

After School Policy and Procedures

One of the issues at West Catholic that needs immediate attention is the student's presence in the building after school hours. I have met with some faculty members and our facilities department and together we have come up with the following policy and procedures that took effect on Monday, September 19.

The academic wing of the building will have the gates pulled and locked at 4:15 p.m. each day. Parents are strongly encouraged to pick up their students by this time. If students remain in the building after 4:15 p.m., they will be directed to the cafeteria where they will need to stay until they leave.

Darren LaPrise will take on the administrative role of supervising the students in the cafeteria. He will not remain in the cafeteria at all times, but will check on the students on a regular basis and will be available should the need arise.

Teachers will be asked to lock their doors when they leave and they are not allowed to leave any students in their rooms unattended. If a teacher remains in their room with students after 4:15 p.m. they are responsible for the students. The teacher may not leave the building until all students exit the academic wing by either being picked up by a parent or being moved into the cafeteria. Parents are please asked to pick up their students by the doors closest to the cafeteria or in front of the new gym entrance.

If your student is in driver's training, the instructor will remain with his students until the last student is picked up. He will not allow any other students to enter the building when his students exit.

On occasion, the cafeteria may be closed to students after school if it is reserved for a large activity. In that case, students will have to make alternate plans and be picked up by 4:15 p.m.

Thank you for your cooperation in helping us implement this policy.