

## **GUIDELINES FOR ELEMENTARY SCHOOL MEMORY BOOKS**

The Board of Education has given approval via District policy that memory book distribution may be an option for elementary schools when books are prepared/distributed within the parameters of the following guidelines. These specific guidelines were developed to protect the administration, the cooperating organizations, and the Jordan School District from liabilities, cost, professional time, and distraction from the education process, during the course of memory book preparation/distribution.

### **Guidelines**

1. The option to produce a memory book at the elementary school level is a voluntary, site-based decision of PTA, or similar legally recognized organization only. Each school will respect and cooperate with the decision made, incorporating the following guidelines, by its local PTA. The choice must be strictly voluntary.
2. Before the end of the first quarter, the PTA president will discuss with the school administrator the intent to produce/distribute a memory book.
3. Financing for memory books is entirely the responsibility of the sponsoring PTA. Money received for the purchase of memory books will not be intermingled with other money/accounts associated with the school, and the school will not be responsible for the security of memory book funds. Members of the teaching staff will not collect money or record student requests to purchase memory books.
4. A written disclosure statement must be included in the memory book which absolves the school and Jordan School District from any and all liabilities connected to the preparation and/or sale of memory books.
5. All complaints, requests, and questions will be directed to the PTA volunteer in charge of the elementary school memory book program.
6. Access to students for any purpose related to the memory book will not be allowed during class time.
7. The purchase of a memory book must be an optional choice for students. Purchasing a memory book is not a required part of the basic elementary school program, and the purchase price is not considered a waiveable fee.
8. A “memory book” day will not be authorized. Rather, elementary schools will be allowed the flexibility to permit a limited amount of time for the signing and autographing of memory books on a day associated with the distribution of books and during the time prior to the closing of the school year. The earliest date allowed for the distribution of memory books will be mutually agreed upon by the elementary school principal group.

9. Distribution of memory books is the joint responsibility of the PTA and school administration. The school administration, staff, and memory book volunteer coordinators will work cooperatively to successfully and appropriately administer the memory book distribution. The school administration has the authority to oversee and approve memory book activities and help with the distribution of books.
10. Memory books will be softbound and of minimal cost. They may include, and will be limited to, pictures of individual students, faculty, staff, and school-and PTA-sponsored activities. Advertising and dedication pages will not be included in memory books. An “In Memoriam” page listing names of deceased students may be included in memory books at the discretion of the local school.
11. The PTA will provide parent notification regarding memory books including information on not having their child’s picture published. The school administration and PTA volunteer will cross reference the list of FERPA names not to be included in the memory book.
12. The Board of Education, Jordan School District, and the local school will not subsidize the preparation/distribution of memory books in any way, including the use of teacher/staff time (excluding book distribution) and/or any financial aspects of the memory book program.