

SCHOOL VISITORS

The Morehouse Parish School Board welcomes and encourages parents and other school patrons to visit the schools at appropriate times. Programs may be planned throughout each school year to provide opportunity for visits to the schools.

Principals shall be responsible for establishing procedures that ensure the proper protection of instructional time and the welfare of the students and employees. In accordance with state law, no person shall go on any elementary or secondary school grounds or in any elementary or secondary building or other school facility as a visitor during school hours without authority from the appropriate official. If at all possible, all visits should be prearranged.

For the purposes of this policy, a “visitor” shall mean any person except:

- A. An employee of the Morehouse Parish School Board
- B. A member of the Morehouse Parish School Board
- C. A student enrolled in the school system
- D. A parent, guardian or other person authorized by a parent or guardian who is delivering a pupil from school at the end of the school day

In order to protect the students and the integrity of the school facility, all school visitors are required to enter through the main entrance of the school, immediately report to the office of the principal or the principal's designee to sign in and advise the principal or his/her designee of the purpose of the visit. If approved for the visit, the individual will be provided with a visitor's identification badge that must be displayed at all times during the visit. Based on the purpose for visiting the school, circumstances may require that the visitor be accompanied by a member of the school staff to his/her location within the school. Teachers are expected to not take class time to discuss individual matters with visitors. Visitors shall have no unsupervised exposure or contact with students. Visitors are required to sign out upon departure and return the visitor's badge.

The School Board, in accordance with state law authorizes principals or their designees, or school security guards to search the person, and any item in the possession of a person who is not a student enrolled in school, or any school employee, while in or on any school property. The search may be conducted at random with a metal detector, or physically when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials which violate School Board policy.

The Morehouse Parish School Board shall require all persons attending any school event or school-related function on or off campus to conduct themselves with politeness, decorum and proper sportsmanship. Any person entering any school campus or School Board property shall be required to conduct himself/herself in accordance with acceptable standards of conduct and show respect for the law and rights of others.

Any person who disrupts the orderly educational process while on a school campus or School Board property may be restricted or banned from such property by the principal with the approval of the Superintendent. In addition, any person, including an adult, who behaves in a disruptive, unacceptable, or unsportsmanlike manner during an athletic, co-curricular event, or other similar school function, may be ejected from the event the person is attending and/or be denied admission to other school event for up to a year.

Should a person's conduct while on school property become so disruptive that it threatens the safety of any employee or student, school personnel shall be authorized to notify law enforcement personnel for assistance.

Examples of unacceptable conduct include, but are not limited to:

- A. Using vulgar or obscene language or gestures
- B. Possessing or being under the influence of any alcoholic beverage or illegal substance
- C. Possessing a weapon
- D. Fighting or otherwise striking or threatening another person
- E. Failing to obey the instructions of a security officer or school district employee
- F. Interfering in any way with an athletic or co-curricular event
- G. Engaging in any activity which is disruptive or illegal

If a person enters upon school grounds without going directly through the main entrance to the office of the principal, the following procedures should be followed by all employees:

- A. The visitor should be directed to the main office to request approval of the principal or the principal's designee to remain on campus.
- B. If the visitor refuses to seek approval of the principal or his/her designee, the principal or his/her designee should be immediately notified and he/she should call the appropriate law enforcement authorities.
- C. In all instances the principal or his/her designee should ask for the identity of the person and purpose of the visit at the school. The visitor should give the principal or his/her designee this information. If the visitor refuses, the principal or his/her designee shall withhold approval and direct the visitor to leave the school. If he/she does not, the appropriate law enforcement authority should be immediately called.

- D. The principal or his/her designee should grant or deny approval to remain on school grounds in conformity with the best interest of the school and for school related business. The principal shall insure that the academic atmosphere as well as the protection of students, faculty and staff will not be impaired.
- E. If permission is denied for the visitor to remain, the visitor shall be informed of the reason and shall be advised that he/she may appeal to the school principal in writing within a reasonable period of time.
- F. In addition to the above, the following procedures may be utilized with regard to loitering of parties on a school campus:
 - 1. All staff should immediately report any loiterers or trespassers on campus to the principal of the school, an assistant principal or a designee.
 - 2. A comprehensive description of the loiterer should be obtained.
 - 3. All pupils should be warned against communication with outsiders.
 - 4. The principal or his/her designee should direct the loiterer to leave.
 - 5. Should the loiterer not leave, the appropriate law enforcement authorities should be immediately notified.

Approved: June 3, 2025

Ref: La. Rev. Stat. Ann. §§14:122, 14:122.1, 14:122.2, 17:416.6, 17:416.10, 17:81; Board minutes, 6-3-25.