

GUIDELINES FOR VISITING A SCHOOL

Howard County Public School System

The two goals of the Howard County Public School System (HCPSS) focus on rigorous performance standards and a safe and nurturing school environment for all students. All school and school system procedures support these goals.

Although we welcome visitors to our schools, to minimize teaching and learning distractions and interruptions and to maximize safety for all students and staff, we ask that those involved in a visit to a school campus, building, or classroom understand and follow the procedures below.

- ❖ Anyone wishing to visit a school is asked to contact the Principal to explain the purpose of the visit and to establish a convenient time for both the visitor and the school.*
- ❖ The school will arrange for an escort for the visitor.
- ❖ Upon entering a school, all visitors must sign in at the main office and receive a visitor badge. Visitors may be required to provide a photo ID before going into other areas of the building.
- ❖ Interactions between the visitors and school staff and students will be limited.
- ❖ No students are allowed to shadow HCPSS students.
- ❖ If a follow-up meeting with school staff is desired, the visitor will schedule it for a mutually convenient time.

In some cases it may be more convenient for a prospective visitor to acquire information in other ways. The following may be helpful:

- ❖ Information about the Howard County Public School System is available through www.hcpss.org, individual school websites, on-line school profiles, archived school newsletters, and by subscribing to HCPSS News through the website.
- ❖ The school attendance area of a particular house address can be identified through School Locator on the HPCSS website.
- ❖ School counselors and administrators can answer many questions through phone and email conversations.

*If the purpose of a visit is to observe a special education student, the Principal will contact the Department of Special Education to arrange for one of their staff to be present during the observation.