

Policy Type: Operational Policy

Title: External Communications Policy

Effective:

Purpose: The purpose of this policy is first to protect the well-being, stress levels, and employment security of the School's employees, contractors, volunteers, and board members by preventing them from being placed in situations involving external communication that may be high-pressure, misinterpreted, or outside the scope of their role.

Second, this policy ensures that all external communications on behalf of Custom Class Charter School ("the School") are consistent, accurate, legally compliant, and aligned with the School's leadership and strategic direction through centralized coordination under the authority of the Chief Executive Officer (CEO).

Scope: This policy applies to all employees, contractors, volunteers, and members of the governing board.

Policy: No individual covered under this policy may initiate or engage in communication on behalf of the School with any external entity listed below without prior written authorization from the CEO:

- Employees or representatives of any state-funded agency, including but not limited to:
 - Public school districts and charter schools, with the exception of the regular request for student records from a transferring school
 - State education agencies
 - Government departments or divisions receiving public funds
- Elected officials or political representatives at the local, state, or federal level
- Members of the media, including journalists, reporters, bloggers, or any news or media outlet
- Public communications of any kind, including:
 - Social media posts referencing the School in an official or representative capacity
 - Public statements, interviews, or commentary

Emergency Communications: Individuals may communicate directly with emergency services or first responders (*e.g.*, law enforcement, fire department, EMS) only in the event of a true emergency where immediate action is required to protect health, safety, or property.

In all non-emergency situations, any communication with emergency services or first responders must be coordinated through and approved by the CEO.

Internal Escalation: If any individual is contacted by an external party listed above, or believes communication may be necessary, they must refrain from responding substantively and immediately notify and defer the matter to the CEO.

Representation: No employee, contractor, volunteer, or board member may represent themselves as speaking on behalf of the School in any external setting without explicit

written authorization from the CEO, share non-public or confidential information, or engage in communications that could reasonably be interpreted as official School positions or commitments.

Compliance: Failure to adhere to this policy may result in disciplinary action, up to and including termination of employment, contract, volunteer status, or board service, as applicable.

Certification: The Undersigned Board of Directors of Custom Class Charter School certify that this External Communications Policy was duly adopted and replaces all previous related policies.

Signature:

A handwritten signature in black ink, appearing to read "Matt Middione". The signature is fluid and cursive, with the first name "Matt" and last name "Middione" clearly distinguishable.

Matt Middione - Board Chair

Signature:

A handwritten signature in black ink, appearing to read "Douglas Reed". The signature is cursive and somewhat stylized, with the first name "Douglas" and last name "Reed" being the primary components.

Douglas Reed- Board Vice Chair