



**SCHOOL PUBLICATIONS**

The Executive Director 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 of Trustees. The school annual report shall be printed for distribution. The Board of Trustees secretary shall make the school audit available to the public as required by law.

Centralized control of school publications, including the school web site, shall be designed to ensure that their contents reflect school wide policies and regulations accurately.

In accordance with law, the Executive Director shall prepare procedures to ensure that the school web site 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.

**Board of Trustees Approval Date: 1/19/2010**