

<b>Bartlett City Board of Education</b>		<b>6051</b>
Descriptor Term: <b>VISITORS' CODE OF CONDUCT</b>	Descriptor Code: <b>Student Services</b>	Issue Date: <b>11/13/2014</b>
	Rescinds:	<b>Revised: 07/25/2024</b>

1 Except on scheduled public occasions, such as school programs, athletic events, open house,  
2 and similar events; all visitors will report directly to the school office when entering the school  
3 building and will sign-in. Authorization to visit elsewhere in the building or on the school campus  
4 will be determined by the principal or his/her designee. Guest passes shall be issued for all  
5 persons other than students and employees of the school after submitted approved forms of  
6 identification and receiving approval from the school's security monitoring service.<sup>1</sup>

7 In order to maintain the conditions and atmosphere suitable for learning, no other person shall  
8 enter onto the grounds or into the school buildings during the hours of student instruction except  
9 students assigned to that school, school staff, parents of students, and other persons approved  
10 by the Principal.<sup>2</sup>

11 **VISITORS' CODE OF CONDUCT**

12 Persons who come onto school property shall be under the jurisdiction of the building principal,  
13 site administrator, or his/her designee.

14 Individuals who come onto school property or who contact employees on school or district  
15 business are expected to behave respectfully and lawfully. Specifically, actions that are prohibited  
16 include, but are not limited to:

- 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 damage property.

23 Any person improperly on district-owned or leased property or any person who otherwise violates  
24 this Visitors' Code of Conduct shall depart on the request of the Superintendent, school Principal,  
25 or their designee(s).

26 In accordance with Tennessee law, this Visitors' Code of Conduct has been reviewed for its  
27 legality and constitutionality by an attorney licensed in Tennessee.

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<sup>1</sup> T.C.A. §49-2-303(b)(4)

<sup>2</sup> T.C.A. §49-2-2008; T.C.A. §39-14-406

1 **NOTICE\***

2 This Visitor Code of Conduct shall be posted on the BCS District website as well as each  
3 school's website. Copies of the code shall be provided to all teachers, counselors,  
4 administrative staff, and other school employees.

5 This Visitors' Code of Conduct shall be posted at each school entrance along with the phone  
6 number of a school administrator who can answer questions about the Code.

7 Upon initial enrollment, parent(s)/guardian(s) shall be provided with a printed copy of the code of  
8 conduct, along with the phone number of the student's school administrator who can answer  
9 questions about the Code. Each parent(s)/guardian(s) shall sign the Code of Conduct,  
10 acknowledging that the parent/guardian has read and understands it.

11 **CONSEQUENCES FOR CODE OF CONDUCT VIOLATION**

12 The Superintendent, principal, or his/her designee has the authority to exclude from the premises  
13 any persons disrupting the school environment or otherwise violating the Visitors' Code of  
14 Conduct.<sup>3</sup>

15 The Superintendent, School Principal, or their designee(s) shall contact law enforcement officials  
16 when he/she believes the situation warrants such measures.

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<sup>3</sup> T.C.A. §49-6-2008; T.C.A. §39-14-406

\*In accordance with Tennessee law, this Visitors' Code of Conduct has been submitted to and reviewed for its legality and constitutionality by the Board's attorney, Kari Shoopman, BPR #030347