

# Houston County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <h2 style="text-align: center;">Visitors to the Schools</h2>	Descriptor Code: <b>1.501</b>	Issued Date: <b>08/09/21</b>
		Rescinds: <b>BBDA</b>	Issued: <b>12/12/16; 01/13/20</b>

Except on occasions, such as school programs, athletic events, open house and similar public events; *all* visitors will report to the school office when entering the school and will sign a log book. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Guest passes shall be issued for all persons other than students and employees of the school. <sup>1</sup>

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the school grounds, school buses, or into the school buildings during the 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 and buses.

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

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

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

The principal shall engage law enforcement officials when he/she believes the situation warrants such measures.

Houston County Schools has established the following procedures for parentally-requested outside service providers, defined as non-school employed therapists or practitioners, to observe and/or provide services to students:

1. A signed agency agreement, along with verification of the required background check(s), must be on file with the Board of Education.
2. Written parental and service provider requests, liability statements, and confidentiality statements must be on file in the school prior to the provider accessing the school building.
3. The observations/services must be educationally based or medically necessary and cannot result in a disruption to the educational process.
4. Any provider requesting access to a building/student must make the request at least five (5) days prior to the planned observation and follow the above requirements (unless outside provider is required for daily student services and has prior established agreement).

Each principal is responsible for setting guidelines for building access, check-in procedures, and school rules for outside service providers. A service provider may be denied access to a school at any time at principal discretion if any rules or procedures are not followed.

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Legal Reference:

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406

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Cross References:

Section 504/ADA Grievance Procedures 1.802  
Vendor Relations 2.809  
Care of School Property 6.311