

<b>University Schools</b>			
Monitoring:  <b>Review: Annually, in August</b>	Descriptor Term:  <b>Visitors to the Schools/Parent Code of Conduct</b>	Descriptor Code: <b>1.501</b>	Issued Date: <b>June 2025</b>
		Rescinds: <b>461 &amp; 457</b>	Issued:

### *General*

Except on occasions such as school programs, athletic events, open house, and similar public events, all visitors must report to the school office when entering the school, show proper identification, and sign-in to the required sign in system. Properly signed in visitors will then receive a visitor's pass after submitting approved identification and signing in properly. Authorization to visit elsewhere in the building or on the school campus will be determined by the director/designee. Visitor 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 grounds or into the school buildings during the hours of student instruction except students assigned to that school, University Schools staff, parents of students, and other persons with lawful and valid business on the school premises.<sup>2</sup>

### **VISITOR CONDUCT**

Persons who come onto school property are expected to behave respectfully and lawfully, and not disrupt the learning environment of University Schools. Actions of school visitors that are prohibited include, but are not limited to, the following:

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 including violating University Schools safety and security protocols;
4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
5. Physical attacks or the threat of physical attacks intended to harm an individual or substantially damage property.

Any person improperly on the premises of a University Schools property who violates this Visitors' code of conduct shall depart on the request of the school director or his/her designee or the Director of Schools or her designee.

The director or his/her designee or Director of Schools or their designee shall contact law enforcement officials when he/she believes the situation warrants such measures.

## **NOTICE**

1. This Visitors' Code of Conduct shall be posted on the University Schools website.
2. This Visitors' Code of Conduct shall be posted at each school entrance along with the telephone number of a member of the school's administration who can answer questions regarding this Visitors' Code of Conduct.
3. Upon initial enrollment each parent/guardian of students shall be provided a printed copy of this Visitors' Code of Conduct with the telephone number of the student's school administrator who can answer questions regarding this Visitors' Code of Conduct. Each parent/guardian shall sign the Code of Conduct, acknowledging that the parent/guardian has read and understands it.<sup>3</sup>

## **PARENT CODE OF CONDUCT**

University Schools seeks to provide a Parent Code of Conduct in order to ensure a mutual understanding of all parents/guardians and visitors to our school about conduct expectations while on school property, at University Schools events and when interacting with University Schools employees and/or students.

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following general propositions:

- Teachers, administrators and parents/guardians want all children to learn in a safe environment.
- Teachers, administrators and parents/guardians must work together for the benefit of all students.
- All parents/guardians and visitors, as well as all members of the school community, deserve to be treated with respect.
- All parents/guardians and visitors, as well as all members of the school community, are expected to adhere to all University and University Schools policies.
- University Schools should be provided an opportunity to resolve issues of concern before public criticism.

## PROHIBITED BEHAVIORS

In order to provide a peaceful and safe school environment, the University Schools prohibits the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication.
- Disruptive behavior that interferes or threatens to interfere with University Schools operations, including the effective operation of a classroom, an employee's office or duty station, a campus lobby, or school grounds, including sporting events, parking lots and car-pickup.
- Threatening to do bodily harm to a University Schools employee, visitor, fellow parent/guardian or student.
- Threatening to damage the property of a University Schools employee, visitor, fellow parent/guardian or student.
- Damaging or destruction of school property.
- Violation of University or University Schools policies.
- Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages or other written or oral communication.
  - University Schools staff and administration may not always be immediately available to speak with you. The only way to *ensure* that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/e-mails within 48 hours with great success. Your calls and visits will be responded to consistent with this practice if someone is not immediately available to speak with you.
- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others.
- Any concerns that you may have regarding these matters must be made through the appropriate channels so they can be dealt with fairly, appropriately, and effectively for all.
- This includes use of any social media medium, including but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Instagram, Snapchat, LinkedIn, Twitter, Flickr.

## CONSEQUENCES

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from University Schools buildings and participation in school-sponsored events under the criminal trespass laws. In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow which may include rescinding a student's transfer to their University School. No restriction, however, will prevent the parent/guardian from working collaboratively with the University Schools to meet the child's educational needs, nor will a parent/guardian be excluded from a child's IEP meeting.

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#### Legal References

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008;
3. Public Acts of 2024, Chapter No. 810