



## K-8 Publicity Guidelines Opt – Out Policy

Directory information includes a student's name, address and telephone number, school and grade. It is the policy of the Westport Board of Education never to release students' or parents' addresses and telephone numbers without consent.

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 the child's school. A different form must be filled out for each school. Only parents who want to opt out of the release of information should complete this form.**

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I do not want information or photographs of my child released for publication.

Name of Student(s) \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

**Please return this form to the main office by September 15.**