Kennedy Elementary School

20 Pleasant Hill Rd
Succasunna, NJ 07876

(973) 584-3938 www.roxbury.org/kes Fax (973) 584-8098

Mrs. Nicole Acevedo, Principal

August 7, 2026

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 26th. 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 a seamless transition into the 2026-2027 school year.

Important Dates to Remember in September

KES Open House	August 18, 2026	10:00 am - 12:00 pm
First Day of School	August 26, 2026	Drop-off begins at 8:50 am
Labor Day	September 7, 2026	Schools Closed
Back to School Night	September 17, 2026	7:00-8:30 pm
School Pictures	September 18, 2026	During the School Day
Yom Kippur	September 21, 2026	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, 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 communications, and security drills, as well as general district events. Please ensure your contact information and preferences are up to date in Genesis. Directions for accessing your account can be found on the district's homepage or by clicking the link. Genesis Parent Access

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 the provided link: https://kes.roxbury.org/, 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 up your child, please be prepared to show identification. If you have an alternate person assigned to pick up your child, please inform the school in advance and let the designated adult know that they must also present identification.

Class Placement/ Bus Assignments

Class placements will be available on Friday, August 14, 2026, at 3:00 pm. Families will be able to access finalized placements via Genesis, and transportation information will ONLY be available once all 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
Daily Announcements at 9:05 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 parent requests, we ask that, between 3:00 and 3:20, parents not pick up their children in the main office and instead wait for regular dismissal.

Morning Announcements:
To maximize our instructional time, which begins 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 - **Click Here for the Genesis Parent Portal**
Please Click Here for Genesis Information

- Absences MUST be reported every school day 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.
- If a child's dismissal is going to be different what was originally planned, the change must be entered into Genesis on that day. 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 submit the request before 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 their email before dismissal.

Arrival Procedures

- **The front door and rear door by the playground will be the only entrances open during arrival. Please note that the rear door will be closed promptly at 9:05. If you arrive after 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 morning traffic in our driveway, 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 through the passenger-side door to avoid walking on the road.**

- If you must get out of the car to help your child, please do not stop in the drop-off area. 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.

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 through doors 8 and 9 at the back of the building, across from the playground. Dismissal for walkers will begin at 3:20, calling students by grade, starting with Kindergarten. Older siblings will be able to leave with younger siblings.

- Staff members will be present to sign students out.

- Parents/guardians picking up students will be required to present identification until recognized by a 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. On the 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 you can do to help keep our community safe is NOT to send your child to school if they have symptoms of illness. 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 safe environment for all students and staff, all classroom snacks at Kennedy School must be peanut- and tree-nut-free; more specific allergies will be addressed on a class-by-class basis. Peanuts and tree nuts are permitted in the cafeteria; KES will also remain fragrance- 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: All medications must be delivered to the school nurse by an adult and accompanied by the physician's written orders. Please do not send medication to school with your child.

Lice: In an effort to reduce the incidence of head lice, we ask that you take the time before sending your student(s) back to school to conduct a thorough head check to determine whether there is a possibility of a head lice infestation.
Please consult the district website, on the "Nursing Health Services" tab within the informational pages, for a complete guide to head lice.
Lice can be an unfortunate issue when people share grooming tools or are 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 account to purchase school breakfast and lunch this school year. Cash or check, payable to Roxbury Public Schools, can also be used. 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. **All school parties will be food-free**.

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. Please Do Not send in goodie bags or treats for the class.

Party Invitations

We will continue sending birthday party invitations from home. The friend finder will be a useful tool for that, so please respond to the PTA letter to include your family's information.

Dress Code

Please dress your child appropriately for the weather and ensure they have 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 make sure it is turned off and put away safely so they do not have it confiscated by 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 carefully reading through all of the information. Please feel free to contact me with any questions or concerns. We are looking forward to a GREAT school year!

Sincerely,
Nicole Acevedo
Principal, Kennedy School