

**Putnam County School System**  
**Code of Conduct for Families, Volunteers, and Visitors**

**I. Statement of Purpose**

The participation of families (parents, guardians and caregivers), volunteers and visitors in the learning process and education community is encouraged and directly correlated to the level of academic success a student will attain.

With the exception of public events, all visitors shall adhere to the following expectations:

- All visitors shall report to the front office and sign in.
- Visitors' driver's licenses will be scanned in order to enter the school building.
- Authorization to visit elsewhere in the building or on the school campus will be determined by the principal/designee.
- Visitor passes/badges will be issued to persons other than students and employees of the school.

**II. Conduct Prohibited on school property**

No person shall:

1. Act in a threatening manner toward any staff member, student or other visitor;
2. Approach someone else's child in order to discuss an issue or chastise them;
3. Injure any other person or threaten to do so;
4. Damage or destroy school property, or threaten to damage or destroy school property or the property of any district employee or any other person lawfully on school property;
5. Disrupt classes, school programs or other school activities;
6. Send abusive, harassing, or threatening emails or text/voicemail/phone messages or other inappropriate written communication;
7. Record or videotape any interactions within the school building where there is an expectation of privacy (classroom instruction, conversations with teachers, students, staff), unless all participants to the conversation have given their permission for the recording or videotaping;
8. Misuse social media to fuel campaigns and complaints against schools, school staff, and/or other parents/students through social networking and websites;
9. Misuse social media for cyberbullying and/or to publicly humiliate another by inappropriate social network entry;
10. Disrupt school transportation or confront transportation staff on the bus, or enter upon a school bus without express permission to do so;
11. Distribute or wear materials on school grounds or at school functions that are suggestive and inappropriate, obscene, advocate illegal action, promote alcohol or illegal substances, appear libelous, obstruct the rights of others, or are disruptive to the school program;

12. Intimidate, harass or discriminate against any person on the basis of race, color, national origin, citizenship status, marital status, religion, age, sex, gender identity, sexual orientation, disability or age;
13. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
14. Obstruct the free movement of any person in any place to which this code applies;
15. Violate the traffic laws, parking regulations or other restrictions of vehicles while on school property;
16. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence on school property or at school functions;
17. Possess or use firearms or dangerous weapons in or on school property or at any school function, except in the case of law enforcement officers;
18. Loiter on school property or at school functions;
19. Gamble on school property or at school functions;
20. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;
21. Willfully incite others to commit any of the acts prohibited by this code; or
22. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.

Anyone failing to abide by these expectations will be asked to leave and, depending on the circumstances, may be prohibited from coming onto school property in the future.

For questions regarding the Visitor Code of Conduct, please contact:

Mr. Russell Darley

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Principal Name

931-537-6141

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School Phone Number

District Contact - Tim Martin      Phone (931) 526-9777

Reviewed by Attorney Dan Rader, TBPR No. 002835