

Mendocino Unified School District

Community Relations

Board Policy 1111.1

Reviewed by Board 7/24/80, 11/3/88, 3/14/96

Reviewed 11/18/04

District Directory

A school personnel directory will be published yearly, containing the names, addresses, telephone numbers, and position title of the District employees, subject to the following conditions:

1. The directory will be distributed only to those agencies and individuals who are authorized by the Superintendent.
2. The District shall not use the directory for commercial, political, or promotional purposes, nor knowingly permit these uses by any other person or organization.
A cautionary statement warning against such use shall preface each edition of the directory, and all recipients shall have their attention called to these limitations.
3. Any school employee may prohibit inclusion of his/her name, etc., in the directory by making a written request to his/her immediate supervisor, who shall transmit it to the Superintendent.
4. A copy of the school directory shall be maintained in the District office for review by interested persons with legitimate reasons (those not prohibited above) for doing so.