



## DISTRICT ADMINISTRATIVE RULE

### KM-R Visitors to School

~~7/17/25~~ x/x/25

#### 1 RATIONALE/OBJECTIVE:

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3 The Cobb County School District (District) will make reasonable efforts to accommodate  
4 parent/guardian requests to visit a school, yet it also recognizes concerns for the welfare of  
5 students. Part of that concern is to assure that students and staff are not distracted from the task  
6 of learning by the presence of visitors on campus.

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8 For information concerning professional visitors, see Administrative Rule ML-R (Private Service  
9 Providers).

#### 10 11 RULE:

##### 12 13 A. LIMITATIONS:

14 To ensure the safety and confidentiality of students, the District limits visitors to:

- 15 1. The parents/guardians of current students;
- 16 2. Other family members of current students who are approved by the student's  
17 parent/guardian; and
- 18 3. Those persons invited by the District for official business.

##### 19 20 B. PROCEDURES:

###### 21 1. All Visitors:

22 Upon request, the Principal or designee may, at his/her discretion, grant permission for  
23 visits by the parents/guardians of current students, other family members of current  
24 students who are approved by the student's parent/guardian, and those persons invited by  
25 the District for official business. To minimize disruption to the instructional program **and**  
26 **ensure student safety**, visits to classrooms or programs or requests to meet with  
27 specific personnel must comply with the following guidelines:

- 28 a. All approved visitors must provide a valid **physical government-issued** photo I.D.,  
29 sign-in at the school office, and display a visitor's badge provided by the school in  
30 order to visit any part of the school;
- 31 b. Visits generally require notice at least 24 hours in advance;
- 32 c. Parents/guardians may observe for up to one hour during a classroom visitation.  
33 However, individuals who are invited by the District for official business may be  
34 granted extended time periods as necessary to perform their functions at the discretion  
35 of the District;
- 36 d. Classroom visitations are not a time for parent-teacher conferences, and  
37 parents/guardians should not expect teachers to conference with them at these times;
- 38 e. The regular school program must continue during such visits, so parents/guardians  
39 must refrain from engaging the attention of the teacher or students through  
40 conversation or other means.

###### 41 2. Limitations:

42 In addition to the limitations in Item B.1. above, parental and/or familial visitation may be  
43 limited by means of a court order, including but not limited to a parenting plan. The  
44 enrolling adult may provide a written statement to the school giving permission for the  
45 non-enrolling parent or family member to visit pursuant to this rule.

##### 46 47 C. UNAUTHORIZED PERSONS ON CAMPUS:

A student or employee may not have an unauthorized visitor. When an unauthorized person enters District property:

1. School personnel shall warn persons trespassing to leave facilities or properties. Persons who refuse are subject to criminal prosecution under the laws of the State of Georgia.
2. The presence or visitation of unauthorized persons in and about District facilities or properties may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.

#### **D. DISRUPTION:**

State law expressly prohibits unauthorized presence and disruption on school grounds.

O.C.G.A. § 20-2-1180 makes it unlawful to loiter within a school safety zone. The Principal or designee has the authority to exercise control over the building and grounds and prohibit any person who does not have a legitimate need or cause to be present thereon from loitering.

O.C.G.A. § 20-2-1181 prohibits conduct which disrupts a school, school bus, or school bus stop. O.C.G.A. § 20-2-1182 prohibits parents from upbraiding, insulting, or abusing public school employees in the presence of pupils. Violations are punishable as a misdemeanor, up to a misdemeanor of a high and aggravated nature. Any violations of this policy or state law may result in limitations on the individual's ability to visit the school prospectively.

#### **Revision Timeline\*:**

Adopted: 8/12/81

Revised: 4/13/83; 8/8/84; 5/23/91

Reclassified an Administrative Rule: 9/1/04

Revised: 12/9/04; 10/12/05; 3/23/06; 6/11/08; 4/15/09

Revised and re-coded: 10/25/12 (Previously coded as Administrative Rule KI)

Revised: 7/19/18; 1/21/20; 7/17/25; **x/x/25**

\*Administrative Rules and Board Policies are reviewed on a regular basis. Dates indicate when revisions were made, not the dates of document review.

Division: School Leadership

#### **Legal Reference**

O.C.G.A. 20-8-6

Reports of criminal gang activity on or adjacent to campus

O.C.G.A. 16-11-35

Removal from campus or facility of unit of university system or school; failure to leave

O.C.G.A. 20-2-1180

Penalty for loitering on school premises or within school safety zone

O.C.G.A. 20-2-1181

Penalty for disrupting public school

O.C.G.A. 20-2-1182

Authorization to order abusive people off school premises

O.C.G.A. 20-8-5

Law enforcement powers of school security personnel; certification; carrying of weapons/firearms