

# Visitor Procedures

Welcome to the 2022-2023 school year! I am excited to start another year here at WRCCISD as the District's Police Chief. Your child's safety is my priority. The District is implementing new strategies to add to the safety and security of everyone here at WRCCISD.

Below are highlights of the District's current visitor procedures:

- Elementary visitor parking is the lot between the cafeteria and Elementary two story building.
- Intermediate visitor parking is the lot directly in front of the main entrance to the Intermediate building and the gravel/grass lot directly across Holt St. beside the Intermediate playground.
- Junior High/High School visitor parking is in front of the JH/HS building alongside State Hwy 42.

The visitor policy may be reviewed in the Secondary Handbook page 89 and the Elementary/Intermediate Handbook page 72 on the District website under *Handbooks/Dyslexia* link.

**Please immediately check in with the perspective campus office upon arrival.** Our building doors will be locked and you will be required to show your identification and provide your reason for visit before entry into the building. If you are bringing a package or other items not easily identifiable through the security camera system, you may be met at the door by a staff member rather than 'buzzed' into the building. (In this case, a courtesy call in advance may help expedite your visit.)

We have labeled all of our campus buildings and doors in a numerical order to add another element of safety and security to the campuses. The following doors will be used to access each building:

- Elementary – 0101
- Intermediate – 0701
- Junior High/High School – 1401

The street located in the middle of the campus is for West Rusk District vehicles only from 7:00 a.m. – 4:00 p.m. Please go around the campus during school hours.

**If you are picking up/dropping off at the Pre-K building (Bldg #4), please remember that Holt St. is one-way between the hours of 7am-8am and 3pm-4pm.** You will be required to exit from the Pre-K parking lot towards the Intermediate building, then behind the football stadium by the baseball/softball fields.

Should you need to visit our District Nurse, please make an appointment with her prior to your arrival and check in with your campus office upon arrival.

Thank you in advance for helping us keep WRCCISD safe and secure during the 2022-2023 year. I look forward to a great year with the Raider Family.

Feel free to contact me anytime with questions or concerns.

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