

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: EH, EH-RA, KC, KC-RA, KD

Responsible Office: DIVISION OF CURRICULUM AND INSTRUCTION, SCHOOL SECURITY OFFICE

VISITORS TO THE SCHOOLS

A. PURPOSE

To establish procedures for granting visitors access to the schools during the regular school day or other bona fide school activities.

B. BACKGROUND

Anne Arundel County Public Schools (AACPS) recognizes the importance of having appropriate procedures for granting visitors access to schools for the purpose of parent teacher conferences, pre-scheduled classroom visits, attendance at other school events, or appointments with school employees. AACPS strives to provide a welcoming environment for visitors with legitimate school business who are not disruptive to the normal operation of the school, while also understanding our responsibility to the safety of our students and staff. AACPS is committed to implementing the appropriate procedures to ensure the safety of students and staff.

C. PROCEDURES

1. General Sign-In Procedures

- a. Each principal shall ensure that a standard welcome sign is posted at assigned visitor entrances that welcome visitors and direct them to the school office for registration before visiting or conducting business at the school.
- b. A visitor to a school shall sign-in at the school office, receive a pass that shall be worn at all times while in the school, and follow visitor protocols.
- c. A school system employee who observes any visitor(s) without a pass shall direct the visitor(s) to the school office. If the visitor(s) is uncooperative, the visitor(s) shall be asked to leave the school property immediately. In such instance, the principal or office shall be notified immediately and appropriate action in accordance with Policy EH and Regulation EH-RA – Emergency Plans shall be taken.

2. Visiting a Classroom

- a. A parent(s)/guardian(s) who would like to visit a classroom shall make a request to pre-schedule the visit with the classroom teacher. The classroom teacher shall notify the principal of a requested classroom visit. The approval of such visits are at the discretion of the principal. The principal reserves the right to limit or schedule classroom visits to avoid disruption to the educational program, normal operation of the classroom, and normal operation of the school while also ensuring the safety, security, and privacy of students.
- b. A request by a parent(s)/guardian(s) to have a provider in their employ visit the school to work with a student during the normal school day shall be prohibited.

3. Audio and Video Recordings

- a. A parent(s)/guardian(s) who wishes to create an audio recording of a meeting with school personnel may request permission from the principal to audio record the meeting in advance of the meeting. The principal or the principal's designee shall determine whether to approve or deny such a request. Video recordings are prohibited unless such a prohibition expressly denies access to the rights of the parent(s)/guardian(s) under federal and State law.
 - i. If the principal permits a parent(s)/guardian(s) to audio or video record a meeting, the school personnel shall also audio or video record the meeting.
 - ii. A school recording is considered an education record under the Family Educational Rights and Privacy Act (FERPA) and shall be confidentially maintained as part of the student's record in accordance with Policy JH – Student Records. The audio recording of a meeting may not violate the provisions of FERPA. An approved audio recording may not disclose the identities of other students or violate FERPA in any way.
 - iii. An audio or video recording may not be shared or disclosed by AACPS or the parent(s)/guardian(s) without prior consent except as required for any proceedings under federal or State law, or to implement the provision of educational services to the student.

4. Sex Offenders

- a. In accordance with Maryland law, a registered sex offender is prohibited from knowingly entering the property of a public elementary or secondary school unless, within the current school year, the offender has received specific written permission from the principal of the school, the Superintendent, or the Board. Written permission may be obtained as follows:

- i. A principal shall forward a written request by a registered sex offender to enter the property of the school to the Superintendent for review and approval;
 - ii. The Superintendent shall determine whether to approve or deny a request; and
 - iii. A principal may only grant written permission for a registered sex offender to enter the property of the school if the request is approved by the Superintendent.
- b. In accordance with State law, a registered sex offender may only enter the property of a school for the purpose of voting at a school on an election day in the State if the registrant is properly registered to vote and the registrant's polling place is at the school.
- c. Vendors that have contracts with AACPS may not employ a registered sex offender to work at a school, school bus, school-sponsored event, or any AACPS facility.

Policy History: Developed by Superintendent 12/07/05; 09/25/19
Reviewed by Board of Education 12/07/05; 11/01/17; 09/25/19
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Note Previous Policy History: None