

**Shawsheen Valley Technical High School**  
**Procedures: Morning Drop-off & Student Entry and Afternoon Dismissal & Student Pick-up**  
**2020-2021 School Year**

Morning Drop-off & Student Entry

Morning Drop-off & Entry procedures for students will be based on their mode of transportation and the location of their 1<sup>st</sup> period shop/class for that day. Students who are driving to school or are being dropped off at school must arrive between 7:25am and 7:45am and report immediately to their first period shop/class for that day, following the procedures outlined below. Students will be considered tardy if they arrive to their 1<sup>st</sup> period shop/class after 7:50am. 1<sup>st</sup> period will begin promptly at 7:51am. Please use the chart below to determine where students will be dropped off and how students will enter the building.

<b>Mode of Transportation</b>	<b>1<sup>st</sup> Period Shop/Class</b>	<b>Drop-off location</b>	<b>Entry location &amp; procedures</b>
<b>School Bus</b>	N/A	<b>Location A</b> School buses will drop students off at the entrance next to the cafeteria.	Students who arrive by bus before 7:25am will report directly to designated areas (such as the cafeteria and gymnasium) as directed by staff and remain in designated seats in those areas until 7:25, when they will be directed to exit those areas in an orderly manner and report directly to their first period shops/classrooms. Student who arrive by bus after 7:25 am will report directly to their first period shops/classrooms.
<b>Self-Driven</b> • <b>Students with parking passes only</b>	Academic-week classes Business Technology Culinary Arts	Students will park in their assigned parking spaces. N/A	Entrance to the gym hallway
	Cosmetology Design & Visual Communications Graphic Arts ISSN/Programming & Web		Entrance to the Mall/Cosmetology
	Dental Assisting Health Assisting Medical Assisting		Entrance to the Life Science Wing
	Carpentry Electrical HVAC-R Masonry Plumbing		Exterior doors to the Carpentry, Electrical HVAC-R, Masonry, and Plumbing shops (students must enter the doors to their assigned shops)
	Electronics		Entrance next to the cafeteria

	Advanced Manufacturing Auto Collision Automotive Drafting Metal Fabrication		Exterior doors to the Advanced Manufacturing, Auto Collision, Automotive, Drafting, and Metal Fabrication shops (students must enter the doors to their assigned shops)
<b>Drop-offs</b>	Academic-week classes Business Technology Design & Visual Communications	<b>Location B</b> Main entrance at the front of the building	Students will enter through the main entrance and report directly to their 1 <sup>st</sup> period academic classrooms/shops.
	Cosmetology ISSN/Programming & Web Graphic Communications	<b>Location C</b> Side parking lot between Cosmetology and the Life Sciences	Entrance to the Mall/Cosmetology
	Dental Assisting Health Assisting Medical Assisting	<b>Location C</b> Side parking lot between Cosmetology and the Life Sciences	Entrance to the Life Science Wing
	HVAC-R Masonry	<b>Location C</b> Side parking lot between Cosmetology and the Life Sciences	Exterior doors to the HVAC-R & Masonry shops (students must enter the doors to their assigned shops)
	Carpentry Electrical Plumbing	<b>Location D</b> Rear parking lot	Exterior doors to the Carpentry, Electrical and Plumbing shops (students must enter the doors to their assigned shops)
	Culinary Arts	<b>Location D</b> Rear parking lot	Entrance to the gym hallway
	Electronics	<b>Location D</b> Rear parking lot	Entrance next to the cafeteria
	Advanced Manufacturing Auto Collision Automotive Drafting Metal Fabrication	<b>Location E</b> Side parking lot next to the Automotive cage	Exterior doors to the Advanced Manufacturing, Auto Collision, Automotive, Drafting, and Metal Fabrication shops (students must enter the doors to their assigned shops)

### Map of Drop-off Locations



**Shawsheen Valley Technical High School**  
**Procedure: Afternoon Dismissal & Student Pick-up**  
**2020-2021 School Year**

Afternoon Dismissal & Student Pick-up

Afternoon dismissal will be staggered based on transportation type in attempt to both alleviate traffic concerns in the parking lots at the end of the day and to control the number of students passing through the halls at once at the end of the day. Students will be dismissed according to the following schedule:

- 2:00pm – Students who are being picked up will be dismissed
  - Students will exit the building in the same locations they entered the building
  - Pick-up locations will be the same as morning drop-off locations
- 2:03pm – Students who drove themselves to school will be dismissed
- 2:04pm – Students who take the bus will be dismissed

We are releasing students who are being picked up earlier than other students to help ensure that those cars have exited the lot before student drivers and buses begin to leave the lot.