

# Regulation

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries:** Policy KD/503

**Responsible Office:** DEPUTY SUPERINTENDENT OF SCHOOLS

### **VISITORS TO THE SCHOOLS**

#### **A. PURPOSE**

To establish procedures for granting visitors access to the schools.

#### **B. BACKGROUND**

The Board of Education of Anne Arundel County recognizes the importance of having a clear and consistent policy for granting visitors access to schools. The Board also recognizes the need to maintain a welcoming environment for visitors with legitimate school business who are not disruptive to the normal operation of the school.

#### **C. PROCEDURES**

1. 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 conducting business.
2. Before they are authorized to conduct business, all visitors to schools must sign in at the school office and receive a pass that must be worn at all times while in the school.
3. Any school system employee who observes a visitor without a pass should direct that individual or group to the school office. If the individual or group is uncooperative, then they should be asked to leave the school property immediately. The principal or office should be notified immediately and appropriate action taken, up to and including calling the police if warranted.
4. Classroom visits are arranged as follows:
  - a. Classroom visits and conferences by parents and other persons in the school community are encouraged. These visits should be arranged through the teacher with notification made to the principal. The principal reserves the right to limit or schedule the visit in such a way

to diminish or avoid disruption to the normal operations of the class and the school.

- b. An individual or group interested in observing a specific class or program should contact the Public Information Office to obtain the name(s) of the school(s) conducting the class or program that they wish to observe. The Public Information Office may arrange for the observation or request that:
- (1) The individual or group make arrangements directly with the principal of the school to observe the class or program; or
  - (2) The individual or group make arrangements with the staff in the appropriate office to observe the class or program.

***Regulation History:***                      *Developed by Superintendent 12/7/05.*  
*Reviewed by Board of Education 12/7/05.*  
*Issued 2/15/06.*

***Note previous regulation history:***                                      *None.*