

## **VISITS BY PARENTS, COMMUNITY MEMBERS OR MEDIA H5 INTERVIEWING, FILMING, VIDEOTAPING OR RECORDING**

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 Building Administrator or his/her designee may regulate visits to the school by parents, community members, or news media subject to the following guidelines:

1. Parental visits. In the absence of a court order denying visitation rights to a parent, both custodial and non-custodial parents may schedule visits to their children's classes. Arrangements for classroom visits shall be made by contacting the Building Administrator or his/her designee. The Building Administrator will consult with the teacher involved, and will grant the request or suggest a more convenient time for a visit. Requests by parents to visit classes may be denied by the Building Administrator when the visit would result in disruption to the learning process in the classroom.
2. Visits by community members. Community members who are not parents of school children may obtain permission to visit the school while it is in session from the Building Administrator 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. 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 Building Administrator or his/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, photography or recording of any student activity. Photographing, filming or recording of special education students will be allowed only after specific parental permission is obtained in writing.
4. Alumni. Returning alumni are welcome unless the Building Administrator has reason to believe that a visit by an alumnus might cause a disruption.
5. Others. (HARWOOD ONLY)  
People who are not parents, community members, or media representatives who wish to visit the school must meet with the Building Administrator or his/her designee to present their reasons for wanting to visit. If the administration approves such a request, the guidelines under "Visits by Community Members" will pertain.

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**(continued)**

All visitors to the school will be required to check in at the office when they enter the school building. The Building Administrator or his/her designee will keep a log showing the names of visitors and the date, time and purpose of each visit. Visitors whose request to stay are not approved must leave the campus upon request.

Date Warned: 8/3/01

Date Adopted: 8/17/01

Legal Reference(s): Federal Family Rights & Privacy Act of 1974 (P.L. 93-380)  
34 C.F.R. Part 99

Cross Reference: Student Records; Family Privacy (F6)