



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 04.03.01 INTERNAL AND EXTERNAL COMMUNICATIONS – VERSION 1.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
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SECTION: 04 – STUDENT ENROLLMENT AND EDUCATION	LAST REVISION DATE:			
ADOPTED: MAY 26, 2014	REVIEW FREQUENCY: PERIODICALLY			

PREAMBLE

The community dynamic of Richmond Christian School has and will continue to change as it moves into its 6th decade of operation. This policy is intended to outline in working principle some parameters for in-house and external written communication and publications.

REVIEW HISTORY		
DATE	VERSION	CHANGES

1. COMMUNICATION PROTOCOLS

- a. Each RCS employee and Board member has an assigned Richmond Christian email address.
- b. All school related emails must be sent using this RCS addresses. It is inappropriate and a violation of school protocol to use personal email accounts for school communication. Proper and appropriate use of the RCS email domain helps to protect the sender's integrity as well as that of the intended recipient(s).
- c. The use of My School Management (MSM) or any other mass media communication is limited to matters considered "business of Richmond Christian School." As such, the following protocols have been established for the protection of all employees at RCS.
 - i. Entire school community communication is restricted to the Superintendent, Development Director and the Communications Coordinator.
 - ii. Individual campus communication is restricted to the Principal and the administrative assistant at each campus.
 - iii. Individual classroom communication is restricted to the teacher.
 - iv. Grade level and/or specialized group communication is limited to the teacher in consultation with the Principal.

2. LANGUAGE

- a. Communications produced by and on behalf of Richmond Christian School will be in English.
- b. Communications produced by campus Principals may be translated as needed.
- c. Translations may occur for documents that are created for a broader audience when published through the Development Office.