

## **Little Miami Local Schools Media and Publication EXCLUSION Instructions**

The Little Miami Local School District is dedicated to promoting positive communications about our schools and the students we serve.

To do this, the District may submit press releases to local media (newspapers, radio, television, online news blogs) that include student names, student work, student photographs, and video and/or voice recordings.

In addition, the District may choose to publish and/or display this information in District-sponsored publications, at various school or public functions, website(s) and various social media channels, or in the school yearbook. While the intent of this practice is to be informative and celebratory, the District recognizes that concerns may arise regarding a student's right to privacy.

Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), school districts are permitted to release "school directory information" unless parents exercise their right of refusal.

It is the intent and practice of the School District to publish, post, or release **ONLY** a child's name, photograph, audio and/or video recording, displays of student work or other school-related information and **ONLY** as related to student achievement or student accomplishment.

If you agree to allow the Little Miami Local School District to publish and/or display such information about your student, **no action is required**.

**If you DO NOT grant permission for the District to release your child's name, photograph, schoolwork, and/or video in the manner stated above, you must notify your child's school in writing within thirty (30) days of the first day of school. Please note that this notification is available in the office of your child's school, and a written notification is considered valid for one (1) school year.**

By notifying my child's school, I formally state that I **DO NOT** grant permission to the Little Miami School District to release my child's name, photograph, audio and/or video recording, or displays of work to the media; to publish information about my child's accomplishments or achievements in District-sponsored publications; or to display such information on the District's website(s), various social media channels, in the school yearbook, in class group photos or at school or public functions during the current school year.

If you have any questions, do not hesitate to contact your child's school.