

VISITORS

P1506

Parents/legal guardians are encouraged to visit the schools. The School Committee requests that the parent/legal guardian contact the classroom teacher to arrange the day and time of visits so as to avoid any conflicts with the school schedule.

In visiting classrooms, parents/legal guardians must realize that the teacher's first responsibility is to the children and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent/legal guardian either before or after school hours.

All visitors to schools must report to the school office upon arrival to sign in and to receive a visitor's badge to wear while in the building. Visitors must sign out and return the visitor's badge upon leaving the building.

School Committee members who visit schools of their own volition have no more authority than any other citizen.

Administrators and personnel from other schools in Westford should respect the authority of the Principal and the school personnel.

Interviews of students for matters other than school matters should not be allowed unless required by court order, or authorized in writing by the students and parents/legal guardians.

Any unauthorized person on school property will be reported to the Principal. The person will be asked to leave. If the person refuses, the police will be called.

Westford Public Schools Policy References:
P7109 – New Member Orientation

Policy Adopted: April 9, 2001
Policy Reviewed:
Policy Revised:

WESTFORD PUBLIC SCHOOLS
Westford, Massachusetts 01886