

ADMINISTRATIVE PROCEDURES **KMA**

GENERAL PUBLIC RELATIONS VISITS TO SCHOOLS UNAUTHORIZED PERSONS ON SCHOOL PROPERTY

~~March 1, 1990~~
APRIL 27, 2026

The following procedures ~~should~~ **shall** be followed throughout the ~~at all~~ school buildings in handling when there are visitors to the schools:

1. ~~Visitors with valid identification should~~ **must** wait in the secured vestibule and ~~follow district security protocols use the intercom to communicate with the main office in order report to the main office and to~~ gain permission for a brief visit.
2. Former students will not be permitted to visit teachers during regular school hours unless they have made an appointment in advance to meet the teacher during ~~a conference hour~~ **non-instructional time**.
3. ~~Students may visit with a teacher after 3:00 p.m., if the teacher has no other school-related commitments and wishes to see the students.~~
3. **Any Staff members who may notice unauthorized visitors must direct them back to the office and accompany them there. finding an unauthorized visitor or group of visitors in the hall should return with this person(s) to the office.**
4. ~~When a visitor is denied permission to visit, and is asked to leave and does not do so, an administrator should be immediately informed.~~ **A school administrator must be contacted immediately if an unauthorized visitor refuses to leave the school property. Administrator will then follow security protocols.**

CROSS REF.: KMA - Unauthorized Persons on School Property