

## **Student Drop Off and Pick Up Procedures**

### **Student Arrival**

Students encouraged to arrive as late as possible in order to minimize the number of students in the building before school.

- Parent drop off is allowed in the North Lot or the South Lot.
- Bus drop off takes place in the Main Office Loop.

7:15 – 7:35: Students may enter the building through Door 7 (North Lot) ONLY. Students who would like breakfast should get it right away.

- 6<sup>th</sup> graders – Report to the cafeteria and remain until released at 7:55.
- 7<sup>th</sup> graders – Report to the cafeteria and remain until released at 7:50. (Can remain in cafeteria if they choose.)
- 8<sup>th</sup> graders – Report to the cafeteria and remain until released at 7:45. (Can remain in cafeteria if they choose.)

7:35 – 7:58 – In addition to Door 7, students may enter through the pod doors. Students must exit pod immediately and report to cafeteria if prior to grade level cafeteria release time.

7:58 – 8:05 – (BUS ARRIVAL)

Students standing at pod entrance may enter and go to locker.

Students from buses will enter the building through Doors 1 and 2.

Students from buses may get breakfast in cafeteria if they would like.

Students should report to their first hour class by 8:05.

### **Student Dismissal**

Students who use district bussing will exit the building through Doors 1, 2, and 6.

Students who walk or who are being picked up may exit through the door that works best for them.

Parent pick up locations and procedures are the same as drop off.

Students who are not in a supervised activity must exit the building by 3:00 or wait in the vestibule at Door 1 to be picked up. (Students should be picked up immediately after school daily.)

## Seneca Student Pick Up and Drop Off Diagrams

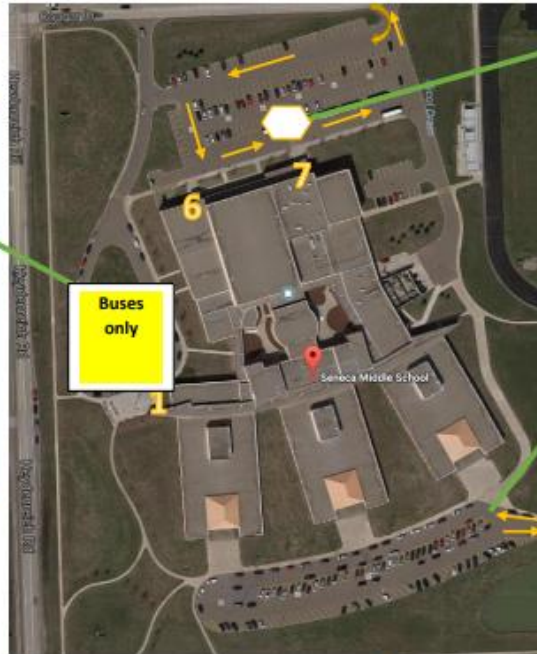
### Drop Off

#### MAIN OFFICE LOOP

**Buses only** at drop off and dismissal.

Parents should only use this lot for late drop off (after 8:05) or early pick up (before 2:15)

**Buses only**



#### NORTH LOT

Enter closest to track and turn right immediately upon entering lot.

Drop students at any point of the sidewalk.

Parents who chose to park should have students cross at crosswalk.

#### SOUTH LOT

Stay right entering lot

Form two lines – one to drop along sidewalk and one to drive around the loop.

Do not drive through parking spaces in center of loop.

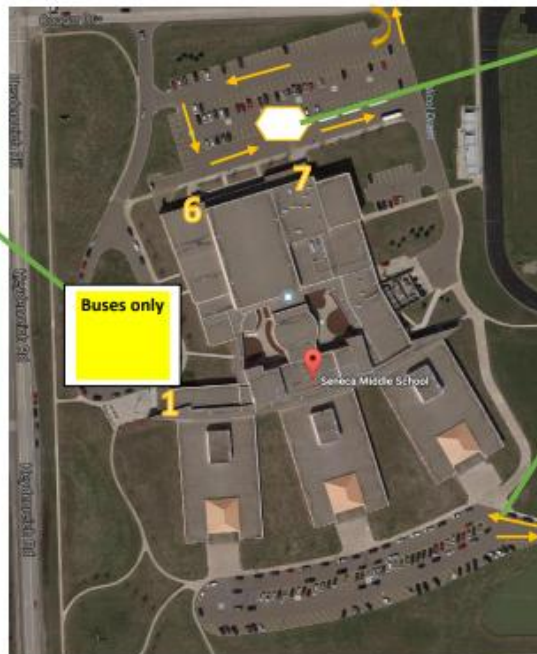
### Pick Up

#### MAIN OFFICE LOOP

**Buses only** at drop off and dismissal.

Parents should only use this lot for late drop off (after 8:05) or early pick up (before 2:15)

**Buses only**



#### NORTH LOT

Enter closest to track and turn right immediately upon entering lot.

Stop only along sidewalk or in parking spaces.

#### SOUTH LOT

Stay right entering lot.

Stop only along sidewalk, in parking space, or in a lane adjacent to center parking spaces.

Leave a drive through lane open.

To exit, drive around loop. Do not cut through center spaces.

Do not stop or park in exit lane.