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DISTRICT PUBLICATIONS

The chief school administrator or 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.

The school district will seek to publish materials in the most cost-efficient manner possible. The chief school administrator will ensure the cost effectiveness of district publications. District publications may not be utilized for personal gain by board members seeking re-election to the school board.

**Date:**

**First Reading: August 28, 2008**

**Second Reading and Adoption: September 25, 2008**

**Review Date: December 20, 2010**

**Revision and Adoption: January 27, 2011**

**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 <i>et seq.</i>	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.S.A.</u> 6A:23A-5.2 (c-d)	policies to minimize the cost of district publications
N.J.A.C. 6A:30-3.1	Comprehensive review of the public
<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

Bill A592: Prohibits Dissemination of Personal Student Information on the Internet Without Parental Consent, January 8, 2002

**Possible**

<b>Cross References:</b> 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	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
1111	District publications

Key Words

District Publications, Publications, Newsletters, Handbooks, Web Site