghetti straps, they should wear a light jacket/sweater to cover their shoulders.
- Short shorts, short skirts, very low riding shorts, pants, dresses and skirts that do not properly cover the students when sitting are not permitted.
- Shoes must be worn at all times and should be safe, practical, and age appropriate. Shoes and sandals should fit securely to allow students to move safely through the hallways and at recess. Sneakers must be worn in PE classes. Students wearing sandals/flip flops will be limited to what is safe for them to participate in during recess.
- T-shirts with inappropriate pictures, sayings, etc. are unacceptable.



## **CONFERENCES**



Parent-teacher conferences are held once a year for all students. Conferences are a wonderful opportunity to learn about the progress of your child. Specific appointments with teachers will be scheduled. If you wish to confer with your child's teacher at any other time, please contact him/her at school to arrange for an appointment.

## **GRADING AND REPORTING**

Teachers use a wide variety of methods to assess, monitor, and evaluate student performance. Assessment requires continuous, ongoing processes. Students and parents should be aware of the various processes used to assess, monitor, and evaluate performance.

Effective assessment:

- Is continuous and ongoing
- Is integral to instruction
- Reflects real tasks related to subject or discipline
- Encourages self-reflection
- Is developmentally appropriate
- Identifies students strengths as well as weaknesses



## HARASSMENT, INTIMIDATION, AND BULLYING

All students are expected to follow the district's Harassment, Intimidation and Bullying policy (Policy #5512). This policy can be found on the Board of Education's website found [here](#).

Robert Hunter School's Anti-Bullying Specialist is Mrs. Sarah Fontanez. She can be reached at (908) 284-7620 or [sarah.fontanez@frsd.us](mailto:sarah.fontanez@frsd.us). Mrs. Fontanez and Mrs. Jessica Braynor should be contacted with any bullying concerns.



## HOMEWORK

*\*Please refer to [Board Policy No. 2330](#) and the [FRSD Code of Conduct](#) for objectives and time allotments, as well as student, teacher, and parent/guardian responsibilities.*

Meaningful homework assignments that reinforce student learning and promote parental collaboration are an important part of a student's learning experience. Typically, students may receive 10 minutes of homework per day per grade level. All students are required to read on a daily basis, and this time is in addition to the 10 minutes per grade level.

After a two-day absence due to illness, parents may request assignments by contacting teachers by voice mail or e-mail. Teachers are given 24 hours to respond to parent requests for homework. Materials will be available the following day in the main office after 3:00 p.m.

Parents who choose to take students out of school for vacations or extended leaves are asked to write a note stating the reason for absence and the duration. Students are responsible to make up assignments and assessments that are missed; **however, the material for students to make up will be given to them upon their return to school and not before.** The students will be given adequate time to complete the missed work but are responsible for completing all that is assigned.



## **NURSE/HEALTH SERVICES**

Emergency care in the school is limited to first aid for accidents or illness that occur in school or on the way to school. In case of an accident or sudden illness in school, parents/guardians or alternate contacts are notified so that the child may be taken home or to a physician. The school cannot provide transportation. In extreme emergencies, the local First Aid Squad will be called.

A physical is required upon school entry. The Flemington-Raritan Board of Education and the district school nurses strongly encourage parents/guardians to obtain a physical examination for each student at least once during each developmental stage. These stages include: Early childhood (Preschool through Grade 3); Pre-adolescence (Grade 4 through Grade 6); Adolescence (Grade 7 through Grade 12)



Medication will be given in school only when a student's health and continuing attendance in school requires it and it is administered in accordance with the medication policy. All medications, prescription and over the counter, must be accompanied by a written request from a physician or advanced practice nurse. These orders must include the diagnosis or type of illness, name of drug, dosage, time of administration, length of time for which it is required, the side effects, interactions with other drugs and activity restrictions based on the medication. Written orders must be renewed on an annual basis. The parent or guardian must also provide a written request for the administration of prescription and over the counter medications at school. The parent note must include the student's name, grade, homeroom, medication, dosage, time of administration, purpose of the medication and dates to be administered. Medications must be brought to the school nurse in the original labeled container unless prior arrangements have been made. Medications must be delivered to the school nurse by the pupil's parent or guardian.

## **PARENT REQUESTS**

Creation of class lists is an important responsibility that classroom teachers, content specialists, guidance and administrators take very seriously. A great deal of time and effort goes into creating classes, which are well balanced academically and socially. Many factors are considered in making placement decisions, including desirable social combinations of students, undesirable social combinations of students, numbers of students requiring academic support or enrichment, along with overall number balance. Placement decisions are not made casually. Because it is not as simple as placing a student with a teacher without considering all of the dynamics of each class and the individual and collective needs of the students, the Flemington-Raritan School District does not honor parental requests for specific teachers. Parents may write a letter to the principal stating specific needs that their child has which may be considered when placing the student. Letters need to be received by May 1<sup>st</sup> of the school year.

## PTO ACTIVITIES



The PTO is a valuable and important part of the school's functioning. In addition, the PTO has been highly involved in improving our school. Parents/guardians are strongly encouraged to become PTO members and to support the organization by attending meetings and PTO sponsored events. Volunteers are always welcome.

## PERSONAL PROPERTY

The school cannot assume responsibility for lost or damaged items. Students should not bring valuable personal possessions, toys/trinkets, stuffed animals/dolls, games, electronic devices, etc. to school, as they may be lost or damaged and cause unnecessary distraction during the school day.

Students that have such items for an after school activity must keep them in their backpack during school hours. On occasion, children may be asked to bring an item in for a special classroom activity. Your child's teacher will inform you of those special events.

### Cell Phones and Smart Watches

Students are not permitted to use cell phones during the school day. If a parent has given their child permission to carry a cell phone, it should be turned off and stored in the student's backpack during the instructional day. Cell phone functions on watches, including calling, sending text messages, and taking pictures, are not permitted. These functions must be turned off during the school day. In the case of an emergency, a child can be called from a classroom to speak to a parent.



The use of any camera during school hours, including on a school bus, without administrative permission is a violation of privacy and is not permitted pursuant Policy 5516- Use of Electronic Communication and Recording Devices.

School administrators reserve the right to confiscate any such device (whether or not it is in use) if it interferes with the educational program. The school is not responsible for any lost, stolen or damaged devices.

## POSITIVE BEHAVIOR SUPPORTS

### "Paw"sitive behavior:

Robert Hunter's expectations for student behavior are: *Be Respectful, Be Responsible, Be Kind, and Be Safe*. These expectations are reinforced throughout the school day. When students show amazing behavior beyond what is expected, they are recognized and given a paw charm. Students who show "paw"sitive behavior are recognized on the morning announcements.

## PROJECT CHILD FIND



The Flemington-Raritan School District is sponsoring a “Project Child Find” program which seeks to locate resident children ages 3 to 21 years old who might have significant physical, cognitive, neurological, speech and language, medical needs or developmental delays of varying degrees or severity, who are not currently receiving services. Proof of residency is required.

Flemington-Raritan offers free evaluations and programs that provide eligible children the services they need. Programs are also available to qualified children 3-5 years old. These programs are available to migrant and homeless children. Please call Special Services at (908) 284-7680.

## SCHOOL HOURS

<b>Regular Session</b>	<b>Scheduled Early Dismissal (Conferences, Holidays)</b>	<b>Unscheduled Early Dismissal (Snow or other emergencies)</b>	<b>Delayed Openings</b>
Grades K-4 8:55am-3:35pm	Grades K-4 8:55am-1:20pm	Grades K-4 8:55am-1:20pm	Grades K-4 10:25am-3:35pm

### Scheduled Early Dismissal

Robert Hunter teachers are on duty at 1:15pm. We begin calling bus numbers, walkers, YMCA students and parent pick-ups at 1:15pm. Buses depart at 1:20pm. 2<sup>nd</sup> shuttle students are dismissed at approximately 1:25pm.

### Unscheduled Early Dismissal

When school is in session and must be closed early (1:20pm) due to inclement weather or other emergency situations, parents will be notified by telephone via the Global Connect Communication System. The system will call each family using the numbers that have been provided to us on the emergency contact sheets. **Therefore it is critical that the school has current contact information for all parents.** Please help us maintain the effectiveness of these notification procedures by sending in a note whenever your home, work or cell phone number changes.

\*\*Please note: when school closes early due to inclement weather, the YMCA Aftercare program will be canceled.

### Delayed Opening

When it is necessary for school to have a delayed opening (90 minutes) a message will be sent to you using the Global Connect Communication system. This information can also be obtained using the Flemington-Raritan School District webpage: [www.frsd.k12.nj.us](http://www.frsd.k12.nj.us).

## SCHOOL SECURITY DRILLS



Fire drills and School Security drills (i.e. evacuation drills, lockdown drills, and shelter-in-place drills) are conducted each month. Detailed routes are posted inside the door of each classroom. All procedures for each type of school security drill are explained and practiced with students. Families will receive notification via email that a drill has occurred.

Students are reminded to follow safety rules established in the building. There is no talking during any school security drill.

## SCHOOL SPIRIT

School Spirit days are announced and held throughout the year. Our school colors are blue and white, and our mascot is Robbie Raccoon. Our school song, Everybody Counts, can be found [here](#).

## STUDENT BEHAVIOR

All students are expected to exhibit proper behavior. Any misbehavior, either in the classroom or while in another area of the school, will be dealt with accordingly. It is very important that parents work closely and cooperatively with the school to ensure that every child behaves as expected. Student misbehavior adversely affects that student's and his or her classmates' ability to learn. See the district [Code of Conduct](#) for more information.

Family is viewed as an essential partner in dealing with student behavior. Communication with parents before a problem becomes serious is an expected standard procedure. The school counselor is a resource to both teachers and parents in helping students to learn appropriate behavior. The principal and vice principal are kept informed of discipline problems in the classroom and are readily available to consult with teachers on preparing alternative strategies for managing students. When there are serious or repeated infractions, the student may be sent to an administrator or school counselor.

All Robert Hunter students are expected to be safe, be respectful, be responsible, and be kind. The following rules can be used by students to guide behavior and will be reinforced by all staff:

### Hallway Rules

- Use walking feet.
- Walk in line with your hands close to your body.
- Use whisper voices.
- Keep a comfortable distance (bubble space).

### Assemblies

- Sit quietly
- Be respectful.
- Ask appropriate questions.
- Listen attentively when somebody else is talking.
- Leave only if it is an emergency, with teacher permission.



### Cafeteria Rules General

- Speak and act respectfully to adults and other students.
- Remain seated and keep your own personal space.
- Raise your hand when you need help.
- Use quiet voices and walking feet.
- Keep your table and floor area clean.

### Lunch Line

- Speak and act respectfully to adults and other students.
- Wait your turn in line.
- Keep your own personal space.
- Use quiet voices.

### Recess Rules

#### Blacktop

- Follow directions of the adults supervising the blacktop.
- Show cooperation and good sportsmanship.
- Keep your hands, feet and objects to yourself.
- Keep within the boundaries of the blacktop area.
- Line up when the whistle is blown. Return playground equipment to its proper place.

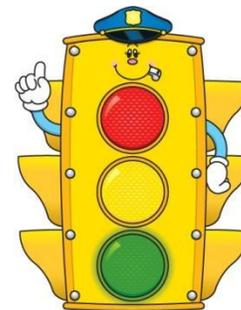
### Playground

- Follow directions of the adults supervising the blacktop.
- All students must stay in the wood chip area.
- Follow all safety rules for equipment use.
- Keep your hands, feet and objects to yourself.



### Bathroom Rules

- Use the bathroom quickly and return directly to class quietly.
- Flush the toilet.
- Leave doors unlocked when exiting the stall.
- Wash your hands thoroughly.
- Throw your trash in the garbage can.
- Keep the area clean and graffiti-free.
- Respect privacy and wait your turn.



### Bus Rules

- Sit in your seat – fasten and tighten your seatbelt.
- Keep the aisle clear.
- Face forward in your seat.
- Keep all objects in your backpack.
- Keep the bus clean.
- Talk quietly.
- Respect the driver and follow his/her directions.

To gain student attention- students will all be called to:

**Give me 5!**

1. Eyes watching
2. Ears listening
3. Voices off
4. Calm body
5. Brain focused

**DISCIPLINARY PROCEDURES**

1. Students and parents will be given notice of the code of conduct and disciplinary procedures and any other school rules binding on student conduct.
2. Teachers and administrators in charge of student discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a student for conduct shall, however minimal the offense or the discipline,
  - a. Orally inform the student of the conduct for which he/she is being disciplined; and
  - b. Offer the student an opportunity to deny the charge or to present extenuating circumstances.

**Progressive Disciplinary Measures**

Viewing discipline as a "teachable moment" is crucial for fostering a constructive disciplinary approach. Progressive discipline employs gradual steps to address misbehavior, aiming primarily to cultivate pro-social conduct rather than exact punishment. It emphasizes concurrent accountability and behavioral change, striving to prevent future instances of misconduct by guiding students to learn from their errors.

Efforts should prioritize correcting student behavior through counseling and other school-based interventions. Such supports are vital because behavioral issues may indicate deeper underlying problems. Hence, school staff should be attuned to factors influencing student behavior, responding in a supportive manner that meets their needs. Disciplinary actions should prioritize prevention and effective intervention, nurturing resilience, preserving educational continuity, and cultivating a positive school environment.

**Determining the Disciplinary Response**

In determining which disciplinary measure to impose and how to best address inappropriate student conduct, school officials should evaluate the totality of the circumstances surrounding the misbehavior.

**Levels of Infractions and Disciplinary Consequences**

To ensure all students receive a quality education in a safe environment, certain behaviors are prohibited. Student misconduct is categorized into different levels based on severity, location, frequency, and impact on the learning environment's order and safety. Each level outlines potential supports, interventions, and disciplinary actions that teachers, principals, or designated school officials may implement.

The listed infractions are not exhaustive; students engaging in unlisted misconduct are still subject to appropriate disciplinary measures outlined in this document. The Student Discipline/Code of Conduct

outlines progressive disciplinary actions for students who repeatedly misbehave despite interventions or previous disciplinary measures. Persistent misconduct patterns may result in more serious consequences. School officials strive to employ less severe disciplinary actions alongside supports and interventions before resorting to harsher penalties, whenever feasible and appropriate.

For more information regarding the levels of response and possible infractions, please review the FRSD Code of Conduct, linked [here](#).

## **VISITORS**

Robert Hunter School welcomes parents, community members, professional guests, and other visitors. As we move forward, we ask parents/guardians to continue to help us with the following:

- Visitors will gain access to the school through the visitor entrance.
- Visitors should press the buzzer once to gain secretary attention.
- Main office secretaries will be asking all visitors to identify themselves and their purpose for coming into the school building.
- For security reasons, do not hold the door open for anyone.
- If you are going to a location other than the main office suite, you must present proper identification, obtain a visitor's badge, and wear the badge during your stay in the building so that any staff member will know that you are officially signed in.

## **WAYS TO STAY INFORMED**

School Newsletter

- Our weekly family newsletter is called The Robert Hunter Report. The newsletter contains current school and PTO information. It will be sent by email each week and can also be found on the school website [here](#). **Please read the newsletter carefully each week to stay informed of events and activities happening at the school.**

Social Media

- Follow Robert Hunter on Twitter at [@RobertHunterES](#)
- Check out Robert Hunter PTO on Facebook.