

Storey County School District Policy Manual

Adopted: 13 July 2006

Section: (E) Support Services

Revised:

Title: Publication of Student Information

NEW Policy Number: EEED

Final Presentation as below to School Board on 13 July 2006

PUBLICATION of STUDENT INFORMATION

The purpose of this policy is to raise awareness concerning the publishing of student information.

Student information and projects are published in many different ways within the school district. Parents should be aware that whenever student information is published that it could show up on the Internet. District newsletters and/or school announcements may be posted on the school district's website; and news agencies post their stories on their websites.

RESPONSIBILITY FOR THE SELECTION OF AUTHORIZED PUBLICATION OF STUDENT INFORMATION

The Parent or Guardian is responsible to fill out the Publication Authorization Form that is included in the enrolment package for each student. Sign and return the form to the child's school. **(NOTE: For any forms that are not completed and signed, the district presumption will be that no student information may be published.)**

RESPONSIBILITY FOR THE ADMINISTRATION OF AUTHORIZED PUBLICATION OF STUDENT INFORMATION

SCHOOL

- A) Each school will include a copy of the attached Publication of Student Information Form in the Student Enrolment package.
- B) Each school's administration will keep track of all student publication forms. The site administration will disseminate a copy of the forms that have restrictions for publishing student information, as well as a list of students that haven't returned their forms to:
 - Teachers,
 - Coaches,
 - District Office and
 - Any other person within the District who may produce publications that could include student information.

RESPONSIBLE GROUP/ACTIVITY LEADER

- A) It is the responsibility of any person or group who publish student information to edit their publication to ensure compliance with Student Authorization forms.
- B) It is the responsibility of the person in charge or Teacher to ensure compliance with the Student Authorization form when any news media or outside agency are taking pictures and reporting on School / District functions.

ADMINISTRATION

- A) It is the Site Administrator's responsibility to ensure compliance of this policy within their site.
- B) It is the District Superintendent's responsibilities to ensure compliance of this policy throughout the District.