

West Central High/Middle School
"Home of the Trojans"



1852 S. US 421 – Francesville, IN 47946 Phone: 219-567-9119/2534

Principal: Patrick Culp – pculp@wcsc.k12.in.us

Assistant Principal/Athletic Director: Wes Allen – wallen@wcsc.k12.in.us

To: Parents and students
From: Patrick Culp, Principal
Date: July 16, 2018
Re: Student parking and drop-offs

Dear fellow Trojans,

Throughout the course of the summer, West Central School Corporation has undergone a safety face-lift. While a majority of the construction will be completed at the start of the school year, some minor finishes will still need to be completed after the start of the school year. Upon the return of West Central students and parents for the 2018-2019 school year, there are several updates you will need to take note of.

One of these updates includes how student drop-off, parking, and entering the building prior to the start of school will be handled:

- Doors for students to enter the building will be unlocked at 7:50 a.m. Beginning at 7:50 a.m. a delicious and nutritious breakfast will still be served for all students to eat in the cafeteria prior to class.
- Beginning this year, buses will drop students off at Door #2, instead of Door #1 as has been done in previous years. Both student drivers and students being dropped off will be asked to enter via Door #15 (the door closet to the cafeteria). While these changes appear minor, this will allow students a more direct path to the cafeteria for breakfast while also minimizing congestion to the main and increasing safety.
- At the end of the school day, students will access buses in the same manner as previous years. Students being picked-up will use door #15 to exit the building. When leaving campus, student drivers and parents are asked to use the exit located in the southeast corner (closet to the football stadium) of the parking lot.
- For students arriving to school after the instructional day has begun, they will need to enter either the Middle School (Door #19) or High School (door #1) main entrances. Students will turn in an excused absence note and be required to sign in at the office and

report back to class as quickly as possible. Student drivers arriving to school after the start of the school day will enter the Middle School entrance (Door #19).

- During the school day, all exterior doors will remain locked and secured. Parents and visitors will be required to enter through the main entrance of the Middle School (Door #19) or High School (Door #1). Also, teachers will be required to keep classroom doors locked at all times during instructional time.
- We also ask all students and visitors not to prop any doors open for entrance or exiting of the building. All doors propped open will be shut and locked.
- The administration will periodically be reviewing these safety measures and make any necessary updates as needed.

West Central School Corporation continues to be committed to making our schools safer while providing the best educational opportunities, ensuring all students are college and/or career ready.

Yours in Education,

Pat Culp

Patrick M. Culp