

COMMUNITY RELATIONS: VISITORS TO THE SCHOOLS
GKC (REGULATION)
CONTACT: CHIEF OF STAFF AND COMMUNICATIONS

GENERAL RULES FOR VISITORS

The following guidelines apply to visitors to the schools/ district property:

1. Anyone wishing to visit a classroom, either during instruction or for a parent/teacher conference, must make arrangements in advance with the principal and/or the teacher.
2. The school will provide a designated waiting area for parents to pick up children at the end of the school day; passes are not required while in this area.
3. Anyone needing to go beyond the waiting area must register at the office and receive a pass.
4. All campus visitors, including parents, guardians, relatives, university students, student observers and district personnel, must check in with the office.
5. Visitors may not be required to obtain a pass if they are visiting in the office area and not proceeding further into the building.
6. Visitors who are taking children from the campus must wait in the office. Students will be called to the office to be dismissed.
7. Visitor passes must be worn at all times and returned to the office when the visitor signs out and leaves campus.
8. All school employees will assist in the enforcement of the requirement for visitors to wear passes.
10. When it is necessary for a visitor to meet with a student, the principal or designee will call or bring the student to the office.

ASSEMBLY PROGRAMS

Any visitor attending an assembly or program must check in at the office to obtain a visitor pass before proceeding to the assembly or program.

ACADEMIC OBSERVERS

University students, professors, or anyone wishing to observe instruction for academic purposes, must make arrangements with the principal and the teacher(s) whose classrooms will be observed in advance.

Approved – May 2026