

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2500-1
SUBJECT: SCHOOL DIRECTORIES	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 01/22/88; 02/17/05; 06/17/10 <hr/> PREPARING OFFICE: HUMAN RESOURCES

I. PURPOSE:

To establish a procedure for compilation and distribution of school directories.

II. PERSONNEL AFFECTED:

- A. Human Resources Department
- B. All employees

III. PROCEDURE:

A. The compilation, printing, and distribution of the school directories shall be the responsibility of the Human Resources Department.

B. The staff directory shall be available on-line free of charge to anyone accessing the directory through the Topeka Public Schools website. The Human Resources Department shall provide, through electronic mail or other means, annual notice, including instructions on how to access the staff directory, to the following persons:

1. Individuals currently employed by the Topeka Board of Education
2. Retired personnel, upon request
3. City, county, state, and federal agencies, upon request
4. Kansas NEA (National Education Association) and NEA-Topeka
5. Educational Employees Credit Union, upon request
6. All companies, agencies and organizations with whom the Board of Education transacts business for the purchase of employee group insurance, health insurance, annuities, and worker's compensation insurance, upon request
7. Colleges and universities as approved by the Human Resources and Education Departments
8. Shawnee County Family Resource Center
9. Local news media, upon request
10. Members of the Board of Education

SCHOOL DIRECTORIES (Continued)

- C. Notice of legal restrictions on using the directory for solicitation of employees for commercial purposes shall be posted on the Topeka Public Schools website.**
- D. Persons wishing to purchase the directory in printed format must make an official request by filling out a Request for Inspection and/or Copying of Public Records form, available from the clerk of the Board of Education, and pre-pay the cost of printing the directory.**