

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Student Directory

It shall be the policy of the Diocesan Catholic Schools Board that prior to developing a student directory or to giving general information to the public, parents/guardians and students 18 years of age or older will be given annual notice of the school's intent to develop a directory or to give out general information. This annual notice shall give the parents/guardians and eligible student an opportunity to deny the inclusion of some or all of their child's information in the directory or in general information about students.

The following are the only items that may be included in a student directory: student's name; parents' name; address, phone number; date and place of birth; e-mail address; grade; participation in officially recognized activities and sports; weight and height of members of athletic teams, dates of attendance, diplomas and awards received; the most recent previous educational institution attended by the student; a photograph and other likeness.

Since parents/guardians and eligible students must be given annual notice, it is recommended that the school give such notice in two ways:

- in its Student/Parent Handbook and include a form by which they may deny inclusion of some or all directory information for their child.
- the registration packet include both the official notice and a form to deny inclusion of some or all of the information.

Policy Adopted: May 20, 2002

Policy Revised: May 19, 2008

Policy Reviewed: March 25, 2013