

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>School Visitors</b>	Descriptor Code:	Issued:
		<b>C-210</b>	<b>7/95</b>
		Reviewed:	Revised:
	<b>2/24</b>	<b>8/11</b>	

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The Board endorses a parent and community participation in school and during school activities and believes that these are critical elements in providing all students an excellent education. However, for the safety and security of all students it is important that access to schools be closely monitored.

During the school day and immediately before and after the school day all visitors will report to the school office when entering the school and log in with the school administration. Exceptions to this include special occasions such as school programs, athletic events, open house and similar public events. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or the principal’s designee. Guest passes shall be issued for all persons other than students and employees of the school or school system.<sup>1</sup>

In order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto the grounds 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, approved volunteers and other persons with specific permission to be on school premises.

The principal or the principal’s designee has the authority to exclude from the school premises any visitor 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> In the event of a crisis, the principal or designee may exclude any persons deemed necessary in order to maintain security.

The principal shall engage law enforcement officials when he or she believes the situation warrants such measures. The Director of Schools may empower other school employees to engage law enforcement officials in times of emergency.

Legal References:

- 1. Student and Employee Safe Environment Act of 1996.
- 2. T.C.A. § 49-6-2008; T.C.A. § 39-14-406.

Approved as to Legal Form  
 By Knox County Law Director 1/11/2024  
 /Gary T. Dupler/Deputy Law Director