

Arrival and Dismissal Procedures for SES Students

1. School officially begins at 9:05 AM.
2. Every student has a seat reserved for him or her on a bus for the entire school year.

Procedures for Parent/Guardian Drop – Off, Pick - Up

Arrival (Drop - Off):

- Drop-off may occur from 8:45-9:05.
- There is one entrance and exit on the SES campus. The entrance is on the RT 6 side of the campus, closest to the sign.
- Vehicles will use the left lanes to drive past the front entrance and follow the loop beside the gymnasium.
- Vehicles should pull along the curb at the front of the gymnasium. Students enter the building through the side door beside the gymnasium. Monitor(s) will be out to coordinate.
- Should drop-off occur after 9:05, students will need to be signed in by an adult in the main office and will be considered tardy.

Dismissal (Pick – Up):

- A note is required in order for students to be picked up from school rather than ride the bus home. If a student is an everyday parent/guardian pick – up, one permanent note must be submitted.
- Parent/guardian pick - up notes on any given day, should include the student's name, teacher, date, the name of the adult who is picking up and a parent/guardian signature.
- The intent to pick up a student must be provided in writing by 3:00 each day. Students will not be added to the pick-up list between 3:15-3:30.
- Pick-ups will be dismissed after the last bus leaves pulls out.
- As each student will be dismissed to an adult, those picking up should park in the parking lot in the front of the building, have photo ID available, and proceed to the assigned entrance.

Bus Entrances and Exits

Students riding the bus to School:

- Will be dropped off in the front of the building
- As buses arrive to school, monitors will space the buses under the canopy
- Buses will be unloaded by monitors and students will enter through the front doors

Students riding the bus home from school:

- Buses will park in front of the building
- Students will exit the building through the front doors and walk immediately to their buses.