



ADMINISTRATIVE PROCEDURE

SCHOOL VISITORS

0500

Procedure No.

August 27, 2018

Date

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- I. **PURPOSE:** To establish procedures governing visitors to Prince George’s County Public Schools (PGCPS).
- II. **DEFINITIONS:**
- A. Classroom Visit: A pre-arranged visit with the principal in the classroom by the parents/guardians of current students or educational advocates of current students with disabilities.
 - B. Classroom Observation: An observation by an individual, an advocate or group interested in observing a specific class or program pre-arranged with the principal through the Office of the Chief Academic Officer.
 - C. Conference: A pre-arranged meeting by the parents/guardians of current students or advocates of current students with disabilities with the classroom teacher(s), principal and/or other staff.
 - D. Visitor: A person (not a student of the school or an identified employee or volunteer of PGCPS on official business) who has legitimate school business, to include, but not limited to: parent-teacher conferences, pre-arranged classroom visits, classroom observation, attendance at other school events or appointments with school employees.
 - E. Volunteer: A person assisting under the direction of a school administrator or teacher to provide a variety of services (e.g., tutoring, mentoring, and/or chaperoning for the students) without financial remuneration from PGCPS and considered to be an important member of the school or site team.
- III. **PROCEDURES:**
- A. **Sign-In Process – Photo I.D. Required**
 - 1. In an effort to increase the safety of our schools for students and staff, PGCPS currently utilizes the Raptor Visitor Management System. Raptor enables schools to issue visitor badges with names, pictures and reasons for the visit, and time and date printed on them; to monitor volunteer and visitor hours; and instantly check all visitors against registered sexual offender databases in all 50 states.
 - 2. Upon arrival at the school and prior to initiating any school-related business, each visitor is **required** to provide a copy of their government-issued identification that includes the visitor’s name, date



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- of birth and photo to the school office to be scanned into the Raptor system.
3. Visitors are required to wear the Raptor badge while at the school and to sign out at the conclusion of any designated school-related business.
 - a. PGCPS employees or substitutes who do not have an employee badge visible must have their identification scanned and wear the Raptor badge while at the school.
 - b. Any person who does not have a visible campus visitor badge or PGCPS identification should be immediately escorted to the main office.
 4. All vendors, contractors, and other visitors not assigned to the particular school or facility will be scanned into the system each time they visit the school or facility.
 5. On subsequent visits, staff may use the “**Find**” feature in Raptor to quickly locate who are already in the Raptor system. Staff should type in the First Name and/or Last Name and then click “Find”, which pulls up the visitor’s profile and signs them in.
 6. **Exceptions:**
 - a. **Law enforcement and other first responders:** If law enforcement and/or other first responders are responding to an emergency, they should bypass the sign-in process.
 - b. **Large groups for assemblies, performances, etc.:**

If there is a large group of visitors entering the school building for honor roll assemblies, performances, etc. that are only located in one part of the building, visitors may be signed in using one of the following methods:

 - (1) School personnel may be located in the hallway to provide a sign-in sheet for all visitors as they enter the building and direct visitors to the location where the event is being held. Once the event is over, visitors will be directed out of the building.



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- (2) School personnel may request visitors to pre-register for the planned event/activity and use the “Batch Detail” function to conduct a batch scan of visitors in advance. Staff can complete custom alert checks for those visitors who have been previously scanned in the Raptor system no more than 24 hours prior to the event, and then print their badges in advance of a school event. When the visitors arrive, school personnel may look at each visitor’s ID and hand them their badge.

While running the batch, if one or more visitors are flagged with an offender or custom alert, the principal can view the alerts and decide if the person is a match. If they are a match, no badge is created and they will not be signed in at the time designated in the Batch Detail.

B. Registered Sexual Offenders on School Property

1. During the Raptor sign in process, if a Possible Offender Alert displays and the match is confirmed, a silent alert is immediately sent via email and/or text message to the principal and other individuals identified to receive Sex Offender Alert Notifications. If the person who is designated to monitor the visitor sign in receives the Sex Offender Alert Notification, he/she must contact the principal or designee immediately.
2. The principal may deny an offender’s request for permission to enter the school if he or she determines that the circumstances of the registration warrant denial of permission to enter school.
3. The principal of the school may grant written permission for an offender to enter that specific school under the following circumstances:

- a. The offender is a student at, or seeks to enroll in the PGCPS school.

- (1) Prior to granting such permission, the principal must conduct a meeting of an appropriate school team to understand all available facts associated with the student’s registration and develop an educational plan for the student that addresses the conditions and unique circumstances of the registration.

The team shall include, but is not limited to: the principal, other appropriate staff, the student’s parent or guardian, and



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representatives from other offices or appropriate agencies as needed. All decisions regarding the student's plan shall be documented and maintained in the student's limited access folder (LAF).

- (2) The principal or designee will brief all of the student's teachers about the plan. All information maintained in the LAF and/or shared with the teachers shall be considered **confidential**.
- (3) If permission is granted by the principal, it must be in writing and identify any conditions that must be met by the student, including the following statements:
 - (a) Permission is granted for the current school year and subject to reevaluation as scheduled or as necessary.
 - (b) Permission is granted for the identified school only and additional permission must be sought from the principal of any other school that the student wants to visit (e.g., away football game, school dance, or school play).
- b. The offender is a student at another PGCPS school and seeks to enter the property of a PGCPS school where he or she is not enrolled, to attend a school activity or for another authorized purpose. Such permission, if granted by the receiving principal, must be in writing and include the following:
 - (1) The date and purpose for which permission has been granted.
 - (2) The location within the school, or on school grounds, where the visit is to take place.
 - (3) The name and contact information of the school staff member who the student must notify upon entering school property.
 - (4) The name of a person, acceptable to the sending principal, who will accompany the student if he or she is entering the school property for the purpose of attending a performance, athletic event or other such gathering that may include multiple students.
- c. The offender is parent/guardian of a PGCPS student and wants to participate in a school related activity at that school. If the principal



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chooses to grant such permission, it must be in writing and include the following:

- (1) The date and purpose for which permission has been granted.
 - (2) The location within the school, or on school grounds, where the visit is to take place.
 - (3) The name and contact information of the school staff member who the parent must notify upon entering school property.
 - (4) The name of a person, who will accompany the parent if he or she is entering the school property for the purpose of attending a performance, athletic event or other gathering that may include the presence of other students.
4. The principal may obtain a template letter from the Office of General Counsel to use for the written notification to the sex offender registrant required under this section.

C. School Principal Responsibilities:

1. All PGCPS school sites must have at least one person designated to monitor the Raptor software, visitor sign-in location or log, and issue a visitor pass. This location will be in the main office or main entrance hallway.
2. Once a visitor's identification is scanned into Raptor, the system generates an electronic log and no sign-in sheet is required.
3. If the Raptor system is down and a visitor sign-in log is needed at other times, it must include a section for the visitor's full name, time the visitor signed in, where the visitor will be in the building, and the time the visitor signed out. **Permission to visit the school may be rescinded if the visitor does not comply with the stated purpose of visit or violates any policy or procedure.**

A copy of the school's daily sign-in log must be kept on file for three (3) years.

4. A standard school welcome sign must be placed on all exterior doors. The sign will instruct all visitors to: **NOTICE – ALL VISITORS**



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MUST REPORT TO THE MAIN OFFICE AND PRESENT A GOVERNMENT ISSUED PHOTO ID.

5. All exterior doors must be kept secure except the main entrance and designated building entrances where students access the facility from portable classrooms or from other outdoor activities, as appropriate.

D. Visits are arranged as follows:

1. Classroom Visits and Conferences

- a. Classroom Visits and Conferences by Parents/Guardians of Current Students:

- (1) The process to arrange a classroom visit or conference by parents/guardians of current students will be available from each school.
- (2) Such visits are at the discretion of the principal, but will not be permitted during testing.
- (3) Classroom visits and/or conferences by parents/guardians must be arranged at least 24 hours in advance.
- (4) Parents may be permitted to observe or participate in the evaluation process for infants, toddlers or students enrolled in early childhood programs or settings with special education or related services.
- (5) Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class.
- (6) The principal may limit repeated or lengthy visits that may disrupt the educational environment.

- b. School Visits by Parents/Guardians of Prospective Students:

- (1) All schools are expected to welcome the opportunity to share the strength of their educational programs with parents/guardians of prospective students.



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- (2) Each school will establish a process for school visits by parents/guardians of prospective students, which will include an opportunity at least once a month for parents/guardians of prospective students to visit the school and observe the educational program.
 - (3) The process for parents/guardians of prospective students to arrange a school visit will be available from each school.
- c. School Visits by School-aged Children Who Are Not Enrolled in the School:
- (1) Each local school may establish its own protocol regarding whether or not to allow school visits by school-aged children who are not enrolled in the school.
 - (2) The school-specific protocol will be established with consideration for the ages of the students and any possible disruption to the school day of the school's student population.
 - (3) Visits by school-aged children who are not enrolled in the school must be conducted in such a manner that the visit does not interfere with the classroom activities of any student in the school.
 - (4) In most cases, a visit by school-aged children who are not enrolled in the school, if permitted by the school, will not be permitted for more than one school day.
- d. Classroom Visits and Conferences by Educational Advocates of Current Students with Disabilities
- (1) The process to arrange a classroom visit or conference by educational advocates of current students will be available from each school.
 - (2) Such visits are at the discretion of the principal, but will not be permitted during testing or educational and related service evaluations (e.g., speech and language assessments).



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- (3) Classroom visits and/or conferences by educational advocates must be arranged at least 24 hours in advance.
- (4) Classrooms visits may not last longer than one hour per visit and only two visits per quarter will be allowed by an educational advocate.
- (5) Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class.

2. Observations by Individuals or Groups

An individual or group interested in observing a specific class or program must contact the Office of the Chief Academic Officer to obtain approval. The Office of the Chief Academic Officer may arrange for the observation or request that:

- a. The individual make arrangements with the principal to observe the program; or
- b. A group observation be arranged by staff in the appropriate office.

- D. Subject to the exception below, requests by parents/guardians to have a tutor, counselor, psychologist, or attorney in their employ come to school to work with a student cannot be approved.

Exception:

Community partnerships and agencies that provide mental health services to students through agreement with the PGCPS Department of Special Education and Student Services may have appropriate access to students at school for required services. These mental health professionals may include, but are not limited to: psychologists, counselors, social workers or behavior specialists.

IV. **MONITORING AND COMPLIANCE**

In an effort to monitor the use of the Raptor Visitor Management System by schools, Raptor usage reports of visitors and volunteers will be reviewed by the Office of Monitoring, Accountability and Compliance on a monthly basis.



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- V. **LEGAL AUTHORITY:** Maryland Code, Criminal Procedure Article, section 11-722; Education Article section 26-102.
- VI. **RELATED POLICY AND PROCEDURES:**
- Board Policy 0106, Volunteer Services;
Administrative Procedure 4216.6, Volunteer Services.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Office of General Counsel and will be updated as needed.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 0500, dated August 8, 2017.
- IX. **EFFECTIVE DATE:** August 27, 2018