

**Regulation**

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PUBLICATIONS

Student publications are designed to encourage student development of skills associated with written and verbal communication. Inherent in publishing is the opportunity to exercise the right to express opinions freely and responsibly.

Staff Responsibilities

Pupil publications are under the direction of extracurricular advisors. These personnel are determined annually upon posting of the available positions. The board appoints the staff as recommended by the superintendent. The building principal supervises the advisors and is responsible for the material released through the extracurricular program.

Individual classrooms are permitted to complete projects that result in a published document. The teachers are responsible for review of the material presented. The building principal supervises the teaching staff and is responsible for the material released as part of an instructional project.

Prepublication Review

All material to be published by the students will be reviewed by the teacher or advisor responsible for the instructional project or extracurricular activity.

Questionable material will be reviewed by the building principal who in conjunction with the teacher or advisor will determine the appropriateness for publication. This decision will be communicated to the student and the parent where appropriate.

Appeal of Prepublication Review Decision

In the event that a review determines material to be inappropriate and the pupil is denied publication or asked to alter the writing, he/she will have the right to appeal the decision.

The steps of the appeal process are as follows:

- A. The student discusses the identified concerns with the teacher or advisor. The teacher or advisor will respond to the student request in writing within three (3) days;
- B. If the student is not satisfied with the decision, he/she may request review, in writing, to the building principal. The building principal will meet with the student and teacher/advisor and obtain all pertinent information. He/she will respond to the appeal in writing within three (3) days;
- C. If the student continues to be dissatisfied with the decision, he/she may appeal in writing to the superintendent. The superintendent will review all material and meet with all parties to gain information to render a decision. He/she will respond to the appeal in writing within three (3) days;
- D. The final level of appeal will be a request in writing for review by the board of education. This may be at either committee or full board level depending on the nature of the material. This will be scheduled as soon as possible after the request is received. The board's decision will be final.

Adopted:	No date
NJSBA Review/Update:	April 2015
1 <sup>st</sup> Reading:	May 24, 2016
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