

Policy KAAA - Public Visitation Administrative Regulations

Descriptor: KAAA-AR1

Procedures

1. Visitors wishing to gain access to the school during the school day shall sign in to the main office before being allowed access to the school.
2. Visitors will write their name, purpose of visit, and location of visit on a log sheet that will be kept at the office and will be required to wear a visitor badge. This requirement can be waived by the administration for large groups or visitors for special events held at the school.
3. All visitors must comply with the expectations outlined in Montpelier's Visitors in the Schools Policy (KAAA). Visitors that violate any of the expectations of this policy will be required to attend a conference with a school administrator regarding the violation in order to be allowed future visitations to the school. All staff members observing misconduct of visitors will report it to the main office for investigation by the administration.
4. Visitors wishing to request access to a classroom must provide 24 hour notice to the administration for approval. Past conduct of the visitor requesting to enter a classroom and applicable state and federal laws regarding student confidentiality etc. will be factors for granting access to the classrooms.

End Administrative Regulation KAAA-AR1.....Updated 11-22-24