



Jackson-Madison County School System

Visitors Code of Conduct

I. Statement of Purpose

In order to foster a climate and culture of appropriate language, respect for person and property of others and maintenance of a safe, secure and peaceful educational setting that promotes learning and positive character development, this Code of Conduct applies to all families, volunteers and visitors who are present at school, in person or virtually, and at school-sponsored activities, meetings, and/or functions during and after regular school hours.

II. Visitors to School Property

Anyone who is not a regular staff member or student at the school is considered a “visitor.” All visitors shall provide to the school office to be recorded a copy of a government-issued identification, which includes the visitor’s name, date of birth and photo, or alternate acceptable identification at the discretion of the principal/designee. Persons who do not provide required identification will not be permitted on premises. Visitors are required to wear a badge or nametag throughout their visit.

III. Conduct Prohibited on School Property

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. No person shall:

1. Act in a threatening manner toward another or others;
2. Use abusive language including cursing or use of obscenities;
3. Approach someone else’s child in order to discuss an issue or chastise them.
4. Injure or threaten another or others;
5. Damage or threaten to damage school property or the personal property of another or others;
6. Disrupt or threaten to disrupt classes, school programs or other school operations or activities;
7. Act in an unsafe manner that could threaten the health or safety of others;
8. Audio or video record where there is an expectation of privacy (i.e., classroom instruction, locker rooms, etc.);
9. Disrupt school transportation or confront transportation staff on the bus, the road, in neighborhoods, or on school system grounds, or enter upon a school bus without express permission to do so;
10. Distribute or wear materials on school grounds or at school functions that are suggestive and inappropriate, obscene, advocate illegal action, promote alcohol or illegal substances, or are disruptive;
11. Intimidate, harass or discriminate against any person on the basis of race, color, national origin, religion, age, sex, disability or other characteristic protected by law;
12. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
13. Violate the traffic laws, parking regulations or other restrictions of vehicles while on school property;

14. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, tobacco products, vaping products, controlled substances, or be under the influence on school property or at school functions;
15. Possess or use firearms or dangerous weapons in or on school property or at any school function, except in the case of law enforcement officers or as otherwise provided by law;
16. Loiter on school property or at school functions;
17. Gamble on school property or at school functions;
18. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;
19. Willfully incite others to commit any of the acts prohibited by this code; or
20. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.

IV. Consequences for Violating the Code of Conduct

Together with school security, principals/designees have the authority to enforce this Code of Conduct as well as all district policies and procedures and are authorized to determine the appropriate offense level outlined below. Penalties for lack of adherence to this Code of Conduct shall be enforceable by the board of education and by local law enforcement officers if necessary. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child’s educational needs, nor will a parent/guardian be excluded from meetings regarding their child’s education and performance. The school's code of conduct for visitors will be enforced uniformly, without partiality or discrimination.

A. Level 1 Offense

Level 1 offenses are those that do not jeopardize the safety or welfare of another or others.

A Level 1 offense could result in a verbal warning, written warning, or a request to leave campus depending on the severity of the offense. After a second infraction, the principal will notify the Director of Schools, or a designated representative (including the school resource officer). Failure to correct the conduct could result in escalation to a Level 2 offense.

B. Level 2 Offense

A Level 2 offense disrupts the school environment and/or safety and welfare of another or others. For a Level 2 offense, a formal “No Trespass Letter” banning the visitor from premises for a quarter, semester or year at the discretion of the school or district. The principal shall inform the Safety Director and Director of Schools of the Level 2 Offense. Law enforcement will be notified of the ban. The district reserves its right to pursue a civil or criminal action. At the termination of a formal ban and “No Trespass Letter” from school premises, a meeting with the principal and Safety Director is required is required.

All information located herein shall conform to requirements of Tennessee Law, the Tennessee Department of Education, the Tennessee Board of Education and local school board policies.

Tenn. Code Ann. § 49-6-4003

- **If you have questions about this Code of Conduct, you may contact Tim Gilmer (Security Advisor) at 731.506.3221.**
- **This Code of Conduct has been reviewed by Board Attorney Dale Thomas (BPR #013439).**