

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: COMMUNICATION

The Springfield Board of Education believes that communication with the public is one of the most vital components of a total public relations program. The Board supports and promotes all such means as well further the public knowledge of its programs and services to the community.

Some of the methods by which communication shall be promoted are: school sponsored publications, radio, television, school news releases, newspaper coverage of Board meetings, news conferences and interviews, sports and special events.

The Board will keep the community informed of the status of the schools through advertised public meetings, press releases and such other means as may be appropriate.

Board of Education meetings, PTA sponsored Open Houses, parent education meetings, school system initiated community activities such as Superintendent/Community meetings, parent-teacher conferences, and the willingness of the staff to meet with members of the community regarding school system activities, all comprise methods of promoting positive public relations.

The public information program of the Board and the district shall be directed by the Chief School Administrator, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the schools and shall provide interpretation and explanation of the schools' plans and programs.

The district's budget; its annual goals and its progress toward achievement of them; its special education plans; its basic skills improvement plan; its bilingual ESL program; pupil progress; and graduation statistics shall be communicated to the public as required by law.

The Board's meetings and records shall be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

Each year by September 30 the Chief School Administrator shall oversee the compilation of a report card of each school in the district that includes all statistical information specified by the State Department of Education and any additional information required by federal law. The report card shall be disseminated to staff and parents/guardians and made available to the media and other interested members of the school community when released by the State Department of Education.

Legal References:

N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
N.J.S.A. 18A:7E-2 through -5 School report card program
N.J.S.A. 47:1A-1 et seq. Examination and copies of public records (“Open Public Records Act”)
N.J.A.C. 6A:8-3.1(a)3 Curriculum and instruction
N.J.A.C. 6:8-4.3 Quality Assurance
N.J.A.C. 6:8-4.4 School-level planning
N.J.A.C. 6A:23-8.1 et seq. Budget Review and Approval
N.J.A.C. 6A:23-8.3 Commissioner to ensure achievement of CCCS
N.J.A.C. 6A:30-1.4(a)1 Evaluation process for the annual review
N.J.A.C. 6A:32-12.1 Reporting Requirements
N.J.A.C. 6A:32-12.2 School-level planning
N.J.A.C. 6:39-1.4(a) 5 and 7 Dissemination of information

Cross References:

1000/1010 Concepts and roles in community relations; goals and objectives
1120 Board of Education meetings
2232, 2232.1 Internal Administrative Communication
2240 Research, evaluation and planning
3570 District records and reports
5124 Reporting to parents/guardians
6142.1 Technology
6142.2 English as a second language; bilingual/bicultural
6142.6 Basic Skills
6171.1 Remedial Instruction
6171.3 At Risk and Title I
6171.4 Special Education
6300 Evaluation of the Instructional Program

Approved: August 28, 1989

Revised: June 30, 1997

Revised: December 20, 2004

Revised: August 20, 2007