

# NIXON ELEMENTARY SCHOOL



## ROXBURY TOWNSHIP PUBLIC SCHOOLS

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

### Danielle Lynch, Principal

Welcome to all of the families joining Nixon School for the first time and welcome back to all of our returning families. Nixon School is a place where students, families, community members, and staff work together to BE THE CHANGE. We are truly ONE community working towards the goal of helping each other to positively impact our own lives, as well as the lives of others.

I am confident that we will work together to ensure a valuable learning experience for all of our students. To this end, following is information that can support a smooth and SAFE start to the school year for everyone.

### Important Dates to Remember:

NES Open House	August 24, 2023	10:00 AM - 1:00 PM
First Day of School	August 30, 2023	Drop off begins at 8:50 (K-4) Drop off begins at 8:40 (PreK)
Labor Day	September 4, 2023	Schools Closed
Back to School Night	September 21, 2023	7:00-8:30 pm (TBD)
Yom Kippur	September 25, 2023	Schools Closed
Picture Day	September 29, 2023	During School Day

### School Hours:

Full Day: 8:50 AM to 3:20 PM (Grades K-4) & 8:40 AM to 1:50 PM (PreK)

Delayed Opening: 10:50 AM - 3:20 PM (Grades K-4) & 10:40 AM - 1:40 PM (PreK)

Early Dismissal: 8:50 AM - 1:40 PM (Grades K-4) & 8:40 AM - 12:00 PM (PreK)

### 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.

### Genesis Parent Portal - Quick link to your [Genesis Parent Portal Account](#).

In an effort to minimize paper notes and to centralize as much as possible, your Genesis Parent Portal will be used to report / share the following information with our office:

- [Notify of Attendance](#) - 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) 398-1416 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](#) - 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**. Additionally, this feature is enabled for every school except for the High School.
- If you are unable to enter the request prior to this time, please call the Main Office at 973-398-2564.
- Please do NOT email your child's teacher the change in dismissal, as they may not have an opportunity to check email before dismissal.

### **District Communication- Blackboard**

The district's 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/domain/509>

### **NES Information**

Along with the district website, the Nixon School website will provide an updated calendar of events, activities, and PTA information specific to Nixon School. To access the school website click on the provided link:

<https://www.roxbury.org/Domain/14> or through the district homepage, select "Nixon Elementary School" which will lead you directly to our homepage. In addition, weekly communication will be emailed home.

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

### **Student Medication:**

Drop off of medication and respective action plans will occur on Monday, August 28 (1:00 - 3:00 PM). Parents can ring the bell and inform office staff of the need to drop off medication. Our School Nurse will meet the parent outside. Medications should only be handled by adults, so please do not send in any medications in your child's backpack. Please reference the Medication Administration Policy at the following link:

<https://www.roxbury.org/Page/749> as well as the corresponding Medication Administration form found at the same link. If you are unable to bring your child's medication on August 28th, please email Mrs. Warden at [mwarden@roxbury.org](mailto:mwarden@roxbury.org) to coordinate a mutually convenient time.

### **What Can You Do To Help Ensure the Health & Safety of Our School Community:**

One of the biggest things that you can do to help keep our community safe is to NOT send your child to school if they are sick in any way. 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 IMMEDIATELY.

### **Teacher Assignments & Transportation Info:**

Genesis is anticipated to launch teacher and bussing assignments on Friday, August 18, 2023.

### **Home to School Materials:**

Each student is asked to have a backpack that can be used to transport materials to and from school.

### **Classroom Snacks:**

Students are encouraged to bring a reusable water bottle. Snack time will occur every day. Good hygiene will be promoted. As weather permits, teachers may take their class outside for a snack. No nut or nut product food

items are allowed in the classroom. Allergy free seating is available and practiced in the lunchroom. [Please click on this link for some ideas of approved snacks and food items for Nixon School.](#)

### **Specials (Art, Music, Media, Spanish, SEL Hosted By School Counselor):**

All students will continue to experience - Art, Library Media Design (LMD), Music, and Physical Education. In Kindergarten, PE is once per week and in grades 1-4, PE is three times per week. Kindergarten will also have an opportunity to engage in a weekly Social Emotional Learning period with our School Counselor. Spanish will also continue to be offered to all students on a rotating schedule.

### **Forgotten Materials:**

We are going to be working diligently to further foster independence and responsibility with the children; however, there will be a time when something is forgotten at school or home. If your child forgets something at home or in school, we have a cart set up in our Security Vestibule. To drop something off at school, please ring the bell at the Main Entrance and inform the office staff that you have dropped off something. You will be directed to leave the item on the cart in the Security Vestibule. Please make sure the items are labeled with your child's name and teacher.

### **Breakfast & Lunch:**

For the 2023-2024 school year, the Roxbury School District will provide breakfast and lunch through [Maschio's Food Services](#). This year there WILL be a charge for breakfast and lunch. Families can add funds to their child's [School Bucks account to pay for food purchases](#). 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.

### **Arrival & Dismissal Time / Procedures:**

**Walkers/Driven to School:** Children are admitted through the SIDE CAFETERIA door *beginning at 8:50 AM and will be dismissed through the same SIDE CAFETERIA door. There is NO supervision in front of the building, on the side of the building, or in the building for children before 8:50 AM*, so please do not drop-off your child prior to this time. Although instruction starts at 9:10 AM, you are strongly encouraged to have children enter the building at 8:50 AM, as the children need time to unpack and get ready for the school day, as well as participate in our school-wide Live-Stream Morning Announcements at 9:05 AM.

If you are driving your child to school, you must enter the parking lot on the side of the school via YELLOW BARN ROAD, park in one of the two lower lots and walk your child to the side of the building. A staff member will be waiting at the side CAFETERIA door to welcome your child. As a parent/ guardian, you will NOT be permitted to enter the building via this entrance, even in inclement weather. Any business with the office will need to be addressed via the front entrance linked with the security vestibule. The same protocol will be followed for dismissal beginning at 3:20 PM. Parents/ Guardians will be asked to wait in the driveway along the side of the building. Suggestion: Keep an umbrella in your car and dress appropriately, as even in inclement weather, parents/guardians will not be permitted to enter the building. The staff member at the door will pair parents/guardians with students. If the individual picking up is not a familiar face to our staff, please have the individual have their license ready to show.

### **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.

### **Alternate Transportation Request:**

The Transportation Department will make every effort to accommodate babysitting/ day care/ custody arrangements if seats are available on the bus within the following guidelines:

- Babysitter/Parent must be in the sending area of the school that the child attends.

- Daycare must be on the approved list in Roxbury Township.
- All new school year requests should have been received by August 1, 2023. Any request received after this date may not be granted until after the school year begins.
- Requests made during the school year will require five (5) days notice.
- New forms must be completed each year or whenever there is a change.
- Please use the form found at the following site and forward the completed form to me at the address above or via an email scan ([dlynch@roxbury.org](mailto:dlynch@roxbury.org)) Form: <https://www.roxbury.org/Page/177>

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

All students attending the B.A.S.E.S. program will enter through the All Purpose Room doors and remain in the All Purpose Room / Cafeteria until 8:50. At 8:50, they will be sent directly to their classrooms. At approximately 3:30 PM, students attending B.A.S.E.S. will be dismissed to the cafeteria. For more information regarding the district's operated before and after care program, [please visit this link](#).

### **Appointments During School Hours:**

While we would encourage you to try and schedule appointments for your child AFTER the school day, we understand that it may sometimes be necessary to pick up your child early. If this is the case, please submit notice through the Genesis Parent Portal. When you arrive at school, after providing your name and reason for your visit, you will be "buzzed" into the security vestibule and be asked to provide your license. As you wait for your child to be called to the office, you will then be asked to fill out an early dismissal form, as the office staff records the pick up in the district's Lobby Guard system.

### **Visiting Nixon School:**

After providing your name and reason for your visit, you will be "buzzed" into the security vestibule. Please provide your license to the office staff. After the office staff records your visit using the district's Lobby Guard system, you will be provided with a visitor's lanyard or visitor sticker for identification purposes. You will then be asked to wait in the security vestibule until a staff member meets you there. When leaving the school, you will be asked to return your lanyard / sticker to the office staff so that they can assist you in exiting the building.

### **Volunteer Guidelines:**

One of the documents that parents/ guardians will be asked to review in their Genesis Parent Portal in August is entitled, [Volunteer Guidelines](#). Thank you in advance to all of our volunteers who devote time and energy to the Nixon School Community.

### **School Supplies:**

Supply Lists for next year were shared at the end of last school year and can also be found at [this link](#) in the section entitled, SCHOOL UPDATES.

### **Asthma / Allergies:**

To maintain a school that provides a safe environment for all students and staff members, Nixon School will remain fragrance-free and latex-free. We ask that all staff, students, and parents who visit Nixon School be sensitive to this request. Furthermore, no latex balloons will be allowed for any reason. Thank you!

### **School Celebration Procedures:**

For all birthdays, summer birthdays included, students will have an opportunity to select a book to keep from our Birthday Book Collection. Party invitations and goodie bags are NOT permitted to be handed out at school. Families who choose to participate in the PTA's information sharing efforts can opt to have their contact information listed and used for communication related to outside school events (i.e. birthday parties, seasonal parties, playdates, etc). The four elementary schools will continue to have seasonal classroom parties hosted by PTA Room Representatives. Snacks from the [approved list](#) can be coordinated and supplied by our PTA Room Representatives. If there are any changes to this procedure, a food permission slip will be sent home.

**School Dress Code:**

[Please take time to review the district's Dress Code Policy and Regulation.](#) In addition and for student safety, please NO strappy sandals, flip-flops or clogs, as they create an unsafe situation for students outside.

**Communication:**

Be sure to regularly visit our school's website: [www.roxbury.org/nes](http://www.roxbury.org/nes).

During the school year, you can contact your child's teacher through email (first initial, last name, @roxbury.org), sending in a note to the teacher in your child's folder, or leaving a phone message with the Main Office. If you have a question or concern, please be sure to first contact your child's teacher. If you are in need of further assistance, please contact me either at [dlynch@roxbury.org](mailto:dlynch@roxbury.org) or at (973) 398-2564.

**Electronic Devices/Cellular Phones**

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 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.

**Toys:**

Toys (including trading cards), should not be brought to school. If an item is brought to school, the student assumes full responsibility for any missing device or damage that may occur. Additionally, these items distract students; they get broken and misplaced, and can create problems that take up valuable teacher and student time. Please be certain that these items are left at home.

**District News & Community Events:**

For district news - Visit [www.roxbury.org](http://www.roxbury.org)

For community events and flyers - Visit <https://nj50000720.schoolwires.net/domain/134>

Thank you for taking the time to review this information. Looking forward to a great school year!