

DISTRICT PUBLICATIONS

The Superintendent/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 Superintendent 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.

Date reviewed: September 16, 2009

Date adopted: February 20, 2002, November 17, 1999; November 18, 2009

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

District Publications, Publications, Newsletters, Handbooks, Web Site

Legal References

DISTRICT PUBLICATIONS

Monitored:

Indicators 1.1, 1.2, 2.1

Recommendation:

A policy directing the Superintendent to supervise development and coordination of publications to support the district's efforts to communicate effectively with parents/guardians and the community in general including staff and pupils. Particular aspects of your district operations in which such communication is important may be mentioned in the policy and should be included in the cross references.

If the district or schools in the district maintains a web site, you would allude to it in this policy. Include assurances that personally identifiable information about students will not be posted on the web site without prior written consent from parents/guardians. Specifics about the web site would be included with your technology policy at 6142.10, your policy on publications at 6145.3 or in administrative regulations that set out parameters for all publications.

<u>Legal References:</u>	<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:30-1.4(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

Manual for the Evaluation of Local School Districts

Possible

<u>Cross References:</u>	*1000/1010	Concepts and roles in community relations; goals and objectives
	*1100	Communicating with the public
	*1110	Media
	2232	Internal administrative communications
	*3100	Budget planning, preparation and adoption
	*5124	Reporting to parents/guardians

5/06
1111r

DISTRICT PUBLICATIONS

Possible
Cross References (continued)

*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.