

IDENTIFY VISITOR AT THE DOOR

- Visitor should state their full name
- Visitor should show proper identification through video intercom system

**Refer to Administrative Procedure 0500*

IF PARENT, GUARDIAN OR APPROVED VENDOR

CONTINUE PRE-SCREENING PROCESS IN ACCORDANCE WITH ADMINISTRATIVE PROCEDURE 0500

IF FEDERAL, STATE, LOCAL GOVERNMENT OFFICIAL/AGENCY

REQUEST IDENTIFICATION DETAILS

- Ask for the officer's name, ID number, supervisor's phone number, and a business card.
- Document the reason for their visit.

IF IDENTIFICATION IS U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) OR UNEXPECTED VISITOR

REQUEST & OBTAIN DOCUMENTATION

- Obtain any documents related to their visit (e.g., subpoena, administrative ICE warrant, search warrant, arrest warrant).

ADVISE OFFICER/OFFICIAL TO WAIT OUTSIDE

- Ask the officer to remain outside the school building while you consult with the Office of General Counsel.

CONTACT THE OFFICE OF GENERAL COUNSEL

- Inform the officer that you must notify and get guidance from the Office of General Counsel.
- Call the Office of General Counsel at 301-952-6063 immediately.
- Provide documentation to the Office of General Counsel.

NOTIFY PARENTS OR GUARDIANS

- After consulting the Office of General Counsel, inform the parents or guardians of the student(s) involved.
- If a student is removed by an ICE official, the school must request information from ICE regarding where the student is being taken, then notify the parent/guardian, Superintendent's office, and the Office of General Counsel immediately.
- Communicate in their preferred language whenever possible.

INFORM SECURITY PERSONNEL & DOCUMENT EVENTS

- Ensure school security notifies their supervisors, as needed.
- Obtain as much information as possible from the officer and notify the Office of General Counsel and the Office of Security Services.
- If the officer does not comply with instructions, do not interfere physically.



PROCEDURES FOR VISITORS ON CAMPUS

JANUARY 31, 2025

Responding to Exigent Circumstances: If an officer claims exigent circumstances and demands immediate access, comply with their order. Then contact the Office of General Counsel immediately.

This guidance is subject to change if there are subsequent changes in state and/or federal guidance or law