

**DOROTHY L. BULLOCK
ELEMENTARY SCHOOL**

2010-2011



PARENT HANDBOOK

The Mission of the Dorothy L. Bullock Elementary School is to:

GLASSBORO PUBLIC SCHOOLS

*D*edicate Itself to Academic Excellence by Providing A

DOROTHY L. BULLOCK ELEMENTARY
370 East New Street
Glassboro, NJ 08028

*L*oving, Nurturing, Learning Environment, and To



Mr. Joseph S. DePalma
Principal

*B*etter the Lives of All Children By



*E*ncouraging Each Child's Uniqueness and Developing Self
Esteem in a

*S*uccessful, Student-Centered School

PARENT INFO.....

| | |
|--------------------------|--------------------------------|
| Bullock Main Office | 652-2700, Ext. 74200 or 74201 |
| Bullock School Nurse | Ext. 74333 |
| Bullock Guidance Office | Ext. 74202 |
| Child Study Team Offices | 652-2700, Option #6, Option #1 |

Listen to KYW-AM 1060 Radio or Local TV for:

| | |
|-------------|--------------------------|
| Number 805 | for Schools CLOSED |
| Number 5805 | for Schools Opening LATE |

Glassboro Public Schools does not discriminate in admission to or employment in its education programs or activities. Inquiries concerning Title IX funding application may be referred to Danielle Sochor, Title IX coordinator, Joseph Bowe Blvd., Glassboro NJ 08028 – (856)652-2700, Option #1, Option #5

PRINCIPAL'S MESSAGE

Joseph S. DePalma

Dorothy L. Bullock School is a great place to be. Our school is filled with dedicated students, capable and extremely hard working teachers as well as helpful parents. Recognizing that education is a cooperative effort, our school motto is "Above and Beyond," and we have students, teachers and parents who strive daily to go that distance.

I'm an informal person, but I do hold formal expectations for students, staff, parents, and myself. My goal is to establish a well managed student centered school where all feel comfortable and confident in their abilities to learn.

Therefore, I am going to make two simple requests. First, I ask that you help me accomplish my goal by sending your child to school on time and with a positive attitude – we'll try to take care of the rest. The second is that we learn from each other, not be judgmental, and most importantly, grow together as a family.

At Dorothy Bullock Elementary School we strive to motivate and encourage students to be prepared for the future by being self-directed and life-long learners in our global changing world. Through quality instruction of academics, character development, and the use of technology, our students will develop skills and attitudes necessary to reach their full potential. This will be attained through the integrated efforts of students, families/community, and teachers working as a team in a caring and safe environment.

Dorothy Bullock School is a wonderful place for children to grow and learn. Our students leave here with a solid foundation in the knowledge, skills, and ethics required to become responsible and productive citizens. We achieve this through the combined efforts of friends, educators, and members of the community.

"I am a teacher. I am the most fortunate of all who labor. And who do I have to thank for this wonderful life I am so fortunate to experience? The parents who entrust me their greatest contribution to eternity...their children."

- adapted from John W. Schlatter

Table of Contents

- **Notification of Rights**
- **Harassment Policy**
- **Student/teacher Assignment Procedure**
- **Bulldog Points Character Building Program**
- **Procedure for Dropping off/Picking up student**
- **Attendance Reporting Policy**
- **Suggestions for Proper School Attire**
- **Health Screening Information**
- **Medication Policy**
- **Permission to Give Medication**
- **School Bus Transportation**
- **Federal Nutrition Policy**

Glassboro Public Schools
Glassboro, New Jersey 08028

Staff members shall maintain professional relationships with their pupils that at all times are consistent with the ethical responsibilities of educators. Interpersonal communications between staff and pupils shall be constructive and otherwise conform to the educational mission of the school system. Staff shall be expected to treat each pupil as an individual with human rights and worthy of respect.

Pupils shall be expected to treat staff and one another with courtesy, respect, and fairness. Pupils shall respect the rights of others to receive an education and work in an environment that is conducive to learning and personal growth. No pupil shall have the right to interfere with another's right to privacy or right to hold personal beliefs that are different from those of the mainstream.

Harassment includes bullying or use of power in a manner that has the effect of intimidating or causing someone to fear for the safety of his/her person or property or that has the effect of insulting or demeaning the person. Harassment or discrimination refers to any gesture or written, electronic, verbal or physical act perceived as being motivated by race, color, creed, religion, disability, national origin, sex (gender), sexual orientation, social or economic status or similar distinguishing characteristic and is prohibited by law. If you believe that you have been the subject of discrimination or harassment on the basis of any of these traits, you should contact a building administrator, a district-level administrator, the Superintendent or the District's Affirmative Action Officer.

Reporting an incident of harassment or discrimination or otherwise participating in an investigation of a report of harassment or discrimination will not reflect upon the individual's status or affect future grades, evaluations or work assignments. Retaliation is strictly prohibited and is cause for appropriate disciplinary action. Falsely accusing someone of harassment or discrimination is unlawful and may subject a person making false accusations to disciplinary action.

The District's Affirmative Action Officer is:

Danielle Sochor
Glassboro Board of Education
560 Joseph Bowe Blvd.
Glassboro, New Jersey 08028
(856)652-2700, Option #6, Option #5

Dorothy L. Bullock School

Elementary Handbook

856-652-2700

Arrival and Departure

Staff supervision is provided for students between 8:20 AM and 2:30 PM

Classes begin at 8:30 AM

All School offices are open from 7:30 AM to 3:30 PM

Parents' dropping off before supervision begins or after supervision ends will receive a reminder of school hours. If children are still arriving early or not picked up at dismissal the school resource officer will be notified.

For before and after school care you may contact the Glassboro Child Development Center. For further information on before/after school care please call 856-881-3331.

ATTENDANCE (Board Policy #5113)

Your child's academic success is dependent on regular school attendance. Boys and girls should be in class each day unless they are sick (see Health & Safety). It is requested that parents call the school office, preferably before 8:00 AM and no later than 12:00, on the day of a student's absence at extensions 74200 or 74201. The office should be notified each day that the student is absent. State law mandates that we record reasons for all student absences. When your child returns from any absence (all or part of a school day), you must send a note specifying the reason for the absence.

The note must be received no later than one school day after the student's return.

EXCESSIVE ABSENCES (Board Policy #5113)

Unexcused absences for at least five school days within a school year constitute habitual truancy.

Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction. If your child is absent ten days, the school office will provide the parent written notification and the attendance policy.

Further absences may only occur under these conditions:

- illness verified by a doctor
- religious observance
- emergency
- parents must notify the school of these absences

Ten days of consecutive unexcused absences may/will result in an automatic withdrawal of your student.

TARDIES (Late Arrivals)

Tardiness disrupts the learning environment. We have to count on you, the parent, to encourage your child to develop good habits so that they get to school on time. Most children can get themselves ready for school with minimal parental supervision if a plan has been consistently practiced and positively reinforced.

Tardiness:

1. Disrupts the learning environment.
2. Causes the teacher to repeat assignments, instructions.
3. Develops poor habits and attitudes.

If it is necessary for your child to be late for school, please call the office or send a note of explanation with your child. If the student arrives after the bell has rung, the parent must escort their child to the office and sign the child in. **The child must report to the office and receive a late slip before going to class.** We prefer that a child come to school late rather than missing the entire day. Regular attendance is important at all grade levels. Parents whose child is habitually late in arriving at school are subject to disciplinary action. (Board Policy #5113)

Compulsory Education

School attendance is not only a good habit, state law requires it. New Jersey State Law (18A:38-25) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or other legitimate reason.

A parent, guardian or other person having charge and control of a child between the ages of six and sixteen years, who shall fail to comply with any of the provisions of this article relating to his duties, shall be deemed to be a disorderly person and shall be subject to a fine of not more than \$25.00 for a first offense and not more than \$100.00 for each subsequent offense, in the discretion of the court. In any such proceeding, the summons issuing therein, or in special circumstances a warrant, shall be directed to the alleged disorderly person and the child according to the New Jersey State Law (18A:38-31).

CHILD ABUSE

According to State Law (N.J.S.A. 9:6-8.10), school employees must report non-accidental injury, suspected sexual molestation, abuse and neglect to the Division of Youth and Family Services (DYFS). Please note this pertains to incidents at home or at school.

CUSTODY

If you have a court order that limits the rights of one parent in matters of custody or visitation, please bring a copy to the office. Unless your court order has been served and is on file with us, we must provide equal rights to both parents. You can help to create the optimal educational environment for your child.

Note: please update the office annually with current court orders

DISCIPLINE & STUDENT BEHAVIOR GUIDELINES

Philosophy

School is a place where boys and girls go to get an education. We think they should be able to learn in a school that is safe and orderly. We insist on this because we want the best for your youngster. Open, honest communication with you is the best way we know to achieve that goal.

Students, parents and school must share the responsibility for creating the best possible school setting. The school must provide quality teachers and programs to help youngsters succeed in a complex world. Parents and students must respect all staff, students and themselves.

Our school maintains its own citizenship expectations through our "Stuck on Good Character," Character Education Program.

Some examples of inappropriate behavior are: disorderly conduct, obscene actions, behavior that interferes with other students' learning, safety or well being. Depending on the severity and frequency of inappropriate behavior, consequences range from a conference to expulsion. Some examples: fieldtrips and assemblies, or loss of special privileges such as, classroom special events that are not academic.

Our school has a "no tolerance for violence" policy. This simply means that no student will be allowed to resort to fighting or hitting for any reason on the way to school, while at school, on the way home from school, or at any school event. Our policy states that any student who decides to settle a problem by hitting or fighting will be disciplined.

Dorothy L Bullock School Anti-Bullying Behavior Policy

It is the responsibility of every member of the Dorothy L. Bullock Elementary community to keep our school a safe and caring place, and to help make sure that no student is bullied at school.

Bullying is when someone repeatedly, with their words or actions, hurts, frightens, threatens, or leaves someone out on purpose.

Some examples of bullying include *the following incidences that are repeated over time*:

- Pushing, hitting, kicking or throwing things at someone
- Stealing or damaging another person's things
- Name-calling or teasing
- Threatening to hurt a person
- Leaving someone out on purpose
- Spreading rumors about someone

A student, who believes that he or she has been bullied, or who has seen another student being bullied, should report the problem to a teacher or other adult at school. Any parent who becomes aware of or has concerns about incidents of bullying also should contact a teacher or the principal.

Consequences for Violation of the Anti-Bullying Policy

Depending on the severity and nature of the incident, Dorothy L. Bullock Elementary School will take one or more of the following steps when bullying occurs:

• Intervention, Warning, and Redirection

A teacher, principal or support staff member will ensure that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success in case they find themselves in a similar situation in the future.

• Meeting with Teacher/Principal

The student may meet with their teacher and principal to discuss the problem and to reinforce that bullying will not be tolerated.

- **Notification to Parents**

School staff will notify the parents of the involved students. The parents may be asked to meet with the principal or other members of the school support staff, including the student's teacher, and/or the school counselor or psychologist.

- **Resolution with the Target of the Bullying**

The student may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.

- **Referral to Professional School Support Staff**

The student may meet with the school counselor or psychologist to help prevent future violations.

- **Consequences**

The student may serve one or more days of detention in the office during recess, be assigned to work with an adult staff member, or lose school privileges.

- **Suspension**

In cases of severe or repeated bullying, the student may be suspended under District policies.

- **Expulsion**

In the event of dangerous bullying (such as serious physical violence or threats), or where repeated efforts to address the problem have failed, the student may be expelled under District policies.

As with all discipline actions, these matters are handled confidentially.

Dorothy L. Bullock Elementary School

STUDENT CONTRACT

I, _____, promise that I will do my best to keep our school a safe and caring place.

This means that I will:

1. Treat *everyone* with kindness and respect.
2. Resolve disagreements with other students peacefully.
3. Never tease hurt name-call or bully another student.
4. Refuse to join in if I see someone else being bullied.
5. Ask for help from an adult if I am bullied or see someone else being bullied.

Date: _____ Teacher: _____

Student's Signature

Parent's Signature

All Dorothy L. Bullock students are expected to demonstrate the Ten Pillars of Character.

1. Honesty: Always telling the truth and returning things that belong to others
2. Integrity: Always doing what you know is right
3. Fairness: Treating others as you would want to be treated
4. Perseverance: To always keep trying even if it would be easier to give up
5. Citizenship: Working to make your home, school, and community good places to be
6. Respect: Showing care for yourself, other people, animals, and things
7. Responsibility: Being accountable for your own words and actions
8. Self-Discipline: Keeping your emotions, words, and actions under control
9. Trustworthiness: Doing what is right so people know they can count on you
10. Caring: Showing understanding for the needs of other people.

Each student is expected to:

Treat others in the same manner that he/she expects to be treated

Refrain from conduct that disrupts or threatens to disrupt the learning of other students

Respect the rights of others

Respect school property

Pledge of Kindness

I pledge to myself on this very day to try to be kind in every way.

To every person big and small I will help them if they fall.

When I respect myself and others too, that is the best that I can do.

DRESS CODE

We know there is a relationship between a student's choice of dress and grooming practices, and such things as school pride, self-esteem, general welfare of the students, and the accomplishment of curriculum goals and educational objectives.

Students are expected to dress in a manner that promotes these goals. The school will require a modification of a student's dress or grooming if it is a danger to his/her or to other student's health, if it causes a general disruption or is deemed inappropriate by the school administrator.

The extremes of weather we experience cause us to be concerned about what children wear to school. We are concerned when we see students who are not clothed for warmth and/or to keep dry.

While we permit students to be in the rooms when rain is heavy and the fields are muddy, they need to be outside in mild weather to exercise and expend energy.

Please plan on dressing students for protection against sun, rain and cold.

Tennis shoes are always an appropriate choice of footwear. Flip-flops do not offer enough foot protection for school activities and gym; therefore, are not allowed. If appropriate footwear is not worn for gym, alternative activity will be given.

INCLEMENT WEATHER

School Closing Number 805

Open Two Hours Late 5805

The following is a list of radio and television stations that may announce school closure.

Television Stations:

| | | |
|--------------|------------|--|
| WTFX-TV FOX | Channel 29 | |
| WPVI –TV ABC | Channel 6 | www.WPVI.com |
| NBC 10 | Channel 10 | www.NBC10.com |
| KYW 3 | Channel 3 | www.KYW1060.com |

Radio Stations: KYW-AM 1060

During extreme weather, students will be kept at school until such time as they are picked up by a parent, guardian or designated emergency contact. Parents will be notified by the school. The district will notify all parents by phone using Global Connect in case of emergency. Please keep your current phone numbers up to date with the school office.

LEAVING CAMPUS/DISMISSAL ARRANGEMENTS

Children will be released only from the office to a parent or another person with written authorization from the parent. You **MUST** come to the office, sign the register and ask the secretary to send for your child. Please do not go to the classroom before going to the office. Everyone must present identification.

LOST AND FOUND

Any article that is found by a student should be taken to the lost and found located in the nurse's office. Very small items or very valuable items may be brought to the office. Writing the student's name on all items helps us to return lost articles. All unclaimed items are forwarded to local charity organizations.

PERSONAL BELONGINGS

Students should not bring personal items to school unless the teacher has given permission; i.e. personal listening devices, trading cards, and cell phones (must be turned off and kept in students backpack). Personal items must remain the responsibility of the owner.

While we will assist children if they have a problem with personal items, we do not desire to spend academic time settling disputes over ownership of those items. Any objects used as a weapon to cause harm, including pocket knives, should not be brought to school. They will be confiscated and will result in disciplinary action.

GUESTS ON CAMPUS

- Parents are welcome to volunteer in classrooms. The teacher's focus during the day is on the students. Parents volunteering or visiting the classrooms must sign in with the office, wear a badge and not interfere with the teacher or students. *Please enter the classroom quietly so as not to disturb the learning environment. The teacher will speak with you when it is not interfering with students. If you need to speak with the teacher about a specific matter, please make an appointment. The classroom phones will allow you to leave a message during the day. The office will not transfer calls directly into the classroom, but will allow you to leave a message. Phone calls and emails will be returned within 24 hours.

PETS ON CAMPUS

Pet/animals may only be brought to school with prior permission of the classroom teacher, as it pertains to instruction. If your child is allergic to any animals, please make your child's teacher aware of the specific information as early in the year as possible. Because of student allergies, fear, general cleanliness and potential accidents, parents and visitors are asked **not to bring pets onto the school grounds during the school day as well as before and after school.**

PARKING LOT

- Please follow traffic pattern established by the school
- For the safety of our students be alert at all times. Please do not use cell phones
- Be respectful to teachers and volunteers
- No parking in fire zone in front of school

BUS TRANSPORTATION

Consequences for Breaking Bus Rules

1st Offense: Written incident report/parent notified by school

2nd Offense: Written incident report/parent notified by school

3rd Offense: Parent contacted by Administration. Bus suspension

Further offenses may result in long term suspension.

Please note: On each act of student misconduct, the bus driver is required to fill out a transportation conduct form.

Suspension from the bus **does not mean** suspension from school.

Riding the school bus is a privilege and suspension may occur immediately depending on the offense.

For Severe Disruption

The following inappropriate behavior may result in automatic suspension of transportation privileges:

1. Physical harm to student
2. Physical harm or threat of physical harm to driver (may result in an arrest)
3. Property damage
4. Refusal to obey any reasonable request by driver
5. Total disruption (which created a safety hazard)

Fire Drills

A loud, continuous sound and a flashing light coming from the red fire alarms signal a fire drill. We have drills often, to teach boys and girls the safest, quickest route from the school building. Whenever a class leaves a room for any emergency, students stay with their teachers until they hear the signal that means time to return.

Please help your children learn how important it is to follow the teacher's instructions quickly and quietly in an emergency drill.

All visitors in the school are expected to participate in fire drills, lock downs, or other safety procedures.

HEALTH & SAFETY

Emergency Contact Information

We require **ALL** parents to complete an Emergency Medical Referral Card every year for each of their children. Tell us how to contact you or another responsible, and agreeable, adult if your child becomes ill or is injured at school. List all health problems, including allergies to food, insect stings and medication.

Please let us know if your address, home phone, business phone or emergency phone numbers change during the school year.

Like you, we want to do what's best for your child. If we cannot reach you in an emergency, the school resource officer will be notified. This card will be sent home at the beginning of the school year. Should phone numbers or emergency contacts change during the school year, please notify your school office

When to Stay Home

Attendance at school is vital, but not when it may jeopardize your child or the health of others.

If your child becomes ill at school, we'll notify you as soon as possible. Parents are expected to arrange for their child to be taken home within an hour. We cannot appropriately isolate ill children for a longer time.

The nurse is not allowed to diagnose illnesses. If you think your child may be ill, check with your doctor before sending your child off to school.

Some signs of illness are:

- Restlessness at night, nausea or vomiting, runny nose
- Flushed face, headache, sneezing & coughing
- Fever, red watery eyes, rash
- Sore throat, facial swelling

Children with these symptoms don't belong in school. For their well-being and for the safety of others, children should wait until they're completely well before returning to school.

H1N1 (Swine Flu) Update

It is in the best interest of your child and of other children at school to keep your child at home when he or she is ill. This is particularly critical in light of the recent swine flu phenomena. Your child needs to be well to be able to participate actively in the program.

- If your child is well enough to come to school, we will expect him or her to go outdoors with his or her class, weather permitting.
- After a fever, your child's temperature must be normal (98.6), without the aid of fever-reducing medication, for 24 hours before he or she returns to school.
- Often children may ask to go to school even though they are ill. Although your child may be disappointed, please keep him or her at home.
- If your child becomes ill while at school and you are called, please cooperate by picking up your child promptly.
- The district has put in place a plan in case of the closure of schools.

HEALTH SCREENING INFORMATION

As part of the School Health Services Program provided in the Glassboro Public Schools, children will have screenings performed by the school nurse.

Periodic medical screenings are an important health promotion endeavor since they may identify a potential problem, which could have an impact on a child's health and education.

Please review the list below to see what screenings your child will receive during this school year. If you are concerned that your child may have a problem and he/she is not due to be screened this year, please contact the school nurse who will be more than happy to complete the specific screening.

Please keep the nurse informed of any Emergency Card phone number changes as well as any changes in your child's health status.

| | |
|--------------|----------------------|
| Rogers | 652-2700, Ext. 75403 |
| Bullock | 652-2700, Ext. 74333 |
| Bowe | 652-2700, Ext. 73157 |
| Intermediate | 652-2700, Ext. 72134 |
| High School | 652-2700, Ext. 71224 |

- Blood Pressure, Height and Weight – Grades Pre-K thru 12
- Vision Screening – Grades Pre-K-4, 6, 8, 10
- Hearing Screening – Grades Pre-K – 3, 7, 11
- Scoliosis Screening – Every 2 years for students between the ages of 10 and 18

This is the minimum recommended by the district.
Other students may be tested as needed.

Physical Education Participation

If your child is unable to participate in Physical Education activities on any one day, we ask that you send a written request to the PE teacher for your child to be excused. A doctor's written statement is required if your child is to be excused for an extended period of time. Please submit documentation to the Health Office.

STUDENT EVALUATION & ASSESSMENT

STUDENT REPORT CARD

The Student Report Card gives parents as much meaningful information about the child's progress as possible. Parents receive both quantitative and qualitative information about their child through the formal reporting process. The report card provides specific information on how the child is doing on grade level work at the end of each trimester. Students are measured on their mastery of defined skills. It also provides a summation of work done by the child based on individual capability.

All areas of assessment reflect our school district's educational requirements for children in grades 1 – 3. Student reporting is Standards Based and Letter grades are not used. Students will be assessed based on meeting the New Jersey Core Curriculum Standards using reporting languages as Proficient, Developing, Emerging, and Area of Concern.

PARENT, TEACHER & STUDENT CONFERENCES

Parents and students will have a clear understanding of what is expected of the student, how they will be evaluated and suggested areas of improvement. This will be clarified during formal parent, teacher and student conferences scheduled throughout the school year. More frequent contact between parents and teachers is encouraged to facilitate the communication necessary to promote the most enriching education experience possible for each child.

Conferences and Reporting Dates:

Trimester 1

| | |
|--------------------------------|----------------------|
| Parent conferences on progress | 12/6/2010-12/09/2010 |
| Report cards home | 12/6/2010-12/09/2010 |

Trimester 2

| | |
|-------------------------|--|
| Progress Reports | 2/04/2011 |
| Conferences on progress | 3/04/2011-3/11/2011 as needed, no early dismissal, early possible retention notification |
| Report cards home | 3/11/2011 |

Trimester 3

| | |
|-------------------|-----------|
| Progress Reports | 5/06/2011 |
| Report cards home | 6/22/2010 |

Student-Classroom Teacher Assignment

In order to provide the most effective educational program, many factors are considered in order to assure a balanced learning environment. We will look at enrollment, teacher recommendations and student needs to create balanced classes. It is a complex task, requiring finalization during most of the summer.

I would like to remind you that we cannot honor requests for particular teachers, as this causes great difficulty with scheduling. Further, many times a child's particular educational needs cannot be serviced in the requested class. If you feel, however, that your child needs a program with certain characteristics to foster his/her learning, we ask that you state those educational needs in writing.

While parent requests will be reviewed and seriously considered, there are limits on class size. Every effort will be made to place a child in a teaching/learning environment that is most conducive to the educational needs of that child. You will be informed by mail in August as to the placement of your child for the upcoming school year.

We thank you for your understanding in helping us to create an equalized learning environment where all children's needs can be effectively met.

Procedure for Dropping off and Picking up Students Before/After School

There is no supervision prior to **8:20 a.m.** Students may be dropped off for school no earlier than 8:20 a.m. at the side entrance (**Exit 2**) of the building. Because our main objective is the safety of the children, local authorities will contact parents if their child is repeatedly dropped off early. Please escort your child to the side doors for their safety. Do not allow them to cross the parking lot alone.

Students may be picked up at **Exit 1 (Door by First grade playground)** at 2:30 p.m. dismissal time. You must park in parking spots provided and enter the building to sign your child out. Students are waiting under supervision in a classroom near the entrance to be signed out. For safety, please do not expect your child to cross the parking lot alone. Be prepared to come in for pick-ups and show identification.

The main entrance is for busses only

When coming into school you must park in an appropriate spot. There is **NO** parking in front of the school. Cars parked illegally along the yellow curb (this is known as the fire zone) will be ticketed immediately. Handicapped parking is for those with appropriate documentation. Cars parked illegally in the handicapped zones will be ticketed.

Your total cooperation in following these directions is appreciated.

Students who come to breakfast and are walkers must be at breakfast by 8:25 and no later.

All students who are late must be accompanied by an adult and signed in at the main office.

A note is required when you are planning to pick your child up before the regular dismissal time. Please be sure this note arrives in our office first thing in the morning.

Students will only be released to those adults who are listed on the child's emergency card and that adult **must** provide the office with proper identification. It is important that all of your information, including address and phone numbers, are current. If for any reason we cannot reach you or anyone listed on the emergency card our next step will be to notify the local authorities.

BULLOCK SCHOOL ATTENDANCE CALLING PROCEDURE

We ask that parents call the School Office regarding any absences or lateness.

Procedure:

- Call anytime before 8:00 a.m. at 652-2700, Option #4, Option #1
- Leave a message with the following information:
 - ❖ Child's name
 - ❖ Teacher's name
 - ❖ Reason for absences or lateness

If absences will be extended due to illness or vacation please send a note to the school nurse. Remember to send a written excuse when your child returns to school.

This plan will enable us to track our student attendance and provide a means to ensure the safety of our students.

Parents of any students who are excessively absent and/or tardy may receive a legal notice to send child to school and appear in County Court.

DOROTHY L. BULLOCK ELEMENTARY SCHOOL
370 EAST NEW STREET
GLASSBORO, NEW JERSEY 08028

Telephone (856) 652-2700, Option #4
Fax (856) 881-7587

MR. JOSEPH DEPALMA
PRINCIPAL

Dear Parents and Families:

In the interest of safety, occasionally it becomes necessary to dismiss the students in the Glassboro Public Schools prior to the regular dismissal time because of inclement weather or other emergency reasons.

In the event of early dismissal or delayed opening, we would attempt to notify parents/guardians as soon as possible via a telephone chain. Please indicate below the number at which you would like to be contacted should such an emergency arise.

Every attempt will also be made to have announcements carried over the Philadelphia area radio stations. The number for the Glassboro Public Schools is "805."

We share your concerns for the young children going home at a time when no one may be home to receive them. We urge you to discuss this with your child (ren) beforehand and devise a plan which can be followed under these emergency circumstances.

An early closing for the school district would only take place under emergency conditions and for that reason we seek your cooperation and understanding.

Thank you for your help and assistance.

Sincerely,

Joseph S. DePalma

-
1. Student Name _____
 2. Parent/Guardian Signature _____
 3. Teacher _____ Grade _____
 4. What is my phone number? _____
 5. What is my **EMERGENCY** phone number? _____

**I have read and reviewed this handbook with my child and we will follow all policies of the Dorothy L. Bullock Elementary School.
Please return to your child's teacher**

LIMITED OUTSIDE SNACK/FOOD POLICY

Please be advised that beginning with the 2009-2010 school year, we had implemented a “Limited Snack” policy at our school (a classroom snack may be given at the discretion of the classroom teacher after reviewing ingredients). It was necessary to implement this policy due to the ever-increasing numbers of students with many food allergies. Food allergies can be very serious and for some, life-threatening. Food-allergy management in the school setting can be quite a challenge as we strive to maintain well-being and safety of all of our children.

Please be sure to send your children to school with a hearty breakfast on board. This will keep them focused, feeling well and energized as they proceed through their school day until lunch.

We are still very interested in celebrating special days in your child’s life such as birthdays or other seasonal school celebrations; we will just be shifting focus away from food. We have listed some ideas below for observing your child’s special day. We hope you find this list helpful and appreciate your cooperation.

- Donate a book to your child’s classroom or school library. You can come to school that day and read the book to the class. We will place a sticker on the book acknowledging your child’s donation. As an alternative you can pick your child’s favorite story from home and send it into school where you, the teacher, or your child can read it.
- Donate a game or puzzle in honor of your child’s birthday. We will place a sticker on the item acknowledging your child’s donation. The children will enjoy the new addition.
- Make a donation to garden areas of the school such as plants, vegetable plants, flowers, bird feeders, decorations. The children can be involved in the planting etc. They will enjoy watching the greenery grow. Feel free to join the class.
- Assist with a classroom activity. Activities should take 15 to 20 minutes.
- Send in some favorite pictures of your child enjoying fun activities and family time. Your child will enjoy talking about these pictures with their friends.
- Send in an inexpensive treat such as birthday pencils or stickers or trinkets.
- Join the class in some games and fun celebration activities in honor of your child.

We will work very hard to make your child feel extra special this day

Don’t forget to contact your child’s teacher in advance to discuss any plans for your child’s birthday celebration. If you come up with any other simple, creative ways to celebrate, we are open to suggestions.

Please do not send in cupcakes, munchkins, other baked goods, snacks or any food for your child’s birthday, as they will not be served.