

CLASSROOM VISITATIONS

The Centennial School Board encourages parents and the community to participate in school activities including classroom visitations. The Board also recognizes its responsibility to provide an educational environment devoid of distractions.

The Superintendent is responsible for the implementation of this policy.

Policy: 7.11
Adopted: 08/21/84
Amended: 06/13/89
 04/13/93
 06/23/98
 05/11/04

I. Visitation Events

- A. Principals shall arrange for events such as “back-to-school night” and “open house”.
- B. Principals shall publish a visitation schedule for American Education Week activities.

II. Other Classroom Visitations/Requests

- A. A parent who wishes to visit one or more classes must contact the principal to arrange mutually agreeable times and conditions for visiting.
- B. Residents other than parents must:
 - 1. submit a written request to the principal that includes the visitation purpose and suggested visitation dates;
 - 2. adhere to the appointment time and date;
 - 3. sign the visitor’s log in the main office upon arrival and departure; and
 - 4. visit in a manner that causes no distractions to the educational program.
- C. Non-Resident Visitations
 - 1. Non-resident visitation requests must be submitted in writing to the principal for action. Such requests must include the visitation purpose and suggested dates.
 - 2. The principal shall deny requests for non-resident visitations if such requests are not deemed in the best interest of the Centennial School District.
 - 3. Resident and principal responsibilities as outlined in Section II and III shall apply to approved non-resident visitations.

III. The principal shall:

- A. Arrange a mutually agreeable visitation time when requested;
- B. Schedule not more than two visitors at a single time in a classroom in order to maintain as normal a classroom routine as possible;
- C. Notify appropriate staff members of the date and purpose of the scheduled visitations;
- D. Provide an orientation session with resident visitors upon arrival and, when appropriate, a follow-up session;
- E. Deny a resident’s visitation request for cause, and notify the Assistant Superintendent or Director of Secondary Education.
- F. Issue an identification badge to all visitors.

- IV. Parents and visitors are not permitted to photograph, videotape, or tape record without the permission of the principal.

Administrative Procedures: 7.11

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