

# ***The Charles H. Bullock School***

## **Arrival Procedures**

2020-2021

***Arrival is 8:40 – 8:50 am***

*The following procedures are in place to ensure the safe arrival of all students in the morning.*

*Please remember to include your assigned duty in any sub plans.*

**Classrooms** – All classroom teachers greet students at their assigned spot outside with their sign. Kaup and Jordan to be with their respective homerooms.

**Hallways outside classrooms and near lockers** – Except as noted below, all classroom and personal aides are to assist in getting students into classrooms for an 8:50 start.

**Carpool Driveway** – Assist with drop-off. Please approach cars and offer assistance once their temperature has been taken; keep traffic flowing; direct students to their respective line areas; NO ONE can park along the driveway and leave their vehicle; NO ONE should cut around to exit more rapidly. Please spread out along the sidewalk in order to keep the line moving.

**Comeau**

**McGrath**

**Posadas**

**Synnott**

**Weitzman** - monitor crosswalk and moving cars through

### **Front Door**

**Coe**

**Figueroa**

**Gutierrez**

**Kuwabara**

**Busses** - with walkie-talkie

**Corbosiero**

**DeMaio**

(Peggy McGrath to assist the first two weeks getting kindergarteners to the side of the building)

### **First Floor**

**Zozarro** - K/1 wing (front of bathrooms)

**DeBello** – 2<sup>nd</sup> grade hallway

**Franciose** - cafeteria

### **Second Floor**

**Torres** – 5<sup>th</sup> grade hallway

**Hoffman/Tirador** – 3<sup>rd</sup> grade wing

**Muldoon** – stairwell landing 4<sup>th</sup> grade wing

**Williams** –4<sup>th</sup> grade hallway

April 9, 2021

## Dismissal Procedures

2020–2021

### ***Dismissal is 3:05 pm***

*The following procedures are in place to ensure the safe dismissal of all students at the end of the school day. **Staff members are to remain until all students in your care are dismissed.** Please take initiative to support other staff and help in the overall dismissal of students. Remember to include your assigned duty in any sub plans.*

**Classrooms:** Teachers escort students to designated locations.

**At Front door:** (direct people) L. Gutierrez

**Inside Lobby:** Lynne Williams

**Exit Door to Busses:** Deb Comeau

**Aftercare:** Beverly Weitzman in the cafeteria until YMCA counselor arrives.

**Blacktop with Walkie:** Susan Synnott

**At Busses on Washington Street:** (notify gym of bus arrival and assist students in boarding)  
Ryan Corbosiero and Vic DeMaio.

**Gym: Brenda Coe, Lauren Gutierrez (walkie talkie) and all kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade paraprofessionals**

Busses in Gym – (walking children from gym directly onto their busses);

Red Squirrel: M. McCollam

Black Duck: C. Piotrowski

Black Swan: W. Deborou

Green Swan: J. Barros

Black Fish: I. Allen

Blue Swan: E. Eden

Orange Zebra: A. Zlotkowski

**Escort After Care then report back to your classroom if you're a paraprofessional in 3<sup>rd</sup> 4<sup>th</sup> or 5<sup>th</sup> grades:**

K-1 Wing: (to escort K&1<sup>st</sup> grade to after-care) J. Franciose, A. Zozzaro

2<sup>nd</sup> Grade wing: (to escort 2<sup>nd</sup> grade to after-care) R. McWatters

3<sup>rd</sup> Grade wing: (to escort all 3<sup>rd</sup> grade to after-care) T. Carbone and K. Brandon

4<sup>th</sup>/5<sup>th</sup> grade wing: (to escort all 4<sup>th</sup>/5<sup>th</sup> grade to after-care) C. Jenkins and D. Lay

**Laminating:** R. McWatters

The following paraprofessionals must remain with your assigned student at dismissal.

Michelle Ferrer-Sanchez

Heather Hardin

Kathy Corbosiero

All paraprofessionals assigned to MAP classes are to be available throughout the hallways, after you have dismissed your students, in order to assist the monitoring of students who are walking to busses from 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade classes.

April 9, 2021