



Westport Public Schools

Publicity Guidelines
Opt-Out Policy + Form

From time to time we may have contact with the media to feature a school program, to publicize an unusual achievement or activity by a student or a group of students or to announce honors or awards. Students may be photographed or televised as part of these school activities. Their names, school and grade may also be used.

Students' names and photos may also be used in school system publications such as the annual report, newsletters, school or grade-level videos, etc. Students' photos (without identification) may also be used on school or school system Web pages.

A teacher may videotape a class for personal professional development, an educational article, or other professional activities.

Parents who DO NOT want their youngster to participate in such media should fill out this form and return it to their child's school.

Parents who APPROVE of their child's participation in such media do not need to complete this form.

If completed and returned, this form will remain part of your child's permanent record, and the 'opt-out' of publicity will remain in effect until you notify the school office otherwise.

I **do not** want information about or photographs of my child released for publication:

Name of Student _____

Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

**Return this form to the main office of your child's school by September 16.
SHS students return form to Guidance Office.**