

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 08/08/24
		Rescinds: 1.501	Issued: 09/14/23

1 *General*

2 Except on occasions such as school programs, athletic events, open house, and similar public events, all
3 visitors will report to the school office when entering the school and will sign-in. Authorization to visit
4 elsewhere in the building or on the school campus will be determined by the principal/designee. Guest
5 passes shall be issued for all persons other than students and employees of the school.¹

6 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto
7 the grounds or into the school buildings during the hours of student instruction except students assigned
8 to that school, the staff of the school, parents of students, and other persons with lawful and valid business
9 on the school premises.²

10 **VISITOR CONDUCT**

11 Persons who come onto school property shall be under the jurisdiction of the site administrator/designee.
12 Individuals who come onto school property or who contact employees on school or district business are
13 expected to behave accordingly. The Director of Schools shall develop a visitor code of conduct to be
14 presented to the board attorney, and then, approved by the Board.³ This code shall prohibit the following:

- 15 1. Cursing and use of obscenities;
- 16 2. Disrupting or threatening to disrupt school or office operations;
- 17 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 18 4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
- 19 5. Physical attacks intended to harm an individual or substantially damage property.

20 The visitor code of conduct shall be posted on the district's website as well as the school's website,
21 and copies of the code shall be provided to all teachers, counselors, administrative staff, and other
22 school employees. In addition, each school entrance shall have the visitor code of conduct posted
23 prominently along with the phone number of someone in the school's administration who can answer
24 questions about the code.

25 Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along
26 with the phone number of someone in the school's administration who can answer questions about the
27 code. Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood
28 the code of conduct.

1 CONSEQUENCES FOR CODE OF CONDUCT VIOLATION

2 The principal/designee has the authority to exclude from the school premises any persons disrupting
3 the educational programs in the classroom or in the school, disturbing the teachers or students on the
4 premises, or on the premises for the purpose of committing an illegal act.²

5 The principal shall contact law enforcement officials when he/she believes the situation warrants such
6 measures.

Legal References

1. [TCA 49-2-303\(b\)\(4\)](#)
2. [TCA 49-6-2008; TCA 39-14-406](#)
3. [Public Acts of 2024, Chapter No. 810](#)

Cross References

Board-Community Relations 1.500
Section 504 and ADA Grievance Procedures 1.802
Vendor Relations 2.809
Safety 3.201
Security 3.205
School Volunteers 4.501
Care of School Property 6.311