



# FRANKLIN SCHOOL

"A Place to Learn and Grow"



## ROXBURY TOWNSHIP PUBLIC SCHOOLS

8 Meeker Street, Succasunna, NJ 07876

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

Lisa Ferrare, Principal

August 2021

Dear Parents/Guardians,

I hope you are enjoying the final days of summer vacation and getting an opportunity to spend quality time with your families! I am excited for the opening of school and look forward to seeing you in September. 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 2021-2022 school year is seamless.

### Important Upcoming Dates to Remember

FES Open House	August 24, 2021	10:00am - 1:00pm
First Day of School	September 1, 2021	Drop off begins at 8:50am
Labor Day	September 6, 2021	Schools Closed
Rosh Hashanah	September 7, 2021	Schools Closed
Yom Kippur	September 16, 2021	Schools Closed
Back to School Night	September 23, 2021	7:00 pm

### District Information

The district will once again be utilizing its website and the Genesis parent portal as a means of communication for back to school information. It is very important that you carefully read through all of the documents on the website and complete the required portions through the Genesis parent portal. This information will be made available beginning Tuesday, August 17th.

### 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>

### Class Placement/Bus Assignments

School bus route information & class placements will be available on Monday, August 19th. Please note class placement information **WILL NOT** be available if all of the required documents have not been completed and/or acknowledged in the Genesis parent portal. If you have questions, or need assistance with accessing the Genesis Parent Portal, please call the school Main Office at 973-584-5549.

### Open House

Franklin School will host an Open House on Tuesday, August 24th from 10:00 am-1:00 pm. During these times, the school will be open to all incoming students and their families for visitation. Please note that teachers are not required to report to school at this time and may not necessarily be present. Additionally, there will be a bus available for students to board and become familiar.

### School Hours

Regular Day - 8:50 AM - Students enter the building.

9:10-3:10 - Instructional day

3:20 PM - Students are dismissed.

Tardy Students - Any student reporting after 9:10 will be recorded as "Tardy."

### Arrival Procedures

#### Bus Arrival

Children are discharged from the buses beginning at 8:50 am and enter the building through the doors as indicated below:

K -1 - Main Doors

2 -4 - Side Doors

#### Parent Drop Off

##### **Option 1-Pulling Up & Dropping Off**

Enter the parking lot from the large entrance closest to Lincoln Roosevelt School / Hillside Avenue. When you enter, stay to the right, drive through the lined spaces, and pull up to the **yellow triangle** on your left where a staff member will be stationed. When you are the first car at the stop line, let your child out of the car. For safety reasons we do not want any students walking in front, behind, or alongside any moving cars! The staff member will monitor students crossing the blue pedestrian walkway which will lead to the sidewalk along the gym wall. Students will then enter the building through the doors by the main office.

##### **Option 2-Parking & Walking to Entrance**

Park at the far end of the parking lot furthest from the school building. Stay away from the parking spaces right outside the Media Center as the buses will

be pulling up there and blocking those cars until they leave. Walk your child along the sidewalk, and plan to say goodbye to your child outside the building as we foster independence in the children by having them enter the school and walk independently to their classrooms.

**THE DOORS OPEN AT 8:50 AM.**

**Please do not drop children off at school before 8:50 AM.**  
**No one is available to supervise them.**

### **Dismissal Procedures**

#### **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. Students will be escorted by a staff member to the exterior door closest to the media center. Parents/guardians will be required to sign for their child, and unless they are recognized by a staff member, they will be required to present identification.

#### **Bus Dismissal**

Bus riders will be put on their assigned bus unless they have a note indicating a change in their routine. Students are not permitted to change buses at any time during the school year to go to an alternate destination.

#### **Early Pickups**

If you need to pick up your child prior to dismissal, you will need to provide written notification at least 24 hours in advance. Also, we ask that you arrive before 3:00pm in order for your child to be called from class. If an adult other than a parent or guardian is picking up, identification will be required.

### **B.A.S.E.S.:**

All students attending the BASES program will enter through the main doors and remain in the cafeteria until 8:50. At 8:50, they will be sent directly to their classrooms. All students attending BASES will be sent to the cafeteria upon dismissal.

### **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 likely repeat the grade level.

### **Absences**

If your child is absent from school, please enter this information into Genesis as soon as possible. If you are having technical difficulties you can call 973-584-1643 first thing in the morning to report the reason for the absence. All student absences are verified every school day. *\*Please note that a doctor's note is required for an absence to be considered excused.\**

### **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.

### **COVID 19**

One of the biggest things that you can do to help keep our community safe is to keep your child home if they have cold or COVID-19 related symptoms. Please do NOT administer a fever reducer in the morning to help your child make it through the 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 IMMEDIATELY.

### **Dress Code**

Please ensure that your child is dressed appropriately for the weather and for outdoor recess. For safety reasons, children should not wear flip flops or open toe shoes to school. 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.

### **Food Services**

Maschio's Food Services will continue to provide food services this year. Both breakfast and lunch will be available and at this time will remain free for all students. For more information you can access the link to their website from the Roxbury main web page.

### **School Supplies**

School supply lists are located on the Franklin School website under the Parents Tab.

### **Cell Phones/Electronic Devices**

Cell phones and other electronic devices not issued by the district are not permitted to be used in school. If your child has a cell phone, or another electronic device, please be sure it is powered 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.

### **School Celebrations**

The four elementary schools will continue to have **food free** seasonal classroom parties. 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. We will also continue the policy of **party invitations being sent out from home.**

### **Communication**

During the school year you can contact your child's teacher through email (first initial, last name, @roxbury.org), by sending a note with your child, by writing in your child's homework agenda book (upper grades), or by leaving a phone message with the Main Office. If you have a question or concern, please contact your child's teacher first. If you are in need of further assistance, please contact me either at [lferrare@roxbury.org](mailto:lferrare@roxbury.org) or at 973-584-5549.

### **\*\*IMPORTANT NOTE\*\***

You will be receiving additional information from the district regarding Covid-19 health and safety protocols. Please be sure to read those communications carefully.

Feel free to contact me with any questions or concerns, and enjoy the remaining summer days! I am looking forward to a great school year!

Sincerely,

Lisa Ferrare  
Principal  
Franklin School