



David Fleishman
Superintendent of Schools

Newton Public Schools
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September, 2010

Dear Parents, Guardians and Students,

Please review carefully the attached forms. They involve possible release of information concerning your child, including photographs and student records, to institutions of higher education, the military, and others such as the PTO, NewTV and our school photographers. If you elect to allow information to be released to the individuals/organizations identified in the following pages, you do not need to return these forms. **The forms need to be returned to your child's school by Friday, September 10 only if you wish to "opt-out" of having this information released.**

We have separated these pages from the *Students' Rights and Responsibilities Handbook*. Parents were concerned that, when the pages were removed to send back to school, the *Handbook* fell apart. Please keep this *Handbook*, which contains vital information about the school calendar and important phone numbers, and review with your child the rights and responsibilities of students in our schools.

We hope that these forms will serve as only the beginning of a series of good communications with our schools. I also wish your child a very happy and productive school year.

Sincerely,

A handwritten signature in dark ink, appearing to read "David A. Fleishman".

David A. Fleishman
Superintendent of Schools

DAF/mb

Attachment

OPT-OUT Form for Release of Student Record Information

RETURN FORM ONLY IF YOU DO NOT GRANT PERMISSION TO RELEASE STUDENT INFORMATION TO PTOS, SCHOOL PHOTOGRAPHERS AND OTHER THIRD PARTIES

Pursuant to the federal and state regulations governing student records, Newton Public Schools may release certain information concerning *your child/you* to third parties without first obtaining your consent, unless you notify Newton Public Schools in writing that you do not want such information to be released. "Third Parties" are defined in these regulations to be "... any person, private or public agency ... or organization other than the eligible student, his/her parent, or authorized school personnel." 603 CMR 23.02. **For example, third parties to whom Newton Public Schools may release student record information would include PTOs, school photographers, the Newton Schools Foundation, NewTV and newspapers which report on student activities, etc.**

The information that may be released is limited to the following: Student's name, ID number, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.

Students fourteen (14) years of age or older or who have entered the ninth (9) grade are entitled to receive this notification regarding the release of student record information. If you do not want this information concerning your child/yourself to be released without your consent, please sign below and return this notification to the office of your school principal no later than Friday, September 10, 2010. You will be asked to review this policy annually.

Please complete one form per child.

____ I do not want information concerning my child/myself released to third parties.

____ However, I am willing to have the information released to school photographers so that student pictures can be identified.

____ I am willing to have this information released to the PTO to be included in the school directory.

(Student's name – Please Print)

(Student's School)

(Parent/Guardian's Signature)

(Parent/Guardian's Name – Please Print)

Please return this form to your school by Friday, September 10, 2010.

(over)

OPT-OUT Form for Publishing of Student Photographs on School Websites

RETURN FORM ONLY IF YOU DO NOT GRANT PERMISSION FOR POSTING PHOTOGRAPHS, PORTRAITS OR VIDEO OF A STUDENT ON THE WEB

Properly organized and constructed web sites contain key information for students, staff, and parents as well as the local and global communities. The Web allows students not only to be users of up-to-the-minute data available on the Web but also be producers in an interactive dialogue in the online global community.

Publishing district, school, and classroom Web pages on the World Wide Web integrates many educational skills with electronic technology – writing, editing, word-processing, desktop publishing, graphic design, and media literacy among others. As appropriate, the school department approves of student pictures posted on the Web.

Parent/Guardian “OPT-OUT” Contract (For Students under 18 Years of Age)

Please sign below and return this form to your child's school principal if you **DO NOT** grant permission for a portrait, photograph or video production containing an image of your child to be posted on the Newton Web Pages. A student's name will not be placed with the student's picture unless the picture is being posted to give special recognition to that particular student, i.e. as the recipient of an award or an actor in a play.

Name of Student: _____

School: _____

Parent/Guardian Signature: _____

Date: _____

Student User “OPT-OUT” Contract (For Students 18 Years of Age or over)

Please sign below and return this form to your school principal if you **DO NOT** grant permission for a portrait, photograph or video production containing your image to be posted on the Newton Web Pages. Your name will not be placed with your picture unless the picture is being posted to give special recognition to you, i.e., as the recipient of an award or an actor in a play.

Name of Student: _____

School: _____

Student Signature: _____

Date: _____

Please return this form to your school by Friday, September 10, 2010.

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