

INDEPENDENT SCHOOL DISTRICT 199
Inver Grove Heights Community Schools
2990 80th Street East
Inver Grove Heights, Minnesota

SCHOOL DISTRICT COMMUNICATIONS

I. Purpose

The board recognizes that citizens have a right and responsibility to know what is occurring in their public school system. Board members and administrators have an obligation to see that the public is kept systematically, accurately and adequately informed.

II. General Statement of Policy

The board affirms and expects an effective two-way communication system between the school district and its various citizens that will provide dissemination of accurate, timely information about the district and/or school policies, programs, procedures, achievements, and critical issues, while adhering to state and federal data privacy requirements. To this end, the board expects communication programs and practices to reflect and expand upon board approved items. District communications will be timely and accurate and designed and implemented to provide open lines of communications in an effort to promote and encourage the exchange of ideas, suggestions, and reactions from the community and employees alike.

III. Guidelines

- A. The superintendent shall be the official district spokesperson, this includes but is not limited to, information regarding crisis or emergencies.
- B. The superintendent or his/her designee will facilitate and coordinate all district wide communications efforts, including but not limited to all printed material, mailings, web pages, links to other district approved web sites (ex: booster clubs, MSHSL, CFL), voice messaging, news letters and press releases.
- C. All district publications will use formats approved by the superintendent or his/her designee.

- D. Administrators will coordinate the release dates of all publications with the superintendent and inform the community of such in writing by October 1 of each academic school year in order to insure consistency, accountability and accuracy.
- E. Administrators are responsible for forwarding dates of upcoming special events and/or unique building activities, and information and/or articles that focus on both academic and non-academic occurrences/achievements within their programs/areas of responsibility to the superintendent and his/her designee on minimum of a bi-weekly basis. The superintendent or his/her designee is responsible for contacting and/or forwarding said information, articles and/or press releases in a timely manner to the various news media that serve our district.
- F. The superintendent or his/her designee will provide all administrators with articles from the district office to be included in publications.
- G. Reserve copies of district publications will be produced for the superintendent for distribution in the community.

Cross References: Policy 203.5 - School Board Meeting Agenda
Policy 203.7 - Cablecasting 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