



ADMINISTRATIVE PROCEDURE

SCHOOL VISITORS

0500

Procedure No.

September 22, 2004

Date

- I. **PURPOSE:** To establish procedures governing visitors to schools during the school day.
- II. **BACKGROUND:** Except students attending the school, any person coming to the school or on school grounds during the school day must immediately report to the principal's office to sign the visitor's log and secure consent for any request, call, or any item of business.
- III. **DEFINITION:** Authorized School Visitor – is a person (not a student of the school involved) who has legitimate school business to transact, such as a conference with a staff member, and whose conduct is not disruptive or disturbing to the normal operation of the school.
- IV. **PROCEDURES:**
 - A. All visitors (including Prince George's County Public Schools employees) must report to the main office and sign the visitor's log before going to any location in the building.
 - B. The principal is responsible for posting **Notice – All Visitors Must Report to the Main Office and Present a Photo ID** at the entrances to the building. The principal must have a log available and retain the daily log for two (2) years for audit purposes.
 - C. Visits to classrooms are arranged as follows:
 1. Classroom visits and conferences by parents and other persons in the school community are encouraged. Such visits should be arranged through the principal's office.
 2. An individual or group interested in observing a specific program contacts the Department of Communications to obtain the name(s) of school(s) conducting a program in which the individual group is interested. The Department of Communications may arrange for the observation or request that:
 - a. The individual makes arrangements with the principal to observe the program.
 - b. A group observation can be arranged by staff in the appropriate office.



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- D. Requests by parents/guardians to have a tutor in their employ come to school to work with a student cannot be approved.
- V. **RELATED PROCEDURES:** None.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Legal Office and will be updated as needed.
- VII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure
- VIII. **EFFECTIVE DATE:** September 22, 2004.

Approved by:
André J. Hornsby
Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11