

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, the Main Office Loop, or the South Lot.
- Bus drop off takes place in the North Lot (off Cougar Drive).

7:15 – 7:35: Students may enter the building through Doors 6 and 7 (North Lot) ONLY. Students who would like breakfast should get it right away.

- 6th graders – Report to the cafeteria and remain until released at 7:55.
- 7th graders – Report to the cafeteria and remain until released at 7:50. (Can remain in cafeteria if they choose.)
- 8th 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 Doors 6 and 7, students may enter through Door 1 (Main Office Door) or 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 6 and 7.

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 6 and 7.

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. See the diagrams for helpful information.

Seneca Student Pick Up and Drop Off Diagrams

Drop Off

MAIN OFFICE LOOP

Stay right
Maintain one line of traffic
Pull forward past door 1 to allow many cars to drop at once.
Drop only at sidewalk



NORTH LOT

Enter closest to track and turn right immediately upon entering lot

Drop students at cross walk at door 7

No drop at sidewalk.

SOUTH LOT

Stay right entering lot

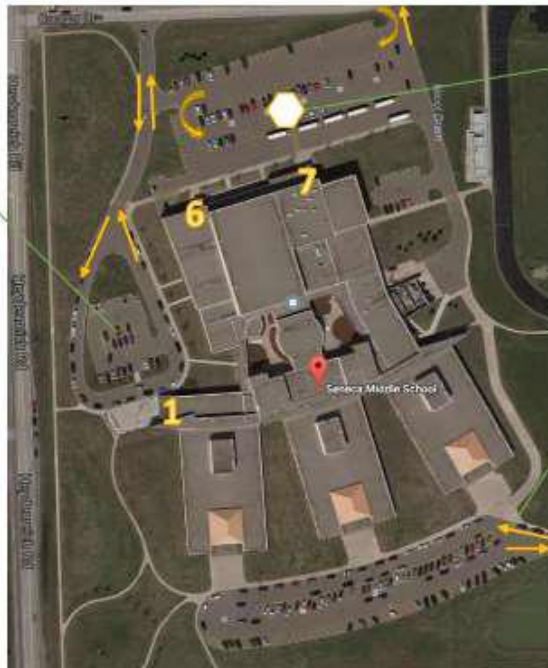
Form two lines – one to drop along sidewalk and one to drive around the loop

Do not drive through parking spaces in center of loop

Pick Up

MAIN OFFICE LOOP

Stay right
Stop only along outside curb or in parking space



NORTH LOT

Enter closest to track and turn right immediately upon entering lot

Stop only in parking spaces

Busses only along sidewalk

No driving between busses

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