

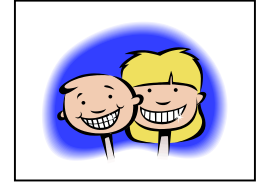
# Bee Meadow School

## Parent Handbook 2015-16



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 - [hanovertwpschools.com](http://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*

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### **IMPORTANT PHONE NUMBERS**

Absentee Line

**973-515-2415**

If your child will be absent, please call this number and leave your child's name, grade and reason for absence. 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**

### **SCHOOL CLOSING INFORMATION**

The "Alert Solutions 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](http://hanovertwpschools.com). Delayed openings are a 2-hour delay with student drop-off beginning at 10:30am.

### **TELEPHONE DETAILS**

Please DO NOT call the 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.

## 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 - 3:05 --- Grades K-5  
9:30 - 11:45 --- Pre-K (AM)    12:50 - 3:05 --- Pre-K (PM)

AN AIDE IS PRESENT ON THE HILLARY COURT PATH EACH MORNING TO ESCORT  
STUDENTS TO SCHOOL AT 8:30 A.M. ONLY.

## LUNCH & RECESS

Grades 4,5	11:55-12:20 (Lunch)	12:20-12:45 (Recess)
Grades 1,2,3	11:55-12:20 (Recess)	12:20-12:45 (Lunch)
Kindergarten	11:55-12:20 (Lunch – in classroom)	12:20-12:45 (Recess)

School lunches are not provided by a food service. Students should bring lunches to school or pre-pay for lunches provided by our PTA. Information regarding this PTA service may be found at the PTA link of this website. The PTA will provide the schedule for these offerings under separate cover. Pre-payment is required for the lunches.

Children may purchase milk through our school milk program. Milk payments are collected once a year. The cost for students transferring in during the year will be prorated. Milk will not be sold to children without the pre-payment unless it is determined that there is an emergency situation. One-percent white milk and fat-free chocolate milk are sold and one type must be selected for the year.

## 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.

## 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.

**DISTRICT POLICY PROHIBITS PROVIDING HOMEWORK ASSIGNMENTS FOR STUDENTS WHO TAKE VACATIONS DURING THE TIME WHEN SCHOOL IS NORMALLY IN SESSION.**

## **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.

## **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.

## **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 Partnership for Assessment of Readiness for College and Career (PARCC) in the areas of English Language Arts and Mathematics. Additionally, grade 4 students will be administered the New Jersey Assessment of Skills and Knowledge (NJ ASK) 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.

## **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.

## **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.

## **PLAYGROUNDS**

All children should report to the playground blacktop each morning. Supervision of the children on the playground is only provided between 8:30 A.M. and 8:45 A.M., and during lunchtime recess. For your child(ren)'s safety please do not drop anyone off at school prior to 8:30 AM. Students will enter the building through the door nearest the gym. During inclement weather, students enter the building through these same doors and report directly to their designated indoor line-up locations.

## **DISMISSAL**

At the end of the day, walking students may leave the building through the gym/art door.

Approved students ONLY (those who walk all the way home and live on that side of our building) may exit through our Cortright exit.

Students who are being picked up must exit the building through the doors nearest the gym onto the playground. From there they will walk to the pick up/drop off sidewalk (The "Loop") on the east side of the parking lot. During inclement weather, the driveway becomes extremely congested so please be cautious and patient.

The Hillary Court path is supervised from 3:05 - 3:20 P.M.

PARENTS ARE REQUESTED TO PARK THEIR CARS IN THE PARKING LOT AND NOT AT THE CURB. PLEASE REFER TO THE ADDENDUM PAGE AT THE BACK OF THIS DOCUMENT FOR SPECIFIC DIRECTIONS AND A DIAGRAM OF THE TRAFFIC PATTERN AT BMS.

## 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 Mrs. Getsinger, our PTA President for 2014-16. PTA meetings are usually the first Monday of each month and they are held in the library/media center.

## VISITORS

All doors are locked at Bee Meadow School for security reasons. Visitors must ring the doorbell for entrance into the building. They report directly to the office where they sign in and obtain a "Visitors' Badge."

From the office visitors must be escorted to other building locations.

Remember to turn in your visitor's badge before you leave the building.

PLEASE REFRAIN FROM MAKING UNSCHEDULED VISITS TO THE CLASSROOM since this interferes with classroom routines and the teaching/learning process. You are urged to make an appointment to see a teacher before or after school. We ask your cooperation in complying with this procedure for the safety of our students and staff as well as the continuity of instruction.

## LOST & FOUND

The lost and found is located in the main entrance on the coat rack. 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 additional sidewalk area on the far (east) side of our driveway area is designated 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 (nearest to Reynolds Avenue - at the **highest** numbered space #12) of the new 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!

### **GRADES 4 & 5 PACT PROGRAM**

The PACT (Program for Academically Challenged Thinking) meets once a week for 80 minutes on Friday afternoons. Students are selected based on the following criteria:

- *INVIEW* Assessment score
- English Language Arts Marking Period Grades
- Torrence Test of Creativity
- Teacher Recommendation

### **GRADES 4 & 5 ACCELERATED MATH PROGRAM**

The Accelerated Math class meets during the normal math lesson time. Students are selected based on the following criteria:

- *INVIEW* Assessment score
- Teacher Recommendation
- Math Placement Test

### **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.

## **BMS 2014-2015 IMPORTANT DATES**

9/8	First Day of School	
9/14	Rosh Hashanah – Schools Closed	
9/17	Back to School Night	
9/22	Picture Day	
9/23	Yom Kippur – Schools Closed	
10/5-9	District “Week of Respect”	
10/5	PTA Meeting 7:30 p.m.	
10/12	Columbus Day/School Closed – Staff In-Service	
10/20-22	PTA Book Fair	
10/30	Halloween Parade	
11/2	PTA Meeting 7:30 p.m.	
11/5-6	School Closed - Teacher’s Convention	
11/13	End of 1 <sup>st</sup> Marking Period	
11/16	Report Cards Issued	
11/17	Early Dismissal – 12:45 K-5 Parent Teacher Conferences	
11/19	Early Dismissal – 12:45 K-5 Parent Teacher Conferences (Day/Night)	
11/25	Early Dismissal – 12:45	
11/26-27	School Closed – Thanksgiving Holiday	
12/2	Grades K-1 Concert 10:00 a.m.	
	Grades 2-3 Concert 1:30 p.m.	
12/3	Grades 4-5 Concert 1:15 p.m.	
12/23	Early Dismissal – 12:45 p.m.	
12/24-31	School Closed – Winter Recess	
1/1	School Closed – Winter Recess	
1/4	School Re-Opens	
	PTA Meeting 7:00 p.m.	
1/15	Early Dismissal – 12:45 p.m - Staff In-Service	
1/18	Martin Luther King – Schools Closed	
1/27	INVIEW Assessment – Gr. 3	
1/29	End of 2 <sup>nd</sup> Marking Period	
2/1	PTA Meeting 7:00 p.m.	
2/5	Report Cards Issued	
2/6	Super Saturday	
2/12	Early Dismissal – 12:45 - Staff In-Service	
2/15	President’s Day – Schools Closed	
2/22-26	Kindergarten Registration	
3/7	PTA Meeting 7:00 p.m.	
3/25	Good Friday – Schools Closed	
3/28	Easter Monday – Schools Closed	

4/4	PTA Meeting 7:30 p.m.
4/4	Report Cards Issued
4/5	Early Dismissal – 12:45 K-5 Parent Teacher Conferences
4/5-6	PTA Book Fair
4/8	Early Dismissal – 12:45 K-5 Parent Teacher Conferences (Day/Night)
4/8	End of 3 <sup>rd</sup> Marking Period
4/11-15	School Closed – Spring Recess
4/16	School Re-Opens
4/25-5/3	PARCC Testing Grades 3-5
5/2	PTA Meeting 7:30 p.m
5/4-13	PARCC Make-up Testing Grades 3-5
5/27	Field Day
5/23	Memorial Day – School Closed
5/25	Grade 4 NJ ASK Science
6/1	Grade 4 NJ ASK Science Makeups
6/5	Spring Concert 7:00 p.m.
6/23	(Tentative) Early Dismissal 12:45 p.m.
6/24	(Tentative) Last Day of School – Early Dismissal 12:45 p.m.

## Traffic Loop – Drop Off/Pick Up

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

- 1) Drop off is from 8:30am to 8:40am for all students. Supervision does not begin until 8:30am and students should not be dropped off before that time. Pick up begins shortly after dismissal time of 3:05pm.
- 2) Cars should line up in the parking lot and then along the school driveway and await instructions to pull forward. Please leave the bus lane clear at all times.
- 3) DO NOT stop halfway down the line to drop off/pick up your child as this slows the entire process.
- 4) The first driver should pull his/her car all the way forward to spot #12 so 12 cars at a time can fit in the drop off/pick up area with each driver pulling as far forward as possible to fill in empty space.
- 5) Drivers in spots #2-11 should wait for the driver in spot #12 to pull away and then follow him/her out. Please be patient and DO NOT back up on the loop 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 lot.
- 8) When there is inclement weather, please dress your child appropriately for the walk to the school entrance.

Following these procedures will result in the safe and smooth drop off/pick up of your children. If you have someone else dropping off/picking up your children, please share these procedures with him or her.

