

SCHOOL DIRECTORY

The District will distribute a directory with names and telephone numbers of administrators; and names, and telephone numbers of school board members. The Principal shall formulate a distribution method that will include every family with children in school, governmental agencies that may have business with the schools and civic and service clubs. Other information about the schools may be included.

DISTRIBUTION OF PERSONNEL DIRECTORY

The Personnel Directory of the District shall include each employee's name, telephone number, and school assignment. It shall be distributed to all employees of the District, the members of the School Board and to the District office.

It may be made available, at the discretion of the Principal, to colleges and universities desiring to send literature to faculty members concerning summer sessions, evening school courses and such other information as may be of value to staff members.

The directory is public information and a copy will always be available in the District's office for review by interested persons. Requests for copies will be handled in the same manner as requests for copies of any other district records.

DISTRIBUTION OF CLASS LISTS

The School District shall not distribute information about the religion, race, gender, color, or national origin of students except as specifically required to do so by the federal government.

The School District may distribute student class lists, limited to name and grade, if requested. Phone numbers will be included for only those people who have given permission.

Class lists may be distributed to PTA or PTO groups.

The Principal will keep a record of those agencies to which student class lists have been sent.

The school will cooperate with agencies in the distribution of materials within the school if the material is of substantial benefit to the students and their parents and is appropriate to the mission of the school. The materials may be placed in the office or other suitable areas or may be distributed in classes, subject to the approval of the school principal. A sample of each piece of material distributed in the school shall be sent to the Principal for their information.

| | | |
|------------------|---|--|
| Cross Reference: | Policy FDCB | Distribution of Class Lists |
| | Policy LAC | Relations with Colleges and Universities |
| | Policy LEB | Relations with Armed Forces Recruiting Units |
| Legal Reference: | 20 USC 1232g(b)(4)(A) Family Educational Rights and Privacy Act ND AG Opinion 81-130 | |

REFERENCE: 10/94

POLICY ADOPTED: 26 Feb 96
POLICY AMENDED: 21 Aug 09