## New West High School Visitor Procedures

In order to maintain a safe learning environment at West High School, we have changed our visitor procedures during the school day.

- All exterior doors are locked during the school day with the exception of Door #1 on the
  west side of the school near the auditorium. Parking is available in the parking lot and
  along the street.
- Parents and visitors will enter through Door #1 during the school day. The door will
  directly lead visitors into the office.
- Visitors will be checked in with Hall Pass and receive a visitor badge.
- We will still have staff monitoring the halls during the school day as an additional precaution.

Thank you for your cooperation in keeping West High School safe!