

KAIA: School Directory

The District will distribute a directory of schools within the District, including address, telephone number and principal of each school; central office information with names and telephone numbers of administrators; and names, addresses, and telephone numbers of school board members. The Superintendent 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. The school directory shall be separate and distinct from the personnel directory and the student class lists.

DISTRIBUTION OF PERSONNEL DIRECTORY

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

It may be made available, at the discretion of the Superintendent, 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 Superintendent'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, address and grade, if requested. Class lists may be distributed to PTA or PTO groups for their individual schools. Principals will keep a record of those agencies to which student class lists have been sent.

The schools will cooperate with agencies in the distribution of materials within the schools if the material is of substantial benefit to the students and their parents and is appropriate to the mission of the schools. The materials may be placed in counseling offices 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 Superintendent for his information.

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

**Divide County
School District**

**POLICY ADOPTED: 09/14/2010
POLICY REAFFIRMED:
POLICY AMENDED:**