



# Kennedy Elementary School

20 Pleasant Hill Rd  
Succasunna, NJ 07876

(973)584-3938

[www.roxbury.org/kes](http://www.roxbury.org/kes)

Fax (973) 584-8098

Mrs. Nicole Acevedo, Principal

August 11, 2023

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 30th. I would also like to welcome new families to the Kennedy School community. As we diligently prepare for the new school year, I would like to review some important details to ensure the transition into the 2023-2024 school year is seamless.

## Important Dates to Remember in September

KES Open House	August 22, 2023	10:00 am - 12:00 pm
First Day of School	August 30, 2023	Drop-off begins at 8:50
Labor Day	September 4, 2023	Schools Closed
School Pictures	September 18, 2023	During the Day
Back to School Night	September 20, 2023	7:00-8:30 pm
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](http://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 ensure your contact information and preferences are current 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>

### **KES Information**

Along with the district website, the Kennedy School website will provide an updated calendar of events, activities, and PTA information specific to Kennedy School. To access the school website, click on the provided link: <https://www.roxbury.org/Domain/13>, or through the district homepage, select "Kennedy 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."

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

### **Visiting Kennedy School**

All visitors to Kennedy 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 also present identification.

### **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 will ONLY be available if all of the required documents have been completed and acknowledged in the Genesis parent portal; until then, all placement and transportation information will remain locked in Genesis. If you have difficulty accessing and/ or completing the documents in the Genesis parent portal, please contact the main office for support at 973-584-3938.

### **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.**

**Morning Announcements:**

In order to maximize our instructional time beginning at 9:10 am, morning announcements will begin promptly at 9:05.

**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 Mrs. Kocoski, our School Nurse.
  - If, for any reason, you are experiencing trouble with the internet and cannot access the attendance form, please call (973) 584-3938 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 days, 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 NOT to 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 973-584-3938.
  - 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.

## Arrival Procedures

- ❖ **The front door and rear door by the playground will be the only entrances open during arrival. Please know the rear door will be closed promptly at 9:05. If you arrive 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 to the left of the island ( this helps prevent a backup of traffic on Pleasant Hill Rd.). **All students must exit the passenger side door to avoid having them walk on the road.**
- ❖ 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 pull around to the side of the building, park your car in the lot, and walk your child to the front door.

### **Bikers:**

Students who wish to ride their bikes to school can use the bike rack by the Ridge Road entrance. Bikers should walk their bikes once they arrive on school property to avoid accidents. 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 few weeks if the buses run 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 Kindergarten end of the building. All walkers will exit doors 8 and 9 in the back of the building across from the playground. Dismissal for walkers will begin at 3:20, calling students by grade, beginning with Kindergarten students. Older siblings will be able to leave with younger siblings.
- ❖ 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 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:**

- ❖ If traveling by car from the Pleasant Hill side of the Kennedy neighborhood, you should park your vehicle in the jug handle near the steps on the opposite side of the main entrance. If you are traveling by car from Ridge Rd. side of the Kennedy neighborhood, you should park on the side of Ridge Road, closest to Kennedy School (next to the fence). **Please only park on this side of the road. When cars are parked on both sides of Ridge Road, it makes for an extremely unsafe situation.**

### **BASES:**

- ❖ The BASES program is the district's before and after care program. It will be held in the KES cafeteria.
- ❖ All students attending BASES can be dropped off at the cafeteria door 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. Click [HERE](#) for 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, Kennedy School will remain **fragrance-free and latex-free**. We ask that all staff, students, and parents who visit or volunteer at Kennedy School be sensitive to this request. Anyone who arrives at Kennedy School with a strong scent of perfume or lotion may be asked to leave to avoid triggering an asthma attack 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 973-584-3994 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.

**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](#).

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](#). The cost for breakfast will be \$2.25, and lunch will be \$3.25. 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 PTA-sponsored seasonal classroom parties. If there are any changes to this procedure, a food permission slip will be sent home. Any items and/or snacks from the [approved snack list](#) will be supplied by PTA volunteers.

### **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. These students will be called to the main office to choose a book and receive a birthday pencil. Summer birthdays will be recognized throughout May and June.

### **Party Invitations**

We will continue the procedure of party invitations being sent out from home. The friend finder will be a useful tool to help with that, so please respond to the PTA letter so that your family's information can be included.

### **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,  
Nicole Acevedo  
Principal, Kennedy School