

Policies

Newport Public Schools

No. 6410

Instructional Resources & Materials -

Open Houses

Page 1 of 2

An Open House for grades 1-12 shall be held in the evening at each school during the two week period preceding the issuance of the first quarter report cards.

The purpose of Open House shall be to afford parents an opportunity to visit the school and view its facilities, meet their children's teachers, and become informed regarding the program of the school.

Open Houses shall be conducted by the principal under the supervision of the Superintendent as prescribed below:

- The Open House in each school normally shall be held both during the day and early evening.
- Principals, after conferring with their staffs, shall select the date for Open House in each of their schools within the time prescribed by the Superintendent and shall notify the central office of the date selected.
- The Superintendent shall coordinate and approve all dates to minimize holding Open Houses on the same evening or evenings.
- After the date has been approved by the Superintendent, Principals shall prepare invitations to parents that reflect the date, times, and general nature of the Open House Program. A copy of the invitation shall be sent to the Superintendent before being sent to parents.
- Invitations to parents shall be sent home one week before the date of the Open House.
- The Superintendent shall prepare a notice listing the dates of all Open Houses for release to the newspapers through his or her office.
- The Principal and staff of the school shall determine the format of the Open House Program in each school.
- In the middle and high schools, Open House Programs shall begin with an orientation period for parents conducted by the school administrative staff. Following the orientation program, parents shall follow an abbreviated version of the

Policies

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Open Houses

Page 2 of 2

same class schedule their children follow during a typical school day.

- Following the Open House, each principal shall promptly notify the Superintendent as to the number of visitors to the program.
- The Superintendent shall report on the Open House Programs to the School Committee.