

# *West Lafayette Junior-Senior High School*

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**Ronald C. Shriner**  
Principal

**Daniel S. Walbaum**  
Associate Principal

**Timothy J. Slauter**  
Associate Principal

**Eric D. Ulrich**  
Assistant Principal

**Libby Sheffield**  
Director of Counseling

January 26, 2018

Following a recent review of West Lafayette Jr/Sr High School's Safety Plan, the Safety Team is asking all parents who may need to visit during the school day to be aware of several points in the plan that will be enhanced beginning Monday, January 29:

- If you have a need to visit during school hours, the Safety Officer of the day may ask additional questions for identification and the purpose of your visit. If the officer is not present and you are buzzing in at the door you will be asked similar questions by our office staff.
- If you are picking up your student during the school day you are asked to wait for them in the Safety Entrance lobby or in your vehicle near the entrance. Parents are encouraged to call ahead to let office staff know the time that your child will need to leave for their appointment. The student is expected to sign out at the office counter and sign in upon return.
- If you are dropping off a forgotten item or a lunch for your child, please leave the item on the table in the Safety Entrance lobby. You will find post-it notes to mark the item which may be retrieved by your child between classes or at their lunch period.

Thank you for your assistance as we continue to review best practices in school safety planning. The goal is to continue to promote policies that support the safest possible learning environment for our school.