



## BERLIN TOWNSHIP SCHOOL DISTRICT

Dwight D. Eisenhower Middle School

235 Grove Avenue West Berlin, NJ 08091

Phone: 856-767-0203 Fax: 856-767-7992

<http://www.btwpsschools.org/berlin/DDE/>

Marilyn Bright – Principal  
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### Dismissal Procedures from DDE Middle School

May 24, 2017

Dear Parent/Guardian,

Dwight D. Eisenhower Middle School recognizes the safety of its students as a consideration of utmost importance. For this reason, procedures for the dismissal of students are set forth in policies, regulations and the student handbook. At the beginning of each school year, each student is assigned a dismissal procedure, some on a school bus, others as “walkers”, and others to after school programs. These procedures are to remain effective throughout the entire school year. In the event that it is necessary for a student to change his/her dismissal from school, the parent/guardian must notify the school in writing on the morning of the school day for which dismissal will be impacted. This will allow ample time for school staff to communicate the change in procedure to all pertinent staff and to ensure the safety of your child.

Please help us to keep your children safe by:

- Giving the school advance (in the morning) written notice of a change in the dismissal of your child.
- Telling your children that unless we have written notice from you, your child must follow their usual dismissal procedure.
- Students must ride their assigned bus and are not permitted to ride a different bus.
- Students may not remain on school property of their own accord after dismissal. If a student wants to attend an after school function, he/she must be dismissed from school to their home, following their usual dismissal procedure, and return to school with their parents' permission.
- If a student is going home with another student (a friend), the parents of both students (the student who is altering his/her dismissal procedure and the “friend”) must provide written consent of this arrangement.

Thank you for your help in keeping our students safe.

Sincerely,

Marilyn Cosme Bright,  
Principal

*“Educating Today For Tomorrow’s Success”*