



COMMUNITY RELATIONS: Community Involvement

Visitors to Schools and Offices

I. Purpose

To establish procedures governing visitors to schools and offices of the Baltimore County Public Schools (BCPS).

II. Definitions

- A. *Authorized Employee* – The Superintendent, principal or any person designated in writing by one of these persons as an agent of the school system for the purpose of this rule.
- B. *School Day* – Each day that schools are open. The school day begins at opening bell signaling the commencement of the school day and ends at the bell signaling dismissal.
- C. *Visitor* – Any person who is not an employee, volunteer or currently registered student of the school.

III. Procedures

- A. Each principal or office administrator is responsible for ensuring the following:
 - 1. All BCPS school sites must have a person designated to monitor the visitor sign-in location and issue a visitor pass. This location will be in the main office of the school or designated business office.
 - 2. A sign is posted at the assigned visitor entrance that instructs all visitors to report to the sign-in location and follow proper visitor protocols.
- B. Prior to initiating any school- or school system-related business, visitors to any BCPS school or office are:
 - 1. Required to present a driver's license or government-issued photo;
 - 2. State the purpose for the visit; and
 - 3. Wear a visitor pass or BCPS identification badge at all times during the visit.

- C. School system employees and school resource officers may demand identification and reason for the visit from any person who desires to enter BCPS property.
- D. Any school system employee who observes a visitor without a visitor pass should direct that individual to the main office or designated sign in location.

IV. Classroom Visits

- A. Classroom visits and conferences by parents and other authorized individuals are encouraged. Such visits and conferences must be arranged in advance with the school principal or with the classroom teacher.
- B. Such visits and conferences are at the discretion of the principal.
- C. 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.

V. Denial of Access

- A. An authorized employee may deny access to BCPS property to any person who:
 - 1. Is not a bona fide, currently registered student or a BCPS employee assigned to the site and who does not have lawful business to pursue at the site;
 - 2. Is a bona fide, currently registered student at the school and has been suspended or expelled from the site, for the duration of the suspension or expulsion;
 - 3. Is an employee or student who has been denied access to the site as a result of an administrative action;
 - 4. Acts in a manner that disrupts or disturbs the orderly conduct of the activities, administration or classes of the school;
 - 5. Molests or threatens with bodily harm any student, employee, agent, or any other individual who is lawfully on school grounds or in the immediate vicinity of the school, on a school vehicle, at a school-sponsored activity or on any property owned by the school system and is used for administrative or other purposes; or
 - 6. Is a registered sex offender, unless permission has been requested and granted prior to visiting a school in accordance with state law.

- B. Annually, the Superintendent and each school or office administrator shall designate, in writing, an administrator who is authorized in his/her absence to deny access to the school building or otherwise carry out the responsibilities in this paragraph in his/her absence.
- C. Any person who fails or refuses to leave a BCPS school or office after being requested to do so by an authorized employee may be denied access to the school or office and/or charged with trespassing.
- D. An authorized employee is responsible for investigating violations and issuing a no trespass letter in accordance with established school system procedures.

VI. Compliance

- A. The school principal or building administrator is responsible for following established procedures for admitting only authorized visitors to school property.
- B. The school principal or building administrator is responsible for investigating instances of alleged violations of this rule and taking appropriate action, except when it may be appropriate to deny access to multiple properties, in which case the Superintendent or his/her designee will be responsible.
- C. Authorized employees are responsible for issuing no trespass letters in accordance with established school system procedures.

Legal references: *Annotated Code of Maryland, Education Article §26-101, Disturbing Activities at School or College; Molesting or Threatening Students*
Annotated Code of Maryland, Education Article §26-102, Trespass on the Grounds of a Public Institution of Elementary, Secondary, or Higher Education
Annotated Code of Maryland, Criminal Law Article §6-409, Refusal or Failure to Leave Public Building or Grounds
Annotated Code of Maryland, Criminal Procedure Article §11-722, Entry onto School or Day Care Property or Informal Day Care Home Prohibited

RULE 1240

Related Policies: Board of Education Policy 1200, *Community Involvement*
Board of Education Policy 1260, *School Volunteers*
Board of Education Policy 1270, *Parent and Family Engagement*
Board of Education Policy 3710, *Safety and Security*

Related Rule: Superintendent's Rule 3710, *Identification Badges*

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