

**SPRINGFIELD PUBLIC SCHOOLS**  
**Springfield, New Jersey 07081**

**POLICY: DISTRICT PUBLICATIONS**

The Chief School Administrator/designee shall direct development and review of informational newsletters, electronic communications 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.

Centralized control of district publications shall be designed to ensure that their contents reflect district-wide policies and regulations accurately.

An annual report describing progress of the district and each school within the district in achieving goals, objectives and standards of the school system and the administration's recommendations for their improvement shall be prepared by the Superintendent or designee and presented to the Board of Education prior to the close of each school year. Upon Board approval the report shall be forwarded, by July 1, to the Commissioner of Education and shall constitute part of the commissioner's annual evaluation of district.

The annual report shall be submitted on forms provided by the Department of Education.

This report shall also be made available to the public and shall serve as one means of informing parents and citizens of the programs and conditions of the schools.

**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.S.A. 18A:23-1 et seq. Audits and Auditors  
 N.J.S.A. 18A:36-35 School internet web sites; disclosure of certain student information prohibited  
 N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
 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

**Cross References:**

1000/1010 Community Relations  
 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 and discipline  
5145.12 Search and seizure  
6142 Subject fields  
6142.2 ESL, Bilingual, Bicultural  
6142.10 Technology  
6145.3 Publications  
6146 Graduation requirements  
6171.3 At Risk and Title I  
6171.4 Special Education  
9310 Development, distribution and maintenance of governance manual

Approved: June 30, 1997  
Revised: December 20, 2004  
Revised: August 20, 2007