



COMMUNITY RELATIONS: Community Involvement

Visitors to Schools

I. Purpose

- A. To develop procedures for the time, place, and manner by which persons visit the schools.

II. Definitions

- A. *Authorized Employee* – The Superintendent, principal, or any person designated in writing by one of these persons as an agent of the school system for the purpose of this policy.

III. Procedures

- A. An authorized school visitor is a person (not a student of the school or an identified employee or volunteer of Baltimore County Public Schools (BCPS) on official business) who has legitimate school business, to include, but not limited to, parent-teacher conferences, pre-arranged classroom visits, attendance at other school events, or appointments with school employees.
- B. Each principal will ensure that signs are posted at assigned visitor entrances that welcome visitors and direct them to the school office for registration before entering any part of the building.
  - 1. The principal shall follow protocols established in *The Critical Response and School Emergency Safety Management Guide* for visitor screening.
  - 2. Employees may demand identification and reason for the visit from any person who desires to enter the property.
- C. Prior to visiting any portion of the school, all visitors to schools must report to the main office, sign the visitor's log, state the reason for their visit, and receive a visitor's pass that must be worn at all times.

- D. Any school system employee who observes a visitor without a pass should direct that individual to the main office.
- E. Classroom Visits
  - 1. Classroom visits and conferences by parents and other authorized individuals are encouraged. Such visits should be arranged through the principal's office or with the classroom teacher prior to coming to the school.
  - 2. The principal reserves the right to limit or schedule the visit in such a way to diminish or avoid disruption to the normal operation of the school.

IV. Denial of Access

- A. An authorized employee may deny access to BCPS property to any person who:
  - 1. Is not a bona fide, currently registered student or a BCPS employee who does not have lawful business to pursue at the site; or
  - 2. Is a bona fide, currently registered student at the school and has been suspended or expelled; or
  - 3. Has been denied access to the school; or
  - 4. Acts in a manner that disrupts or disturbs the normal educational functions of the school; or
  - 5. Molests or threatens a student, employee, agent, or any other individual on school grounds, on a school vehicle, or on any property owned by the school system.

V. Compliance

- A. The school principal is responsible for following established procedures for admitting only authorized users to school property.
- B. The school principal is responsible for investigating instances of alleged violations of this rule and taking appropriate action, except when it may be appropriate to deny access to multiple properties, in which case the Superintendent's designee will be responsible.
- C. Authorized employees are responsible for issuing no trespass letters in accordance with established school system procedures.

RULE 1240

Rule

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Superintendent of Schools