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 – 2nd grade hallway
Franciose - cafeteria

Second Floor

Torres – 5th grade hallway
Hoffman/Tirador – 3rd grade wing
Muldoon – stairwell landing 4th grade wing
Williams – 4th 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, 1st and 2nd grade paraprofessionals
Busses in Gym – (walking children from gym directly onto their busses);
Red Squirrel: M. McCollam
Black Duck: C. Piottrowski
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 3rd 4th or 5th grades:
K-1 Wing: (to escort K&1st grade to after-care) J. Franciose, A. Zozzaro
2nd Grade wing: (to escort 2nd grade to after-care) R. McWatters
3rd Grade wing: (to escort all 3rd grade to after-care) T. Carbone and K. Brandon
4th/5th grade wing: (to escort all 4th/5th 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 3rd, 4th, and 5th grade classes.

April 9, 2021