

Arlington School District Policy Manual
Section H - School/Community

H5

Battenkill Valley Supervisory Union
Arlington School Town District
Sandgate School Town District

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

Policy

It is the policy 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.

Implementation

The Principal or his or 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 unsupervised 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 Principal. The Principal will consult with the teacher involved, 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 Principal 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 Principal 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.
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 Principal or his or her designee. Affected teachers will be consulted before permission of 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 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 Principal or his or her designee will keep a log showing the names of visitors and the date, time and purpose of each visit.

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Arlington Memorial is equipped to provide only for its own students, not those from other schools or communities. Non-students of AMHS will not be allowed to visit during school hours. Parents are always welcome but must report to the guidance office and state the reason(s) for their visit. Students are expected to show courtesy to parents and special guests who are on campus.

Visitors are required to check and sign in at the front office and to conduct themselves according to school rules. The principal may request identification from any person on school property and may ask any person not having legitimate business to leave. Visitors are required to remain in the office waiting area until an appointment has been confirmed. Non-school aged children are not allowed in classroom during the school day.

All visitors will be required to wear visitor badges issued by the office before proceeding to their destination. Visitors shall be required to check out before leaving.

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