



Renaissance Academy

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No. 510
SECTION: Community/Parents
TITLE: School Visitors/Access to Classrooms
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School Visitors/Access to Classrooms

1 AUTHORITY

SCHOOL VISITORS

It is the policy of the School Board to welcome and encourage visits to school by parents/guardians, other taxpayers of the community or interested educators. To ensure order and safety in the schools, it is necessary for the Board to establish guidelines governing school visits.

Guidelines Procedure for School Visitation

The building principal or designee shall have the authority to permit entry of any person to a district school in accordance with the following procedures:

1. If the visitation is for a parent/guardian / surrogate or teacher-initiated parental conference concerning the parent's/guardian's child, it must be scheduled in advance with the teacher. Upon arrival at school, a person visiting school for this purpose shall register at the main office prior to proceeding to the conference site.
2. If the visitation is for any other purpose, arrangements must be made in advance through the office of the building principal or directly with a staff member
3. All visitors must register at the main office upon arrival.
4. No visitor may confer with a student in school, other than a student of whom s/he is the parent/guardian, without prior permission of the building principal.
5. No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the building principal and CEO, with the exception of special events (assemblies, games, concerts, graduation).
6. Teachers and support staff members are not to breach the principles of confidentiality with any visitor in the buildings.

Procedure for Classroom Visitation

Visitation of classrooms by persons other than school employees while a class is in progress may lead to disruption of the learning process. Accordingly, such visitations must be specifically approved by the building principal or his/her designee.

SC 24 P.S. Sec.510