

Visitors' Protocol

KHS is a closed campus. Students are not permitted to leave the school campus once they enter or ride the bus.

PICKING UP YOUR CHILD? Parents are expected to do the following procedures in order to retrieve their child from school:

1. **You must present valid identification at the Main Office before you're allowed to pick up your child.**
2. If your name is listed under the student's contact information, you'll be permitted to pick up your child.
3. Sign out your child at the Main Office through the "Log Sheet" to receive an "EXIT SLIP" that you will need to present at the guard house.
4. Present the exit slip to the guard at the guard house before exiting the campus. Have a nice day!

VISITING THE CAMPUS?

1. Schedule your visit before coming to campus so we are prepared for your arrival. Otherwise...
2. Stop at the guard house and state your name, license plate #, purpose of visit, and classroom location.
3. Park at designated area and head straight to the Main Office to sign in.
4. After signing in, you will need to wear a safety vest or take the visitor's pass which you'll need to complete.
5. If you're not wearing the safety vest, you will need to have the visitor's pass visible at ALL TIMES.
6. Once you're done with your visit, return the vest or pass back to the Main Office, sign out and you may exit.
Thank you for your visit!