

Open communication with the district's students, parents/guardians, employees and the public is essential for the school district to operate effectively. The Columbia School District Board of Education places high importance on conveying information concerning the district's goals, achievements, activities and operations to these groups.

The district will make a systematic effort to communicate with the public using a variety of communication channels. The Board of Education authorizes the expenditure of funds for the purpose of preparing and distributing information to the general public.

Spokespersons

The superintendent or designee or Board president or designee will serve as official spokespersons for the district. All employees and Board members will direct requests for official statements about district business from the public or members of the media to the district's spokespersons. Board members should emphasize to the media and members of the public that they may only speak as individual Board members unless empowered by the Board to speak on its behalf.

Communications Plan

The Board directs the superintendent or designee to develop and disseminate written guidelines to further the goals of this policy, including a communications plan that aligns with relevant Board policies and administrative procedures.

Effective Communications

The district recognizes that Board members and employees have regular contact with students, parents/guardians and the public in general. When interacting with the public, all district employees and Board members are responsible for communicating accurate information about district policies and programs and promoting effective school-home-community partnerships. District employees will not be disciplined for speech that is protected by law.

All communications made on behalf of the district will:

1. Disseminate accurate and timely information about district policies, programs, procedures, achievements, decisions and critical issues.
2. Refrain from starting or perpetuating rumors and misinformation and provide accurate information and clarifications when possible.
3. Observe confidentiality and other restrictions imposed by law and Board policy.
4. Only provide comments on issues that the employee or Board member has direct knowledge of and direct community members to the correct person with the knowledge about the issue.

Social Media

The school district may use social media platforms to post information. When interacting with district posts, all district employees and board members are responsible for communicating accurate information and promoting effective district - community partnerships.

Specific Information

The district will provide parents/guardians and members of the public information as required by law. Board policies and related documents, including current versions of district handbooks, will be posted on the district's website. School and district report cards may be posted on the district's website and will be distributed to the public as determined by the superintendent or designee. The district will post notice of Board meetings and make copies of these notices available to representatives of the news media upon request. Other public information will be available in the

district's buildings or administrative offices for viewing by the public during the office's normal business hours, as required by law and in accordance with policy BDDL.

The superintendent or designee will develop a communication system for the exchange of information between the district and staff, students, parents/guardians and others when school or school activities are canceled. Notice of the closing and reopening of school or cancellation of activities will be publicized through local media, the district's website and other district information dissemination options.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Columbia Public Schools

Date Adopted: 3/3/1997
Last Revised: 5/13/2019

State Reference

105.055, RSMo.
160.522, RSMo.
160.570, RSMo.
161.670, RSMo.
162.208, RSMo.

Description

[STATE STATUTE](#)
[State Statute](#)
[State Statute](#)
[State Statute](#)
[State Statute](#)

Federal Reference

20 U.S.C. 1400-1417
29 U.S.C. 794
34 C.F.R Part 300
42 U.S.C. 12101-12213
7 C.F.R. 210.12
7 C.F.R. 245.5

Description

[Individuals with Disabilities Education Act](#)
[Section 504 of the Rehabilitation Act of 1973](#)
[Individuals with Disabilities Education Act](#)
[Americans with Disabilities Act](#)
[Federal Regulation](#)
[Federal Regulation](#)

Policy Reference

IL-1
JO-1
BDDL
CH
DCB
DIE
EBC-1
EFB
EHB
GBH
GBL
IGAEB
IGBB
IGBC

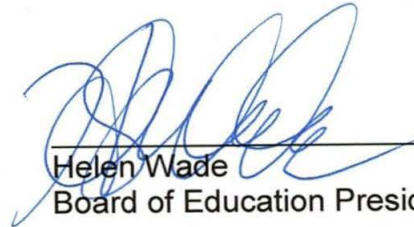
Description

[ASSESSMENT PROGRAM](#)
[STUDENT RECORDS](#)
[RELEASE OF INFORMATION](#)
[POLICY IMPLEMENTATION AND DISSEMINATION](#)
[POLITICAL CAMPAIGNS](#)
[AUDITS](#)
[EMERGENCY DRILLS](#)
[FREE AND REDUCED-PRICE FOOD SERVICE](#)
[TECHNOLOGY USAGE](#)
[STAFF/STUDENT RELATIONS](#)
[PERSONNEL RECORDS](#)
[TEACHING ABOUT HUMAN SEXUALITY](#)
[PROGRAMS FOR GIFTED STUDENTS](#)
[PARENT AND FAMILY INVOLVEMENT AND](#)
[ENGAGEMENT](#)

IL
JHA
JO

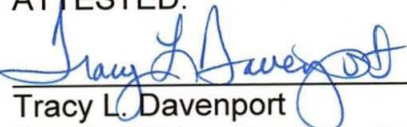
ASSESSMENT PROGRAM
STUDENT INSURANCE
STUDENT RECORDS

Portions 2018 (12/18), Missouri School Boards' Association, Registered in U.S. Copyright Office.
For Office Use Only: [KB-C.C93]



Helen Wade
Board of Education President

ATTESTED:



Tracy L. Davenport
Board of Education Secretary