

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SCHOOL VISITORS	Descriptor No: BO 29	Date Adopted: 4/79
	Reviewed/Revision Adopted: 1/01; 7/01; 7/11	

SCHOOLS

A “visitor” is defined as anyone other than the enrolled students in the school and school employees or officials. The principal or the principal’s designee shall be responsible for maintaining a visitor’s log at the school’s main office.

A visitor shall report to and register their visit with the school’s main office immediately upon entering the school. Each visitor over the age of five (5) shall record his or her name and the visitor’s time of arrival in the school’s visitor log. The principal or principal’s designee shall issue a guest pass to any person other than students and employees of the school or school system at the time of registration in the visitor’s log. In addition, the principal or principal’s designee shall have the discretion to require an adult visitor to present photo identification at the time of registration. Authorization to visit parts of the school building or campus, other than the school office, will be determined by the principal or the principal’s designee.

Visitors shall return to the school’s office before leaving the building, and record their time of departure in the school’s visitor log.

This policy shall apply at all times except during special school-wide programs, athletic events, open houses, and similar public events.

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

The principal or the principal's designee shall have the authority to exclude from the premises any person who is disrupting the educational program in the classroom or the school, disturbing a teacher or student on the premises, or who is on the premises for the purpose of committing an illegal act. The principal or principal’s designee shall contact law enforcement officials whenever such action is warranted.

32 Students may not bring non-student brothers or sisters to school, unless approved by the Director
33 of Schools or the Director's designee. Requests to bring out-of-town visitors to school must be
34 approved by the principal.

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36 **CENTRAL OFFICE AND ALL OTHER NON-SCHOOL FACILITIES**

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38 Except on occasions such as special programs, public meetings, open houses, or other public
39 events, all visitors shall use the appropriate entrance and report to the reception desk or
40 designated area when entering the facility and will sign the visitors log during normal office
41 hours. Authorization to visit elsewhere in the facility will be determined by the Director of
42 Schools or the Director's designee. Generally, guest passes shall be issued for all visitors.

43 In order to maintain the conditions and atmosphere for a suitable work environment, only
44 persons with lawful and valid business shall enter the facilities.

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46 The Director of Schools, supervisors, and their designees shall have the authority to exclude
47 from the premises any persons disrupting the work environment at a facility, disturbing the
48 employees in the facility, or committing an illegal act in the facility. The Director of Schools,
49 supervisors, or designees shall contact law enforcement officials whenever such action is
50 warranted.