

August 15, 2012

Dear Parent/Guardian:

In order to keep the public informed of district achievements, programs, events, and needs, the State College Area School District publishes information about the district on a public website (SCASD.org) and in other publications throughout the year. To take best advantage of these communication tools, the district uses photographs and videos of events taking place in our classrooms and schools as well as student accomplishments. We may identify students in these photos only by name, school, grade, class or activity, and student recognition or work project.

Some examples of activities that are shared with our community:

- If a class or group completes a special project, such as a science, art, or community service project, we may publish a story in a newsletter or on our website along with a photograph of the class and/or individual students taking part in the project.
- If a student receives a special award, we may feature the student's photo on our website.
- We may feature other kinds of photos/videos such as: A group of students on the first day of school, students performing in concerts and plays, students in a classroom doing their day-to-day work, athletic events, or academic competitions.

Four times a year we also publish the names of students in grades 7 – 12 who have made the Honor Roll. The honor roll lists appear on our website.

If you wish your child's photograph/video **excluded** from use in district publications and websites or your child's name excluded from honor roll lists, **you must send a written request** to your child's school principal by September 21.

If you have any questions, please contact your child's school principal.

Sincerely,

Michael S. Hardy
Assistant Superintendent