SUPERINTENDENT'S REGULATION - No. 806

Board Approved 10/9/13

TITLE: Use of School Messenger School Communication System

Conneaut School District utilizes the School Messenger School Communication System ("School Messenger") to improve its ability to communicate not only with students' parents, families, and caregivers, but also faculty and staff. Through this communication tool, the Conneaut School District will provide information to these groups by utilizing personalized pre-recorded telephone messages created by the district administration.

The following regulations shall apply to the use of School Messenger:

1. The primary purpose of School Messenger is to provide district-wide information regarding school delays and/or cancellations, emergencies, and district activities. In the case of an emergency situation, the message may describe the emergency or provide specific instructions with regard to the emergency.

2. While the School District values its relationship with the local community, School Messenger may only be used for School District business and may not be utilized to announce general community information and events.

3. District-wide School Messenger calls may only be made with the prior approval of the Superintendent.

4. The Principal and Assistance Principal of each school within the district may make School Messenger calls for their attendance area for school-related and district-sponsored events and activities for their particular school.

5. In the event that a member of the administration, faculty or staff wishes to publish a message utilizing School Messenger which does not involve a school-related and district-sponsored event or activity, such proposed message must first be reviewed and approved by the respective building Principal or Assistant Principal and the Superintendent.

6. Any questions regarding the appropriateness of a proposed School Messenger message should be directed to the Superintendent for determination.