COMMUNICATION
DISTRICTWIDE ANNOUNCEMENTS CO(R2)

Districtwide email is reserved for announcements of districtwide interest. Districtwide announcements will be sent solely by the Keller ISD Communications Department.

Examples of districtwide announcements sent out by the Communication Department include:

- Employee newsletters;
- School board notes;
- Human resources notices;
- Technology updates and alerts;
- Event announcements; and
- Distribution of exclusive employee offers.

Other Keller ISD employees should not send districtwide emails. Districtwide email will not be used for individual personal communication such as announcing items, sending joke messages, or sharing personal or political opinions.

Funeral Notices

A request to email a funeral notification districtwide must be submitted to the Keller ISD Communications Department. Funeral notifications regarding a current or former employee, the family member of a current or former employee, or a notable individual (such as a Board Trustee, city or community leader, or well-known district volunteer) will be considered. However, the final decision as to whether the notification is distributed districtwide will be made by the Superintendent or the Superintendent's designee.