

Policy 5126: Student Directory Information

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone, number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and awards received, the most recent previous schools, names of parents and guardians, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It shall be the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

The period of time which a parent or eligible student has to notify the district, in writing, that he/she does not want information about the student designated as directory information, will be two weeks from the time this information is first received.

Revised: 1-18-2010 Reviewed 2-15-2010

Administrative Guidelines for Policy 5126: Photographs

“Cozad Community School uses the following guidelines in having student pictures/filming taken and published. Cozad Community School allows for the taking and publishing of pictures/filming which would be normally related to school activities such as annuals, yearbooks, school calendar, extracurricular events, student recognition, and other such events. Parents/guardians will be notified of pictures or filming that would not typically be considered as a school activity allowing the parent right of refusal.”

Updated 6.13.2005 Reviewed 1-18-2010 Reviewed 2-15-2010