



Olga Hugelmeyer  
Superintendent of Schools

Jennifer A. Campel  
Principal

Cristina Brito  
Vice-Principal

August 2019

Dear Parents/Guardians and Families:

On behalf of the staff here at Nicholas S. LaCorte Peterstown School No. 3, it is with great pleasure that we welcome all of our new families as well as our returning families to the 2019 – 2020 school year! We are looking forward to a productive partnership with you in order to ensure that our children reach their highest academic potential possible. As partners, we will work together to nourish a rich and rewarding education for our students. The school year will be both inspiring and academically successful; as a result, together, we will supply every child with the necessary tools to become lifelong learners and outstanding citizens in the future. We share the responsibility for our children's success and we want you to know that we will work diligently to implement our mission – for we do believe it is very important that *every child achieves excellence*.

➤ **First Day of School / Arrival and Dismissal Procedures**

The 2019 – 2020 school year will begin on **Thursday, September 5<sup>th</sup>, 2019**. Classes will be in session between the hours of **8:20 a.m. until 3:00 p.m.** In order to help facilitate a smooth transition, please adhere to the following arrival and dismissal procedures:

- **The classroom assignment for your child can be found on the affixed label.**
  - All doors will open at 8:20 a.m. for students. Students in Grades 6-8 will report to the cafeteria for pick-up. Students in grades K-5 will report directly to their homerooms. Please do not leave your child unattended on school property before the start of the school day.
  - Students arriving **after 8:25 a.m.** will enter through the front main entrance of the school. These students will be considered late and the tardy will be marked as such in their attendance. Disciplinary actions may be taken.
  - Dismissal is at 3:00 p.m. at the designated exit doors; please make every effort to pick up your child on time.

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- **Entering & Exiting the building**
  - Kindergarten dismissal is at 2:55 p.m. and the exit for these students is through the Kindergarten area.
  - Students in Grades 1-3 will use Stairwell No. 2 (playground) and Exit onto South Seventh Street (student pick-up will be held in the gym).
  - Students in Grades 4-6 will use Stairwell No. 3 and exit onto High Street.
  - Students in Grades 7-8 will use the Stairwells on High Street and exit onto South Seventh Street.

## ➤ **Breakfast Program**

School breakfast is served daily in our schools. It is imperative that you accurately complete a breakfast/lunch application so that your child's payment status can be determined. Applications and nutrition information may be found by visiting our district website at [www.epsnj.org](http://www.epsnj.org).

All students who wish to eat breakfast will be able to enter the building between 7:50 a.m. to 8:10 a.m.

- Kindergarten to 4<sup>th</sup> Grade students will continue to eat breakfast upon their arrival at 8:20 a.m.
- Students in Grades 5-8, who eat breakfast, will be able to enter the building through the front doors between 7:50 a.m. to 8:10 a.m. Once the academic day begins at 8:20 a.m., breakfast will not be served to students in Grades 5-8.

## ➤ **Uniform Policy**

Dress Code Guidelines are established to promote a standard of appearance which enhances the learning environment while allowing for the reasonable comfort of all students.

Uniforms are expected to be worn on a daily basis. Please note that hats, bandanas, scarves, and other inappropriate head gear, including hooded garments, are not part of the school uniform and should not be worn. It is the responsibility of the parent/guardian to purchase the proper school uniform for his/her child. If a student moves to another school that has a different school uniform, any purchase of a school uniform for the new school will also be the responsibility of the parent/guardian. **(EBOE Policy Code 5132, 5133)**

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## STUDENT UNIFORM LIST

<b>BOYS</b>	<b>Grades PK – 3</b> Blue Polo* Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan	<b>Grades 4-8</b> White Oxford Shirt* Blue Tie Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan Sweater*
<b>GIRLS</b>	<b>Grades PK – 3</b> Blue Polo* Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan	<b>Grades 4-8</b> White Oxford Shirt* Blue Tie Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan Sweater*

## PHYSICAL EDUCATION

- White T-Shirt\* or Blue Sweatshirt\*
- Blue Mesh Shorts\* or Blue Sweatpants\*
- Sneakers (Black)

NOTE: Grade PK – 5 students may wear their gym uniform to school on physical education days. Grade 6-8 students must bring their gym uniform to change for physical education class.

\*All items marked with an asterisk must have the LEAP logo (neighborhood school emblem) or the school's logo.

\*\*Khaki shorts must be knee high and only worn between May 15<sup>th</sup> and October 1<sup>st</sup>.

Please note that this is a standard uniform list for most neighborhood schools. The uniform policy is the same districtwide but may vary in color depending on the school/academy.

### ➤ Communication

It is extremely important that we have the most updated phone numbers and home address so that we may contact you in the event of an emergency or to discuss your child's progress. Please be sure to notify both the teacher *and* the main office at any time throughout the course of the school year if there is a change in address and/or a phone number. Open

### Nicholas S. LaCorte Peterstown School No. 3

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communication between the home and the school is expected and is one of the most pertinent keys to academic success in school.

#### ➤ **District Forms**

**Please kindly review, sign, and return the packet of information with your child on the first day of school.**

- 2019 – 2020 Emergency Form
- Student Internet & Network Permission Form
- Media Release Form
- District Website Parent/Guardian Consent Form
- Emergency Information
- Notice Regarding Physical Form
- Authorization for Release of Confidential Medical Information
- Bulletin 45: Request for Student Supervision Afterschool Dismissal Form
- 2019 – 2020 District School Calendar

#### ➤ **District's Code of Student Conduct**

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils. The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

For the full version of the Code of Student Conduct policy, please visit <https://www.epsnj.org>.

#### ➤ **Electronic Devices and Other Personal Property**

Cell phones, iPods, beepers, headphones, radios, and other electronic devices are not to be used in school. They will be confiscated if seen and a parent must come to school to pick up the confiscated items. Schools are not responsible for lost, damaged, or misplaced electronic devices. **(EBOE Policy Code 5131)**

#### ➤ **Attendance**

New Jersey statutes require every parent / guardian or other persons having custody and control of a child between the ages of 6 and 16 years to cause such child regularly to attend the

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public schools of the district. A student must be in attendance for at least 171 of the 180-day school year (95%). In order to be considered to have successfully completed the instructional program requirements of the grade / course to which he/she is assigned, no more than a total of nine (9) absences is allowed. (EBOE Policy Code 5113)

## ➤ Safety and Security

Please note that the safety of our students is of the utmost importance to us. Therefore, please have the proper photo identification readily available for the security guards in order to receive a visitor's pass upon entering the building. An orderly school environment is essential to the success of our learning program.

## ➤ Health Related Information

By New Jersey state mandate, all Pre-K students must have the flue vaccination by January 1<sup>st</sup> in order to attend school. All incoming 6<sup>th</sup> grade students must have the Tdap and Menactra booster shots before returning to school in September 2019. For any and all medical updates or concerns, please contact the school nurse.

## ➤ Back-to-School Night

Our **Back to School Night** will be held on **Thursday, September 12<sup>th</sup>, 2019 at 6:30 p.m. for the parents of students in Grades K-5** and at **5:30 p.m. for the parents of students in Grades 6-8**. During this time, parents will have the opportunity to speak with teachers, visit classrooms, and sign up for the PTO. Please consider signing up.

With great enthusiasm, I look forward to delivering our best educational programs and services to both you and your child. Please do not hesitate to contact me via telephone at (908) 436-6230 or via email at [campelje@epsnj.org](mailto:campelje@epsnj.org) if I can be of any further assistance.

Sincerely,

Jennifer A. Campel  
Principal

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