

# POLICY

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## Board of Education Bernards Township

File Code: 9400  
SCHOOL NEWS RELEASES

The chief school administrator is responsible for all news releases relative to the schools and may delegate authority to the principals to release routine and non-controversial material.

Any building employee who prepares a news release or article will present it to his or her principal who will determine its appropriateness, whether it is considered to be routine and forwarded directly to the news agency, or whether it should first go to the Superintendent for approval.

All matters representing the official position of our District, prepared for publication by any of its employees, shall be approved by the chief school administrator prior to release to the public.

N.J.S.A. 18A: 11-1

**ADOPTED:** April 6, 1998

**REVIEWED:** June 1, 2010