

PARENTAL PERMISSION FOR PHOTOGRAPHING STUDENTS

The Family Educational Rights and Privacy Act (FERPA) protects students' privacy when they are at school. Because of FERPA, **we maintain a list of students with or without parental permission to be filmed, photographed, or interviewed.** FERPA also protects student information, such as educational records, student names, and individual disciplinary records (unless there is a public safety concern). Learn more at www.spj.org/ferpa3.asp.



Communications Office Hours

7:30 a.m. - 4:30 p.m.
Monday - Friday

School Hours

Middle & High School
8 a.m. - 3:15 p.m.
Elementary School:
8:55 a.m. - 4 p.m.

WEBSITES

News Releases

d51schools.org/news

Board Agendas/Materials

bit.ly/d51boardagendas

INTERVIEW REQUESTS

Call/text the Public Information Officer to make your request. Please provide as much lead time as you can to fulfill the request.

- PIO Requests can often be fulfilled day-of, but please make requests **before noon.**
- Teacher - Minimum 24 hours notice.
- Student - 24-48 hours notice.
- Principal - 4-24 hours notice.
- Superintendent or D51 Leadership - Up to 24 hours notice.

VISITING SCHOOLS

Always call the PIO first to coordinate an interview before going to a school. Schools have the right to turn media away or ask that they get permission from Communications first. On-site requests will not be granted.

- Enter the school through the security vestibule.
- Sign in at the front desk and get a visitor's badge and wait for directions from staff.

Filming/Photographing students:

- **Students must have parental permission on file to be interviewed, filmed, or photographed.**
- All schools have a list of which children have permission. Check with staff **before** filming.
- If you do not know, or if you're doing a crowd shot, focus on the backs of heads, shots from the neck down, or blurred footage.

Filming/Photographing outside a school:

- Call Communications before going on school property, including parking lots and playgrounds.
- Sidewalks and streets are OK to film from, but we always appreciate a heads up.

OPEN RECORDS

- Submit a formal letter to communications@d51schools.org to make an open records request.
- Colorado Open Records Act exemptions include most personnel file information, but not salaries, employment dates, etc.

MEET THE TEAM



Callie Berkson

Public Information Officer
c: 505-217-6435
o: 970-254-7912
callie.berkson@d51schools.org



Ciera Colson

Marketing & Comms Specialist
c: 970-279-3490
o: 970-254-5112
karrie.kuklish@d51schools.org