NIXON ELEMENTARY SCHOOL



ROXBURY TOWNSHIP PUBLIC SCHOOLS
275 MT. ARLINGTON BOULEVARD, LANDING, NJ 07850
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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 20, 2026	10:00 AM - 1:00 PM
NES PTA Popsicles at the Playground * For INCOMING KINDERGARTENERS	August 24, 2026	6:00 - 7:00 PM
First Day of School	August 26, 2026	Staff Report @ 8:30 AM Students Report at 8:50 (K-4)
Labor Day	September 7, 2026	Schools Closed
NES PTA Family Night	September 11, 2026	Time to be Announced
Back to School Night	September 17, 2026	7:00-8:30 pm
Yom Kippur	September 21, 2026	Schools Closed
Fall Picture Day	September 24, 2026	During School Hours More Info to Come!
Indigenous Peoples' Day/Columbus Day	October 12, 2026	Schools Closed for Students Professional Development Day for Staff
Fall Parent/Teacher Conferences & PTA Scholastic Book Fair	October 19 - 22, 2026	Grades K-4 - 1:40 PM
Early Dismissal	October 23, 2026	Grades K-4 - 1:40 PM

School Hours for Students:
Full Day: 8:50 AM to 3:20 PM (Grades K-4)
Delayed Opening: 10:50 AM - 3:20 PM (Grades K-4)
Early Dismissal: 8:50 AM - 1:40 PM (Grades K-4)

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.

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 - 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 - If a child is going to be a walker or a car rider on a particular day, this is the form in the Genesis Parent Portal 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- FinalSite
The district's communication system, FinalSite, 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/community/message-alerts

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://nes.roxbury.org/ 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 24 (1:00 - 3:00 PM). Parents can ring the bell and inform office staff of the need to drop off medication. Our School Nurse or designee 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/student-support-services/nursing-health-services/health-forms 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 24th, please email Mrs. Lynch 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. To aid in this decision making process, the following criteria would be reasons for your child to remain home, rather than attend school:

- Your child has a fever of 100.4 or higher.
- Your child has vomited within the past 24 hours.
- Your child has diarrhea within the last 24 hours.

- Your child has a rash.
- Your child has active head lice.
- Your child has an eye infection.
- Note: 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.

Your child would be ready to return to school when:

- Fever free for 24 hours without the use of fever reducing medication.
- Free from vomiting for at least two solid meals / at least 24 hours from the last episode of vomiting.
- Free from diarrhea for at least 24 hours.
- Free from itching and has been evaluated by a doctor.
- Treated with appropriate lice treatment at home and proof is provided to the School Nurse.
- Evaluated by a doctor and has a note to return to school
- Released by a medical provider with a note to return to school.

Teacher Assignments & Transportation Info:
Genesis is anticipated to launch teacher and bussing assignments on Friday, August 14, 2026.

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 work 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 and you bring it to school, we will be asking you to leave it on the counter in the 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 2026-2027 school year, the Roxbury School District will provide breakfast and lunch through Maschio's Food Services. Families can add funds to their child's PaySchools Central. 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 PaySchools Central. ***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. Upon arrival, students will unpack, complete "Do Now" activities, as well as have

the option of having breakfast in their classroom (See Maschio's Food Services). Students will also have an opportunity to watch and/or 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 Security Vestibule 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, 2026. 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) Form: https://drive.google.com/file/d/13B454P9cOSB0aKNXmFA1_KIGWG4oBQvU/view

Year Long Car Riders/Walkers:
To help streamline this process, we are asking anyone who intends to have their child(ren) be dismissed as a CAR RIDER / WALKER EVERY SCHOOL DAY to complete this Google Form as soon as possible. Once the form is received, we will make note in our school records of this intent. Please note that ONLY individuals listed as Guardians or Emergency Contacts in Genesis will be permitted to pick up the student at dismissal, unless the parent/guardian informs us in writing otherwise. If you would like to update these contacts, please visit your Genesis Parent Portal.

B.A.S.E.S.:
All students attending the B.A.S.E.S. program will enter through the Creative Cove 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 Creative Cove. For more information regarding the district's operated before and after care program, please visit this link - https://rcs.roxbury.org/yp/rcs-bases-before-after-care

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 security 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 security 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.

Recess:
In accordance with Board of Education Policy 2422, students will have a daily 20 minute recess period, except on days when the schedule is substantially shortened (i.e. delayed opening, early dismissal). Weather and temperature (32 degrees or warmer - real temp) permitting, recess will occur outdoors. A student may be denied recess up to two times per week for a violation of the Code of Student Conduct or a HIB investigation; during such missed recess periods, students would engage in restorative justice activities.

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 are also found in the following links:
Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
TIDES

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; *however, snacks AND goodie bags will NOT be provided by the PTA*. Students are welcome to bring their own special, seasonal snack on party days, as long as the snack does NOT contain peanuts or tree nuts. 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:
During the school year, you can contact your child's teacher through email (Email Convention for most staff: 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 at 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. If a personal GPS tracker device and/or AI powered monitoring device is utilized, Roxbury Board of Education Policy 5516.01 - STUDENT TRACKING DEVICES must be followed.

Items from Home (i.e. Toys, Trading Cards, Sports Items, etc):
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. Additionally, no items (i.e. toys, food, etc) should be brought to school with the intent to sell them for profit.

Picture Days:
Every student at Nixon School will have their photo taken during our Fall and Spring Picture Days and a class photograph will be taken in the fall. Our School Photographer is BNL School Pictures. Families have the OPTION of purchasing pictures using the link shared by NES leading up to the picture day event. In addition to purchasing ahead of the event, families can also preview their child's picture prior to purchasing using the "proof" provided in the weeks following Picture Day. A make-up picture day will be offered in December; however, no make up day will be offered in the spring. A 4th Grade Group photo and Club pictures will also be taken in December and families will have the option of having a sibling picture taken in December, as well.

District News & Community Events:
For district news - Visit www.roxbury.org
For community events and flyers - Visit https://www.roxbury.org/community/virtual-backpack

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