FRANKLIN SCHOOL

"A Place to Learn and Grow"

ROXBURY TOWNSHIP PUBLIC SCHOOLS
8 Meeker Street, Succasunna, NJ 07876
(973) 584-5549 Fax (973) 252-1151
www.roxbury.org
Brian Hamer, Principal

July 2026

Dear FES Parents,

I hope you and your families are enjoying the summer break. Shortly, Franklin Elementary School will once again be filled with smiles, friendships, and new learning opportunities. I already can't wait to see everyone back in the building. For all families and students, I am excited to continue to celebrate our school's core values (Franklin School **RULES**) of being **R**espectful, **U**nique, **L**earners, **E**ncouraging, and **S**upportive. As we prepare for an exciting new school year, I would like to take this opportunity to highlight important details to assure the transition into the 2026-2027 school year is seamless.

Important Upcoming Dates

FES Open House	August 20, 2026	10:00am-12:00pm
FES PTA Kindergarten Meet & Greet (Dell Ave. Park) *For incoming K students only	August 23, 2026	10:00am-12:00pm
First Day of School for Students	August 26, 2026	Drop off begins at 8:50 (K-4)
Labor Day	September 7, 2026	Schools Closed
Back to School Night	September 17, 2026	7:00pm-8:30pm

School Hours:
Full Day: 8:50am to 3:20pm
Delayed Opening: 10:50am - 3:20pm (Grades K-4)
Early Dismissal: 8:50am - 1:40pm (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.

District Communication- Finalsite Messages XR Enterprise (Formerly Blackboard Messenger)

The district's communication system, Finalsite Messages XR Enterprise, 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.

FES Information

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

All visitors to Franklin School must enter the building through the main entrance under the *Entry* sign. 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 staff 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. 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.

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 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 attendance/dismissal system.

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. Please click on this link for approved snacks and food items for FES.

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 and you bring it to school, we will be asking you to leave it on the counter in the Security Vestibule. Please make sure the items are labeled with your child's name and teacher.

School Supplies:

Supply Lists for next year can be found on the FES homepage.

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

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 973-584-5549.

Attendance-Quick link to your Genesis Parent Portal Account.

- Notify of Attendance - Please read the attendance section on the linked User Manual for directions on how to report an ABSENCE or a TARDY in Genesis. Absences MUST be reported every day of school by 8:50am.
    - 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) 584-1643 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 Pickup Release - Please read the attendance section of the linked User Manual 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. Please note that 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 973-584-5549.
    - Please do NOT email your child's teacher the change in dismissal, as they may not have an opportunity to check email before dismissal.
    - Any students arriving after 9:10am will be considered tardy. At that time, a parent or guardian must escort the student to the main office and sign them in.

B.A.S.E.S.:
The BASES program is the district's before and after care program. It will be held in the FES cafeteria. All students attending BASES can be dropped off at the main entrance in the morning. They will then be sent to their classrooms upon arrival. At dismissal, BASES students will be sent directly to the cafeteria after buses are called. For additional information regarding the BASES program please please visit this link.

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 bhamer@roxbury.org
    - Form found here

Arrival Procedures

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.

Students being dropped off for school–Due to traffic in our driveway every morning, 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. Do not have your child exit the car until you reach the front of the drop-off lane. Please click here for a visual representation of our drop-off procedure. A reminder that students will not be permitted in the building until 8:50am-There is no supervision in front of the building, on the side of the building, or in the building for children before 8:50am, so please do not drop off your child prior to this time.

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 park your car in the parking lot and walk your child to the front door.

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/Pickup:

At the beginning of the school year, a google form will be sent to all parents to indicate if they would like to make their child an "everyday pickup."

All walkers will exit at the library end of the building. Dismissal for walkers will begin at 3:13pm.

Staff members will be present signing students out. Parents picking students up will be **required to present identification** at all times during pick-up. 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. **Please always carry your ID,** as it greatly assists with our dismissal procedure and maintaining the safety of our students. Finally, even if you are a daily pickup, please be sure to have your ID present at all times.

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.

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.

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. 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. 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 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 receive a birthday pencil. Summer birthdays will be recognized at the end of the school year.

Party Invitations
We will continue the procedure of party invitations **not** being distributed at school. The PTA usually facilitates a resource to connect families, so please keep an eye out for that communication. In addition, students are not permitted to hand out goodie bags/snacks/special treats to celebrate birthdays.

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.

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 (**including smart watches**), 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 may need to come in to retrieve the item.

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, no items (i.e. toys, food, etc) should be brought to school with the intent to sell them for profit.

Communication
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 bhamer@roxbury.org or at (973) 584-5549.

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 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,
Brian Hamer
Principal
Franklin School