

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: ABA, ABC, ABC-RA, COA-RB, COB-RA, COC-RA, IRB-RA, JHC, JHC-RA, KGA-RA
Responsible Office: School Support and Improvement
Related Source: *Montgomery County Code*, §47-2, Hours and Places of Operation

School Visitors

I. PURPOSE

To establish procedures governing visitors to schools during the student day

II. DEFINITION

Student Day starts at the time that students arrive and ends when the dismissal bell indicates the end of the instructional day.

III. PROCEDURES

- A. Visitors to any Montgomery County Public Schools (MCPS) school site during the designated student day are required to sign in and out of the building using the Visitor Management System, or as otherwise directed, secure consent upon arrival and prior to initiating any school-related business, and to wear a visitor identification name tag at all times.
- B. The principal is responsible for ensuring the following:
 - 1. All MCPS school sites must have a person designated to monitor the visitor sign-in location, maintain the visitor sign-in log, and issue a visitor pass. This location will be in the main office or main entrance hallway.
 - 2. A visitor sign-in log 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 Permission to visit the school may be rescinded if the visitor does not comply with the stated purpose of visit or violates any policy or regulation.

3. A copy of the school's daily sign-in log must be kept on file for three years.
4. A standard school welcome sign must be placed on all exterior doors. The sign will instruct all visitors to use the main entrance and report to the sign-in location and follow proper visitor protocols.
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 for 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.
- (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 strengths 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.
 - (4) Schools should strive to accommodate parent/guardian requests to visit special education programs in advance of Individualized Education Program (IEP) team meetings where those placement locations may be considered by the IEP team. Principals, resource teachers for special education, and/or special education supervisors for the programs to be visited, should coordinate the visit with the parent/guardian.
- 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 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. Requests by parents/guardians to have a tutor in their employ come to school to work with a student during the student day cannot be approved.

Regulation History: Formerly Regulation 270-1, May 9, 1975 (directory information updated); revised June 20, 2000; formerly Regulation COA-RA, changed to Regulation ABA-RB and revised July 1, 2008; revised June 15, 2016.