

Policy

DISTRICT PUBLICATIONS

The superintendent/designee shall direct development and review of informational newsletters and handbooks for parents/guardians, students, staff, and the general community as deemed necessary by the board. The Little Silver School 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 website, 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 website, or websites 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.

District Website

For the purposes of keeping the community informed, the board authorizes the superintendent to coordinate and oversee a school district website to be maintained on the Internet. All items to be posted on the website shall be approved by the curriculum supervisor or designee, prior to posting. In the event the curriculum supervisor finds certain material that is submitted to be posted, should not be posted, the curriculum supervisor shall seek approval of the superintendent prior to posting such material. In the event the superintendent, upon review of the material from the curriculum supervisor, believes the material should not be posted on the website, the material shall not be posted.

The types of information that may be posted on the website include, but are not limited to:

- A. Board meeting public agendas;
- B. Board meeting minutes;
- C. Selected board of education policies;
- D. School district newsletter information;
- E. Test score information from the school report card;
- F. School administration information and any other information the superintendent determines appropriate for posting on the website;
- G. Materials containing political or editorial points of view shall be prohibited from the website;
- H. The board and superintendent shall periodically evaluate the effectiveness of the school district website and this policy.

DISTRICT PUBLICATIONS (continued)

Adopted:	November 16, 2017
NJSBA Review/Update	April 2023
Readopted:	August 24, 2023

DISTRICT PUBLICATIONS (continued)

Key Words

District Publications, Publications, Newsletters, Handbooks, Website

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

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
	*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.