

MANCHESTER CITY SCHOOLS
Policy Manual

Descriptor Code: 1.501 Visitors to the School
Issued Date: 02/12/07
Rescinds: 1.501 Visitors to the School
Rescind Date: 10/16/06
Review Month: July/August

Except on special 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.¹ Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or his/her designee. Guest passes shall be issued for all persons other than students and employees of the school.

In order to maintain the conditions and atmosphere suitable for learning, no other 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, and other persons with lawful and valid business on the school premises.

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:

- Cursing and use of obscenities;
- Disrupting or threatening to disrupt school or office operations;
- Acting in an unsafe manner that could threaten the health or safety of others;
- Verbal or written statements or gestures indicating intent to harm an individual or property; and
- 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.² ([See Guidelines for Visitors](#))

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

Representatives of the Association may visit with teachers regarding Association business at school locations before or after school or during the lunch period insofar as such visits shall not conflict with other school activities or other assigned duties of teachers. The Association representatives shall report their presence to the principal at the time of their arrival on school premises.³

Legal References:

1. [TCA 49-2-303\(b\)\(4\)](#).
2. [TCA 49-6-2008](#)
[TCA 39-14-406](#)
3. [MEA Contract Article II-B](#)

Cross References

- [1.802 Section 504 and ADA Grievances Procedures](#)
- [2.809 Vendor Relations](#)
- [3.205 Security](#)
- [6.311 Care of School Property](#)