



## **Board of Director's Policy Auxiliary Services 700 Series**

### **Policy # 700.4**

#### **Policy for Electronic Communications**

Prairie Crossing Charter School maintains an electronic list of email addresses of parents, guardians, and other community members who agree to allow the school to send communications to them electronically. The main purpose of this list is to provide an easy way for the school and the PSO to distribute information such as school newsletters, board and committee meeting agendas, information about co- and extra-curricular activities, and notices regarding school functions. The email addresses of parents, guardians, and other relatives (e.g. grandparents) also are shared with classroom teachers to assist in their distribution of classroom newsletters and other important classroom information. Email addresses will not be shared with anyone other than staff members and PSO officers unless express written permission is granted. Emails will be sent in a manner, which does not disclose the email addresses of members of the list to others.

This list also may be used to send information that maybe of interest to the school community but that is not directly related to the school. Examples of this are notices for activities in which our students can participate but that are not sponsored by the school;

- notices of lectures, informational sessions, lectures, courses, or other events which may be of interest to our students or their parents;
- distribution of information ,about other organizations with which the school collaborates;
- providing information about tutors with whom the school is familiar and
- distribution of other information about topics of interest to the school community.

This list will not be used to promote commercial activities unrelated to the school and its mission nor will it be used to lobby or otherwise attempt to influence politics. Examples of inappropriate items are

- advertising of home sale,
- promoting the sale of products by individuals or businesses and
- endorsement of candidates or legislation for political purposes unrelated specifically to the Charter School.

#### **Release of Information**

All information about Prairie Crossing Charter School, its committees, Board, and Parent-Staff Organization will be released through the Prairie Crossing Charter School Office. In particular, this refers to:

- press releases,
- informational brochures, correspondence bearing PCCS letterhead,
- letters signed by anyone acting in an official capacity for PCCS and
- fundraising letters.

#### **Adoption Dates:**

Adopted: February 2006

Revised and Adopted: December 2014