

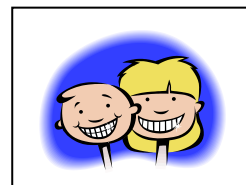
Bee Meadow School

Parent Handbook 2020-2021



120 Reynolds Avenue
Whippany, NJ 07981
(973) 515-2419

INTRODUCTION



Dear Parents and Guardians,

Welcome to Bee Meadow School! Please enjoy this Handbook and keep it in a place where you may refer to it in future months. For additional information, please visit our website as well - www.hanovertwpschools.com.

We look forward to an exciting year of learning and fun as we work together as a student/parent/faculty/staff team. We value your communication and invite you to visit or call. Thank you.

The Bee Meadow School Faculty and Staff

IMPORTANT PHONE NUMBERS

Absentee Line

bmsattendance@hanovertwpschools.org

If your child will be absent, please send an email to the above address and leave your child's name, grade and reason for absence, including specific symptoms they may have. You must request homework at this time as well if you want to pick it up that day.

Main Office

973-515-2419

Nurse's Office

973-515-2421

Daily Pre-screening Tool

Student and staff screenings will take place at home on a daily basis and prior to the start of the school day via a self-screening/certification process. The district will be using a mobile application titled: "rSchoolToday."

Training Video for parents/staff- <https://rtvbroadcaster.com/archive/video/play/16753>

It is crucial that staff screen themselves and parents screen their child before leaving for school. We do not want any of our students or staff traveling and/or entering our schools if they are exhibiting any of the symptoms below:

- Fever greater than or equal to 100.4 degrees Fahrenheit (38 Celsius)
- Cough
- Sore Throat
- Muscle aches
- Headache
- Chills
- New loss of taste or smell
- Abdominal pain, nausea, vomiting or diarrhea

See the [Hanover Township Restart and Recovery](#) for specific information related to protocols for symptomatic students and staff.

SCHOOL CLOSING INFORMATION

The “SwiftK12 System” will be activated in the event of a school closing, delayed opening or emergency early dismissal. In addition, there are other resources for school closing information including hanovertwpschools.com. Delayed openings are a 2-hour delay with student drop-off beginning at 10:30am.

*While we are on a half-day in-person schedule, there will not be any delayed openings

ABSENCES

To report your child absent, email bmsattendance@hanovertwpschools.org. **Please DO NOT send an email to your child’s teacher to report an absence.** Additionally, please do not call the main office phones (973-515-2419 or 2420) to report morning absences or during severe weather. These phones are needed for parent notification calls during these conditions. If your child does not arrive at school and you have not called us, we will make every effort to contact you. The success of this procedure depends upon parents making sure to call the school.

DISMISSAL CHANGES

If there are changes to your child’s normal dismissal procedures, send an email to bmsattendance@hanovertwpschools.org in the morning or call the main office at (973) 515-2419 or (973) 515-2420. **Please DO NOT communicate changes to dismissal procedures with your child’s teachers. The main office MUST be notified for all changes.**

SCHOOL HOURS

**CHILDREN SHOULD ARRIVE AT SCHOOL NO EARLIER THAN 8:30 A.M.
SUPERVISION OF THE PLAYGROUND IS NOT PROVIDED PRIOR TO THIS TIME.**

8:45 - 12:45 --- Grades K-5
8:45 – 3:05 --- Self-contained Classes
9:30 - 11:45 --- Pre-K (AM) 12:50 - 3:05 --- Pre-K (PM)

AIDES ARE PRESENT ON THE WALKING PATHSEACH MORNING AND AFTERNOON FOR SUPERVISION.

The following daily schedule will be utilized each day for:

8:30-8:45	Arrival
8:45-8:50	Homeroom
8:50-9:20	Period 1
9:23-9:56	Period 2
9:56-10:26	Period 3
10:29-10:59	Period 4
11:02-11:32	Period 5
11:35-12:05	Period 6
12:08-12:38	Period 7
12:45	Dismissal
12:45-2:05	Travel Home, Lunch/Recess (at home)
2:05-3:05	Virtual Instruction (at home)

ARRIVAL/DROP OFF

When students arrive at school they should enter the building using the entrance doors as detailed below and report directly to their homeroom class. There will not be outdoor lineup this year.

Cafeteria Doors: Kindergarten, Mrs. Goldberg's class, Mrs. Soliman's class

Main Entrance: Mrs. Bianchi's class, Mrs. Cordasco's class, Mrs. Healy's class, Mrs. DeCaro's class, Mrs. Schneider's class and grades 1, 2, and 3, with the exception of Mrs. Goldberg and Mrs. Soliman's classes

Blacktop Entrance: Grades 4 and 5

By following these entrance areas, it will limit the number of students in each hallway to help maintain social distancing.

Staff will be assigned to indoor and outdoor locations to monitor students and help ensure social distancing takes place as students enter the building.

LATE ARRIVALS/EARLY DEPARTURES TO/FROM SCHOOL

If your child arrives late to school, ring the doorbell at the main entrance and your child will be met by a staff member to enter the building and then sent to their classroom. You will need to sign your child in for the day. Likewise, if your child needs to leave school early, please ring the doorbell to notify the office and a staff member will bring your child to the main entrance for dismissal. You will need to sign your child out for the day. Please notify the office prior to arrival if your child will be picked up early.

In lieu of sending a note in to the teacher or main office for a change to your child's dismissal plan for the day, please email the change to bmsattendance@hanovertwpschools.org.

DISMISSAL

Dismissal will be handled on a staggered basis. HTSACC students will be dismissed first, prior to the bell. Walkers and Loop students will be dismissed at the bell through the doors listed below. Busses will be dismissed as their busses arrive via a PA announcement.

Main Entrance: Kindergarten, Grade 1, Mrs. Soliman's class, and Mrs. Goldberg's class

Side Door near the green playground equipment: Grades 2 and 3

Gym/Blacktop Doors: Grades 4 and 5

Students should maintain social distancing to the maximum extent possible while waiting to be picked up on the Loop. Masks must be worn until students enter their vehicle. Staff will be outside monitoring. Students riding buses will be dismissed from their homerooms as buses arrive.

Parents who are meeting their children rather than using the Loop for pick up should meet them on the blacktop/playground, staying in the area behind the yellow painted lines.

.The Hillary Court path and the Cortright Path are supervised from 12:45 - 1:00 P.M.

PLEASE REFER TO THE ADDENDUM PAGE AT THE BACK OF THIS DOCUMENT FOR SPECIFIC DIRECTIONS OF DROP OFF/PICK UP PROCEDURES AND A DIAGRAM OF THE TRAFFIC PATTERN AT BMS.

STUDENT HEALTH

The school nurse, Mrs. Busby, is available on a daily basis. She is responsible for the physical health of the children during the school hours. She works hand-in-hand with the classroom teachers to develop the health education program. She provides a vital link between home and school and is readily available to assist parents and students with their questions and concerns. Mrs. Busby's phone number is 973-515-2421.

SAFETY PRECAUTIONS

As students and staff enter the building and their classrooms, they must maintain social distancing to the maximum extent possible. As per Governor Murphy's order, staff and students will be required to wear masks upon arrival at school and throughout the school day when indoors, unless doing so would inhibit the individual's health.

Desks, facing the same direction in classrooms, will be separated based on current social distancing guidelines to the greatest extent possible. In addition, each student desk will be equipped with approved, clear, desk shields to provide a second layer of protection to students and staff. For those classrooms where tables are used, only two students will be seated on opposite sides of each table and a clear dividing barrier will be attached and/or placed on the table to provide a layer of protection to each student. In addition, a moveable teacher shield will be provided in all classroom settings.

Students will be provided with their own classroom materials so that there is no sharing of materials. Supply lists for each grade level for the 2020-2021 school year are posted to the district website.

MEDICATION

Based on New Jersey statute, the following guidelines will govern the dispensing of medication. Board of Education Policy #5330 states:

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. However, in order for many pupils with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents and legal guardians are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of pupils. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to pupils in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s), a pupil who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Self-administration of medication by a pupil for asthma or other potentially life-threatening illness or a life threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

Medication no longer required must be promptly removed by the parent(s) or legal guardian(s).

The school nurse shall have the primary responsibility for the administration of epinephrine. However, the certified school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior Services when the school nurse is not physically present at the scene.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction. In addition, the parent(s) or legal guardian(s) must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine to the pupil.

The parent(s) or legal guardian(s) of the pupil must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil and the parent(s) or legal guardian(s) shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to pupils for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

Each school in the district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every pupil that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the pupil's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the State Board of Education.

All pupil medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by pupils. In those instances the medication may be retained by the pupil with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best educational interests. The school nurse may report to the school physician any pupil who appears to be affected adversely by the administration of medication and may recommend to the Principal the pupil's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a pupil. Pupils self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the pupil during the school activity when the pupil self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the pupil's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;
18A:40-12.8

N.J.S.A. 45:11-23

N.J.A.C. 6A:16-2.3(b)

HOMEWORK

In order to develop a sense of responsibility, to provide review, to reinforce skills and to extend knowledge, some form of homework is usually assigned to students on a daily basis. The assignments may be oral or written. In addition, all students should spend 15-20 minutes a night reading library books to extend their knowledge beyond the pages of the textbooks and discover the joy of reading for pleasure. Countless research studies point to the benefits of leisure reading.

If your child is absent, please request homework assignments when you call in the morning. Requests made after 11:00 A.M. may not be fulfilled.

PARENT CONFERENCES

Parent conferences are held during the fall and spring of each school year. Teachers will share samples of students' work and describe their academic, social, and emotional growth and development. Informal conferences are held as the need arises. It is extremely important to maintain an open line of two-way communication since the home and school are partners in the education of each child. Please call your child(ren)'s teacher(s) to schedule meetings or to discuss your concerns at any time during the year. Messages for teachers may be left by calling the main office. Resolution of concerns should be attempted through classroom teachers prior to contacting Mr. Stark.

*Decisions regarding parent-teacher conferences for this year are still begin determined. Once information is available, parents will be notified.

REPORT CARDS

Report cards for grades K-5 are issued four times a year and the dates established are published on the district's calendar. Access to student report cards will be through the PowerSchool Parent Portal. Notification will be sent when they are ready for viewing.

STANDARDIZED TESTING

The standardized testing program is designed to measure achievement and to serve as a diagnostic function. The *INVIEW* assessment will be administered to students in grade 3 only. Students in grade 3, 4 and 5 will be administered the New Jersey Student Learning Assessments each Spring. Additionally, grade 5 students will be administered the New Jersey Student Learning Assessment in Science. All assessment dates are indicated on the district's calendar. A computer-based assessment program is utilized for grades K, 1 and 2 that is administered during the course of the year.

*This information may be updated as it becomes available. Currently, all standardized testing programs are on hold for this year.

PHYSICAL EDUCATION

Children are required to wear sneakers for all physical education classes. Students in grades 2-5 have PE twice a week while kindergarten and first graders have it once per week.

MUSIC

All K-5 students are scheduled for music class once a week. Students in grades 4 and 5 may elect to participate in the chorus, band or orchestra as well. Band, Chorus and Orchestra rehearsals are once a week during recess. Band and string lessons are held on a rotation schedule once a week for 30 minutes.

ART

All K-5 students are scheduled for art class once a week.

LIBRARY/MEDIA

First graders have two library/media classes per week. All other K-5 students meet once a week for Library/Media class.

Under the leadership of our Library/Media Specialist, Mrs. Thompson, the BMS Library/Media Center is the educational hub of the school. Students may borrow two books each week and parents are urged to remind their children to return materials on time and in good condition. Parent volunteers are always welcome and Mrs. Thompson will communicate with parents on this topic. Our library is fully computerized for book processing and contains several computers with on-line capabilities.

*Book borrowing is currently on hold

COMPUTERS

Every K-5 class will be scheduled for at least one computer class each week. During these classes, both the regular classroom and computer teacher are present. This allows close coordination of content (classroom teacher) and technical (computer teacher) instruction. Each of our classrooms is wired for Internet access, as are all of our computer classroom units.

PTA

The PTA provides a vital link between home and school. They sponsor numerous programs for the benefit of the students. These programs range from Cultural Arts assemblies to Book Fairs to Super Saturday to the Holiday Gift Shop. Parents are urged to **GET INVOLVED** by contacting Mr. Markensohn, our PTA President. PTA meetings are usually the first Monday of selected months and they are held in the library/media center.

BMS PTA OFFICERS

Evan Markensohn, President
Jennifer Ayars, Vice President
Gloria Fulman-Lateiner, Vice President
Michelle Phillips-Stricchiola, Treasurer
Vanessa Fernandez, Secretary

VISITOR PROCEDURES AND DROPPING OFF STUDENT MATERIALS

In an effort to keep both staff and students healthy, entry to the school by visitors will be very limited. If you need to drop something off for your child during the school day, there will be a designated area for those items. Ring the bell to let the office know that you are dropping off an item. Be sure that the item has your child's name, grade, and teacher written on it.

LOST & FOUND

Lost and Found items will not be kept this year. Parents are asked to label (first and last names) ALL ARTICLES OF CLOTHING, lunch bags, LUNCH BOXES, thermos bottles, etc. Unlabeled articles are often permanently lost.

BICYCLES, SKATEBOARDS, ROLLERBLADES, "HEELYS"

ONLY STUDENTS IN GRADES 3-5 (AND GRADE 2 UNDER SPECIAL CIRCUMSTANCES AND APPROVAL FROM THE PRINCIPAL) ARE PERMITTED TO RIDE THEIR BIKES TO SCHOOL ONCE WE HAVE RECEIVED SIGNED PARENT PERMISSION SLIPS. State laws for safety helmets must be adhered to when riding bicycles at all times. Bikes are to be WALKED on school grounds and all bicycles must be equipped with locks. These locks must be used when the bicycles are in the bike racks, which are located on the playground near the US map. **Skateboards, roller blades and "Heelys" are not permitted at any time.**

DOGS

To ensure greater safety for all of our students we would appreciate parents not bringing dogs onto the school property even if leashed. In any event please **DO NOT** walk your dogs on the playgrounds. Physical education classes and recess periods use these areas for teaching purposes. Signs have been posted on the school property. Thank you.

TRAFFIC LOOP

The sidewalk in front of the school building will be used for student drop off/pick up. This area provides our students with additional safety at arrival/dismissal times, but will only occur if **EVERYONE** continues to cooperate. PLEASE REVIEW THE PROCEDURES AND DIAGRAM ON THE FINAL PAGE OF THIS PACKET, follow the indicated traffic flow when driving in the parking lot and adhere to the posted signs (stop, no parking and speed). These 3 hints will greatly assist the flow of traffic.

- 1 - Pull your car as **FAR** as possible to the end of the sidewalk area as possible.
- 2 - Discharge students **only** at the sidewalk and **only** from the **passenger's** side of the car.
- 3 - Ensure that your child(ren) walk(s) only on the sidewalk (not in the road) back to the playground. They should proceed as rapidly as possible to allow for a quicker turnover of parking spots.

Children will ALWAYS enter the building through the doors by the gym directly from the playground each day regardless of the weather conditions. **AFTER** 8:45 A.M. students should enter through the front entrance and report directly to the main office for sign in.

The same procedure should be followed at dismissal. (Students should walk around to the sidewalk for pick-up.). We will continue to restrict students from walking into the parking lot unattended. Parents are requested to escort their children in the parking lot and use **only** the designated, marked crosswalks. OUR GOAL IS THE SAFETY OF THE CHILDREN. THANK YOU FOR YOUR HELP.

PARTY INVITATIONS

If you are inviting children to a party, please mail your invitations. Invitations should not be distributed in school as this often leads to hurt feelings. Thank you!

AFFIRMATIVE ACTION STATEMENT

It is the policy of the Hanover Township Board of Education not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972 and N.J.A.C. 6:4-1.1 et seq. Inquiries regarding compliance may be directed to:

Hanover Township Board of Education
61 Highland Avenue
Whippany, New Jersey 07981
(973) 515-2404

The district's Affirmative Action Officer is Vanessa Wolsky, our School Business Administrator, whose office is located at the Board of Education office listed above.

CHANGE IN YOUR CONTACT INFORMATION

Please contact the office regarding any change in home, cell, or work phone numbers or emergency contact persons. In the past, there have been serious situations where we were not able to reach parent/guardians without extensive delays. For your child(ren)'s safety and comfort, we ask that you make every effort to keep us informed of any changes.

Traffic Loop – Drop Off/Pick Up

I would like to remind everyone of the following expectations when dropping off/picking up your child:

- 1) The speed limit on all BMS roadways is 15 MPH.
- 2) Drop off is from 8:30am to 8:45am for all students ***If you arrive after 8:45am, you must escort your child into the school building and sign him/her in for the day.***
- 3) Pick up begins shortly after the dismissal time of 12:45pm.
- 4) During drop off, the first driver should pull his/her car all the way forward to the yellow gate to fit as many cars as possible.
- 5) Please be patient and DO NOT back up on the drop off/pick up area.
- 6) Children should exit on the PASSENGER SIDE of the car only.
- 7) DO NOT get out of your vehicle. If you need to assist your child exiting or entering your car, please park in the parking areas.
- 8) If you plan on parking, exiting your vehicle, and/or meeting your child on the blacktop at dismissal, **do not park in front of the school building on either side of the driveway or in the coned area, which is reserved for busses.** Only those parents picking up students using the "Loop" procedures should wait on the right hand side (yellow curb) in front of the school building.