



Mountview Road School

A to Z Return to School Handbook

2022 - 2023

Dear Mountview Families,

We are excited to begin another new school year and to return to normal (finally!) this school year. This “handbook” is intended to guide you on some general procedures to help the school year run smoothly. Kindly read through it carefully and talk to your child about procedures you believe he/she needs to know. It will serve as a great reference to answer future questions throughout the year. We look forward to our continued partnership so that we can ensure another safe and fulfilling year.

If you have any questions after reading this thoroughly, kindly reach out to me at carmen.camean@hanoverwpschools.org or via phone at 973-637-1550.

Yours in education,
Mrs. Carmen Camean, Principal



Topic	Key Considerations
After School Activities	<ul style="list-style-type: none"> • After school activities will return in person this year. These are run based on teacher availability. We hope to run two sessions: one during the Fall and one during late Winter/Spring. These are free opportunities designed to engage your child in an interesting topic. They run directly after school until around 4 PM - parents are responsible to provide transportation home. Information will be shared electronically in the Fall.
Arrival Procedures	<ul style="list-style-type: none"> • Front loop will be used as always for drop-off. Students can be dropped off starting at 8:30 A.M. The instructional day begins at 8:45 A.M. Any arrivals after 8:45 A.M. will have to report to the main office for a late pass. • Students will enter the building through three main entrances: Kindergarten ONLY: through the doors by the big blacktop right before the cafeteria. Main Entrance: Grades 1-3. Front Entrance (by Grade 5): Grades 4-5. • Students will report to the classroom immediately upon being dropped-off. Homeroom teachers will be in their classroom @ 8:30 A.M. to supervise students. • Additional staff will be available indoors and outdoors, including entrance doors, to ensure safety and distancing. • Please see important drop-off and pick-up guidelines at the back of this handbook.
Assemblies/School Plays and Concerts	<ul style="list-style-type: none"> • Our MTV PTA will be looking into some Cultural Arts experiences (in-person assemblies) this year. They will communicate more as the year goes on.

	<ul style="list-style-type: none">● We will continue to celebrate and showcase our students in every way possible through various events during the year.
Attendance	<ul style="list-style-type: none">● Regular attendance procedures will be followed and it's important to remember that every school day counts. There is no option to attend school "virtually" this year.● As always, parents need to report student absences on our absentee line: 973-637-1554 or via email address at mtvattendance@htboe.org.
Chromebooks	<ul style="list-style-type: none">● All students in grades 3-5 will be issued a Chromebook for use at home. Grades K-2 will be issued a Chromebook for use in the homeroom during the school day.● Grades 3-5 will be required to bring Chromebooks back and forth to school when in person. It will be important that they are charged at home, nightly. Students will be provided with a protective case. Their Chromebook should be housed in this case at all times when not in use.● Chromebooks will not be shared. They will be assigned specifically to each student. It is important that your child take good care of his/her school-issued device. This includes keeping it away from food/drink, keeping it off the floor, and frequently wiping it down with a dry (or very slightly damp) cloth. (No chemicals please).
Classroom Arrangement and Procedural Considerations	<ul style="list-style-type: none">● Classrooms will return to their pre-pandemic look: students may be seated in groups and will be sharing materials. They will have access to closets to store their backpacks and coats, along with their peers.

COVID INFORMATION

Topic	September 2022	New Protocol or Consistent with 2021-2022 SY
Face Coverings	Optional for all students/staff and visitors	Consistent as of March 2022.
Face Coverings on School Bus	Optional for all students/staff	Consistent as of March 2022.
Contact Tracing	The district will no longer contact trace.	New protocol
Quarantine/Isolation	<p>It is recommended that individuals (staff and students) who test positive for COVID-19 should be isolated for five (5) days. Symptoms must be improved, and individuals must remain fever free for 24 hours (without fever reducing medication) prior to returning to school.</p> <p>Household members of an individual who test positive do not need to quarantine.</p> <p>Students and staff who have symptoms of illness (fever, heavy cough, nausea, etc.), should stay home from school and consult with their healthcare provider as needed.</p>	<p>Consistent with 2021-2022 SY</p> <p>New protocol</p> <p>Returning to pre-COVID procedures.</p>
COVID-19 District Dashboard	The district will no longer track or report the number of positive cases each week	New protocol
Remote/Virtual Instruction	The district will be returning to pre-COVID procedures for student absences and will no longer provide remote/virtual instruction for COVID related absences. Assignments will be provided via Google Classroom and/or teacher provided materials.	New protocol, returning to pre-COVID procedures.
Social Distancing	Significantly relaxed	New protocol
Handwashing & Hand Sanitizer Available	Will continue.	Consistent with 2021-2022 SY
Electrostatic Cleaning and Disinfecting	Will continue.	Consistent with 2021-2022 SY
Weekly Testing of Unvaccinated Staff	No longer required	New protocol. Executive Order 253 expired August 2022.
Travel Restrictions	There are no mandated travel restrictions at this time.	Consistent with 2021-2022 SY

Dismissal Procedures

- Students will be dismissed from their homerooms at 3:05 PM.
- Parents choosing “Parent Pick-up” must park and walk to the main entrance, maintaining COVID social distancing as they wait.
- “Loop” students and “Walkers” will be dismissed from their classroom exit door, if available, or to the closest exit.
- HTSACC students will report to their designated cohort location.
- Busers will report to the gym to wait for their buses. Younger students will be escorted to the gym. They will be supervised by staff on duty as they walk to the bus.

	<ul style="list-style-type: none"> ● CHANGES IN DISMISSAL: Any changes from your child’s normal dismissal routine needs to be communicated by 10:30 AM in the following manner: Email your child’s homeroom teacher and mtvattendance@hanovertwpschools.org. The subject of your email should read: “LAST NAME and HOMEROOM” Change in Dismissal (For example -Camean 3B - Change in Dismissal) In the body of the email, be specific in terms of the change. (I.e. my child, Carmen in 3B normally rides the bus on Wednesday but today she will be picked up by her grandma, Lucille Bellino, on the loop). If your child normally attends HTSACC, follow their normal procedures. As much as possible, please schedule medical appointments and other services outside of school hours. Should you need to pick up your child early, please ring the bell at the front entrance.
<p>Extra-curricular Music Offerings</p>	<ul style="list-style-type: none"> ● Students in grades 4-5 will have the opportunity to participate in Chorus with Mr. Pomel and have the opportunity to play an instrument. Information about this was shared in the spring by Mrs. White and Mr. Juliano and can be accessed HERE.
<p>Face Coverings</p>	<ul style="list-style-type: none"> ● Face coverings are not required; however, if any student or staff wishes to wear one, that remains an option.
<p>Field Trips</p>	<ul style="list-style-type: none"> ● In person field trips will occur, likely during the second-half of the year. You will be updated by your child’s homeroom teacher. Most trips do require payment from the families. If this creates a hardship for your family, kindly reach out to Mrs. Camean.

Health Office	<ul style="list-style-type: none">● If your child is not feeling well, please keep him/her home and notify our Nurse's Office with his/her symptoms. Students are required to be fever-free for 24 hours before returning to school.● Our school nurse is Miss Christina Vitiello. She can be reached at 973-637-1552 or at christina.vitiello@htboe.org.
Library/Media Center	<ul style="list-style-type: none">● Ms. Geannakakes, our School Media Specialist, is excited to share her love of reading with her students once again this year. Students will have a weekly media "special" and during this time they will have the opportunity to borrow books for home reading. We do remind families to be timely with book return to ensure that popular selections can be shared with as many students as possible. Thank you!

Lunch & Recess

- We will have two lunch/recess periods this year. The lunch times for each grade level are as follows:

Kindergarten: (In classroom) Second lunch period. Lunch from 12:45 PM - 1:07 PM and then recess.

Grade One: (In cafeteria) Second lunch period. Recess first and then lunch from 1:08 PM - 1:30 PM.

Grade Two: (In cafeteria) Second lunch period. Lunch from 12:45 PM - 1:07 PM and then recess.

Grade Three: (In cafeteria) Second lunch period. Recess first and then lunch from 1:08 PM - 1:30 PM.

Grade Four: (In cafeteria) First lunch period. Recess first and then lunch from 12: 21 PM - 12:43 PM.

Grade Five: (In cafeteria) First lunch period. Lunch from 11:58 AM - 12:20 PM and then recess.

- The MTV PTA will be utilizing Simply Gourmet, once again, for our lunch service. Please refer to the MTV PTA Summer Packet sent via email for more information. Be sure to pay attention to the order due dates and order in time so there is no interruption. We do NOT have a working cafeteria and orders can not be placed the day of. Simply Gourmet service is available everyday of the school week except Wednesday. On Wednesdays, MTV PTA offers a pre-paid pizza service through Palmeros Pizza.

The PTA is offering a free ice cream service at the end of each marking period (beginning November). Please sign up at <https://mtv-pta.mycheddarup.com>.

- **Microwaves will not be available at lunch.** If your child prefers a hot lunch, please use a thermos or other insulated container.
- Your child should come to school each morning with a lunch and a snack. Having your child's lunch delivered to school by another vendor is prohibited.

Marking Period Dates - Report Cards	<ul style="list-style-type: none"> ● Marking Period 1 ends November 09, 2022. Report cards will be made available in the Parent Portal on November 18, 2022. ● Marking Period 2 ends January 27, 2023. Report cards will be made available in the Parent Portal on February 03, 2023. ● Marking Period 3 ends April 06, 2023. Report cards will be made available in the Parent Portal on April 21, 2023. ● Marking Period 4 ends June 22, 2023. Report cards will be made available in the Parent Portal on the last day of school (tentatively set for June 22, 2023.).
Personal Devices	<ul style="list-style-type: none"> ● Students' personal devices (i.e. cell phones), if brought to school, should be turned off and kept in the student's backpack until they are dismissed. Bus students should not be using personal devices on the bus.
Related Arts ("Specials")	<ul style="list-style-type: none"> ● Students will receive a "special" each day; it is one of their seven instructional periods and lasts approximately 45 minutes. Content areas include art, music, library/media, computers, physical education, and in some cases, Spanish. ● Physical education classes have the flexibility to be held in the gym, when available, or, outdoors, weather permitting. For safety purposes, students should wear sneakers on gym days. These days will be communicated by your child's homeroom teacher.
School Supplies	<ul style="list-style-type: none"> ● Kindly refer to the School Supply List shared on our school website. Click HERE to access.
Security/Fire Drills	<ul style="list-style-type: none"> ● All drills will take place in accordance with state law: <ul style="list-style-type: none"> ● One security drill a month ● One fire drill a month

	<ul style="list-style-type: none"> ● Per State law, parents will receive notification monthly regarding when our security drill took place.
Snack (Health Break)	<ul style="list-style-type: none"> ● Students, K-5, will continue to have a snack time built into their daily-schedule. The time will be determined by the teacher, taking into consideration when the grade level lunch falls. ● Students will sanitize their hands before and after eating. ● Students are encouraged to bring in healthy snacks that they can open and close independently. Please do not send your child in with a full meal for snack.
Social and Emotional Learning	<ul style="list-style-type: none"> ● We will continue with our weekly character education program. This lesson will take place in your child's homeroom. This will begin in October, kicked off by the Week of Respect which is October 03 - 07, 2022. ● Students will have a daily "Health Break" which will involve eating their snack and taking a movement break. ● Each homeroom will carve out time for a daily Mindful Moment break. Students will also be provided with additional breaks, as needed. ● Our full-time guidance counselor is available to support students struggling with emotional situations. Mrs. Desai can be reached at: 973-637-1553.
Technology Platforms	<ul style="list-style-type: none"> ● We will be utilizing the following technological platforms at the following levels. Your child's homeroom teacher will provide more information about this: <ul style="list-style-type: none"> ● SeeSaw - for Grades K-3 ● Google Classroom - for Grades K-5 ● The teachers utilize the Google Suite and Google Meet for video conferencing.

Visitors/In person gatherings	<ul style="list-style-type: none"> ● Access to the building by outside individuals will be permitted. As always, ring the front bell and let us know your reason for visiting and we will direct you on how to proceed. ● Reference the district and online calendar in regards to Back to School Night, Parent/Teacher Conferences and other parent events
Water	<ul style="list-style-type: none"> ● We encourage all families to send their children to school with water to drink to keep at their desks. Our water bottle filling systems/fountains are active. If students choose to fill their bottle using the station at school, he/she is reminded to NOT put the lip of their bottle flush against the unit.

LEARNING EXPECTATIONS

Your child's growth and development involves significant contributions from all members of the school community: the students, their parents, and their teachers. The following is a helpful guide.

Student Expectations...

- Do your best work every day and work hard to stay focused.
- Seek help when needed and communicate with your teacher.
- Grades 3-5 - Use your PTA-provided student agenda to keep track of assignments
- Complete and submit work as it is assigned, in a timely manner.
- Follow-through on any teacher given feedback or corrections.
- Follow the Code of Conduct, as well as your classroom rules.

- Abide by our Acceptable Use Policy as related to the use of Chromebooks, computers, other school-based platforms and online resources.
- Collaborate with peers using respectful language and behaviors.
- Support each other and be patient with yourself and others.

Parent Expectations...

- Help your student establish a daily routine. Have a set wake-up, homework, and bedtime routines. It's important to arrive at school, on time, by 8:45 AM.
- Identify a homework space for your child to do his/her best work (separate space, clean and organized, with all the tools/items needed, with minimal distractions).
- Ensure that your student has the technical tools they need.
- Students should complete the work on their own; however, your support and guidance will be needed at times.
- Utilize the online resources available on our website to help familiarize yourself with our different platforms.
- Contact the school if your student is sick and unable to attend school by calling the absentee line and stating the reason for your child's absence and symptoms, as applicable.
- Encourage your child to be open to new friendships.
- Communicate productively with your child's teachers.

Teacher Expectations...

- Maintain regular, open communication with all students and parents.
- Respond to inquiries on a timely basis, recognizing that if emails are sent after-hours, an answer may not be received until the next day.

- Demonstrate professionalism with all members of our school community.

WHERE TO FIND HELP

Technology Assistance: Please contact Mrs. Michele Pratola @ michele.pratola@hanovertwpschools.org or visit our website: <https://www.hanovertwpschools.com/Domain/814>

Mrs. Pratola has created some informative “how to” videos for parents, based on parent feedback, on the website. Learn how to navigate Clever, Google Classroom, and Seesaw at: <https://www.hanovertwpschools.com/domain/89> (See digital learning tab to the left)

Social/Emotional Support: Contact our school counselor, Mrs. Deja Desai @ deja.perpignan@hanovertwpschools.org.

Administrative Assistance: Please contact Mrs. Carmen Camean @ carmen.camean@hanovertwpschools.org. As always, if your issue is specific to the classroom, be sure to communicate with the teacher first to try to solve the problem at that level.

Child Care Assistance: Please contact Mrs. Lauren Beretin, Program Coordinator of HTSACC Program @

lauren.beretin@hanovertwpschools.org

Transportation Assistance: Please contact Mr. Michael Raucci, Head of Transportation @ michael.raucci@hanovertwpschools.org.

Buildings & Grounds: Please contact Mr. Thomas Gaveglio, Head of Maintenance @ thomas.gaveglio@hanovertwpschools.org

Special Services: Please contact Mr. Gregory Margolis, Director of Special Services @ greg.margolis@hanovertwpschools.org

Mountview Road School Office Numbers:

30 Mountview Road

Morris Plains, NJ 07950

<https://www.hanovertwpschools.com/Domain/814>

Main Office: 973-637-1550

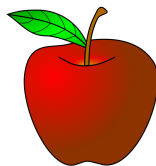
Nurse's Office: 973-637-1552

Absentee Line: 973-637-1554 or mtvattendance@hanovertwpschools.org

CST Office: 973-515-2416

Guidance: 973-637-1553

OTHER IMPORTANT INFORMATION



Click [HERE](#) for a 2022 - 2023 staff listing.



Click [HERE](#) for MTV LOOP Information (drop-off and pick-up!)