

Dorothy L. Bullock School

The Road Forward Guide 2021-2022



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Dorothy L. Bullock School Standard Bell Schedule

We are back to a full day of in-person instruction! The standard Bullock Bell Schedule (for a full day) is as follows:

8:10 am - 8:30 a.m. Student Arrival (Doors Open at 8:00 am)
8:30 am – 2:30 p.m. Instructional Time*
2:30 p.m. Dismissal

**Note: See the 2021-2022 DLB Parent Handbook for alternate schedules followed for early dismissal and delayed openings.*

Mask Requirement

As per Executive Order 251, signed by Governor Murphy, all students, educators, staff, and visitors will be required to wear face masks inside of the school and on school buses until further notice. We will continue to monitor requirements and guidelines from local and state officials and will deliver timely communication of any changes to policy that may occur during the course of the year.

Masks at this time will not be required when:

- Eating and drinking
- Outdoors for physical activity
- Indoors for moderate to high physical activity
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It is important that masks are worn correctly and consistently in all required locations and at all required times. In the event that a student is non-compliant, the code of conduct will be followed.

Items Students Should Bring Every day

The Following Items Are Required Daily:

- **A face covering** - See above
- **A personal water bottle** - Note that water fountains may only be used for filling water bottles.

The following Items Are Recommended:

- **A second face covering** - In the event the first breaks.
- **A backpack** - Students may store personal items in their backpacks.

Optional Items:

- **Bagged lunch** - All students are eligible for a free breakfast and lunch, but students are certainly permitted to bring their own lunch.
- **Personal Headphones for Use in Completing Assessments** - The school will be issuing headphones to each student, but students may bring their own personal headphones as well.

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Seating In the Classroom/Storage of Personal Items

With the return of all students to in-person instruction, we will have more students in each classroom when compared to last year. That said, seating in the classroom is arranged with social distancing guidelines to the best extent possible. Student desks are positioned at least 3 feet apart, whenever possible.

Although small group instruction will occur, this will not involve moving students to a small group instruction table, at least for now. When conditions improve and guidelines are relaxed, we will once again permit some flexibility in seating arrangements.

Note on Food/Breakfast/Lunches

As stated above, students may pack a lunch, but be advised that eating is only permitted during designated times and in designated locations. Breakfast will be served in their individual classrooms and lunch will be served in the cafeteria. Students will sit with their homeroom at their assigned lunch table.

Students will be permitted to take off their masks during these times but will be required to use plastic shields that will be placed in front of them on their desk/ table while they eat.

Eating is prohibited at all other times, including while traveling on a GPSD bus. No exceptions.

Recess Protocol

Outdoor Recess

Each class will have a designated time for recess. We are limiting the number of classrooms that are outside at one time. Teachers are being asked to play organized games with students while they are outside. Hand sanitizer will be used before use of equipment/ playground and prior to returning to the building.

Please note that students may wear a mask for outdoor recess but are not required to do so.

Indoor Recess

In the event that weather conditions necessitate indoor recess, students will participate in indoor recess activities. This will involve activities that students can participate in while seated at their desks. (NOTE: We will be sure to get students outside whenever possible.)

“Pledge” To Conduct COVID Screenings

We are asking that all parents/guardians complete a **“Pledge”** to conduct COVID screenings daily for each child who attends a Glassboro Public School. The Pledge will be accessible on our website prior to the start of the school year and parents will need to complete it for each child attending our schools. Be advised that if it is deemed necessary, we will ask for parents to

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resign the Pledge prior to returning from Winter Break. The Pledge reviews symptoms, close contact/potential exposure, and COVID-19 testing.

The Pledge states:

The expectation is that you will conduct a daily check for symptoms each morning before allowing your child to go to school.

If your son/daughter is experiencing any COVID symptoms or is generally not feeling well, students are asked to remain home, and parents/guardians must contact your child's school.

What To Do If You Are Keeping Your Child Home Due to Illness/Symptoms

If your child is exhibiting COVID symptoms or is not feeling well, please keep your child home and simply call our nurse, Marian Dunn (856-652-2700 EXT 4311) and provide the following information:

- Child's Name
- Child's Teacher
- Your Child's Symptoms

This information will greatly assist us in our efforts to keep everyone as safe as possible.

Quarantine Requirement

In the event that your child has to quarantine due to COVID-19 exposure, has COVID-like symptoms or has tested positive for COVID-19, your child may have to quarantine at home. The school nurse (Bullock: Marian Dunn) will identify when your child may return to school. The school nurse will also make the final determination regarding who is eligible to participate in any synchronous learning experiences that may be taking place, based on quarantine requirements.

NOTE: The School Nurse will either determine which students must be quarantined or will review quarantine recommendations of external health professionals. Only after nurse review will a child be eligible to participate in synchronous learning while working virtually. The nurse will communicate to the principal and classroom teachers when a student is officially quarantined.

Attendance

Attendance Policy

We certainly encourage parents/guardians to keep children exhibiting symptoms home, and absences due to illness will be excused, but excessive absences without documentation will lead the school to take steps to ensure regular attendance of our students. If the steps initially taken at the school level are not successful, it will become necessary to pursue truancy charges through the court system.

Yes, we are still in the midst of a pandemic, but we will continue each year to emphasize the importance of school attendance, as its connection to student achievement is overwhelmingly supported by educational research. Given the challenging nature of the previous school year, excellent attendance is as important as ever. Glassboro Public School District policy states that when students exceed ten (10) unexcused daily absences, truancy charges will ensue when a child is at least six years of age. We ask that all parents and guardians continue to work with us to ensure that students attend school and participate in the irreplaceable educational experiences created by our staff. Please ensure that you make every effort to have your child attend a full day of school each and every day, and that absences (excused or unexcused and full day or partial day) are kept to an absolute minimum.

Dismissal Notification

When a change to the normal dismissal procedure for your child is necessary, we ask that you notify your child's teacher and our school secretary, Elizabeth Calvo (ecalvo@gpsd.us) prior to 12:00 pm that day. Pick-up will not be allowed, except for emergencies during the last 30 minutes of the school day (2:00 – 2:30 pm).

District Issued Technology/Acceptable Use Policies

Laptops

Each student will be provided a district laptop for school use. All parents should review the *Glassboro Public School District Technology User Agreement* document which is accessible for review on our website. At the very beginning of the year, laptops will remain in the building for all students. It is our goal to begin allowing laptops to travel home by the end of September. Students will be expected to return to school with their devices each morning.

We expect that all students/families will adhere to all guidelines outlined in the *User Agreement*.

Misuse of School Issued Laptops

Details are outlined in the User Agreement, but it must be emphasized that misuse of school-issued devices that results in damage of a device will result in required restitution before a new device may be issued.

Using devices for non-school purposes may result in disciplinary action, loss of privileges, and possibly involvement of law enforcement, depending upon the nature of the offense.

Gaggle

All communications and activities of students via school-issued devices is monitored through the use of [Gaggle](#). When a potential incident of misuse and/or a communication/online activity that is cause for concern regarding the safety and well-being of the student (or all of our students) occurs, individuals throughout our school and organization are notified. The incident is then investigated, and appropriate steps are taken to address it and/or provide support.

What students need to know is that their activity on school-issued devices is being monitored at all times.

Student Arrival & Dismissal

General Arrival Guidelines For All Students

As we return to full days of fully in-person instruction and continue to maintain some of the protocols implemented last year to enhance health and safety, be advised that the arrival and student entry into the building process may take longer than usual. We appreciate your patience and cooperation.

Regardless of whether a child is arriving by vehicle or bus, they are to remain in their vehicle or bus seat until a Bullock staff member instructs them to exit their vehicle/bus. This protocol is in place to ensure appropriate social distancing as students make their way into the building. The process of directing students to exit their vehicles/buses will begin at 8:10 am.

Parent/Guardian Drop Off in AM

When dropping students off, please enter the school parking lot off New Street. We ask that during this time, if your child needs help getting out of the car that you help them. In the past, staff members have helped children get out of the car, so parents did not have to. However, it is still very important for safety reasons that children are seated in the back seat on the passenger side. We ask that when you are interacting with any staff member at the drop off location that you are wearing a mask. In order to expediate parent drop off, we ask that when your children are getting out of the car, they are ready to enter the building (ex: coats on) and conversations with staff be minimal.

All students not taking the bus and being driven to school may be dropped off between 8:00 AM and 8:20 AM. It is very important that students arrive to school on time. Bus drop off in the front of the building will remain the same. Please remember cars are not allowed in the bus zones. Parking in any unauthorized areas or places will impede the flow of traffic and create a safety risk for students and staff.

Students will be escorted into the building from the buses and the drop-off area in small groups to their classrooms and staff will reinforce social distancing during this time.

Parent/Guardian Pick Up In PM

Dismissal will take place at 2:30 pm. Parents will need to park their vehicles in the first lot to the left. You will then walk up the ramp located on the side of the building, by the First Grade Playground, to pick up your child(ren). All children must be picked-up NO LATER than 2:35 pm. During afternoon dismissal, staff will only release your child to an adult(s) who you have previously authorized to pick-up your child. We would ask that any person that is interacting with

a staff member wear a mask as a safety precaution. The staff member will initial next to your name that your child was picked up in order to avoid handling of pens between individuals.

All person(s) picking-up must present identification, as we will not release your child without it. This is strictly enforced, for the safety of your child. As during arrival procedures, children and adults will wear masks and stand six feet apart.

We will not release children between 2:00 – 2:30 pm unless it is an emergency.

Bus Drop Off/Pick Up

Be advised that buses will drop off and pick up students at the front of the building. All students riding on buses are required to wear seat belts and follow the mask mandate that is in place at all times and are expected to conduct themselves in a manner that enables our drivers to focus on ensuring safe and timely arrival to school and also home. Inappropriate conduct on buses is not acceptable as it jeopardizes the safety of all on board and on the roadways. For serious and/or repeated infractions on the bus, a student's transportation privileges may be suspended. We appreciate in advance the support of parents in reviewing behavioral expectations during transport to and from school.

Bus Transportation Rules

The following rules must be adhered to by all students transported on buses:

1. Students must sit in assigned seats.
2. Students must remain seated at all times until they are dismissed from the bus.
3. Face coverings must be worn at all times.
4. There is no eating or drinking on the bus.
5. Listen to instructions from the bus driver.

Additional Bus Note: As is always the case, no parents/guardians are permitted on buses during pick up or drop off times. Only students assigned to the bus and/or authorized GPSD staff are permitted on GPSD buses.

Playground Closed While School Is In Session

Please be advised that the Dorothy L. Bullock playground area is closed while school is in session. No one is permitted on the school playground during arrival, during the school day, and during dismissal. Again, this protocol is in place to enhance safety and security, and ensure the health and wellness of our students, families, and staff.

Visitor Protocol/Parent Meeting Requests/Student Item Drop Off

General Guidelines For The Duration Of The Current Health Crisis

In-person visitations to the Dorothy L. Bullock School are extremely limited in the effort to ensure the safety & security of all students, staff, and Bullock families. In-person meetings are limited to those that are absolutely necessary and cannot be held via a virtual platform (i.e. Zoom). No in-person meeting will occur without prior approval from the principal and absolutely must be scheduled at least 24 hours in advance.

Parent/Guardian Requests For Meetings

We certainly encourage any parent/guardian or community member to reach out if you wish to speak to a member of the Bullock team. The vast majority of meetings can be held virtually. Please be mindful that teachers cannot consult with parents during class time. If a conference is desired, we ask that you reach out via phone or email and make an appointment for a virtual conference. This would also apply to meetings desired with the principal or other educational support staff members. We thank you in advance for your cooperation.

In The Event An In-Person Meeting Is Deemed Necessary & Approved By The Principal In Advance...

Visitor Parking

There are visitor spots located along the front of the building. Parents can also park in any other empty spot in our side parking lot.

Visitor Protocol

To enhance the safety and security of our students and staff, all visitors must use the buzzer near the door and be prepared with a valid official photo identification (driver's license preferred) which is to be placed in front of the camera. Wait for further instructions from our office staff. We appreciate your understanding as we prioritize the safety of our students and staff above all else.

Dropping Off Student Items

Drop off of items to school by a parent or guardian should be restricted to emergency items (i.e. medication) and/or items essential to instruction (i.e. laptops) and it is extremely helpful if you can communicate in advance that you will be dropping off items (856-652-2700 EXT 4102). If your child forgets his/her lunch, we will ensure a school lunch is provided.

School-Wide Events, Celebrations & Field Trips

At least for now, we will be avoiding school-wide events such as assemblies and field trips that bring large groups of students from various homeroom cohorts together into a common space. In addition, field trips will not be scheduled until further notice. Nonetheless, we remain optimistic that at some point this year, we may be in a position to change this protocol.

Birthdays/Food

We ask that all parents/guardians limit the frequency in which you send in food items to school for birthdays or any other celebrations. If you send in a birthday treat, it must be prepackaged. Please discuss any food items being sent in with your child's teacher first. This will allow them the opportunity to discuss any food allergies in your child's classroom with the school nurse. We appreciate your assistance in our efforts to keep our students safe.

Additional Health & Wellness Protocols/Guidelines

Isolation Area

We continue to have a dedicated space to which students and/or staff are temporarily relocated in the event that they are exhibiting COVID-like symptoms. The isolation area is located in our demo room and is an area where patients are kept separate. The bathrooms to the side of this classroom will be dedicated to individuals waiting in this location.

Pick-up Procedure For Student Waiting In Isolation Room

If any student is sent to the isolation area, we will need the child to be picked up ASAP. A parent/guardian will be contacted by the nurse or a member of the administrative team to arrange a pickup time.

Responses to Students/Staff Exhibiting Symptoms

Response to student and staff presenting symptoms:

- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- If the school district becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- It is the recommendation of the Centers for Disease Control and New Jersey Department of Health, for people who have tested positive or have not had a COVID 19 test but may be presumed COVID positive due to presented symptoms, to remain home until ALL of the following have been met:

- Until at least 10 days have passed since their symptoms first appeared or since positive COVID test
- They have had no fever for at least 24 hours WITHOUT the use of fever reducing medication
- Other symptoms have improved

**Depending on the student's symptoms the school nurse may require a doctor's note prior to returning to school. **

Exposure to COVID-19

Staff/Students who are exposed to COVID-19 will be recommended to test for COVID-19 and may be required to quarantine for up to 14 days. Please also note that travel out of state or the country may require testing and quarantine. Please discuss any upcoming travel plans with the school nurse.

- If your child is returning to school after testing; doctors' evaluation; or quarantine, you must contact the nurse prior to returning to the classroom.
- If children present symptoms or are ill during the school day, they will be respectfully monitored in the Rodgers isolation area. This room will be consistently cleaned and sanitized throughout the school day and disinfected after school hours.

Staying Healthy As a parent, what should I be doing?

- Stay informed by visiting the Glassboro Public School District Website and the Dorothy L. Bullock Website for real-time updates and official district information.
- Plan childcare arrangements in the unlikely event a school closure is deemed necessary.
- Review with your child the importance of hand washing and preventative health measures:
 - Wash hands often with soap and water. If not available, use hand sanitizer.
 - Avoid touching your eyes, nose, or mouth with unwashed hands.
 - Avoid contact with people who are sick.
 - Stay home while you are sick and avoid contact with others
 - Cover your mouth and nose with a tissue or sleeve when coughing or sneezing
 - [CDC: How to Protect Yourselfes & Others](#)

Appendix A - COVID-19 DAILY SCREENING PLEDGE

In an effort to protect the health of your child, other students, and our staff, we are requiring daily health screenings for our students. It is the expectation that you will conduct this daily check for symptoms each morning **before** allowing your child to go to school. We are collecting this one-time (per child) sign-off from our parents/guardians as their confirmation that they will complete this monitoring on a daily basis.

Please note: The completion of this form is required PRIOR to the first day of on-site instruction. You need to log onto the PowerSchool site for each child that you have in the district in order to complete this process.

If your son/daughter is experiencing any COVID symptoms or is generally not feeling well, students are asked to remain home. Reach out to our nurse for further instructions (856-652-2700 EXT 4311).

Section 1: Symptoms

Any of the symptoms below could indicate a COVID-19 infection in children and may put your child at risk for spreading illness to others. Please note that this list does not include all possible symptoms and children with COVID-19 may experience any, all, or none of these symptoms. Please check your child daily for these symptoms:

Column A

- ✓ Fever
- ✓ Chills
- ✓ Muscle aches
- ✓ Headache
- ✓ Sore Throat
- ✓ Nausea or Vomiting
- ✓ Diarrhea
- ✓ Fatigue
- ✓ Congestion or runny nose

Column B

- ✓ Cough
- ✓ Shortness of Breath
- ✓ Difficulty Breathing
- ✓ New loss of taste
- ✓ New loss of smell

If TWO OR MORE of the fields in Column A are checked off OR AT LEAST ONE field in column B is checked off, please keep your child home and notify the school for further instructions.

Section 2: Close Contact/Potential Exposure

Please verify if:

- Your child has had close contact (within 6 feet of an infected person for 15 minutes or more during a 24-hour period) with a person with confirmed COVID-19.
- Someone in your household is diagnosed with COVID-19.
- Your child has traveled to an area of high community transmission.

If ANY of the fields in Section 2 are checked off, your child should remain home. Contact our nurse, Marian Dunn, for further quarantine instructions. (EXT 4311)

Section 3: COVID-19 Testing

- Are you or a close contact awaiting any COVID-19 test results? If yes, you should remain home until you receive the test results. Guidance will be determined based upon results.