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## **VISITS TO SCHOOL BY PARENTS, COMMUNITY MEMBERS, RESEARCHERS, MEDIA: INTERVIEWING, FILMING, VIDEOTAPING OR RECORDING**

### **Policy**

It is the intent of the board to balance the need of the public and media to be informed about school programs and activities with the privacy interests of students and the responsibility of the school to operate with a minimum of disruption. Accordingly, the Head of School or his or her designee may regulate visits to the school by parents, community members, outside researchers, or news media subject to the following guidelines:

### **Implementation**

1. Parental visits. In the absence of a court order denying visitation rights to a parent, both custodial and noncustodial parents may schedule visits to their children's classes. Arrangements for classroom visits shall be made by contacting the Head of School. The Head of School may consult with the teacher involved and/or direct the parent to do so, and may grant the request or suggest a more convenient time for a visit. Requests by parents to visit classes may be denied by the Head of School when the visit would result in disruption to the learning process in the classroom.
2. Visits by community members. Persons who are not parents of school children may obtain permission to visit the school while it is in session from the Head of School or his/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.
3. Visits by news media and researchers. 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 arranged after consultation with the Head of School 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 may be asked to sign general or specific permission slips to authorize interviewing, photographing, filming or videotaping of their children while at school or while participating in school activities. Written parental permission will be obtained before the release, photographing or recording of any student record. Photographing, filming or recording of special education students will be allowed only after specific parental permission is obtained in writing.

All visitors to the school will be required to check in at the office when they enter the school building. The Head of School or his or her designee will keep a log showing the names of visitor sand the date, time and purpose of each visit.

*Legal Reference(s):* 20 U.S.C. §1232f-1232j (*Federal Family Educational Rights and Privacy Act of 1974*)  
34 C.F.R. Part 99  
15 V.S.A. §670 (*Non-custodial parents*)

*Cross Reference:* Student Records (F5)  
Parental Involvement (H2)