

GARCES MEMORIAL HIGH SCHOOL REQUEST TO LIMIT PHOTOGRAPHY AND VIDEOTAPING

Dear Parents/Guardians:

While your child is at school or attending a school-sponsored event, he/she may be photographed or videotaped by members of the school's staff, by parents, and by others. This may occur in one or more of the following situations:

BY NON-SCHOOL STAFF:

- **SPONTANEOUS SETTING:** On occasion, students may be photographed or videotaped by non-school staff (such as parents, other students, news media, etc.) while the students are involved in activities at school or on field trips which are open to members of the general public. In most cases, the school cannot control this kind of spontaneous photography or videotaping.
- **INVITATIONAL SETTING:** There may also be occasions when students will be photographed or videotaped by parents or others such as new media personnel while they are participating in activities which are not usually open to the general public (such as regular classroom instructional activities). The school can monitor to some degree such occasions so as to prevent any undue invasion of privacy or disruption of the instructional process.

BY SCHOOL STAFF: The staff may take pictures and makes videos at school.

- **INTERNAL USE SETTING:** Most of these photos and videos are used for internal school use. They are often used for the school's yearbook and teacher bulletin boards.
- **PUBLIC RELATIONS SETTING:** Sometimes the staff may want to use some of these photographs or videotapes in order to produce public relations materials for the school (such as school brochures, news releases, or other public relations publications). When this occurs, the school may request a signed release from the parent.

If you object to the photographing or videotaping of your child in certain settings, please complete this form and return it to the school. If you do object, every effort will be made to prevent your child from being photographed or videotaped in these settings. Please note that your objection will not prevent the school from photographing your child for internal school photographs or for inclusion in the school's yearbook.

CHECK THOSE WHICH APPLY

- BY NON-SCHOOL STAFF:** I ask the school to prevent as much as possible the photographing or videotaping of my child by non-school staff.
- BY SCHOOL STAFF:** I ask the school to not use photographs or videotapes of my child in any of the school's public relations materials (such as school brochures, news releases, etc.).

Signature of Parent or Guardian	Name of student and grade (Please Print)
Parent/Guardian's Name (Please Print)	Date

You do not need to return this form if you do not object. If you do not return this form with your signature, it will be assumed that you do not object to the above described photography or videotaping.