

SCHOOL COMMITTEE POLICY
COHASSET PUBLIC SCHOOLS

FILE

KI

Policy for: Visitors to the Schools	Revision 1
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The purpose of the Cohasset Public Schools visitation policy is to ensure a safe and secure environment in which learning and personal growth can flourish. While we encourage families and community members to be an active part of our educational system, we ask for your cooperation with the following guidelines:

Visitors/Observers Must:

- Check in at the office/greeter desk and state the purpose for the visit;
- Provide identification;
- Sign in with the applicable visitor identification system (e.g., Lobbyguard™ system) and wear a visitor pass;
- Wait for the office clerk/greeter to contact the appropriate office/classroom to verify visit; and
- Sign-out using the applicable visitor identification system (e.g., Lobbyguard™ system) upon departure.

Should an individual have difficulty providing identification or if there are any concerns regarding the individual's entry into the school building, the Superintendent, building Principal, or designee shall permit or deny entry into the school building at their discretion. The Superintendent, building Principal, or designee also shall have discretion to place reasonable conditions on an individual's entry into the building, such as permitting access to only certain areas of the building or requiring the visitor to be escorted by a staff member.

In addition, we ask that Visitors/Observers:

- Ensure that observations have been scheduled for a mutually convenient time with a clear beginning and ending;
- Establish, in advance of the scheduled visit/observation, the purpose of the visit/observation;
- Observe all applicable laws and policies, including those concerning safety and student confidentiality, and obey directions from the Superintendent, Principal, and their designee(s);
- Understand that the school administration reserves the right to terminate a visit/observation in the event of a disruption in the educational process.

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Should a student wish to have a guest in school they must receive permission of one of the administrative staff 24 hours in advance of the proposed visit. All students' guests are expected to follow the standards of behavior of the Cohasset Public School district.

Nothing herein shall be used to place unreasonable conditions or restrictions on observations of programs pursuant to G.L. c. 71B, § 3 or other applicable law or regulation.

LEGAL REF.: MA G.L. Acts of 2008, Chapter 363, Section 3, Ch. 71B

"School Committees shall impose no conditions or restrictions in such observations [except those necessary to ensure the safety of the children in a program or the integrity of the program while under observation or to protect children in the program from disclosure by an observer of confidential and personally identifiable information in the event such information is obtained in the course of observation by a parent or designee."]

