

PUBLIC RELATIONS RELEASE FORM

The St. Thomas More Parish School will be posting pictures on bulletin boards, digital picture frame, brochures, marketing materials, website, Facebook, etc. on a regular basis. The website will be used for a variety of purposes including: publishing the principal's newsletter, press releases relating to school activities, e-mail contact with staff, etc.

In order to maintain privacy and security for our students and their families, we have taken the following steps to safeguard their privacy. We believe these measures are in line with the guidelines that other schools use for building and maintaining their websites, creating marketing brochures, etc.

- A) We will avoid using students' first and full last names together, I.E. – We will not publish text that says "Suzie Smith is the classroom representative to the Student Council." We would, however, use an abbreviated name and publish text that says "Suzie S. is the classroom representative to the Student Council."
- B) We will avoid associating students' names with their pictures. We will not, for example, publish a picture of a student with the caption "Here is Suzie Smith displaying her science project." We will, however, publish a picture of a student with the caption "Here is a 6th grade student displaying her science project."
- C) As a parent, you have the right to request that your student's name and/or picture never appear in any publications released by St. Thomas More Parish School. By signing the release form below, you have verified for St. Thomas More Parish School, your preference of not having your child's name or picture published. **Any family that chooses not to return this signed form will be assumed to approve the use of their student's name and pictures in written publications and/or releases.**

YES, I, _____, GIVE PERMISSION FOR MY SON/DAUGHTER'S NAME OR PHOTOGRAPH TO APPEAR IN ANY ST. THOMAS MORE PARISH SCHOOL WRITTEN RELEASES. THIS INCLUDES, BROCHURES, WEBSITE, NEWSPAPER RELEASES, AND ALL OTHER FORMS DEEMED APPROPRIATE FOR THE PROMOTION OF ST. THOMAS MORE PARISH SCHOOL.

NO, I, _____, DO NOT GIVE PERMISSION FOR MY SON/ DAUGHTER'S NAME OR PHOTOGRAPH TO APPEAR IN ANY ST. THOMAS MORE PARISH SCHOOL WRITTEN RELEASES. THIS INCLUDES, BROCHURES, WEBSITE, NEWSPAPER RELEASES, AND ALL OTHER FORMS DEEMED APPROPRIATE FOR THE PROMOTION OF ST. THOMAS MORE PARISH SCHOOL. I DO UNDERSTAND THAT MY CHILD'S PICTURE WOULD BE INCLUDED IN THE ALL SCHOOL YEARBOOK.

Student's Name(s) & Grade(s) for the **2014 – 2015** School Year

Guardian's Signature

(Date)