

Policy

DISTRICT PUBLICATIONS

The administration is responsible for all informational services to and from the public, except for those occasional matters the Board of Education may wish to deal with publicly.

The Chief School Administrator is encouraged to use all available media of communication to keep the goals, program, achievements and needs of the schools before the public.

The Chief School Administrator may delegate this authority to the central administrative staff and the school principals, but the ultimate responsibility is that of the Chief School Administrator.

The chief school administrator/designee shall direct development and review of informational newsletters and handbooks for parents/guardians, pupils, staff and the general community as deemed necessary by the board. The district annual report shall be printed for distribution. The board secretary shall make the district audit available to the public as required by law.

Centralized control of district publications, including the district web site, shall be designed to ensure that their contents reflect district-wide policies and regulations accurately.

In accordance with law, the chief school administrator shall prepare procedures to ensure that the district web site, or web sites of any schools in the district, shall not publish any personally identifiable information about a student without prior written consent from the student's parents/guardians. Consent shall be obtained on the form indicated by the State Department of Education and shall contain a statement describing the potential dangers of posting personally identifiable information about students on the Internet.

Adopted: March 23, 1998
Amended: June 14, 2004
NJSBA Review/Update: July 2008
Readopted: November 24, 2008

Key Words

District Publications, Publications, Newsletters, Handbooks, Web Site

Legal References:	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-20	Superintendent; general powers and duties
	<u>N.J.S.A.</u> 18A:23-1 <u>et seq.</u>	Audits and Auditors
	<u>N.J.S.A.</u> 18A:36-35	School internet web sites; disclosure of certain student information prohibited
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:30-3.1	Comprehensive review of public school districts
	<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
	<u>N.J.A.C.</u> 6A:32-12.2	School-level planning

Possible

Cross References:	*1000/1010	Concepts and roles in community relations; goals and objectives
	*1100	Communicating with the public
	*1110	Media
	2232	Internal administrative communications

DISTRICT PUBLICATIONS (continued)

*3100	Budget planning, preparation and adoption
*5124	Reporting to parents/guardians
*5125	Pupil records
*5131	Conduct/discipline
*5145.12	Search and seizure
*6142	Subject fields
*6142.2	English as a second language; bilingual/bicultural
*6142.10	Technology
*6145.3	Publications
*6146	Graduation requirements
*6171.3	At-risk and Title 1
*6171.4	Special education
9310	Development, distribution and maintenance of governance manual

*Indicates policy is included in the Critical Policy Reference Manual.