

SUBJECT: MEDIA ACCESS: STUDENT INTERVIEWS, PHOTOGRAPHS AND VIDEOTAPES

These regulations apply to all representatives of news media agencies and govern media access to students during instructional hours and/or school activities whether occurring on or off school grounds. These regulations do not apply to general media coverage of any events of public interest (such as an athletic event, lecture, school play, Board meetings, and the like) regardless of the time and location of such public interest events.

Authorization

All media representatives must report to the Main Office of the building to which access is requested in order to obtain authorization from the Building Principal or his/her designee for access to the building and/or to interview, photograph, or videotape District students.

Parental/guardian consent must be obtained prior to granting the media permission to interview students, or prior to the taking of photographs and/or videotapes (as well as subsequent publication) which would identify individual students or groups of students. In such instances, parents/guardians will be advised of the use and ultimate disposition of the interview, photograph and/or videotape to assist them in making their decision.

No special permission shall be required from media representatives prior to the publishing of news articles, taking of photographs and/or videotapes of general school events which are of public interest as noted above.

Prior to granting media access to individual students, the Principal or his/her designee shall be apprised of all information including, but not limited to, the date, location, purpose, and length of access time requested by the media representative. Where permission is granted, media representatives will be permitted access to the school building and/or students provided the presence of such representatives will not unduly disrupt the educational operations or instructional activities of the school.

If the student from whom information is sought by the media does not want to be interviewed, photographed and/or videotaped, or if the parent/guardian of the student denies permission for media access to his/her child, such access will be denied by the Building Principal/designee.

Time and Location of Access

Media access to students while on school grounds and/or at school related activities may be granted only during non-instructional hours or during non-instructional time periods for the students involved such as study halls and lunch periods.

(Continued)

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VIDEOTAPES (Cont'd.)**

Access shall be limited to non-instructional areas as determined by the Building Principal/designee. Media access to public events shall be limited to the specific location and immediately surrounding areas where such public event is taking place.

The Building Principal/designee may place reasonable limitations on the length of any media access to students. Media access of public events shall be restricted to the time period for such events, along with a reasonable time period prior to and after the activity.

Violations of District Regulations

Any person who violates District rules and regulations governing the maintenance of public order on school property and/or media access to students shall be subject to appropriate sanctions including, but not limited to, suspension of access privileges by the Superintendent/Board of Education.

**ENLARGED CITY SCHOOL DISTRICT OF MIDDLETOWN, NY
OUTSIDE NEWS MEDIA REPRESENTATIVES RELEASE FORM:
STUDENT INTERVIEWS, PHOTOGRAPHS AND VIDEOTAPES**

Dear Parents/Guardians:

Periodically outside news media representatives desire to do a feature or news story on an educational or safety topic concerning our schools. It is not unusual for photographs and/or videotapes of our students to accompany these articles for print or broadcast purposes.

The date, location, type of media release, and purpose for which parental/guardian consent is requested is as follows: _____

Please complete and return the bottom of this form to your child's teacher as soon as possible.

Thank you for your cooperation.

Sincerely,

Principal

Please check only ONE item:

- I give permission for my child to be interviewed, photographed and/or videotaped by outside news media representatives for press or media print or broadcast purposes as indicated above.

I further agree that such material shall become the property of the applicable media agency, and I hereby release and discharge the Enlarged City School District of Middletown, NY and its representatives from any and all claims that may arise by taking of such interviews, photographs and/or videotapes.

- I do not give permission for my child to be interviewed, photographed, and/or videotaped by outside news media representatives for press or media print or broadcast purposes as indicated above.

CHILD'S NAME _____

HOMEROOM TEACHER _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____