# *Jefferson Elementary School*

ROXBURY TOWNSHIP PUBLIC SCHOOLS
Corn Hollow Road Succasunna, N.J. 07876 (973) 584-8955
www.roxbury.org Fax (973) 584-4380

August 7, 2026

Dear Parents/Guardians,

I hope you are enjoying the final days of summer vacation. I am very excited to see our Koalas back to school in August. Welcome to all our new families! We are excited to have you join our learning community where we focus on Koala Kindness and our core values; **R**espect **O**thers, self and environment by being **C**ourteous, **K**ind and **S**afe (ROCKS). 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 2026-2027 school year is seamless.

**Important Dates to Remember in September**

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| Open House | August 20, 2026 | 10:00 AM - 1:00 PM |
| PTA Popsicles at the Playground<br>* **For INCOMING KINDERGARTENERS** | August 24, 2026 | 6:00 - 7:00 pm |
| First Day of School | August 26, 2026 | Preschool 8:40<br>K-4 8:50 |
| Labor Day | September 7, 2026 | Schools Closed |
| PTA Back to School Event | September 11, 2026 | 6:00 pm |
| Back to School Night | September 16, 2026 | 7:00-8:30 pm |
| Yom Kippur | September 21, 2026 | Schools Closed |
| Fall Picture Day | September 23, 2026 | During School Hours More Info to Come! |

**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- 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:
https://www.roxbury.org/community/message-alerts

**JES Information**

Along with the district website, the Jefferson School website will provide an updated calendar of events, activities, and PTA information specific to Jefferson School. To access the school website click on the provided link: https://jes.roxbury.org/ or through the district homepage, select "Jefferson Elementary School" which will lead you directly to our homepage. In addition, weekly communication will be emailed home through our weekly newsletter "The Week at a Glance" 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 Jefferson School**

All visitors to Jefferson School must enter the building through the main entrance, which is through the first set of doors as you enter the parking lot. 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 present identification as well.

**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 Jefferson School Community.

**Class Placement/Bus Assignments**

Class placements will be available on Friday, August 14, 2026. 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 973-584-8955.

**School Hours Grades PK-4**

Arrival begins at 8:40 for Preschool and 8:50 for Kindergarten through Grade 4
Instructional day is from 9:10 -3:10 for Grades K-4
Dismissal is at 1:40 for Preschool and 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 see this link 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. Nitting, our School Nurse.
    - If for any reason, you are experiencing trouble with the internet and cannot access the attendance form, please call (973) 584-8955 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 review this link 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.
    - 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 973-584-8955.
    - Please do NOT email your child's teacher the change in dismissal, as they may not have an opportunity to check email before dismissal.

**Arrival Procedures**

- The front doors will be the only entrance open during arrival. Walkers must enter the second set of front doors by the Gymnasium by **9:00 am**. Only preschool students and students riding the bus will enter the first set of doors by the Main Office prior to 9:00 am.

- 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 follow the car lane (the lane closest to the road as you pull in the parking lot. The lane closest to the school is only for buses and Preschool parents. **All students must exit out of the passenger side door to avoid having them walk in the road. The drop off line will end at 9am. After 9am, only the first set of doors will be accessible.**

- 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 into the lower lot, park your car in the lot, and walk your child to the front door by the Gymnasium. Our driveway is a one lane road, and no one should ever pass to the left of any buses or cars that are dropping students off.

**Bikers:**
Any students that wish to ride their bikes to school can use the bike rack located in the Playground area by the Gymnasium 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.

**B.A.S.E.S.:**
All students attending the BASES program will enter through the cafeteria doors by the driveway in the back of the building and remain in the cafeteria until 8:50. At 8:50, they will be sent directly to their classrooms. For more information regarding the district's operated before and after care program, please visit this link.

**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:**

- 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 second set of doors by the Gymnasium end of the building. Dismissal for walkers will begin at 3:20 calling students by grade beginning with Kindergarten-Grade 2 students.

- 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 with the pickup name given before signing the student out. Any discrepancies in the pick-up information will be directed to the main office. **Always carry your ID!**

**BASES:**

- All students attending BASES will be sent to the cafeteria upon dismissal.

**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 100.4 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, Jefferson School will remain **fragrance-free and latex-free**. We are asking that all staff, students, and parents who visit and/or volunteer at Jefferson School be sensitive to this request. Anyone who arrives at Jefferson 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. HERE is the link to the medication policy/parent permission form.

**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 2026-2027 school year, the Roxbury School district will be provided breakfast and lunch through Maschio's Food Services. Please create a PaySchools Central 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 PaySchools Central. **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 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 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. Please refrain from wearing clothing that exposes too much of the body; this includes belly shirts, excessive holes in pants and very short shorts. Please remember that the students should be dressed for learning. Please take time to review the district's Dress Code Policy and Regulation.

**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. This includes all smartwatches and gizmo watches. 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.

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,



Melissa Cosgrove
Principal, Jefferson School