



FRANKLIN SCHOOL

"A Place to Learn and Grow"



ROXBURY TOWNSHIP PUBLIC SCHOOLS

8 Meeker Street, Succasunna, NJ 07876

(973) 584-5549 Fax (973) 252-1151

www.roxbury.org

Brian Hamer, Principal

August 2022

Dear Parents / Guardians,

I hope you are enjoying the final days of summer vacation. I am very excited about the upcoming school year and look forward to seeing all of you on August 29th. As we diligently prepare for the new school year, I would like to take this opportunity to review some important details to assure the transition into the 2022-2023 school year is seamless.

Important Dates to Remember in September

FES Open House	August 23, 2022	10:00 am - 12:00 pm
First Day of School	August 29, 2022	Drop off begins at 8:50
Labor Day	September 5, 2022	Schools Closed
School Pictures	September 15, 2022	During the School Day
Back to School Night	September 21, 2022	7:00-9:00 pm
Rosh Hashanah	September 26, 2022	Schools Closed

District Communication - Genesis

To continue to be an active part in reducing our carbon footprint, Roxbury Public Schools will continue to communicate through the district website www.roxbury.org and the Genesis parent portal as a means of communication. It is essential that you carefully read and complete the required forms and documents on the Genesis parent portal.

District Communication- Blackboard

The district's communication system, Blackboard, will be used to announce delayed openings, early dismissals, emergency communication, and security drills, as well as general events related to the district. Please make sure your contact information and preferences are up to date in Genesis. Directions on how to access your account can be found on the district's homepage, or by clicking on the link:

<https://parents.roxbury.org/genesis/sis/view?gohome=true>

FES Information

Along with the district website, the Franklin School website will provide an updated calendar of events, activities, and PTA information specific to Franklin School. To access the school website click on the provided link: <https://www.roxbury.org/Domain/11>, or through the district homepage, select “Franklin Elementary School” which will lead you directly to our homepage. In addition, weekly communication will be emailed home through our weekly newsletter the “Sneak Peek to the Week” as well as the PTA “Weekly News.”

*Please note that school-specific information is not included on the district calendar, so please be sure to check out our school website frequently.

Visiting Franklin School

All visitors to Franklin School must enter the building through the main entrance. For the safety and security of all students and staff, all doors to the building will remain locked. When arriving at the front door, ring the bell, and the main office will open the door electronically. If you are picking your child up, please be prepared to show identification. If you have an alternate person assigned to pick up your child, please inform the school ahead of time and inform the designated adult assigned to pick up your child that they must present identification as well.

Class Placement/ Bus Assignments

Class placements will be available on Friday, August 19, 2022 at 3PM. Families will be able to access, via Genesis, the finalized placements, and transportation information. This information will ONLY be available if all of the required documents have been completed and/ or acknowledged in the Genesis parent portal; until then, all placement and transportation information will remain locked in Genesis. If you are having difficulty accessing and/ or completing the documents in the Genesis parent portal, please feel free to contact the main office for support at 973-584-5549.

School Hours Grades K-4

Arrival begins at 8:50 am

Instructional day is from 9:10 -3:10 pm

Dismissal is at 3:20 pm

As we prepare for dismissal and ensure that all students are dismissed according to the parent requests, we ask that between 3:00-3:20, parents not pick their children up in the main office and wait for regular dismissal.

Tardy Students:

Any students arriving after 9:10 will be considered tardy. At that time, a parent or guardian must escort the student to the main office and sign them in.

Attendance

As per our attendance policy, students must make every effort to attend school if they are well. Please send in a doctor’s note to receive an excused absence. If a student accumulates the following number of unexcused absences, the following may occur;

- ❖ 5 Unexcused Absences: letter home

- ❖ 10 Unexcused Absences: letter home, possible I&RS meeting with the principal
- ❖ 15 Unexcused Absences: letter home, I&RS meeting, possible referral to state agencies for truancy

If a child does not attend at least 150 days of school, they will repeat the grade level.

If your child will be absent from school please call 973-584-3994. Absence verification is required every day of the child's absence.

Arrival Procedures

- ❖ **The front doors will be the only entrances open during arrival. Please know the doors will be closed promptly at 9:05. If you are arriving later than 9:05, please use the main entrance.**
- ❖ To maintain an orderly environment, we appreciate your understanding that parents/ guardians may not accompany their children to classrooms. This includes the first day of school.
- ❖ Any student arriving after 9:10 am is considered late and must be escorted to the main office by a parent or guardian to sign your child in.
- ❖ Due to heavy traffic in our driveway every morning we do not want students walking between cars. We ask that all automobile traffic pull into the drop-off lane and line up single file. Do not have your child exit the car until you reach the front of the drop-off lane. [Please click here for a visual representation of our drop-off procedure.](#)
- ❖ If you must get out of the car to help your child, please do not stop in the drop-off area to do so. Please park your car in the parking lot and walk your child to the front door.

Bikers:

Any students that wish to ride their bikes to school can use the bike rack by the school entrance. To avoid any accidents, bikers should walk their bikes once they arrive on school property. Bike riders should bring their helmets into the classroom with them.

Dismissal Procedures

Buses:

- ❖ All children taking the bus will remain in their classrooms until their busses are called. Staff members will monitor all bus lines. We ask for your patience during the first week or so, if the buses run a bit late.
- ❖ **Children are not permitted to ride any bus other than their own for any reason, even if a note is provided.**
- ❖ For any change in the pickup routine, please notify your child's teacher and the main office as soon as possible.

Walkers:

- ❖ A written request for students to be picked up at dismissal on a regular basis needs to be submitted at the beginning of the school year.
- ❖ All walkers will exit at the library end of the building. Dismissal for walkers will begin at 3:20.
- ❖ Staff members will be present signing students out.
- ❖ Parents/guardians picking students up will be required to present identification until recognized by the staff member. The identification must match with the pickup name given before signing the student out. Any discrepancies in the pick-up information will be directed to the main office.

Pick-Up:

- ❖ Please park in our parking lot in a designated space when picking up your child.

BASES:

- ❖ The BASES program is the district's before and after care program. It will be held in the FES cafeteria. All students attending BASES can be dropped off at the main entrance in the morning. They will then be sent to their classrooms upon arrival. At dismissal, BASES students will be sent directly to the cafeteria. For further information regarding the BASES program please contact Roxbury Community Schools.

Health Information

One of the biggest things that you can do to help keep our community safe is NOT to send your child to school if they have sickness symptoms. This includes NOT administering a fever reducer in the morning to help your child make it through their day. If in doubt, please keep your child home. Please know that if your child is symptomatic, you will receive a call and be required to pick up your child. Please note that a temperature of 100.00 degrees is the NJ standard to send a student home. [HERE](#) is a reference to guide your decision to stay home. This reference is also available in [Spanish](#).

Asthma / Allergies: To maintain a school that provides a safe environment for all students and staff members, Franklin School will remain **fragrance-free and latex-free**. We are asking that all staff, students, and parents who visit and/or volunteer at Franklin School be sensitive to this request. Anyone who arrives at Franklin School with a strong scent of perfume or lotion may be asked to leave to avoid triggering an asthma attack and/or allergic reaction in any of our students. Furthermore, no latex balloons will be allowed for any reason. Thanks to everyone for your cooperation in this matter.

Reporting an absence: If your child is absent from school call 973-584-5549 by 9:00 am. Absence verification is required every day of the child's absence.

Medication: Any medications must be delivered to the school nurse by an adult, along with the written physician's orders. Please do not send medication to school with your child.

Breakfast and Lunch

For the 2022-2023 school year, the Roxbury School district will provide both breakfast and lunch through [Maschio's Food Services](#). **Lunch will no longer be provided free of cost.** Please create a [School Bucks](#) account to purchase school breakfast and lunch this school year. Payment by cash or check is also acceptable.

School Celebrations

The four elementary schools will continue to have seasonal classroom parties. Any items and/or snacks from the [Approved List](#) will be supplied by PTA volunteers. If there are any changes to this procedure, a food permission slip will be sent home.

Birthday Recognition

We will continue the policy of not celebrating birthdays with a party. Each day we will recognize students who are celebrating a birthday during the morning announcements and these students will receive a birthday book. Summer birthdays will be recognized throughout June.

Party Invitations

We will continue the procedures of party invitations being sent out from home. The PTA usually facilitates a resource to connect families, so please keep an eye out for that communication.

Dress Code

Please dress students appropriately for the weather and assure that your child has the proper outerwear for recess. Open-toe shoes and flip-flops are not permitted in school for safety reasons. Children must wear sneakers to participate in physical education classes or to use the playground equipment. Hats are not to be worn indoors; students may wear hats for outside activities

Electronic Devices/Cellular Phones

Cell phones and other electronic devices not issued by the district are not permitted in school. If your child has a cell phone, or another device, please be sure it is off and put away safely so that they do not have it confiscated by the school staff during the day. If it is taken during the school day, a parent or guardian will need to come in to retrieve the item.

Thank you for reading through all of the information carefully. Please feel free to contact me with any questions or concerns that you may have. We are looking forward to a GREAT school year!

Sincerely,

Brian Hamer

Principal, Franklin School