

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** ABA, ABC, ABC-RA, COA-RB, COB-RA, COC-RA, IRB-RA, JHC, JHC-RA, KGA-RA  
**Responsible Offices:** School Support and Improvement  
Chief of Staff  
**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 Permission to visit the school may be rescinded if the visitor does not comply with the stated purpose of visit or violates any policy or regulation.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 by Parents/Guardians of Current Students:
  - a) The process to arrange a classroom visit or conference by parents/guardians of current students will be available from each school.
  - b) Such visits are at the discretion of the principal.
  - c) Classroom visits and/or conferences by parents/guardians must be arranged in advance.
  - d) 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.
  - e) To facilitate implementation of federal and state law regarding students with disabilities, parents/guardians who wish to create an audio recording of an Individualized Education Program (IEP) team meeting will be permitted to do so. Video recordings are not permitted unless this prohibition denies the parent's/guardian's access to their rights under state and federal law.
    - (1) If a parent/guardian audio records an IEP team meeting, school personnel will also audio record the meeting.
    - (2) Under the Family Educational Rights and Privacy Act (FERPA) the school recording is considered an "education record" and must be confidentially maintained as part of the

student's record, pursuant to the provisions of MCPS Regulation JOA-RA, *Student Records*.

- (3) It is expected that the audio recording will not be shared by either MCPS or the parents/guardians or disclosed without prior consent except as necessary for proceedings under state law or federal law or to implement the provision of educational services to the student.

2. School Visits by Parents/Guardians of Prospective Students:

- a) All schools are expected to welcome the opportunity to share the strengths of their educational programs with parents/guardians of prospective students.
- b) 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.
- c) The process for parents/guardians of prospective students to arrange a school visit will be available from each school.
- d) Schools should strive to accommodate parent/guardian requests to visit special education programs in advance of 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.

3. School Visits by School-aged Children Who are Not Enrolled in the School:

- a) 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.
- b) 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.

- c) 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.
- d) 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.

4. Other Visits or Tours

To ensure the quality of the experience for all visitors and minimize disruption to school and office activities, advance reservations are required for all school visits, information sessions, observations, and facilities tours by international delegations, other educational institutions, and other community entities. MCPS will accommodate such requests when feasible. An individual or group interested in visiting, observing, or touring a specific program or facility must contact the Office of the Chief of Staff.

- a) The executive director to the chief of staff will manage all requests for visits/tours, coordinate with the appropriate offices, and ensure that the superintendent of schools, responsible offices, and appropriate members of the Montgomery County Board of Education are aware.
  - (1) Directors of school support and improvement (DSSI) will have final approval for all school visits/tours. Principals should consult with their DSSI prior to accepting any requests.
  - (2) Appropriate directors will review and have final approval for visits to all other non-school work sites.
- b) Advance reservations should be made at least three to four weeks in advance, and for large groups of 10 or more people, at least four weeks in advance.
- c) Group visits/tours will not be offered during certain periods, as designated by the Office of the Chief of Staff, in order to minimize disruptions to instruction and/or operations (e.g., start of the school year, holidays, assessment windows, and ends of marking periods).

- 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; revised March 6, 2017.