



Bee Meadow School

A to Z Return to School Handbook

2021 - 2022

Dear Bee Meadow Parents,

We are excited to begin another new school year and we are planning to get closer to “normal”! This “handbook” is intended to guide you on our procedures, as accommodations to “regular” activities will still be in place because of the pandemic. Our plans align with the NJ Department of Education guidelines, Governor Murphy’s executive orders, and NJ Department of Health/CDC recommendations. They were formulated with consultation from our Hanover Township Department of Health as well.

Kindly read through it carefully and talk to your child about it. Considering the circumstances, last year’s school year went very well and that is due to the collective, community effort of everyone working and cooperating together to follow procedures and keep one another safe. We ask for your continued support so we can ensure another safe and fulfilling year.

If you have any questions after reading this thoroughly, kindly reach out to me at darrin.stark@hanovertwpschools.org or via phone at 973-515-2419.

Yours in education,

Mr. Darrin Stark,
Principal

Topic	Key Considerations
After School Activities	<ul style="list-style-type: none"> We are hoping to phase in our after-school enrichment program back in <i>virtually</i> for the start of the school year. These typically don't begin until later in the Fall so look out for more information after school begins.
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: <ul style="list-style-type: none"> Main Entrance: Grades K, 1, 2, Mrs. Bianchi's class, Mrs. Cordasco's class, Mrs. Healy's class, Mrs. DeCaro's class, Mrs. Schneider's class Blacktop Entrance: Grades 3, 4 and 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 the arrival/drop off traffic procedure at the end of the handbook.
Assemblies/School Plays and Concerts	<ul style="list-style-type: none"> Our BMS PTA will be looking into some Cultural Arts experiences this year. They will communicate more as the year goes on. We will continue to celebrate and showcase our students in every way possible. We hope to bring some of our in-person performances, though they may need to be modified (shortened) and there may be limits to the numbers of guests possible. We will communicate more information as events near.
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.

	<ul style="list-style-type: none">● If your child will be absent or has a change to their dismissal for the day, please send an email to bmsattendance@hanovertwpschools.org . <p>Please DO NOT send an email to your child's teacher to report an absence or for a change to dismissal.</p> <ul style="list-style-type: none">● In the event of a long-term absence due to a COVID-related exclusion, arrangements will be made to provide continuity of instruction, as needed.
Chromebooks	<ul style="list-style-type: none">● 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">● Non-essential furniture has been removed from classrooms.● Desks are separated, faced forward in the same direction towards the board, in rows, and spaced to allow for social distancing.● Students will be grouped together by cohorts (their homeroom) for the majority of the school day (for safety and contact tracing purposes). In certain instances students will switch classes (resource, basic skills, upper grade math classes, etc.) but sanitization procedures will be in place.● Each student desk will have a desk shield.● Portable shields will be available to teachers.● Sharing of student materials will be limited. In these instances, the importance of hand sanitation before and after use will be enforced.
Cleaning/Custodial	<ul style="list-style-type: none">● Hand sanitizer will be made available throughout the building and in classrooms. In many cases, hand wipes are available as well and many classrooms have sinks. Students may bring their own hand sanitizer if they wish.● All classrooms and bathrooms will be disinfected nightly, and as much as possible throughout the day.

	<ul style="list-style-type: none"> • “High touch” surfaces such as doorknobs, tables, countertops, shields, chairs, and desks will be disinfected regularly throughout the day, in addition to nightly cleaning. • All classrooms have windows that can be open or closed throughout the day. • All classrooms have a univent system that draws fresh air from the outdoors. All filters for these units will be replaced in alignment with the recommended schedule. • Classrooms are air-conditioned.
<p>Close Contact/Contact Tracing</p>	<ul style="list-style-type: none"> • Close contact determination will align directly with the current CDC and NJDOH guidelines, and the guidance of the Hanover Township Health Department, in place at the time. Exception: In the K-12 indoor setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) where both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting. • Contact tracing will be performed by the school nurse and principal, in consultation with the Board of Health.
<p>Dismissal Procedures</p>	<ul style="list-style-type: none"> • 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. Bussers will be dismissed as their busses arrive via a PA announcement. <p><u>Main Entrance:</u> Kindergarten, Grade 1, Mrs. Bianchi’s class, Mrs. Cordasco’s class, Mrs. Healy’s class, Mrs. DeCaro’s class and Mrs. Schneider’s class</p> <p><u>Side Door near the green playground equipment:</u> Grades 2 and 3</p> <p><u>Gym/Blacktop Doors:</u> Grades 4 and 5</p> <ul style="list-style-type: none"> • Students should maintain social distancing to the maximum extent possible while waiting to be picked up

on the Loop. 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 3:05 - 3:20 P.M.

- **CHANGES IN DISMISSAL:** Any changes from your child's normal dismissal routine needs to be communicated by 9:30 AM to the main office via email:

bmsattendance@hanovertwpschools.org

The subject of your email should read: "LAST NAME and HOMEROOM" Change in Dismissal (For example -Stark 3B - Change in Dismissal)

In the body of the email, be specific in terms of the change. (I.e. my child, Darrin in 3B normally rides the bus on Wednesday but today she will be picked up by her grandma, Kathy Stark, on the loop).

- Please try to schedule medical appointments and other services outside of school hours. If, in a rare case, a student needs to be picked up during the day, the parent will be asked to wait outside of the school and the student will be brought outside.

Extra-curricular Music Offerings

- Students in grades 4-5 will still have the opportunity to participate in chorus and instrumental music (band and orchestra) in person. Because these are considered "high risk" activities, students will be social-distanced and specialized face coverings will be made available to them.

Face Coverings	<ul style="list-style-type: none"> ● Per Governor Murphy’s Executive Order #251, students, staff, and visitors will be required to wear face coverings when inside the school building and on the bus, unless doing so would inhibit the individual’s health, as per the exemptions listed in the executive order. ● Face coverings are optional when outdoors. ● Face coverings are optional during physical education classes. ● Students will be provided with frequent mask breaks throughout the day. ● The district understands that students or staff may have medical conditions that will preclude them from wearing a mask. If you feel that your child meets any of the outlined exemptions (see the district letter under Important Information at the end of this document), please submit a letter from your healthcare provider to your building principal that documents the projected need for an exemption to the mask mandate. Our district physician will make the final determination. As always, our teaching staff will take a child-centered approach to ensure that mask breaks will be provided throughout the school day.
Field Trips	<ul style="list-style-type: none"> ● TBD. At this time, we do not anticipate having in-person field trips this year. Teachers may consider virtual types of field trips/learning experiences.
Hallway Traffic	<ul style="list-style-type: none"> ● We have created traffic flow patterns that will reduce student contact and to the degree possible and maintain social distancing.
Health Screening (Daily - at home)	<ul style="list-style-type: none"> ● Students and staff will complete an individual health screening at home, daily, to assess symptoms. The rSchoolToday app will NOT be utilized this year. We ask that parents perform an individual health screening daily and look for the following symptoms: <ul style="list-style-type: none"> ☑ At least two of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle

	<p>aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose;</p> <p>✓ At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder.</p> <ul style="list-style-type: none">• As symptoms may appear 2-14 days after exposure to the virus, individuals with these symptoms listed above should be reported immediately to the school nurse and the individual should not come to school. In addition, if an individual is awaiting the results of a COVID-19 test, that individual should report their status to the school nurse and refrain from coming into school until a negative test result is received.• Students or staff identified as needing further assessment will be sent to an isolation room for assessment by the school nurse and will be sent home if the assessment warrants it.
Instructional Considerations	<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.• In the event of a health incident requiring an individual, a classroom or the school to quarantine, we will communicate the arrangements.
Lunch & Recess	<ul style="list-style-type: none">• To promote safety and social distancing, lunch/recess has been expanded to three periods each day. Students will be socially distanced at lunch (at least three feet). The lunch/recess times for each grade level are as follows: <u>Kindergarten</u>: 12:45 PM - 1:30 PM <u>Grade One</u>: 12:45 PM - 1:30 PM

Grade Two: 11:11 AM - 11:56 AM

Grade Three: 11:11 AM - 11:56 AM

Grade Four: 11:58 AM - 12:43 PM

Grade Five: 11:58 AM - 12:43 PM

- Two grade levels are scheduled to eat during each lunch and cohorts will be mixed during this time.
- **Microwaves will not be available at lunch.** If your child prefers a hot lunch, please use a thermos or other insulated container.
- The BMS PTA will reach out about lunch service, including ordering, payment options, and start date. The BMS PTA will also reach out about offering ice cream and pretzel purchases, which typically begin in October.
- Your child should come to school each morning with a lunch and a snack. Having your child's lunch delivered to school is prohibited.
- Students will sanitize their hands before and after eating lunch.
- Students will take off their face covering while eating but will be encouraged to put their face covering back on when they are done eating and moving about the cafeteria.
- Face coverings will not be required for outdoor recess.
- Face coverings will be required during indoor recess .

Marking Period Dates - Report Cards

- Marking Period 1 ends November 12, 2021. Report cards will be made available in the Parent Portal on November 19, 2021.
- Marking Period 2 ends January 29, 2022. Report cards will be made available in the Parent Portal on February 04, 2022.
- Marking Period 3 ends April 08, 2022. Report cards will be made available in the Parent Portal on April 22, 2022.
- Marking Period 4 ends June 22, 2022. Report cards will be made available in the Parent Portal on the last day of school (tentatively set for June 22, 2022.).

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.
Quarantine/Virtual Learning	<ul style="list-style-type: none"> • If a student or groups of students are excluded from school due to meeting the current NJDOH COVID-19 exclusion criteria (he/she develops COVID, is identified as a close contact, or is being tested for COVID), the district will provide virtual home instruction. The homeroom teacher/principal will communicate with the parents regarding the plan for instruction. • Please note, the virtual home instruction option is available ONLY to those that fit the COVID-19 exclusion criteria and not for a regular absence or illness. The child will be marked absent and catch up on missed work when he/she returns. • There is NO all-remote option for virtual learning this year.
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. • At this time, the related arts teachers will visit the homeroom class so the students do not need to travel. We will reassess this arrangement on or before the start of the new year in January 2022. • Physical education classes have the flexibility to be held in the gym, when available, or, outdoors, weather permitting.
School Supplies	<ul style="list-style-type: none"> • Kindly refer to the School Supply List shared on our school website. Click HERE to and scroll to the bottom half of the screen to access. • Students will not be sharing personal materials with one another.
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 per month ○ One fire drill per month

Signage	<ul style="list-style-type: none"> • Appropriate signage will be placed throughout the building to promote social distancing and good hygiene practices.
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 4-8, 2021. • 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. Dakak can be reached at: 973-515-2419.
Technology Platforms	<ul style="list-style-type: none"> • We have streamlined our technological platforms to make things easier for those working at home. We will be utilizing the following platforms at the following levels. Your child's homeroom teacher will provide more information about these platforms: <ul style="list-style-type: none"> ○ SeeSaw - Grades K-3 ○ Google Classroom - 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, provided the individual is willing to fill-out a health screening form and wear a face covering. As always, ring the front bell and let us know your reason for visiting and we will direct you on how to proceed.• When access to the building is required, please wait outside the main office.• We hope to hold events such as Back to School Night and Parent/Teacher Conferences in person, with accommodations, if needed; however should the health metrics dictate otherwise we will hold these events virtually. We will advise more as these events near. (Back to School Night is scheduled for Thursday, September 30, 2021).
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 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. The unit will be sanitized throughout the day.
Other Important Information	<ul style="list-style-type: none">• Click on this link for Mr. Wasko's return to school letter.

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.
- Demonstrate online learning etiquette and abide by our Acceptable Use Policy.
- Collaborate with peers using respectful language and behaviors.
- Support each other and be patient with yourself and others.
- Should we find ourselves in a situation where we've pivoted to a remote learning environment due to COVID, follow the same rules in place in the school building (be dressed for school, no toys, camera remains on, etc.).

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 work space for your child (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 emailing the absentee line (bmsattendance@hanovertwpschools.org) 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.
- Adhere to the safety protocols in place and work to balance this priority with providing a strong instructional program.
- 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 in the home setting (should we all go virtual) by teaching in a distraction-free environment.

WHERE TO FIND HELP...

Bee Meadow School Office Numbers:

Main Office: 973-515-2419 or 973-515-2420

Nurse's Office: 973-515-2421

CST Office: 973-515-2416

Guidance: 973-637-5508

Absentee/Dismissal Change Line:

bmsattendance@hanovertwpschools.org

Technology Assistance: Please contact Mrs. Linda Peterson @

linda.peterson@hanovertwpschools.org or visit our website:

<https://www.hanovertwpschools.com/Domain/784>

Mrs. Peterson 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/Page/1360> (See digital learning tab to the left)

Social/Emotional Support: Contact our school counselor, Mrs. Kristen

Dakak @ kristen.dakak@hanovertwpschools.org.

Administrative Assistance: Please contact Mr. Darrin Stark @

darrin.stark@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 Miss Lauren Mead, Program

Coordinator of HTSACC Program @ lauren.mead@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

Drop off/Pick Up Loop Information

As we begin the new school year, I just want to remind/inform you of our “Loop” procedures, should you plan on driving your child to/from school during the school year. Our “Loop” area can become quite congested at times with cars stopping halfway, parents getting out of their cars, etc., resulting in a very slow process. Drop off/pick up takes place directly in front of the school building. “No Parking” areas throughout BMS property are clearly marked and should be adhered to. All parents who choose to walk their child to the entrance doors or the blacktop area from their vehicle must park in the proper areas in the main parking lot or along the far sidewalk (former Loop). Drivers are expected to follow the “rules of the road” and exercise courteous driving techniques while they drop off/pick up their child(ren). The speed limit on all BMS roadways is 15 MPH.

In order for our “Loop” procedures to function smoothly and safely each morning and afternoon, please follow the procedures listed below and review the map, on the next page of this letter, when dropping off/picking up your child:

- 1) Drop off is from 8:30am to 8:45am for all students. ***If you arrive after 8:45am, you must escort your child to the main entrance and sign him/her in for the day.***
- 2) Pick up begins shortly after the dismissal time of 3:05pm.
- 3) 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.
- 4) Please be patient and DO NOT back up on the drop off/pick up area.
- 5) Children should exit on the PASSENGER SIDE of the car only.
- 6) 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.
- 7) 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. (continued on next page)

