

Directories & Yearbooks – Things to Know!

Directories & Class Lists

-PISD has agreed to provide class lists (minus parents who have turned in a form indicating they wish privacy) to cleared PTA volunteers in order to best complete their volunteer responsibilities. This information should be requested through the campus office only, not the classroom teacher.

-Class lists are not to be published by class in the directory or elsewhere, but are available for volunteers to verify who has/has not returned various forms (publicity release forms, PTA membership, etc.).

-PTA will ask volunteers to respect the need for PISD to keep as much information private as possible. If the volunteer needs to know the number of students in a classroom, they should ask for that, not for a class list.

Directories with Advertising

-PTA volunteers may staff a table in the entrance hallway or office to distribute directories to adult members during the school day according to a principal-approved procedure.

-PTA may distribute directories before or after school on campus property and in the carpool line with principal approval.

-PTA will be encouraged to have an evening event/program to distribute the directories in as easy a manner as possible.

-PTA may mail directories to member's homes and should PTA decide to do this, they should budget for that expense.

Directories without Advertising

-May be placed in YO/GO home folders by PTA volunteers during the instructional day.

Yearbooks

-PTA may request that campus contracts with the photographer include a disk sent directly to them for the yearbook. The disk must be filtered according to privacy guidelines.

-Yearbooks should not include photos by class, although photographers are encouraged to continue taking class photos and offering it to individual parents of the children in the photo for purchase.

-Yearbooks may include photos by grade level and should not be organized according to classroom listings.

-Any candid photos taken during school events to be included in the yearbook should be filtered to exclude images of those students flagged for privacy according to parent requests.

-Campuses are encouraged to share the privacy forms with the appropriate PTA volunteers that have accepted positions that produce materials (yearbook, newsletter, website, etc.) that may risk student privacy so we may work in partnership to make sure all needs are met.

-In support of PTA, our district has provided a sample release that may be used for their purposes to get student photographic consent. This release has been approved by the district's legal counsel and meets the standards of protection for the district, PTA, and students.