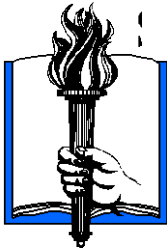


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>	<b>Descriptor No:</b>	<b>Effective Date:</b>
<b>School Visitors</b>	<b>AD BO14</b>	<b>2/07</b>
<b>Reviewed/Revised:</b>		
<b>2/13; 8/14; 7/19</b>		

1 The Murfreesboro City School District encourages the active interest and involvement of parents  
 2 and citizens. In order to avoid interruption of the instructional program and to promote the  
 3 safety of students and staff, building principals shall institute administrative procedures  
 4 concerning visitors to the schools.

5  
 6 The following general guidelines shall be incorporated in all building-level administrative  
 7 procedures concerning visitors.

- 8
- 9 A. The term “visitor” shall apply to any person on school grounds or in school buildings
- 10 who is not an employee or student of the school unit.
- 11
- 12 B. All visitors should show their ID to the exterior door camera before entering the building.
- 13
- 14 C. All visitors shall report to the main office upon arrival and obtain visitor credentials. This
- 15 includes submitting ID through the School Guardian process.
- 16
- 17 D. Visitors should sign in at the front office.
- 18
- 19 E. All visitors who wish to visit classrooms, observe aspects of the instructional program or
- 20 meet with staff members are expected to schedule such visits in advance. Visitors may
- 21 be accompanied during all classroom visits and observations by the building
- 22 principal/designee. Visitors may not use instructional time to discuss individual matters
- 23 with teachers and other staff.
- 24
- 25 F. When visiting classrooms or schools, individual school employees shall follow the same
- 26 procedures as other visitors.
- 27
- 28 G. Visitors shall comply with all applicable policies and school rules. Visitors who violate
- 29 policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to
- 30 leave the premises.
- 31
- 32 H. The building administrator/designee has the authority to refuse entry to school grounds or
- 33 buildings to persons who do not have legitimate, school-related business and/or who may

34 disrupt the operations of the schools. This may include, but not be limited to, the news  
35 media, profit-making businesses, fundraisers and other organizations seeking access to  
36 students and/or staff, and students who have been suspended or expelled unless otherwise  
37 authorized by the building administrator.

38  
39 I. School staff shall report unauthorized persons on school grounds or in school buildings to  
40 the building administrator/designee. Unauthorized persons shall be directed to leave the  
41 premises immediately.

42  
43 J. If there is a court order restricting parental access to a student, the custodial  
44 parent/guardian who wishes the school to comply with that order is responsible for  
45 providing a certified copy of such order to the building administrator.

46  
47 K. DCS Employees should be on the list of DCS personnel distributed to schools.  
48 Regardless of whether they are on the list, they should a DCS photo ID with the State of  
49 Tennessee logo on it as verification for their employment with the department. If the  
50 worker is not on the department list, then a photograph of the ID submitted should be  
51 taken and kept in the child's file. In addition the Director of Community Initiatives or the  
52 Director of Schools should be contacted.

53  
54 Board Related Policy 1.501