

Holbrook Public Schools

**VISITORS TO THE SCHOOLS**

“Visitors” in this policy refers to anyone who is not a current student, a school staff member assigned to work in that specific building, or a district-level staff member with legitimate district business in the school building.

The superintendent shall develop procedures for visitor check-in and access to buildings.

Observations of educational spaces and programs by all visitors including parents/guardians will be governed by procedures developed by the Superintendent and/or their designee.

Once authorized, visitors are to proceed directly to the space in the building where the business they are attending to will be held. Staff are authorized to greet visitors in the hall and ensure they are proceeding to the space directed.

While in the building, visitors may not disrupt the building operations or go to spaces to which they are not invited or authorized. Visitors may not record or photograph students or staff while in the building without explicit prior permission of the superintendent or their designee; any such recording or photos must be done in alignment with district policies regarding staff and student privacy.

During non-school hours or on non-school days, access to the school buildings is limited to those attending school and district events or for uses authorized by the superintendent or their designee. Building access will be allowed only to those participating in or attending authorized events. Such access will be limited to only sections of the building required by the event authorized, including appropriate bathroom access.

The superintendent will ensure procedures enacting this, and related policies, are enacted and followed.

Source: MASC – rewritten 2025  
Cross Refs: ECAF, Security Cameras in Schools  
IHBAA, Observations of Special Education Programs  
KF, Community Use of School Facilities  
KF-R, Community Use of School Facilities  
KI, Visitors to the Schools

**NOTE: Committees may wish to designate others who are not here defined “as visitors” as not subject to this policy. Specifics of what is required for check in may also be more specifically defined within this policy. Should identification be required, the school committee should specify, making provision for those without documentation, ensuring all members of the community have the capacity to adhere to the requirement and that any such requirement is equitable in its impact. The above should also be adapted to fit local district process and district buildings.**

Adopted: March 5, 2008  
Amended: December 11, 2025