



Classroom Visitation Procedures



Central Unified School District values partnerships between students, parents/guardians, and staff. Parents/guardians are encouraged to take an active role in the education and success of their students.

The following process has been developed to maximize learning opportunities while maintaining a safe and positive educational environment free from disruption. [BP 1350; EC §32210, §44810, §44811]

Parent/Guardian Observation Visits: An observation visit may enhance a parent/guardian(s) understanding of the learning activities experienced by students in the classroom. It may also provide insight into your student as a learner.

Scheduling a Visit: Parents/guardians may schedule a visit to a classroom their child is currently assigned*. Students are not permitted to bring student visitors to school.

**Visiting a classroom your student is not assigned to is not allowed. Visits by unfamiliar guests may unintentionally disrupt the learning environment or adversely affect the classroom climate.*



Classroom visitations must be scheduled a minimum of 48-hours in advance and will be limited to 1-hour (60 minutes) or one class period, per visit. Any additional time must be approved by the principal or designee. The principal shall notify the teacher and arrange a time. The scheduled time will be convenient for the parent/guardian and teacher; and is not to be disruptive to the teaching or learning process in the classroom.

Visitor Guidelines: Visitors can help students and staff to remain on task and avoid unnecessary disruptions to the educational process by observing the following guidelines on campus:

- All visitors will check in with the administrative office, upon their arrival to the campus. *(photo identification is required at check-in)*
- The Visitor Identification Badge (issued at check-in) must be visibly worn at all times on campus.
- Visitors will silence (or turn off) mobile devices. [BP 5131(c)]
- Use of any electronic listening or recording device without prior consent of the teacher and the principal is prohibited. [EC 51512]
- Students may become easily distracted when a visitor arrives. Please avoid conversations with students or staff while class is in session.
- Respect the privacy of other students in the classroom.
- All visitors must sign out with the administration office at the end of their visit.



Lunches: Parents/guardians who want to have lunch with their student can register in the front office, secure a visitor's badge, and then meet their student in the cafeteria.

School personnel have the authority to warn persons trespassing to leave the premises. Persons who refuse or cause further disruption of the learning environment and/or any school event may be subject to prosecution under California Penal Code section 626 *et seq.*