



After School Policies & Procedures

Woodside High School



Woodside High School has after school activities on most Mondays, Tuesdays, and Thursdays from 2:20-4:10. In order to maintain a safe and orderly environment for club activities, tutoring, practicing, and rehearsing, the following policies and procedures are in effect.

- The after school time will have two sessions:
 - Session #1: 2:20 pm – 3:10 pm
 - Session #2: 3:15 pm – 4:10 pm
- Students need to sign in once they reach their after school destination.
- All students should have a destination for the first session. If a student does not have a second session to attend, they will report to the cafeteria (unless they are picked up by a parent/guardian).
- Students may not leave a session until the end of that session unless a parent/guardian comes to the Main Office to pick them up (as they would during the school day).
 - Thus, students will not be permitted in the cafeteria until 3:10 pm.
- Students need to be sure to get a bus pass from their teacher before leaving their session.
 - Students cannot ride the bus home without a bus pass.

FAQs

For Parents

- 1) I need to pick my child up from school before the end of the first session (3:10 pm). What should I do?
Can your child complete the work that needs to be done during lunch, before school, or during Flex on Friday, thus eliminating the need to stay after school? If not, then you will need to come into the Main Office and ask the staff to call for your child as you would during a normal school day. You will need to know the *room number or teacher* with which your child was planning to stay.
- 2) I need to pick up my child before the end of the second session (4:10 pm). What should I do?
If your child needs picked up after 3:15 pm but before 4:10 pm, then you will need to come into the Main Office and ask the staff to call for your child as you would during a normal school day. You will need to know the *room number or teacher* with which your child was planning to stay. Otherwise, your child should only stay for the first session. At 3:10 pm, they can report to the cafeteria and will be able to leave once you arrive.

For Students

- 1) I drive, but I will need to leave before the end of the first session (3:10 pm). What should I do?
You should make arrangements to complete the work that needs to be done during lunch, before school, or during Flex on Friday.
- 2) I drive, but I will need to leave before the end of the second session (4:10 pm). What should I do?
You should only attend the first session. At 3:10 pm, you will be able to go to the cafeteria or leave campus.
- 3) The work I need to complete will only take 10-15 minutes. What do I do once I'm done?
You should make arrangements to complete this work during lunch, before school, or during Flex on Friday. If that is not possible, then you will need to plan to stay with that teacher during the whole first session, bringing other work or a book to read while you wait for the session to end.