

*Policies  
and  
Procedures*  
Manual



Reeltown High School

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# **Vision, Mission, and Philosophy**

## **Tallapoosa County Board of Education Mission Statement**

Students achieving at their fullest potential while preparing for success in College, Career, and Life.

### **Our Beliefs**

- Establishing strong relationships with all students
- Providing safe learning environments for all students, faculty, and staff
- Creating stakeholder partnerships to strengthen our communities
- Sharing responsibilities for the education of tomorrow's citizens
- Preparing our children for the world that they live in
- High expectations for all

### **Vision Statement**

Tallapoosa County is building students today for a better tomorrow.

## **Reeltown High School Vision and Mission Statement**

Vision:

"Striving for excellence today to prepare students in a challenging world tomorrow."

To Accomplish our Vision:

We strive to produce students who are excited about challenges, confident in their abilities, and dedicated to learning.

## **Reeltown High School Library Media Center**

### **Vision Statement**

The vision of the Reeltown High School Library Media Program is to promote, encourage, and cultivate academic excellence in the library media center, as well as in other areas of the school in technology and learning.

### **Mission Statement**

The mission of Reeltown High School Library Media Program is to support the state and district curricula. The goal is to increase student achievement, encourage reading, and prepare students to be efficient users of information.

## **PHILOSOPHY AND BELIEFS**

1. School libraries are essential to the development of learning skills.
2. Inquiry provides a framework for learning.
3. Ethical behavior in the use of information must be taught.
4. The definition of information literacy has become more complex as resources and technologies have changed.
5. Technology skills are crucial for future employment needs.
6. The continuing expansion of information demands that all individuals acquire the thinking skills that will enable individuals to learn on their own.

## **GOALS and OBJECTIVES**

1. To select and retain highly qualified media specialists who are knowledgeable of library media resources and services, state and district curricula, instructional technology, and effective teaching strategies.
2. To provide opportunities for growth through professional development as well as state and district conferences / meetings.
3. To collaborate with faculty and staff for effective instructional teaming.
4. To provide quality services and resources in appropriate quantities to meet the objectives of the state and district curricula.
5. To provide continuous evaluation and revision of the media program to reflect curricular changes, current educational trends, and instructional technology.
6. To promote intellectual freedom through a broad selection of resources.
7. To provide diverse resources to encourage reading for information and enjoyment.
8. To support critical reading and thinking through media literacy instruction
9. To assist patrons in acquiring research skills for accessing, analyzing, and evaluating instructional resources.

## **LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996

## LITERACY STANDARDS

AASL Standards for the 21st Century Learner The American Association of School Librarians (AASL) Standards for the 21st Century Learner offer a vision for teaching and learning to guide our profession. The learning standards begin by defining nine foundational common beliefs listed below. Reeltown High School's library media program teach and promote these AASL Standards and the nine foundational beliefs.

1. Reading is a window to the world.
2. Inquiry provides a framework for learning.
3. Ethical behavior in the use of information must be taught.
4. Technology skills are crucial for future employment needs.
5. Equitable access is a key component for education.
6. The definition of information literacy has become more complex as resources and technologies have changed.
7. The continuing expansion of information demands that all individuals acquire the thinking skills that will enable them to learn on their own.
8. Learning has a social context.
9. School libraries are essential to the development of learning skills.

The standards describe how learners use skills, resources, and tools to:

1. Inquire, think critically, and gain knowledge.
2. Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.
3. Share knowledge and participate ethically and productively as members of our democratic society.
4. Pursue personal and aesthetic growth



## **CHALLENGED MATERIALS**

The Reeltown High School Library Media Center defers to Tallapoosa County Board of Education policy regarding challenged materials.

See the policy included on the following pages.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

**CHALLENGED MATERIALS**

**4.30**

I. Objectives of Selection

The primary objective of the Tallapoosa County School System library media centers is to implement, enrich, and support the educational program of the schools. The centers shall provide a wide range of materials on all levels of difficulty, with diversity of appeal and the representation of different points of view.

II. Criteria for Selection

- A. The standards to determine the propriety of the educational materials shall be pursuant to Alabama statutes.
- B. Educational media materials shall be evaluated and selected to implement, enrich, and support the educational programs of the schools.
- C. Media, *e.g.*, films, videos, software, print texts, from sources other than the system or a school media center collection must be approved by the principal. Request for Use of Educational Media from Outside Sources forms are available at each school site and shall be used to request permission to use such materials. The content of the curriculum shall determine the need for use of media.

III. Funds shall be spent in accordance with the budget adopted for designated local school or system funds.

IV. A media specialist should be consulted in budgeting all library enhancement funds.

REFERENCE(S):

CODE OF ALABAMA  
16-21-1 TO -3

HISTORY:

ADOPTED: 1/13/2014

The following procedures shall be followed when the appropriateness of books or materials is questioned:

- I. School/community citizens may register their concerns with the principal of the school where material is being challenged.
- II. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
  - A. Author, compiler, or editor;
  - B. Publisher;
  - C. Title;
  - D. Reason for objection;
  - E. Page number of each item challenged; and
  - F. Signature, address and telephone number of person making criticism.
- III. These procedures shall be followed for Tallapoosa County School System school-level reviews:
  - A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
  - B. Challenged materials shall not necessarily be removed immediately. Challenged materials shall be available pending a final decision.
  - C. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
  - D. The complainant shall be informed in writing concerning the committee's recommendations.

## **COPYRIGHT/FAIR USE**

The library media specialist provides and posts copyright information for all users of the library media center. Copyright/fair use information is also posted in appropriate locations throughout the school. The library media specialist will provide copyright information for faculty members annually.

Copyright Notice to Post on Copiers and Video Recorders:

The copyright law of the United States governs the making or reproductions and the performance of copyrighted material; the person using this equipment is liable for any copyright infringement.



## Copyright and Fair Use Guidelines for Teachers

This chart was designed to inform teachers of what they may do under the law. Feel free to make copies for teachers in your school or district, or download a PDF version at

[www.techlearning.com](http://www.techlearning.com). More detailed information about fair use guidelines and copyright resources is available at [www.halldavidson.net](http://www.halldavidson.net).

Medium	Specifics	What you can do	The Fine Print
Printed Material (short)	<ul style="list-style-type: none"> <li>Poem less than 250 words; 250-word excerpt of poem greater than 250 words</li> <li>Articles, stories, or essays less than 2,500 words</li> <li>Excerpt from a longer work (10 percent of work or 1,000 words, whichever is less)</li> <li>One chart, picture, diagram, or cartoon per book or per periodical issue</li> <li>Two pages (maximum) from an illustrated work less than 2,500 words, e.g., a children's book</li> </ul>	<ul style="list-style-type: none"> <li>Teachers may make multiple copies for classroom use, and incorporate into multimedia for teaching classes.</li> <li>Students may incorporate text into multimedia projects.</li> </ul>	<ul style="list-style-type: none"> <li>Copies may be made only from legally acquired originals.</li> <li>Only one copy allowed per student.</li> <li>Teachers may make copies in nine instances per class per term.</li> <li>Usage must be "at the instance and inspiration of a single teacher," i.e., not a directive from the district.</li> <li>Don't create anthologies.</li> <li>"Consumables," such as workbooks, may not be copied.</li> </ul>
Printed Material (archives)	<ul style="list-style-type: none"> <li>An entire work</li> <li>Portions of a work</li> <li>A work in which the existing format has become obsolete, e.g., a document stored on a Wang computer</li> </ul>	<ul style="list-style-type: none"> <li>A librarian may make up to three copies "solely for the purpose of replacement of a copy that is damaged, deteriorating, lost, or stolen."</li> </ul>	<ul style="list-style-type: none"> <li>Copies must contain copyright information.</li> <li>Archiving rights are designed to allow libraries to share with other libraries one-of-a-kind and out-of-print books.</li> </ul>
Illustrations and Photographs	<ul style="list-style-type: none"> <li>Photograph</li> <li>Illustration</li> <li>Collections of photographs</li> <li>Collections of illustrations</li> </ul>	<ul style="list-style-type: none"> <li>Single works may be used in their entirety, but no more than five images by a single artist or photographer may be used.</li> <li>From a collection, not more than 15 images or 10 percent (whichever is less) may be used.</li> </ul>	<ul style="list-style-type: none"> <li>Although older illustrations may be in the public domain and don't need permission to be used, sometimes they're part of a copyright collection. Copyright ownership information is available at <a href="http://www.loc.gov">www.loc.gov</a> or <a href="http://www.mpa.org">www.mpa.org</a>.</li> </ul>
Video (for viewing)	<ul style="list-style-type: none"> <li>Videotapes (purchased)</li> <li>Videotapes (rented)</li> <li>DVDs</li> <li>Laserdiscs</li> </ul>	<ul style="list-style-type: none"> <li>Teachers may use these materials in the classroom.</li> <li>Copies may be made for archival purposes or to replace lost, damaged, or stolen copies.</li> </ul>	<ul style="list-style-type: none"> <li>The material must be legitimately acquired.</li> <li>Material must be used in a classroom or nonprofit environment "dedicated to face-to-face instruction."</li> <li>Use should be instructional, not for entertainment or reward.</li> <li>Copying OK, only if replacements are unavailable at a fair price or in a viable format.</li> </ul>
Video (for integration into multimedia or video projects)	<ul style="list-style-type: none"> <li>Videotapes</li> <li>DVDs</li> <li>Laserdiscs</li> <li>Multimedia encyclopedias</li> <li>QuickTime Movies</li> <li>Video clips from the Internet</li> </ul>	<ul style="list-style-type: none"> <li>Students "may use portions of lawfully acquired copyright works in their academic multimedia," defined as 10 percent or three minutes (whichever is less) of "motion media."</li> </ul>	<ul style="list-style-type: none"> <li>The material must be legitimately acquired: a legal copy (not bootleg) or home recording.</li> <li>Copyright works included in multimedia projects must give proper attribution to copyright holder.</li> </ul>
Music (for integration into multimedia or video projects)	<ul style="list-style-type: none"> <li>Records</li> <li>Cassette tapes</li> <li>CDs</li> <li>Audio clips on the Web</li> </ul>	<ul style="list-style-type: none"> <li>Up to 10 percent of a copyright musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or students.</li> </ul>	<ul style="list-style-type: none"> <li>A maximum of 30 seconds per musical composition may be used.</li> <li>Multimedia program must have an educational purpose.</li> </ul>
Computer Software	<ul style="list-style-type: none"> <li>Software (purchased)</li> <li>Software (licensed)</li> </ul>	<ul style="list-style-type: none"> <li>Library may lend software to patrons.</li> <li>Software may be installed on multiple machines, and distributed to users via a network.</li> <li>Software may be installed at home and at school.</li> <li>Libraries may make copies for archival use or to replace lost, damaged, or stolen copies if software is unavailable at a fair price or in a viable format.</li> </ul>	<ul style="list-style-type: none"> <li>Only one machine at a time may use the program.</li> <li>The number of simultaneous users must not exceed the number of licenses; and the number of machines being used must never exceed the number licensed. A network license may be required for multiple users.</li> <li>Take aggressive action to monitor that copying is not taking place (unless for archival purposes).</li> </ul>
Internet	<ul style="list-style-type: none"> <li>Internet connections</li> <li>World Wide Web</li> </ul>	<ul style="list-style-type: none"> <li>Images may be downloaded for student projects and teacher lessons.</li> <li>Sound files and video may be downloaded for use in multimedia projects (see portion restrictions above).</li> </ul>	<ul style="list-style-type: none"> <li>Resources from the Web may not be reposted onto the Internet without permission. However, links to legitimate resources can be posted.</li> <li>Any resources you download must have been legitimately acquired by the Website.</li> </ul>
Television	<ul style="list-style-type: none"> <li>Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, and local stations)</li> <li>Cable (e.g., CNN, MTV, HBO)</li> <li>Videotapes made of broadcast and cable TV programs</li> </ul>	<ul style="list-style-type: none"> <li>Broadcasts or tapes made from broadcast may be used for instruction.</li> <li>Cable channel programs may be used with permission. Many programs may be retained by teachers for years— see Cable in the Classroom (<a href="http://www.ccoonline.org">www.ccoonline.org</a>) for details.</li> </ul>	<ul style="list-style-type: none"> <li>Schools are allowed to retain broadcast tapes for a minimum of 10 school days. (Enlightened rights holders, such as PBS's Reading Rainbow, allow for much more.)</li> <li>Cable programs are technically not covered by the same guidelines as broadcast television.</li> </ul>

Source: United States Copyright Office Circular 21; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; Fair Use Guidelines for Educational

Multimedia; cable systems (and their associations) and Copyright Policy and Guidelines for California's School Districts, California Department of Education. Note: Representatives of the institutions and associations who helped to draw up

many of the above guidelines wrote a letter to Congress dated March 19, 1978, stating: "There may be instances in which copying that does not fall within the guidelines stated [above] may nonetheless be permitted under the citation of fair use."

## **LIBRARY MEDIA SPECIALIST JOB DESCRIPTION**

On the following pages, you will find the job description as written and approved by the Tallapoosa County Board of Education.

**TALLAPOOSA COUNTY SCHOOLS**

**JOB TITLE:** Library Media Specialist

**QUALIFICATIONS:**

1. Master's degree from an accredited educational institution.
2. Bachelor's degree in Education from an accredited educational institution. Certification in Media by the State of Alabama.
3. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

**FLSA:** Exempt

**REPORTS TO:** Principal

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

**SUPERVISES:** Library Media Aide

**DUTIES AND RESPONSIBILITIES:**

1. Identify, select or develop short- and long-range goals and objectives for the media program based on student, faculty, and curriculum needs.
2. Plan with teachers and instructional leaders for the integration of media/information skills into the school program.
3. Develop schedules and organize resources to allow easy access to information and services.
4. Review the school improvement plan and plan for the acquisition of materials to enhance learning consistent with the needs of students with diverse cultural and socio-economic backgrounds, learning styles and special needs.
5. Develop and implement policies and procedures necessary for the efficient and effective operation of the media center.
6. Administer the media center budget based on program goals and objectives.
7. Maintain complete and accurate records as required by law, system policy and administrative regulations.
8. Assign, instruct, and supervise support staff and volunteers.
9. Coordinate the selection and acquisition process for media resources and equipment.
10. Provide for use of current technologies.





11. Facilitate the use, maintenance, repair, and inventory of all media center materials and equipment.
12. Solicit ongoing feedback from members of the school staff regarding the availability, use and impact of media materials.
13. Establish a system of records that will provide an appropriate database for evaluating the use and distribution of the media collection and supporting materials and equipment.
14. Teach library media skills in collaboration with teachers to support classroom instruction.
15. Instruct staff and students in the use of resources, services, and equipment.
16. Use appropriate materials, technology, and resources to help meet the learning needs of all students.
17. Apply principles of learning and effective teaching in instructional delivery.
18. Collaborate with teachers to support instructional goals and objectives.
19. Participate in overall school curriculum planning and development.
20. Establish, maintain, and promote a collection of current professional resources for administrators and teacher.
21. Train faculty in the use of media resources, equipment, and technology.
22. Update professional skills and knowledge and keep abreast of recent developments in education, technology and media.
23. Complete all required reports and maintain all appropriate records.
24. Contribute to the overall mission of the school by supporting school committees, programs, and services.
25. Conduct a media services program in a manner that ensures student growth and achievement are continuous and appropriate for age group, subject area and/or student program classification.
26. Provide appropriate educational opportunities for students to meet their unique needs, talents, interests, and abilities.
27. Assume other reasonable and job-related duties as assigned by the immediate supervisor.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to read, interpret and follow State Board of Education rules, School Board policies, and appropriate state and federal statutes.
2. Effective listening, speaking and writing skills.
3. Ability to use skills necessary in curriculum design and alignment; planning, organizing and analyzing data; supervision; problem solving; and public relations.
4. Ability to select, organize, administer and utilize instructional media, equipment and technology.
5. Ability to integrate the resources and services of the library media program with the ongoing instructional program.
6. Ability to assist students and school personnel in the effective use of media.
7. Ability to use group dynamic skills in the context of cultural diversity.

8. Knowledge of subject content, teaching theories, methods and practice, current research and trends.
9. Knowledge of the unique needs, growth patterns and characteristics of the students served.
10. Knowledge of budgeting policies and procedures.
11. Ability to maintain complete and accurate records.
12. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SOURCE:** Tallapoosa County Schools, Dadeville, Alabama

## COLLECTION DEVELOPMENT

Collection Development is defined as the planned purchase of materials in various formats to match the instructional and research needs of the campus within the current fiscal environment and resource-sharing opportunities. The heart of a library is its collections. The building houses them; the library personnel acquire and manage them and teach users how to best to access and use them.

## SELECTION POLICY

The primary objective of the Reeltown High School library material selection procedure is to provide students and teachers with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view. To this end, the media specialist keeping with the ideas expressed in the School Library Bill of Rights, works to . . .

: To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

To provide a background of information which will enable students to make intelligent judgments in their daily lives.

To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.

To provide materials representative of many religious, ethnic, and cultural groups and their contribution to our American heritage, thereby enabling students to develop an intellectual integrity in forming judgments.

To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive selection appropriate for the users of the library.

Procedures for Selection of Library Resources Educational goals, curriculum needs, faculty needs, students' reading level, maturity level, background, needs and interests, and existing materials will be taken into consideration in developing the library collection. Recommendations by the administrators, faculty members, students, parents, and other community members will be considered.

## **WEEDING AND COLLECTION MAINTENANCE**

The Library Media Specialist is in charge of weeding items from the collection based on the MUSTIE acronym that is used in many school and small public libraries: M = misleading, factually inaccurate U = ugly, book is worn and torn, in disrepair S = superseded by a newer edition T = trivial; or no real discernible value I = irrelevant to the needs and interests of the community E = elsewhere available; turn to interlibrary loan for the subject The final decision of whether to weed a material will be left up to the LMS at each school.

### **Procedures for Discarding of Library Media Center Resources**

1. Deselected items must be disposed of properly and removed from the cataloging system and may follow the guidelines for disposal of obsolete textbooks
2. Items may be donated (if the recipient is made fully aware of the reason for discarding) or sent for recycling
3. The labels and all evidence of ownership must be removed before disposal takes place
4. Include a "Discard" stamp or label on the front and back inside cover of each item
5. Items are first offered to students and teachers of the school before donating or disposing of the item.

## **CATALOGING**

### **Cataloging Classification Procedures for Books**

All books in the library media center's collection should be classified according to the latest edition of Dewey Decimal Classification.

#### **. Classification Procedures for Non-Book Materials**

A unified approach of treating print and non-book materials is recommended. Non-book materials should be classified according to the Dewey Decimal Classification System.

Circulation Circulation of print and non-print resources will be managed for the patrons of Tallapoosa County Schools through the Atrium web-based library management system.

## **Donations and Funds**

### **Gifts and Donations**

The Tallapoosa County Schools library media program gladly accept monetary gifts, as well as donations. Items bought or obtained are subject to the same criteria as those items acquired through the regular selection process.

### **Purchases With Local Funds**

Each library media specialist will confer with the local school principal or bookkeeper regarding proper procedures for managing expenditures with local funds. Any money generated by the library media specialist through book fairs, donations, etc., will be used to enhance library media programs at the discretion of the library media specialist. All purchases must be approved by the school principal

### **LIBRARY ENHANCEMENT FUNDS**

Each year the state allocates funds to school libraries to improve their collections and resources.

A committee at each school compiles a list of expenditures for the funds and the faculty votes to approve the budget.

Funds become available for use October 1st of each year.

It is the Media Specialist's responsibility to submit purchase orders and follow up with accounting to make sure that all accounting procedures are followed.

The media specialist maintains copies of yearly budget approvals and purchases for her records.

## **SCHEDULING**

In order for the library media center to be the core of the educational setting, the library media specialist, with the assistance of the administrator, must be allowed to schedule the library media center for its most effective use.

The Reeltown High School Library operates on a flexible schedule.

The library is open Monday through Friday while school is in session and does not close during the day.

### **Suggested End-Of-Year Guidelines**

An inventory of library holdings will be conducted annually.

## **Acceptable Usage Policy**

The Reeltown Library Media Center adheres to the Tallapoosa County School District's acceptable use policy as it's governing body for technology usage.

The Media Center keeps up-to-date, signed AUP's on file for each student and puts alerts in Powerschool for students whose pictures/work can't be posted on the Internet.



## Tallapoosa County Schools Technology Usage Policy Acknowledgement

### Parents/Students:

Please read the information below. If you have any specific questions regarding the policy, please contact your Principal or Counselor at your school. The complete text of the Tallapoosa County Schools' technology policy has been included in the Tallapoosa County Schools Policy Manual.

From time to time, the school may wish to publish examples of student projects, group photographs, and other work on an Internet accessible World Wide Web server. I understand that pictures used on the Tallapoosa County Schools' web sites will include students when they are involved in projects, when they are in large groups, or when their student group receives recognition. The use of student photographs on the web site will include the use of first name/last initial only.

Selected school materials to be published on the web could include: art work, written papers, videos, class projects and/or computer projects.

### Students:

I acknowledge that I have read, understand, and agree to all terms in the Tallapoosa County Schools' Technology Usage Policy as outlined in the Tallapoosa County Schools' Policy Manual. I further understand that, as a user on the Tallapoosa County Schools' network, I am responsible for appropriate behavior when using any Tallapoosa County Schools' technology resource.

I understand that any or all of the following disciplinary actions could be imposed if I break any of the rules in the policy:

- loss of access to any technology resources such as but not limited to computers, printers, the Internet, and/or video equipment;
- additional disciplinary action determined as appropriate at a specific school by school staff; and/or
- legal action, when applicable.

I also understand that this agreement will be binding during my entire career at my current school.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

### Parent/Guardian:

My child's picture may be published on the Internet using his/her first name/last initial only. Yes No  
My child's selected school materials may be published on the Internet and/or school and District TV channels. Yes No

Parent Name (please print): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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



