**Arrival and Dismissal Procedures for DDPS Students**

**2020 – 2021 School Year**

1. Instructional day begins at 9:15 A.M.
2. Every student has a seat reserved on a bus for the entire school year.

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

**Arrival (Student Drop - Off)**

* + In the morning, student drop-off will be at the following entrances (all entrances are numbered from the outside):
		- Pre – K – Entrance PS 11 (Bus Ramp Entrance)
		- K and 2nd Grade – Entrance PS 11 (Bus Ramp Entrance)
		- 1st Grade – Entrance PS 1 (Front Main Entrance)
		- Car Riders – Entrance PS 1 and PS 3 (Front Main and Side Door Entrance)
	+ Student Drop-off is from 8:45-9:10.
	+ Traffic pattern follows around the loop in the front parking lot and stays within the lineup of cars until exiting the lot. Vehicles pull along the curb at the front of the building, and staff will help students depart their vehicle, and proceed to the assigned entrance.
	+ Students dropped off after 9:10 are considered tardy and will need to be signed in by an adult in the office.

**Dismissal (Student Pick – Up)**

* + A note is required in order for students to be picked up from school rather than ride the bus home.
	+ Students who will be picked up from school **every day** **or more than one consistent day per week**, must submit one permanent note **and are required to complete the car rider registration form**.
	+ Parent/guardian pick - up notes on any given day, must 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 **2:30 each day**. Students will not be added to the pick-up list between 3:00-3:30.
	+ Pick-ups will be dismissed at 3:30, staggered, from the front entrance PS1 by an assigned list.
	+ Students will be escorted and then dismissed to an adult, with photo ID, in the parking lot.

**Bus Entrances and Exits**

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

* + - K – Entrance PS 11 (end of K Hall)
		- 2nd Grade – Entrance PS 11 (Bus Ramp using back stairs)
		- 1st Grade – Entrance PS 1 (Front Door)