



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 2023

Dear Parents/Guardians,

I hope you are enjoying the final days of summer vacation. I am so excited to see all of the students' smiling faces when they return to school in August. Also, I'd like to welcome all of our new families to Franklin Elementary School! We are excited to have you join our school community where we celebrate our school's core values (Franklin School **RULES**) of being **Respectful, Unique, Learners, Encouraging, and Supportive**. As we get ready for an exciting new year, I would like to take this opportunity to review some important details to assure the transition into the 2023-2024 school year is seamless.

Important Upcoming Dates

FES Open House	August 23, 2023	10:00am-12:00pm
First Day of School	August 30, 2023	Drop off begins at 8:50 (K-4)
Labor Day	September 4, 2023	Schools Closed
School Pictures	September 14, 2023	During the School Day
Back to School Night	September 21, 2023	7:00pm-8:30pm
Yom Kippur	September 25, 2023	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 new communication system, Blackboard, will be used to announce delayed openings, early dismissals, and 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://www.roxbury.org/roxbury>

FES Information

Along with the district website, the Franklin School website will provide an updated calendar of events, activities, and PTA information specific to FES. To access the school website click on the provided link: <https://www.roxbury.org/FES>, 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 “Sneak Peek to the Week” that will include PTA and school-wide announcements.

*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 under the *Entry* sign. 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 staff 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 18, 2023. 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 for Kindergarten through Grade 4

Instructional day is from 9:10-3:10 for Grades K-4

Dismissal is at 3:20 for K-4

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

- [Notify of Attendance](#) - Please read pages 16-19 on the linked User Manual for directions on how to report an ABSENCE or a TARDY in Genesis. Absences MUST be reported every day of school by 8:50 AM.
 - In the text box on the attendance screen, please record the reason for absence. This information is EXTREMELY important for our School Nurse.

- If for any reason, you are experiencing trouble with the internet and cannot access the attendance form, please call (973) 584-1643 and leave a message regarding your child's absence.
- In accordance with Title 18A: 3827 and the respective Roxbury Public School's [Policy and Regulation \(#5200\)](#), children are required to regularly attend school during the days and hours that such schools are in session and responsibility for compliance belongs to parents/guardians. If unexcused absences accumulate to 5 or more, steps will be taken in accordance with policy and regulation to promote consistency in student attendance.
- [Daily Pick up Release](#) - Please read page 20 of the linked User Manual for directions on how to report that your child will be picked up at the end of the school day. If a child is going to be a walker or a car rider on a particular day, this is the form that **MUST** be completed. Our goal is to **NOT** use paper notes to communicate such.
- Please note... Daily Pickup Release Form **MUST** be completed by **NOON**.
- If you are unable to enter the request prior to this time, please call the Main Office at 973-584-5549.
- Please do **NOT** email your child's teacher the change in dismissal, as they may not have an opportunity to check email before dismissal.

Please keep the [User Guide](#) bookmarked as it will be helpful in learning how to access report cards and learning how to update contact information for all guardians and emergency contacts.

B.A.S.E.S.:

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 additional information regarding the BASES program please [please visit this link](#).

Arrival Procedures

- ❖ 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 buses 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 the school through utilizing the Genesis system. Do not send an email to the teacher. Communication must be accessible by the Main Office.

Walkers/Pick-Up:

- ❖ 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** at all times during pick-up. 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. **Please always carry your ID**, as it greatly assists with our dismissal procedure and maintaining the safety of our students.

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 please report the child absent through the Genesis System. 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.

Lice: In an effort to reduce the incidences of head lice, we are asking that you take the time before sending your student(s) back to school, to do a thorough head check to determine if there is a possibility of a head lice infestation.

Please consult the district website under the “Nursing Health Services” tab under the informational pages for a complete [guide to head lice](#).

Remember, having a lice infestation doesn't mean you or your family are dirty. Lice can be an unfortunate event when people are sharing grooming tools or in close contact at camps, clubs and sleepovers. Thank you for your assistance in keeping this nuisance out of our school.

Breakfast and Lunch

For the 2023-2024 school year, the Roxbury School district will be provided breakfast and lunch through [Maschio's Food Services](#). Please create a [School Bucks](#) account to purchase school breakfast and lunch this school year. Cash or check payable to Roxbury Public Schools can also be utilized. If you believe that your family may qualify for free or reduced breakfast and lunch, please be sure to complete the application in your Genesis Parent Portal. Even if you have qualified in the past, you MUST complete the application annually.

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 procedure of not celebrating birthdays with a party. Each day we will recognize students who are celebrating a birthday during the morning announcements. These students will be called to the main office to choose a book. Summer birthdays will be recognized at the end of the school year.

Party Invitations

We will continue the procedure 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 ensure 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