

**BOARD POLICY: MAILING LISTS**

**5090**

**Section A - Student and Parent Mailing Lists**

It is the policy of the Board of Education of District #225 that student and parent mailing lists shall be used only for the business of the school district. Each request for said list shall be examined by the school principal and approved if judged necessary for the conduct of school business.

**Section B - Faculty and Staff Mailing Lists**

Faculty and staff mailing lists shall be used only for the business of the school district and shall not be made available for any other reason without the approval of the superintendent. Each year the school principal may provide a copy of said list to each staff member. These lists will be considered confidential and are not to be reproduced for or forwarded to any individual or group not employed by the district.

Approved: December 18, 1972  
Revised: December 3, 1984