

# Dag Hammarskjold Middle School

## Bus Procedures

### Arrival

- Busses will enter via the main entrance to the school and will lineup around the circle in front of the school where sidewalks are accessible.
- Busses will begin unloading students at 7:40 am where children will enter the south entrance of the academic wing at the front of the school and proceed to homerooms.
- Cars dropping off students for school will adhere to the signage and utilize the second driveway which is labeled for drop-offs and pick-ups.
- Cars will proceed along the side of the building following the white painted traffic circle for entrance and exit.
- Cars will be met by staff members who supervise the process. Students will enter the building using the north entrance of the academic wing at the back of the school and proceed to homerooms.
- Walkers will enter the building using the north entrance of the academic wing at the back of the school and proceed to homerooms.
- Homeroom will begin at 8:00 a.m. Student drop-offs and walkers who arrive after 8:00 a.m. are tardy and report to the main office for a pass.

### Dismissal

- Busses will enter via the main entrance to the school and will lineup around the circle in front of the school where sidewalks are accessible.
- Busses will begin loading students at 2:25 p.m. where children will exit the south entrance of the academic wing at the front of the school and proceed to their busses.
- Cars picking up students will adhere to the signage and utilize the second driveway which is labeled for drop-offs and pick-ups.
- Cars will proceed along the side of the building following the white painted traffic circle for entrance and exit.
- Students will exit the building using the north entrance of the academic wing at the back of the school and proceed to the pickup area where they will be supervised by staff members.
- Walkers will exit the building using the north entrance of the academic wing at the back of the school.