

INTERNAL ADMINISTRATIVE COMMUNICATIONS

The Superintendent shall oversee all internal and external publications of the District, including newsletters (excluding Board-generated newsletters), the web site, annual parent/guardian student informational publications, teachers' manuals, etc. These shall be developed in sufficient variety to fulfill the goals of the District in community, student and personnel relations. They shall include all legally required notifications such as parent/guardian right to review records, graduation requirements, student conduct, and locker searches.

The Board of Education encourages the development of an annual parent/student handbook to help each student/parent understand the traditions, organization and operations of the school and learn about the programs and activities offered. The contents of the handbook should be consistent with Board policy and administrative rules and regulations.

Materials for system-wide distribution will be developed in the central office. Copies of District-developed materials shall be given to the Board. The Superintendent or designee is responsible for routine school announcements to parents/guardians such as those concerning closing of school, parent-teacher association meetings, etc. He/she will keep a file of all such announcements.

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:17-20 Superintendent; general powers and duties
N.J.A.C. 6:8-4.2(a)2i Evaluation of elements and standards
(school and community relations)
Manual for the Evaluation of Local School Districts (P.T.M. No. 700.7)

Cross References: 1100* Communicating with the Public
3100* Budget Planning, Preparation and Adoption
5124* Reporting to Parents/Guardians
5125* Student Records
5131* Conduct/Discipline
5145.12* Search and Seizure
6146* Graduation Requirements

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Administrative communications, Student/parent handbook, Newsletters, Manuals

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