



# ADMINISTRATIVE PROCEDURE

## SCHOOL VISITORS

0500

Procedure No.

August 18, 2016

Date

I. **PURPOSE:** To establish procedures governing visitors to Prince George’s County Public Schools (PGCPS).

II. **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 printed on them; to monitor volunteer hours; and instantly check all visitors against registered sexual offender databases.

Additional visitor data will not be gathered and no data will be shared with any agency outside of PGCPS.

2. Upon arrival at the school and unless one of the exceptions below applies, each visitor is **required** to provide a copy of their government-issued identification that includes the visitor’s name, date of birth and photo to the school office to be scanned into the Raptor system. On subsequent visits, the visitor’s name may be located through a quick find screen.

3. If a visitor does not have acceptable photo identification available, the school principal or designee may be able to manually enter the information into the Raptor system.

4. 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.

5. Each visitor to a school site during the school day is required to have their photo identification scanned into the Raptor system prior to initiating any school-related business, and to sign out at the conclusion of any designated school-related business.

**6. Exceptions**

i. **Government Officials:** If the visitor to a school is a law enforcement personnel or similar governmental official, the visitor may be given the option of having their information entered manually by presenting their badge or state issued



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identification.

**Note:** If law enforcement and other first responders are responding to an emergency, they should bypass the sign-in process.

ii. **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 are not required to be scanned through the Raptor system. Instead, school personnel may be located in the hallway to: (1) provide a sign-in sheet for all visitors as they enter the building; and (2) direct visitors to the location where the event is being held. Once the event is over, visitors will be directed out of the building.

If a visitor wishes to remain in the school and visit anywhere else in the building, the visitor will be required to have their ID scanned into the Raptor system and receive a visitor's badge.

**B. School Principal Responsibilities:**

1. All PGCPS school sites must have a 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.

If 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.**

3. 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 MUST REPORT TO THE MAIN OFFICE AND PRESENT A**



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#### 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.
- C. 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 in advance.
      - (4) 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.
    - 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.
      - (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.



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- 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.

#### 2. Observations by Individuals or Groups

An individual or group interested in observing a specific program must contact the Office of the Chief Operating Officer to obtain approval. The Office of the Chief Operating 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. 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.

IV. **LEGAL AUTHORITY:** Maryland Code, Education Article section 26-102.

V. **RELATED PROCEDURES:** Board Policy 0106, Volunteer Services; Administrative Procedure 4216.6, Volunteer Services.



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- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Office of General Counsel and will be updated as needed.
  
  - VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 0500, dated August 15, 2013.
  
  - VIII. **EFFECTIVE DATE:** August 18, 2016

Distribution: Lists 1, 2, 3, 4, 5, 9, and 10