

Policy

DISTRICT PUBLICATIONS

In order to keep the community informed concerning the programs and activities of the Township of Union School System, the superintendent/designee shall direct the development and review of:

- A. Informational newsletters to be distributed at least once per school year.
 - 1. One of these newsletters shall explain the school budget.
 - 2. These newsletters shall be mailed to the home of each parent/guardian of the children on the schools.
- B. Other publications such as handbooks for parents/guardians, students, staff and the general community as deemed necessary by the board.
- C. The district annual report shall be printed for distribution.
- D. The board secretary shall make the district audit available to the public as required by law.

All publications are subject to board review prior to distribution.

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.

Adopted: June 1999
NJSBA Review/Update: March 2012
Readopted:

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:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	<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

DISTRICT PUBLICATIONS (continued)**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
	*5125	Student 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.