

San Marino Unified School District

Protocol for Media Access to School Sites or Non-Public School Events Off-Campus

School sites will be required to adhere to the following guidelines in permitting media access to school or non-public school events:

1. In advance, the media outlet must request of the principal permission to come to the campus or a private off-campus location where a school event is being held. The media outlet must disclose the subject matter of the proposed article, and the plans, if any, for photography.
2. When the media representative arrives, s/he must report to the main office, and be signed in by staff. Staff must issue a visitor's badge to the representative. The representative must wear this badge at all times. If the event is being held at a private off-campus location, the media representative must check in with the administrator or administrative designee in charge of the event. The representative is to be issued a visitor's badge, which is to be worn at all times during the event. Upon leaving the school or the event, the media representative must return the visitor's badge to the main office or administrator or administrative designee in charge.
3. The school is to maintain a "No Permission to Photograph" list of all children whose parents have refused permission for their children to be photographed. This list must be presented to the media representative prior to any photographs being taken. PHOTOGRAPHS ARE NOT PERMITTED OF ANY CHILD WHOSE PARENT(S) HAS/HAVE DENIED CONSENT IN ADVANCE.
4. The principal or his/her designee must accompany the media representative throughout the time the representative is in contact with children.
5. The media representative must review the photographs to verify that every child in a picture has permission to be photographed. Failure to accurately provide this assurance may lead to the loss of the media outlet's permission to photograph students on campus or off campus at private school events.
6. The superintendent or his/her designee is the authorized spokesperson for the district in communicating with the media regarding any emergency situation, legal issue, or other such matter.