



## ***Publicity Guidelines and Opt-Out Form***

Dear Parents/Guardians:

At times, we have newspaper and cable coverage or other publicity about school events and our newsletter is posted on our website. We may also periodically videotape students for a variety of reasons including filming of class/school performances, for assessment purposes and possibly for staff development.

Under Department of Education regulations, the school may release for publication certain information concerning you and/or your child(ren) without first obtaining your consent, **UNLESS** you inform us otherwise. The information, which may be released for publication includes only the student's name, class participation in officially recognized activities and sports, degrees, honors, awards, videos, photographs, and post-high school plans.

The Belmont Public Schools hosts Websites for each school ([www.belmont.k12.ma.us](http://www.belmont.k12.ma.us)). Occasionally we wish to post a picture of a particular school activity such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture showing a student or group of students or a sample of a student's work. If a student's picture or work is used, these are the guidelines we follow:

- Only first names shall be used if referencing student pictures or scanned classroom work.
- Personal information will not be published
- Documents will not include information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in an activity.

**Please return this form to your child's teacher only if you do NOT want this information to be released for publication during the school year.**

If you would like to limit the distribution of information related to your child, please complete the following:

	Photo <b>may</b> be used without name	<b>No</b> photo or name may be released
Newspaper Local/Globe/Herald	_____	_____
Classroom/Principal's newsletter	_____	_____
Belmont Public Schools Website	_____	_____

Name of student: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Only return if you do not want information released.**