



I. Purpose

The purpose of this policy is to ensure that Inver Grove Heights Schools maintains regular and ongoing communications throughout the community.

II. General Statement of Policy

The Superintendent or the Communications Coordinator will facilitate communications and share accurate and timely information with the community, families, students, and employees. Communications will be provided through a variety of means, including print, electronic, voice, and visual communications.

III. Guidelines

- A. The Superintendent or his/her designee shall be the official district spokesperson, this includes but is not limited to, information regarding crisis or emergencies. The district will identify specific times and locations of news conferences and/or briefings when necessary.
- B. The Superintendent or the Communications Coordinator will facilitate and coordinate all districtwide communications efforts, including but not limited to all printed material, mailings, web pages, links to other districtapproved websites, voice messaging, newsletters, and press releases.
- C. All district publications will use formats approved by the Superintendent or the Communications Coordinator.

IV. Information Sharing

A. Coordination of Communications

The Superintendent or the Communications Coordinator will coordinate information sharing with the community, families, students, and employees. All news releases will be forwarded to the media and key contacts in the district.

B. Regular Communications

- 1. The district, school sites, and district programs will provide regular communications to their publics by sharing information about their activities, happenings, curriculum, assessments, and goals.

2. The primary source of regular communications will be electronic with the recognition that the district, school site, or education program levels will be responsible for ensuring that families, community members, and employees who do not have access to electronic sources will receive the shared communications.
3. The primary source of district communications will be the district's website. (www.isd199.org)

C. Communication Standards

The superintendent, in collaboration with the administration, will establish communication standards for employees, recognizing that the primary means of communications is electronic. These standards will include internal and external use of electronic mail.

D. State of the School District Report

The school district will also provide regular communications to the community that will include reports on the state of the school district. The reports will meet the requirements of the Minnesota Department of Education, noting:

- a) District goals
- b) Procedures for evaluating goals
- c) Results of progress on school district goals and other school district assessment information
- d) Reports on ongoing student and program assessments conducted each year in the school district
- e) Other legal information
- f) Other pertinent information

V. Media Communications with Students

The media may not contact or interview students on any of the school campuses or at school-related events without verbal permission of the district, school site, or program's spokesperson. Parent/guardian permission may be required and determined by the spokesperson.

Cross References: Policy 203.5 - School Board Meeting Agenda
Policy 203.7 - Recording of Inver Grove Heights School Board Meetings
Policy 204 - School Board Meeting Minutes

Policy 206 - Public Participation in School Board Meetings, Complaints
about Persons at School Board Meetings and Data Privacy Considerations
Policy 424 Employee Electronic Technologies Acceptable Use Policy
Policy 524 - Student Electronic Technologies Acceptable Use Policy