

## LEXINGTON SCHOOL COMMITTEE POLICY

### **SCHOOL POLICY AND PROCEDURES CONCERNING RELEASE OF INFORMATION ABOUT LEXINGTON PUBLIC SCHOOL PROGRAMS AND EVENTS**

**Date Approved by  
School Committee:**

On file

**Signature of Chair:**

On File

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#### **I. BACKGROUND**

It is the policy of the Lexington Public School to increase public understanding and support of public education through the dissemination of information concerning programs and events in the Schools. Such information helps the public to understand educational issues and to participate constructively in decision-making concerning the Schools.

#### **II. PURPOSE AND SCOPE**

No Lexington Public School student shall be photographed or video- or audio-taped during the regular school day or during regular school activities by any person or entity other than the Lexington Public Schools without prior written permission of the Superintendent of Schools or his/her designee unless such student is attending, or performing in, an event to which the general public is invited.

#### **III. APPLICATION**

- A. Release of information within the Lexington Public Schools concerning programs or events at a particular school shall be approved in advance by the principal of that school or his/her designee.
- B. Release of information outside the Lexington Public Schools concerning programs or events at a particular school or concerning system-wide programs or events shall be approved in advance by the Superintendent of Schools or his/her designee.
- C. Written permission by a student's parent or guardian, or by the student him/herself if he/she is over 18 years old, in the form of a signed copy of the Release attached hereto or other release approved by the Superintendent of Schools or his/her designee shall be obtained prior to the student's being photographed, and/or video- or audio-taped while at school by any person or entity other than the Lexington Public Schools except that students attending and performing in programs or events to which the general public is invited may be so photographed or taped without a release being obtained. The Lexington Public Schools shall obtain a release from any student whose likeness and/or

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voice is displayed to persons who are not employees of the Schools or students, volunteers or interns therein, prior to such display.

- D. Video and audio tapes of events or productions at a school shall only be released in conformity with the Lexington Public Schools' Policy on Release of Copyrightable Material.

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