

Perry Local Schools

Electronic District Communications

This document outlines the procedures for posting items to all electronic communications throughout the Perry Local School District: Channel 22, Electronic Sign, Infinite Campus, & the Website.



Channel 22

All items on Channel 22 will be approved by the Multimedia Communications Specialist (Joe Pohl).



Electronic Sign

All items on the Electronic Marquee Sign will be approved by the Coordinator of the CFC (Keith Solar).



Infinite Campus

Portal User Notices are for internal district and/or school communications only. If the communication affects more than one building, this will constitute a "district" notice and will therefore require Superintendent approval.

Messenger (email) shall be used for higher priority notification of internal district and/or school notices. If the communication affects more than one building, this will constitute a "district" notice and will therefore require Superintendent approval.

Department	Approval	Implementation
Building	Building Principal	Building Secretary
District	Superintendent/Designee	Secretary





Website Posting

The Website is a very important communication tool. Each building will be responsible for the content of each building's homepage. The building principal will approve any and all postings to the building home page, including slide shows. If a communication affects more than one building, this will constitute a "district" webpage posting and will therefore require Superintendent/designee approval. The Superintendent/designee will have final approval of all postings to the district home page.

Department	Approval	Implementation
9-12 Athletics	PHS Principal	Athletic Secretary
7-8 Athletics	Faculty Manager	Athletic Secretary
Alumni	Judy Church	Judy Church
PPES	PPES Principal	PPES Secretary
PIES	PIES Principal	PIES Secretary
PMS	PMS Principal	PMS Secretary
PHS	PHS Principal	PHS Secretary
Community Information Perry Athletic Boosters Perry Economic Dev. Council Perry Foundation Parent Teacher Assoc. (PTA) PHS Athletic Hall of Fame Perry Recreation Perry Women's League	Multimedia Communications Specialist (Joe Pohl)	Multimedia Communications Specialist (Joe Pohl)
District	Superintendent	Supt Secretary
Curriculum and Instruction	Dir. Curr. & Instruction	C & I Secretary
Student Services	Dir. Student Services	Student Services Secretary
Finance	CFO	CFO Secretary
Transportation	Trans. Supervisor/Supt.	Transportation Secretary
Maintenance	Maint. Supervisor/Supt.	Maint. Supervisor Secretary
Food Service	Food Serv. Supervisor	Student Services Secretary
Teachers' Individual Webpage	Classroom Teacher	Classroom Teacher