**2020-2021**

**Arrival and Dismissal Procedures for DDES Students**

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

**Procedures for Parent/Guardian Drop-Off and Pick-Up**

Arrival (Drop-Off):

PLEASE NOTE THE UNDERLINED UPDATES FOR THIS SCHOOL YEAR

* + Drop-off will occur from 8:45-9:05.
	+ Students will not be allowed to be dropped off prior to 8:45 AM.
	+ Vehicles will enter the campus at the entrance closest to Wells Fargo Bank. You will proceed along the outside lane in front of the building (not the bus lane) and the traffic guard will signal when you can make the right turn to the regular drop off area.
	+ Student drop-off will occur at the gymnasium side of the school. We will use the two entrances on that side -- at the 5th Grade Wing and at the Gymnasium).
	+ Please make sure you pull up as far as possible and allow your students to exit in a timely fashion to avoid unnecessary backup.
	+ 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 at 3:30 at the side door of the gymnasium.
	+ As each student will be dismissed to an adult, those picking up should have photo ID available.

**Bus Entrances and Exits**

Students riding the bus to and from school each day will enter/exit at the following entrances:

* 3rd Grade – Entrance at 3rd Grade Wing
* 5th Grade (Gurian, Luhrs, DiPillo home rooms) – Entrance at 5th Grade Wing
* 5th grade (Dunn, Morrison, Keller, Cooke home rooms) and all 4th Grade – Main Entrance