

DISTRICT PUBLICATIONS

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 and available at the board office and each school. The board secretary shall make the district audit synopsis available to the public as required by law.

District publications may not advocate a position on any school election or referenda. Within 90 days prior to the school board election or any election relating to district operations held within the district, publications and mass mailings distributed to the community may not contain pictures of board members seeking re-election. Any mass mailing or distribution of a publication to the community at large within 60 days prior to the school board election or any election relating to district operations held within the district must be submitted to the executive county superintendent for review prior to distribution to ensure that public funds are being expended in a reasonable and cost effective manner.

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. All matters representing the district's official position prepared for publication by any employee shall have the chief school administrator's approval prior to release.

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.

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:23-5.2	Public relations and professional services
	<u>N.J.A.C.</u> 6A:30-1.4(a)1	Evaluation process for the annual review
	<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

Cross References:	*1000/1010	Concepts and roles in community relations; goals and objectives
	*1100	Communicating with the public
	*1110	Media
	*3100	Budget planning, preparation and adoption
	*5124	Reporting to parents/guardians
	*5125	Pupil records

DISTRICT PUBLICATIONS (continued)

Cross References: (continued)

*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.

Key Words

District Publications, Publications, Newsletters, Handbooks

Approved: January 18, 1983
Revised: December 17, 2002, November 18, 2008,