

# 2024-25 School Year Media Opt-Out Form

*If you do not check ANY of the four sections below, you do not need to return this form.*

## **PART 1: Media Participation (For Parents of Students in Grades Pre-K to 12)**

During the 2023-24 school year there will be times when the School Division and organizations authorized by the School Division, such as media representatives, will seek to interview, photograph, audio record and/or videotape students during regular school hours on school grounds and/or at student activities. This participation may lead to a student being featured in publications, social media, websites, television programs, radio shows, video productions or on podcasts. The student being featured may have their name, grade, school, image, photograph, voice, artwork, schoolwork, or other information shown, displayed, or recorded, as related to the feature participation. Please note Virginia Beach City Public Schools (VBCPS) carefully screens any requests from outside groups to help ensure that student work and accomplishments are highlighted in a responsible and appropriate way. If you check the next line, VBCPS will NOT release your student's information to allow participation in such activities.

- Do NOT use this student's photograph, image, name, or voice in any outside agency's and/or school division's print materials, productions, or website/social media channels.

## **PART 2: Yearbook**

The School Division includes yearbooks as "directory information" as set forth in the Federal Educational Rights and Privacy Act (FERPA). Parents/legal guardians or adult students who do not wish their student's photo/ information to be included in the yearbook must notify their school administration accordingly.

- Do NOT put this student's photograph or name in the school yearbook.

## **PART 3: Student Work**

Your student may create original works as a result of an assignment or participating in a program/activity sponsored by VBCPS. These original works may include, but are not limited to, stories, essays, charts, graphs, diagrams, poems, plays, cartoons, drawings, paintings, sculptures, musical compositions, videotapes, audio recordings and photographs.

- Do NOT publish, display and/or use this student's work on any medium, including print, electronic, radio and television.

## **PART 4: Directory Information**

From time to time, School Divisions receive requests for student directory information from outside agencies. Examples include legislators who want to send congratulatory letters, colleges that intend to send marketing materials and prospective employers who wish to send letters of recruitment. Additionally, Virginia Code § 2.2-3804 requires school systems to provide military recruiters and institutions of higher education with secondary students' names, addresses, and telephone listings upon request. Parents/legal guardians of minor students *or a student if they are 18 years old or a legally emancipated minor* may request that the student's name, address, and telephone listing not be released to any such agencies without prior written consent.

- Do NOT release directory information to any third-party requests (*if this is selected, you do not need to select any other option below*).
- Do NOT release directory information to military recruiters.
- Do NOT release directory information to colleges/educational institutions.
- Do NOT release directory information to prospective employers.

**If you have checked any of the four sections above, please complete the information below and return this form to the student's school.**

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Classroom/Homeroom Teacher: \_\_\_\_\_

Parent/Legal Guardian/Adult Student (*Print name*): \_\_\_\_\_

Parent/Legal Guardian/Adult Student (*Signature*): \_\_\_\_\_

