



**WELCOME  
TO THE**

**THIRD STREET  
ELEMENTARY  
SCHOOL**

**Mr. Brian Staples  
Principal**

**908-475-0104**



**REGULAR OPENINGS**  
**DELAYED OPENINGS**  
**SHORTENED SESSIONS**

√ Regular Openings 8:10 a.m. – 2:25 p.m.

√ Delayed Openings: 10:00 a.m. – 2:25 p.m.

√ Shortened Sessions: 8:20 a.m. – 12:20 p.m.  
(No lunch is served on shortened sessions)

Welcome to Third Street Elementary School. This letter contains basic information about school policies and procedures. Please adhere to these so that your child can enjoy an instructional program delivered in a safe environment. If you have any questions and/or concerns, please contact the school office.

### ARRIVALS

√ Students should arrive at school **no earlier than 8:10 a.m.** There is no teacher supervision until 8:10 a.m. An exception will be made for children having breakfast through our breakfast program.

√ Teachers will meet students at the door at 8:10 a.m.

√ If children arrive late – after the 8:20 a.m. bell, **THEY MUST REPORT TO THE OFFICE WITH AN ADULT** who will sign them in “late” for the day.

### RELEASE OF STUDENTS

Definite procedures are followed to assure the safety of children who are released before the end of the school day:

√ PICK UP PATROL or WRITTEN parental permission should be sent to the teacher stating the requested time release. **PLEASE NOTE THE FOLLOWING:** If any person,

other than the parent/guardian, is to pick up the child, the school **MUST** have a statement from the parent/guardian specifying the necessary information. PHOTO ID will be required.

√ If the student needs to be dismissed early for medical or emergency reasons, the parent or guardian **MUST COME** to the office and sign the child out. All children **MUST** be signed out in the office. Children will remain with the teacher until notified by the office personnel.

√ We **CANNOT ACCEPT CALLS UNLESS THERE IS AN EXTREME EMERGENCY.** The end of the day is quite hectic in a primary school. **Because we are concerned for your child’s safety and well-being, we ask that you strictly adhere to this procedure. Please sign up for PICKUP PATROL to communicate your requests ([www.pickuppatrol.net](http://www.pickuppatrol.net))**

### DISMISSALS

In order to avoid congestion at the beginning and the ending of the school day, the students will observe the following pattern. This pattern is the same as that used by students during fire drills. Kindergarten and First Grade students will be dismissed at 2:20 p.m. and Second Grade students at 2:25 p.m.

√ Third Street Entrance: First Grade-Belet and Lino  
Kindergarten – Crisafulli

√ Greenwich Entrance: Second Grade – Smith

## PARKING INFORMATION

Over the years there have been brought to the school's attention that there are some issues that need to be addressed to those parents/guardians who drop off their child(ren) by vehicles. We are addressing this issue with you, before it will have to be notified to our police department.

√ Crossing guards are here to provide protection for your children. Please be respectful of them as they are doing as they are instructed by the Police Department.

√ Do not park where signs state, "No Parking Between 7 and 3 On Days When School is in Session." Also, please do not block people's driveways while dropping off your child(ren).

√ Do not stop in the middle of the street to drop off your children as this could cause confusion amongst other drivers who are not dropping off children.

√ ALWAYS cross in the cross-walk. These cross-walks are there for your child(ren) and your safety.

√ Do not drop your children off before 8:10 a.m., especially in inclement weather.

## POLICIES (ANIMAL) & TRAFFIC LAWS

√ Policy 6163.4 of the Belvidere School District: "**Pet**" animals with the exception of those assisting the handicapped, ARE NOT PERMITTED ON SCHOOL DISTRICT GROUNDS, OR ALLOWED TO DISTURB CHILDREN ENTERING OR LEAVING SCHOOL BUILDINGS. (Town Council of the Town of Belvidere Chapter 122.1.23)

√ There is NO DOUBLE PARKING on Third Street. Third Street is a one-way street during school hours. Police officers patrol this area and will serve tickets.

√ There is NO PARKING in front of the building entrance. This is designated for safety/emergency reasons. Police officers patrol this area and will serve tickets.

√ Policy 5210 of the Belvidere School District: The Board will permit the use of bicycles by students in grades 3 and above in accordance with the rules of the district. Students are required to wear helmets.

## ATTENDANCE PROCEDURES

The Board of Education, administration and staff recognize the importance of daily, punctual attendance to a students' academic success. (Policy # 5110 and Policy # 5113)

According to Belvidere Board Policy # 5113, a pupil must be in attendance for 165 or more school days out of the State Requirement of 181 school days in a year for Kindergarten through eighth grade, in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. **Board of Education policy states that the maximum number of absences permitted for the full year is sixteen (16) days.**

**IF A CHILD IS ABSENT, A SIGNED NOTE FROM THE LEGAL PARENT OR GUARDIAN MUST BE PRESENTED TO THE OFFICE UPON HIS/HER RETURN STATING THE DATE AND REASON FOR THE ABSENCE.**

√ If your child will be absent/tardy from school, IT IS IMPERITIVE that you call the school office (475-0104) between the hours of 7:30-8:30 a.m. IF NOT DO NOT call our office, we will be contacting your home to verify your child's absence/tardiness.

## ATTENDANCE PROCEDURES CONTINUED:

√ Please be assured that this procedure is for the safety and well-being of your child. Upon returning to school, **please be sure to send a note** with your child indicating the reason for absence. The written note is required as well as the telephone call.

√ Make-Up Work: Classroom teachers will provide parents with their procedures regarding "make-up assignments" at Meet the Teacher Night. A majority of the teaching staff uses the Dojo computer application to keep parent communication available.

Special requests for family trips should be reasonable. Although the school is willing to cooperate with parents in these cases, it should be understood that teachers cannot duplicate all missed assignments. Standard assignments such as journal writing or other curriculum-related tasks associated with such a trip will be given whenever possible. Parents are expected to make sure that students complete these special assignments.

## TARDINESS

Students arriving late are to report directly to the school office. A parent must sign the student in. Tardies are UNEXCUSED unless accompanied with a doctor's note.

Excess tardiness will be addressed by the teacher and documented and then addressed by the principal if improvement is not made. Letters will be sent home

## What constitutes and excused absence?

Justifiable reasons may include:

Disabling illness - WITH DOCTOR'S NOTE

Recovery from accident - WITH DOCTOR'S  
NOTE

Required court attendance - COPY OF NO-  
TICE FROM COURT

Death in the family

Religious observance - based on state ap-  
proved list

School attendance shall be a factor in the determina-  
tion of a pupil's promotion or retention.

Only extenuating circumstances should permit  
the promotion of a pupil who has been absent from  
school greater than 16 days. (Policy # 5119.1)

According to Belvidere Board Policy # 5110, a warning notice shall be given to the parent or legal guardian of any minor pupil, **who has been absent more than 8 days in any one semester** excluding any absence attributable to disciplinary suspension.

## LUNCH/MILK MONEY/SNACKS

√ Lunch will be served during two (2) time frames:

11:25 – 11:55 – Kindergarten and First Grade

12:00 – 12:30 – Second Grade

√ Lunch/Milk money is to be brought into school Monday mornings and given to the teachers during attendance time so that the monies may be sent to the office. Please be prompt in this manner.

√ **HEALTHY SNACK:** Please remember due to the **mandate set by the State of New Jersey**, children may no longer bring in sweetened or high fat foods for snacks. Below are the examples of suggested healthy snacks:

Cheese/cheese sticks      Fruits

Sugar Free Jell-O/pudding      Pretzels

Gold Fish Crackers      Rice Cakes      Popcorn

Veggies/Dip/Low Fat Cream Cheese

Granola Bars (low fat & low sugar)

Teddy Grahams/Graham Crackers

Animal Crackers      Whole Grain Crackers

√ **BIRTHDAY CELEBRATIONS:** When your child has a birthday, he/she **WILL NOT** be able to share food in school. Instead, to celebrate the day, you may supply a special non-edible item for the class (i.e. pencils, stickers, erasers.)

## FROM THE NURSE'S OFFICE MEDICATIONS

We attempt to discourage the administration of medication during school hours and request, if possible, for medication to be scheduled for home administration. Children ARE NOT permitted to carry any type of medication to and from school or in school. **ALL MEDICATIONS (both prescription and non-prescription) must have a physician's order in order to be dispensed by the school nurse.** The parent must go to the health office or main office for the school nurse to administer to the child.

Children with ATHMA, SEVERE BEE STING REACTION or ANAPHYLACTIC REACTIONS must have medication (EpiPens, inhalers Benadryl, etc.) in school in the event of an emergency or field trips. In accordance with recent NJ State Legislation, stock EpiPens are kept in the nurse's office in the event a child has an anaphylactic reaction that does not have a history of such reactions.

Students with doctor orders on file may carry their epi-pens and inhalers. Any questions regarding medication may be directed to the school nurse at 475-0104 ex. 3013.

## DISTRICT CALENDAR

The District calendar can be found on our website: [www.belvideresd.org](http://www.belvideresd.org). Once on the webpage, go to SCHOOLS, pull down THIRD STREET. The calendar will be on the page along with tabs that will show other information of interest to you.

## THE PRIMARY NEWS

The "Primary News," our school newsletter, is published October, December, February, April, and June and can be found on our webpage.

## CHANGE OF ADDRESS/PHONE NUMBERS

Please notify the office **immediately** if your address or home/work phone number changes. It is VITAL that the emergency contact information remain current.

## ARTICLES BROUGHT TO SCHOOL

The following should not be brought to school and the school will not assume responsibility for these items: cell phones, electronic games, CD players, headsets, radios, toys, and large amounts of money.