



Administrative Procedure

Category:	Procedure:	
General School Administration	Visitors to the Schools	
Descriptor Code:	Issued Date:	Revised Date:
AP-C-210	June 1997	April 2025

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The principal or designee has the authority to determine the persons who may visit school (or campus) in accordance with policy.

The expectations for conduct of visitors and all (who enter KCS property) parents, community members, and school district personnel as stated in Knox County Board of Education Policy B-230 “Civility Code” are:

1. *Treat one another with courtesy and respect at all times.*
2. *Take responsibility for one’s actions.*
3. *Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.*
4. *Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes property damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.*

This code of conduct will be posted prominently at each school entrance along with the telephone number to answer questions regarding the school’s code of conduct for visitors. The Civility Code policy will be available on the Board of Education website, the school’s website; and a copy provided to school employees. A printed copy of the policy should be provided to parents and guardians of students enrolled at the school, along with the telephone number of a member of the school’s administration who can answer questions regarding the code of conduct for visitors, and require that the student’s parent or guardian acknowledge that the parent or guardian has read and understands the code of conduct for visitors that will be enforced at the school.¹

All visitors are required to report to the school office upon entering the building and sign a designated log book.

All maintenance employees will check in at the office and sign the form “Contractor and Maintenance Sign-in Sheet.”

All contractors will check in at the office and sign the form “Contractor and Maintenance Sign-in Sheet.”

Copies of completed forms will be returned to Fifth Avenue to the attention of the Supervisor of Maintenance and Skilled Crafts.

Legal Reference:
1. T.C.A. § 49-6-4007.