



Bee Meadow School

A to Z Return to School Handbook

2024 - 2025

Dear Bee Meadow Parents,

We are excited to begin another new school year and are looking forward to welcoming you back to Bee Meadow School!

Below is the Parent Handbook for the 2024-2025 school year with all of the pertinent information you will need to help make this school year successful for you and your child. Kindly read through it carefully and talk to your child about it.

If you have any questions after reading this thoroughly, kindly reach out to me at darrin.stark@hanoverwpschools.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"> • After school activities are run based on teacher availability. 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 as the opportunities are made available. • Club offerings vary from year-to-year. Examples of offerings from years past include: Math Club, Writing Club, STEAM Club, Kindness Club, etc. We will aim to offer a variety this year.
Arrival Procedures	<ul style="list-style-type: none"> • Front loop will be used as always for drop-off. Students should not be dropped off earlier than 8:30 AM, which is when outside supervision begins. The instructional day begins at 8:45 AM Any arrivals after 8:45 AM will have to report to the main office for a late pass. • Students will enter the building through three main entrances: Main Entrance: Grades K, 1, 2, Mrs. Bianchi's class, Mrs. Phillips' class, Mrs. Healy's class, Mrs. Cordasco'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 AM 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 through various events throughout the school year.

Attendance

- Regular attendance procedures will be followed and it's important to remember that every school day counts.
- If your child will be absent or has a change to their dismissal for the day, please send an email to bmsattendance@hanovertwpschools.org.

Please DO NOT send an email to your child's teacher to report an absence or for a change to dismissal.

Board of Education Policies

District Board of Education policies govern our district and school. Below is a list of important policies to review and be aware of.

[Policy # 1550](#) Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan

[Policy # 2260](#) Affirmative Action Program for School and Classroom Practices

[Policy # 3283](#) Electronic Communication Between Teaching Staff Members and Students

[Policy # 3362](#) Sexual Harassment

[Policy # 5512](#) Harassment, Intimidation, and Bullying

[Policy # 5600](#) Pupil Discipline/Code of Conduct

[Policy # 5750](#) Equal Educational Opportunity

[Policy # 5751](#) Sexual Harassment

[Policy # 7422](#) School Integrated Pest Management Plan

[Policy # 7441](#) Electronic Surveillance in School Buildings and on School Grounds

[Policy # 8505](#) Local Wellness Policy/Nutrient Standards for Meals and Other Foods

[Policy # 8601](#) Pupil Supervision After School Dismissal

Please note that policies are updated from time-to-time and the most up-to-date policies can be located directly on our district website via [THIS LINK](#).

Chromebooks

- 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. 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).

Dismissal Procedures

- 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.

Main Entrance: Kindergarten, Grade 1, Mrs. Bianchi's class, Mrs. Cordasco's class, Mrs. Healy's class, Mrs. DeCaro's class and Mrs. Schneider's class

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

Gym/Blacktop Doors: Grades 4 and 5

- 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 PM
- **CHANGES IN DISMISSAL:** Any changes from your child's normal dismissal routine needs to be communicated by

	<p>9:30 AM to the main office via email: bmsattendance@hanovertwpschools.org</p> <p>The subject of your email should read: "LAST NAME and HOMEROOM" Change in Dismissal (For example -Stark 3B - Change in Dismissal)</p> <p>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).</p> <ul style="list-style-type: none"> • 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.
<p>Extra-curricular Music Offerings</p>	<ul style="list-style-type: none"> • Students in grades 4-5 have the opportunity to participate in chorus and instrumental music (band and orchestra). Information about this was shared in the spring by Mrs. Currie and Ms. Donohue and can be accessed HERE.
<p>Field Trips</p>	<ul style="list-style-type: none"> • Field trips will be offered at each grade level throughout the school year, and are paid for by our PTA for each grade level. You will be updated by your child's homeroom teacher for dates of their specific field trip.
<p>Health Office</p>	<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 Mrs. Brianna Grasso. She can be reached at 973-515-2421 or at brianna.grasso@htboe.org. • For additional information, please visit the BMS Health Office webpage

<p>Library/Media Center</p>	<ul style="list-style-type: none"> • Mrs. Thompson, our School Media Specialist, is excited to share her love of reading with her students. 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.
<p>Lunch & Recess</p>	<ul style="list-style-type: none"> • We will have two lunch/recess periods this year. 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 <u>Grade Two</u>: 12:45 PM - 1:30 PM <u>Grade Three</u>: 11:58 AM - 12:43 PM <u>Grade Four</u>: 11:58 AM - 12:43 PM <u>Grade Five</u>: 11:58 AM - 12:43 PM • 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. • Your child should come to school each morning with a lunch and a snack. Having your child’s lunch delivered to school is prohibited.
<p>Marking Period Dates - Report Cards</p>	<ul style="list-style-type: none"> • Marking Period 1 ends November 15, 2024. Report cards will be made available in the Parent Portal on November 27, 2024. • Marking Period 2 ends January 31, 2025. Report cards will be made available in the Parent Portal on February 07, 2025. • Marking Period 3 ends April 04, 2025. Report cards will be made available in the Parent Portal on April 11, 2025.

	<ul style="list-style-type: none"> ● Marking Period 4 ends June 24, 2025. Report cards will be made available in the Parent Portal on the last day of school (tentatively set for June 24, 2025).
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. If your child has a smart watch device, he/she should not be sending or responding to messages during the school day and may be asked to remove the device if that is the case. ● 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. Also, flip-flops should not be worn to school.
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 per month ○ One fire drill per month ● 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/health break 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.

	<ul style="list-style-type: none"> • 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.
<p>Social and Emotional Learning</p>	<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 7-11, 2024. • 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.
<p>Technology Platforms</p>	<ul style="list-style-type: none"> • 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
<p>Visitors/In person gatherings</p>	<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
<p>Water</p>	<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.

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 time and homework/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 resources they need for success.
- 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.
- 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...

Bee Meadow School Office Numbers:

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

Nurse's Office: 973-515-2421

CST Office: 973-515-2443

Guidance: 973-637-5508

Absentee/Dismissal Change Email:

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 the HTSACC Program @

htsaac@htboe.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 Ms. Sherry Koeppen, Director of Special

Services @ sherry.koeppen@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). **Parking is not permitted behind parked cars in the main lot in the AM or PM due to safety concerns.** 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 stopping at the main crosswalk in order 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 righthand side (yellow curb) in front of the school building.

- 8) Please be aware of the many children and adults walking from their vehicles to the blacktop area, as well as cars pulling out of parking spaces in the main parking lot.
- 9) ***Do not leave your vehicle unattended in the Loop area.***

Following these procedures will result in the safe and smooth drop off/pick up of your child(ren). If you have someone else dropping off/picking up your child(ren), please share these procedures with those individuals.

Thank you for your understanding, cooperation, and patience in following our “Loop” procedures and maintaining the safety of our students during arrival and dismissal at Bee Meadow School.

Bee Meadow School Traffic Loop Diagram



