

<b>BOARD POLICIES</b>	<b>COMMUNICATION (BP-2025) METRO TECHNOLOGY CENTERS</b>	<b>The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</b>
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### 1.0 POLICY:

The Board understands that communication between the District and stakeholders is crucial for continuous quality improvement, mutual understanding, respect, and trust. The Board understands communication is reciprocal. To ensure stakeholders are informed of the mission, strategic aims, goals, objectives and results, procedures will be established to:

- A. Develop and implement a comprehensive information communication program for the District.
- B. Establish and support appropriate and effective communication between the administration and other stakeholders.
- C. Establish and implement a comprehensive communication plan to issue timely warning or emergency notifications to the Metro Technology Centers' community in the event of a campus crisis, threat or civil emergency.

The Board also affirms and declares its design and intent to seek community and stakeholder input and dialogue through advisory committees and other means that may allow innovation and opportunities for improvement.

**Communication/Correspondence:** The Board desires to maintain open channels of communication with the staff and stakeholders. The primary line of communication will, however, be through the superintendent's office.

The Board shall be notified immediately of any extraordinary happening connected with the District, to include, but not be limited to: major gifts and awards, changes in personnel at the director or above level, shifts in location of personnel at the same level, accidents of a major nature involving personnel and/or equipment, and any other action which may result in media publicity.

**Emergency Communications Capability:** The District will provide a means of a mass notification for the purpose of communicating timely warnings or emergency notifications to students, staff and stakeholders in the event of campus crisis, threat or civil emergency.

**Electronic Communication Tools for Use by Board Members:** The District will provide electronic means of communication, to include, but not be limited to, a District-owned computer or iPad, for use of the Board Member in conducting district business. The equipment will be returned to the District at such time the person is no longer a board member or the equipment is no longer needed.

### 2.0 CROSS REFERENCE: N/A

### 3.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
08-Oct-84	A	Adopted
13-Jul-92	B	Revised
09-Aug-93	C	Revised
16-Oct-95	D	Revised
22-Sep-03	E	Reformatted
15-Dec-03	F	Legal references reviewed and revised as necessary

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22-Nov-04	G	Revised
22-Sep-10	H	Revised format
05-Feb-13	I	Updated language to include iPads and deleted fax machine. Updated date format under Revision History. Deleted PCF Framework.
07-May-13	J	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework
07-Nov-17	K	Revised to include 'timely warning or emergency communications capability 'and mass emergency notifications to meet requirements of Clery Act.

**\*\*\* End of Policy \*\*\***