

# Hamilton County Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually,<br/>in September</b> | Descriptor Term:<br><b>Visitors to the Schools</b> | Descriptor Code:<br><b>1.501</b> | Issued Date:<br><b>12/16/04</b> |
|  |  | Rescinded:                       | Revised:<br><b>09/20/18</b>     |

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

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

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12 Persons who come onto school property shall be under the jurisdiction of the site  
13 administrator/designee. Individuals who come onto school property or who contact employees on  
14 school or district business are expected to behave accordingly. Specifically, actions that are prohibited  
15 include, but are not limited to:

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

23  
24 The principal or his/her designee has the authority to exclude from the school premises any persons  
25 disrupting the educational programs in the classroom or in the school, disturbing the teachers or  
26 students on the premises, or on the premises for the purpose of committing an illegal act.<sup>2</sup>

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28 The principal or other appropriate administrators shall engage law enforcement officials when he/she  
29 believes the situation warrants such measures. Any administrator who engages law enforcement  
30 officials for good cause and in the scope of his/her authority shall be provided a defense and  
31 indemnification in  
32 the event a complaint is made against the administrator for such action.

## 33 34 **PARENTS/LEGAL GUARDIANS WHO ARE SEXUAL OFFENDERS OR SEXUAL** 35 **PREDATORS**

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37 In the event an identified parent or legal guardian of a student is listed on the database, he/she can still  
38 be granted *limited* access to the building, while being escorted by school district personnel. The  
39 building administrator will decide when and where the person can go and who will supervise his/her  
40 visit.

1  
2 Parents/guardians listed on the sexual offender registry may only be present on school property when  
3 children are present in accordance with Tennessee law and with the express permission of the School  
4 District. **By state law, parents/guardians on the registry are required to notify school officials of**  
5 **their status in writing upon enrollment of their child.** After notification, the school administrator  
6 may allow this person on campus for official business.

- 7 • Tennessee Code §40-39-211[2(B)] allows for a parent or guardian to attend a conference  
8 for the student at the school upon written permission or a request from the school's  
9 principal.
- 10 • Allows parents or guardians to pick up or drop off a child at the school.
- 11 • Failure to follow these procedures may result in parents or guardians being banned from  
12 district buildings.
- 13 • The parent or guardians will not be permitted to mingle with students or walk through the  
14 school unescorted.
- 15 • Parents or guardians who require a teacher conference shall be encouraged to do so when  
16 other children are not in class and separated from the student population.
- 17 • If the individual indicates that there is a mistake, please encourage them to contact the state  
18 listing their name to rectify the matter. Staff members may choose to give the parent a  
19 printout of the alert, if desired.

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22 Legal References and Cross References:

- 23
- 24 1. TCA 40-303(b)(4)
- 25 2. TCA 49-6-2008; TCA 39-14-406
- 26 3. TCA 40-39-211[2(b)]
- 27 4. Section 504/ADA Grievance Procedures – Board Policy 1.802
- 28 5. Vendor Relations – Board Policy 2.809
- 29 6. Security – Board Policy 3.205
- 30 7. Care of School Property – Board Policy 6.311
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