



# Hamilton Township School District

**George L. Hess Educational Complex**  
700 Babcock Road, Mays Landing, NJ 08330

Telephone: (609) 625-6600  
Fax(609) 625-1505  
www.hamiltonschools.org

**Cara Bluth**  
*Vice Principal PK, 2-5*  
*House A*

**Melanie E. Lamanteer**  
**Principal**

**David P. Neff, Jr.**  
*Vice Principal 2-5*  
*Houses B and C*

October 6, 2020

Dear Hess School Families,

I would like to take this opportunity to update everyone on changes to our procedures as we look to transition to our hybrid learning schedule beginning Tuesday, October 13th at the George L. Hess Educational Complex. Together we will continue to navigate our way through the COVID 19 Pandemic to provide our students with a safe environment with which to continue their education based on recommendations of the CDC and Office of the Governor of New Jersey. As I am sure you are aware many of our procedures will be changed in order to operate the school in the safest manner possible under the circumstances. Please take the time to carefully review the information below. Should you have any questions or concerns please contact your child's respective Vice Principal or guidance counselor.

In person classes for students PreK; 2-5 will begin as follows:

- **HYBRID A and C will have their first day on in-person instruction on Tuesday, October 13th.**
- **Hybrid B students will have their first day of in-person instruction on Thursday, October 15th.**
- **Students on full virtual instruction** will continue to attend the morning meeting at 8:30 am and be provided both asynchronous and synchronous instruction during each school day based on the schedule provided by their classroom teacher. (see below)
- **On Wednesday of each week ALL Students are virtual** and will continue their instruction in the manner consistent with the start of the school year beginning each day with the required morning meeting at 8:30 am.

**ALL families should review the calendar posted to the District website that outlines how the Hybrid schedule changes due to having scheduled days off. It is extremely important that you understand changes in the schedule to ensure you are sending your children to school on the correct days.** The calendar can also be found here:

## [HYBRID SCHEDULE VARIATIONS](#)

The school day for grades 2-5 continues to be from **8:30 AM and ends at 1:30 PM**. Buses will depart at approximately 1:30 pm. Parents/Guardians of Pre-K students will be receiving a separate letter with specific information pertaining to our Pre-K program and schedule. Bus passes have been sent directly from the transportation office to your home. Please review these carefully. If there are changes or corrections, please contact the transportation office immediately to ensure that your child receives the correct bus stop assignment before the start of school. Please call our transportation department at 609-476-6318 for assistance.

<u>Buses Unload</u> <u>Student Drop-Off Opens</u>	<u>Late Bell</u>	<u>Student Dismissal</u> <u>End of Day</u>	<u>Bus Departure</u>
8:30 a.m.	8:50 a.m.	1:20 p.m.	1:30 p.m.

For the first few weeks you should allow for some delay and adjustment to drop off times as we continue to implement new procedures. Considering that students are not in the building 5 days a week it is expected that it may take them longer to adjust to their new routines and procedures as in the past.



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## **\*\*IMPORTANT MESSAGE REGARDING POLICY 8605\*\*** **REQUIREMENTS TO MEET STUDENTS AT THE BUS STOP**

When your **2nd Grade** child rides the bus home from school, a parent or designated person aged 12 or over must be waiting outside at the bus stop for him/her. Drivers are required to return children to school when no one meeting the requirement is present to greet your child. If your child is repeatedly returned to school, bus privileges may be suspended.

### **Morning Drop-Off Procedures**

**(Note: WE CAN NOT OPEN DOORS EARLIER THAN 8:30 am THIS SCHOOL YEAR)**

If you decide to drop off your child/children please be aware of our procedures and share this information with anyone who will be dropping off your children. Drop-off will continue to take place in front of the building at the Main Entrance.

- You must enter the entrance closest to Rt. 559 (Somers Point/Mays Landing Road). You will pull up PAST the Main Entrance. **Please follow directions given by our Resource Officer.**
- Upon pulling in you should **get in the drop-off lane right next to the curb/sidewalk.**
- At 8:30, **once duty staff is present**, we will begin to unload the cars; approximately 5 at a time.
- As children are exiting your car **curbside**, your car should be in park.
- Once you are in the drop-off lane you must wait your turn and remain in that lane until your child/children have exited your vehicle and it is safe to proceed forward. Please drive slowly when proceeding around the building.

Once inside there will be duty staff available to escort children to their classrooms. At this time there will be no visitors in the building. We now have a walk-up window located at the front of the building should you need to drop off or pick up items. If you are picking up your child before the end of the school day prior to 1:05 PM, you should use this window. After 1:05 pm you should use the procedure below.

Please be aware **parking in the front of the building will be closed during the morning drop-off time and will re-open at approximately 9:00 am.**

### **Afternoon Parent Pick-Up Dismissal Procedures:**

Over the summer months improvements have been made to the parent pick up area. As you drive into the area stay to the right side of the road. You will stay in your car for this process.

A duty staff member with a walkie talkie will approach your vehicle. From the inside your car please identify your child/children by holding up the school issued identification (red tag) with their name(s) clearly written on it. Note: You will get this tag for use after your first time picking up your child(ren). Through your closed window please show the duty staff member your personal picture identification. The duty staff member will call for your child to be escorted out of the building and to your car. At this point the duty staff member will record / document that your child has been picked up and by whom.

At this point please exit the school parking lot in a safe manner as you pull out back onto the primary school road.

### **Pick-Up Authorization:**

It is important that you identify, in written form, all persons that you are giving permission to pick up your child. These names will appear on your child's pick up authorization list for the remainder of the school year unless you request changes to the list. If a person attempts to pick up your child and their name does not appear on the list your child will be brought back into the school and you will be called. You can update your list in the contact section of the Parent Genesis Portal. If you need additional assistance please contact your child's respective House Office.



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## **School Supplies:**

Students should use a bookbag to contain their school supplies. They should be prepared daily and are asked to have the supplies provided to them this summer with them when in person for instruction. Students should LEAVE THEIR DEVICES HOME. At this time we are NOT asking that they be transported back and forth to school. Should that change we will let you know.

## **Breakfast and Lunch:**

Breakfast and lunch will be available free of charge to all students until December 30, 2020. Students may bring a healthy lunch if they choose. Please speak to your child's teacher about any foods to avoid in the classroom due to student allergies. Students will have lunch and breakfast at their desks in their classrooms.

## **Learning Expectations:**

The combination of synchronous (live) and asynchronous (not "live" i.e. Google Classroom) will be adjusted to meet the needs of all learners. Teachers will have "live" time with their virtual students daily via Google Meet sessions. When students are virtual, there will be a combination of live synchronous instruction (Google Meets) in addition to posted videos, guided group work (synchronous), and independent work each day (asynchronous). The virtual morning meetings will continue with everyone at home expected to log on by 8:30 am. Your child's teacher will provide more information with regards to the specifics of their individual classroom schedules.

## **Medication Drop-Off Procedures:**

For students who need to have medications on site for chronic conditions such as asthma, diabetes or allergies you should contact Nurse Amanda Carty at [cartya@hamiltonschools.org](mailto:cartya@hamiltonschools.org) or 609-476-6114 to make arrangements to drop off the medications and physician's orders at the parent drop off window located at the front of the Hess School. Please note that Ms. Cradock who manages the window can not accept the medications, they must be given directly to the school nurse which is why it is important to make arrangements in advance of your child's return to school.

## **\*IMPORTANT INFORMATION REGARDING COVID 19 PROTOCOLS\***

On Friday, October 2, 2020 Mr. Vogel posted a letter to the District Web Page with regards to the protocols in place for COVID 19 management. You are encouraged to review that letter which can be found on the District Web Site and here:

[Superintendent'sLetter10-2-2020.pdf](#)

In addition to the above information per the State of New Jersey you should also remain on virtual instruction if you have traveled to any of the high risk areas (states) outlined below on the Official Website of the State of New Jersey. Please refer to this link (below) for continued updates from the State of New Jersey.

<https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>



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Most importantly, although your child may be currently scheduled for in-person instruction, **during a quarantine period, after travel to a high risk area, or ANY suspected contagious illness, students may participate virtually if well enough and receive credit for the day. If in-person instruction is to continue it is essential that we all work together to create the safest environment possible for everyone!** If they are not feeling well they should stay home.

With that being said, on behalf of the staff and administration, we look forward to continuing to see students virtually as well as welcoming back in-person those choosing to participate on the hybrid schedule.

**Thank you for your continued support and understanding as we continue to navigate these circumstances.**

Sincerely,

*Melanie E. Lamanteer*

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Principal