

Southwest Vermont Regional Technical School District	<b>VISITS TO SCHOOL BY PARENTS/ GUARDIANS, COMMUNITY MEMBERS OR MEDIA; INTERVIEWING, FILMING, VIDEOTAPING OR RECORDING</b>	Policy # <b>1020C</b>
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It is the policy of the Southwest Regional Technical School District to balance the need of the public and media to be informed about school programs and activities with the privacy interest of students and the responsibility of the school to operate with a minimum of disruption. Accordingly, the Director or his or her designees shall regulate visits to the school by parents/guardians, community members or news media.

1. **Visitors:** Visitors to the school will be required to check in at the office when they enter the school building. The Director or his or her designee will maintain a log showing the names of visitors and the date, times, in and out, and purpose of each visit. Every visitor will be issued a visitor tag, which must be worn in plain view.

2. **Parental and Guardian visits:** In the absence of a court order denying such rights to a parent/guardian, both custodial and non-custodial parents/guardians may schedule visits to their children's classes. To minimize interruptions to the learning environment, arrangements for classroom visits shall be made by contacting the school prior to the day of the intended visit. The Director may consult with the teacher involved, and may grant the request, suggest a more convenient time for a visit or deny permission. Requests by parents/guardians to visit classes may be denied by the Director when the visit would result in disruption to the learning process in the classroom.

3. **Visits by community members:** Persons who are not parents/guardians of school children may obtain permission to visit the school while it is in session from the Director or his or her designee. Requests to visit specific classrooms will be granted or denied after consultation with the teacher or teachers involved, and will be based on a consideration of the informational needs of the person making the request and the potential for disruption or invasion of the privacy of students.

4. **Visits by news media.** Permission for visits to the school by representatives of the news media or other persons seeking to interview, photograph, record, videotape or film students, staff members or school activities must be requested the Director or his or her designee. Affected teachers will be consulted before permission for such activities in classrooms is granted. At the discretion of the administration, parents and guardians may be asked to sign general or specific permission slips to authorize interviewing, photographing, filming or videotaping of the children while at school or while participating in school activities. Written parental/guardian permission must be obtained before the release to, or photographing or recording by, the media of any student work. Photographing, filming, or recording of special education students will be allowed only after specific parental/guardian permission is obtained in writing.

Legal Reference(s):

Federal: Family Rights & Privacy Act of 1974 (P.L. 93-380)

34 C.F.R. Part 99

State: 15 V.S.A. 670

See Also: Policy 5500C - Student Privacy Rights

Southwest Vermont Regional Technical School District	Date Warned	Date Adopted	Replaces Policy
	2/16/04	3/15/04	1020

**Administrative Regulation for Policy #1020C:**

General permission for photographing, filming and recording shall be requested from parents/guardians annually for all students. Parents are not obligated to comply.