



VISITORS TO CAMPUS

All parents are welcome and encouraged to visit West Lake! We rely on your active support in our classrooms and throughout our school. Keep in mind that students' safety is our highest priority. We ask that you join our safety efforts by ALWAYS entering the school ONLY through the front door by the office. Teachers and students are not allowed to let parents in through unauthorized doors. Wake County Board Of Education Policy requires: "All visitors must report first to the office when entering the building" (WCPSS Policy #5033.2).

Once you arrive in the office, you will need to sign in on the computers available in the office.

As of September 20, 2017, all visitors to the school will need to sign in by using their driver's license. The ID will be scanned by the computer and run a background check. A visitor's pass will print after scanning the ID and completing the sign in process. Visitor passes must be worn at all times while in the building. The system will automatically complete a background check and provide notification to the school if there is a safety concern.

VISITORS WITHOUT ID WILL NOT BE PERMITTED BEYOND THE FRONT OFFICE.

Parents that have completed the volunteer registration process and hold volunteer badges do not need to provide ID or scan an ID when checking in at the front office. The volunteer badge provided by the school is issued only after a background check has been completed by the school district. The volunteer badge must be worn at all times while in the building.

VOLUNTEERS WHO FORGET THEIR BADGE WILL NEED TO SIGN IN VIA THE VISITOR PROCESS; INCLUDING SCANNING THEIR ID TO COMPLETE THE SIGNIN PROCESS.

Please remember all visitors and volunteers must sign out in the front office upon leaving the building.

Your involvement in your child's academic experience is very important. Should you need to speak with your child's teacher, please call before or after regular school hours. You may also send a note with your child, or leave a message with office personnel for the teacher to call you. If you feel you need to bring something to school for your child after the school day has begun, please drop it off in the office and your child's teacher will be notified at the next break in instruction. These procedures serve to minimize disruptions to the instructional day and help promote academic success.

School-age visitors in your home may not attend school with your child as this may disrupt academic learning for both your child and others in the class.

VOLUNTEER PROCEDURES

Wake County Public Schools requires all school volunteers to participate in a registration process. Thank you in advance for reviewing the process and for following the procedures as your cooperation enables us to ensure our students are in safe hands. All volunteers must complete an online application. All volunteers must complete the online application every year beginning July 1st. We respectfully request that parent volunteers not bring other children with them when volunteering, including younger siblings. You can complete this registration in the front office.



