



## SJCA-FI Procedure for Students with “No Photo/Camera” Restriction

**Purpose:** To ensure compliance with parent/guardian media permissions and protect the privacy of students whose images are not authorized for photography or publication.



A camera icon on the class seating chart or roster indicates that a student’s photo may NOT be taken or shared in any form (including school social media, newsletters, website or Lion Line).

### Procedures

#### 1. Before Any Event or Photo Opportunity

- Teachers must review their class roster to identify students marked with the camera emblem.
- If a class or grade-level event includes photos or video (e.g., assemblies, Virtue Awards, character parade, classroom celebrations), the teacher must notify administration.

*\*Amy Melquist/Angie Casteel*

#### 2. Notification Process

- Email or speak directly with Amy Melquist/Angie Casteel, Dean of Academics prior to the event.
- Include the event name, date, and time, and confirm which students have camera restrictions.

#### 3. Administrative Coordination

- The Dean of Academics will provide the list of restricted students to the designated photographer or videographer.
- The camera person will ensure those students are omitted from all photos and videos.

#### 4. During Filming or Photography

- Teachers and staff should assist by positioning restricted students out of camera view, when possible.
- If filming an event such as the Character Parade, and a class includes a restricted student, the camera will not pan across that class.

#### 5. After the Event

- Review any photos before sharing or submitting to ensure no restricted students appear in any images.

### Questions or Clarifications?

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