

Murfreesboro City Schools ADMINISTRATIVE DIRECTIVE

Administrative Directive Title: Visitors to the Schools	AD Number: 1.501.1	Adopted: February 2007 Former Descriptor: BO14
Policy References: Board Policy 1.501 - Visitors to the Schools		Revised: 2/13; 8/14; 7/19; 7/24

1 Murfreesboro City Schools is committed to engaging our parents and community stakeholders by
 2 providing opportunities to visit schools, while also prioritizing the instructional program and
 3 safety of all students and staff. The following visiting procedures will apply to any person on
 4 school grounds or in school buildings who is not a Murfreesboro City Schools employee or
 5 student of the school.

6 School staff are required to report unauthorized individuals on school grounds or in school
 7 buildings to school administration. Unauthorized individuals will be directed to leave the
 8 premises immediately.

9 GENERAL INFORMATION

10 The following procedures will be required at each school building:

- 11 1. Signs are posted at all entrances directing visitors to report to the school’s main office.
- 12 2. Visitors will be required to display a photo identification to the exterior door camera of
- 13 the school building prior to entering.
- 14 3. Visitors are required to report to the main office upon arrival and obtain a pass or badge
- 15 to wear during their visit that will identify them as visitors. Visitors will be required to
- 16 submit photo identification to the “School Gate Guardian” visitor management system.
- 17 4. Visitors will be directed to designated areas, or when appropriate, accompanied to the
- 18 designated areas.
- 19 5. Visitors shall comply with all applicable policies and school rules. Visitors who violate
- 20 policies or rules or disrupt the safe and orderly operation of the school shall be asked to
- 21 leave school grounds and may be subject to visitation restrictions as outlined in this
- 22 procedure.
- 23 6. The principal has the authority to refuse entry to school grounds or buildings to
- 24 individuals who do not have legitimate, school-related business, and/or who may
- 25 disrupt the operation of the school. This may include, but is not limited to, news media,
- 26 for-profit businesses, fundraising or other organizations seeking access to students/staff,
- 27 and students who have been suspended or expelled unless otherwise authorized by the
- 28 school principal.
- 29 7. If there is a court order restricting parental access to a student, the custodial
- 30 parent/guardian who wishes the school to comply with that order is responsible for
- 31 providing a certified copy of such order to the school principal.
- 32 8. Visitors are not permitted to bring in large backpacks or bags to the school.

33 **VISITOR CODE OF CONDUCT**

34 To ensure a safe, respectful, and productive environment for our students, staff, and visitors,
35 no visitor shall:

- 36 1. Use inappropriate language, including cursing or the use of obscenities, toward staff or
37 students;
- 38 2. Disrupt or threaten to disrupt school or office operations;
- 39 3. Make verbal or written statements or gestures that indicate intent to harm an individual
40 or property;
- 41 4. Possess or use weapons or other prohibited items on school property;
- 42 5. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, controlled
43 substances, or be under the influence of alcohol or a controlled substance on school
44 property;
- 45 6. Wear materials which are vulgar, obscene, advocate illegal action, promote drugs or
46 other illegal substances, or are otherwise disruptive;
- 47 7. Photograph, video, or audio record students without explicit permission from school
48 administration;
- 49 8. Injure another person or threaten to injure another person;
- 50 9. Vandalize or otherwise destroy school property;
- 51 10. Record, photograph, or videotape any interactions within the school building where
52 there is an expectation of privacy (classroom instruction, etc.), unless all participants
53 have given their permission;
- 54 11. Intimidate, harass or discriminate against any person on the basis of race, color,
55 national origin, citizenship status, marital status, religion, age, sex, gender identity,
56 sexual orientation, disability or age; and,
- 57 12. Enter unauthorized areas of the school without permission from school administration.

58 **SCHOOL EVENTS**

59 Visitors may be invited to the school for specific school events. School principals have discretion
60 to determine specific visitor procedures for school events and are responsible for communicating
61 those procedures to school visitors.

62 **VISITOR MANAGEMENT SYSTEM**

63 Murfreesboro City Schools uses “School Guardian” as its visitor management system as a tool
64 designed to automate the issuance of visitor passes. Visitor information will be processed
65 through the visitor management system.

66 **EMPLOYEE VISITORS**

67 School employees assigned to specific schools who visit other schools within the district will be
68 required to follow these procedures. Employees assigned to the central office must always wear
69 their Murfreesboro City Schools badge while on school grounds and sign in at the school’s main
70 office.

71 **CONTRACTORS AND VENDORS**

72 If contractors or vendors need access to school grounds when students and staff are present,
73 contractors/vendors are requested to provide written notice to their school district contact prior to

74 arriving on school grounds during the school day. Contractors/vendors are required to check-in
75 with the school's main office prior to entering the school grounds.

76 **VISITORS TO THE EXTENDED SCHOOL PROGRAM**

77 To ensure the safety and security of students enrolled in Murfreesboro City Schools Extended
78 School Program (ESP), visitors will be limited to those individuals invited by ESP for specific
79 programmatic enrichment or volunteers. ESP visitors require the pre-approval of the ESP
80 supervisor and will be required to be in the presence of an ESP staff member while providing the
81 enrichment program. The ESP site director will be responsible for communicating with the ESP
82 visitor on specifics related to the visit (i.e., where to enter, location of program, etc.).

83 **RESTRICTING VISITOR ACCESS**

84 A school administrator may limit visitor access to the school building at any time. If a visitor or
85 individual presents a threat to the safety of students/staff or creates a disruption to the school
86 environment, that visitor or individual may be asked to leave the school grounds immediately
87 and may be subject to further restrictions as outlined below. School administrators may request
88 assistance and/or intervention from school resource officers or local law enforcement if a visitor
89 is disrupting the school environment, presenting a threat to the safety of students/staff, or
90 refusing to leave school grounds.

91 Visitors with no direct affiliation to students (i.e., community members, nonprofit volunteers,
92 etc.) may be subject to visiting restrictions immediately after an incident that causes a disruption
93 or threat to safety. If visitation is restricted, the individual will be notified in writing and notice
94 will be delivered via U.S. Mail.

95 Prior to restricting a parent/guardian from visiting school grounds, the principal must provide
96 written warning notice to the parent/guardian that their ability to visit the school will be limited if
97 the parent/guardian does not comply with district policies and procedures. However, if the school
98 administrator in conjunction with the Director of Schools, determines that the parent/guardian is
99 a threat to the safety of students or staff, written warning notice is not required prior to restricting
100 access to school grounds.

101 Additional disruptive behavior by a parent/guardian following a warning may result in formal
102 restrictions on access to school grounds. Any restriction on visitor access must be approved by
103 the Director of Schools and provided in writing to the parent/guardian. The written notice will be
104 provided to the parent/guardian by electronic mail (if an e-mail address for the individual is
105 available), and sent via U.S. Mail, certified receipt requested, with a copy of the notice also
106 provided to the school resource officer, main office staff, the Director of Schools, and the
107 Assistant City Attorney.

108 Visitor restrictions will be reviewed on an annual basis, or earlier at the principal's discretion.
109 Any changes to visitor restrictions will be communicated with the individual in writing.