

COPESD Communications Protocol: Making Our Jobs Easier!

INTERNAL / EXTERNAL COMMUNICATIONS



Gmail

Always use your COPESD Gmail account for any job-related communications

Respond
calls within
24 hours



Check Gmail/Voicemail at least once daily

Except when you are on vacation... then use auto reply

Use the COPESD Gmail Protocol
<https://www.copesd.org/employment>



Read Gmail sent to all staff using the COPESD email protocol



If Sent Electronically Respond Electronically

Unless information is sensitive



Sensitive Information

A phone call or face-to-face meeting may be required if information needs more direct feedback and conversation



COP Connect

Emailed biweekly on Fridays

Sent every other Friday (during the school year) to our COP staff. Contains information on events, professional development, videos and more. To provide information for the COP CONNECT email at copconnect@copesd.org by the end of the day on Wednesday

"Relationships Matter" Newsletter

Sent quarterly through email

Used to share relevant information about current topics of learning, best practices or efforts at COPESD. Recipients include school employees, school board members and COPESD employees.



CALENDARS



Personal Appointment?
Change your setting to "PRIVATE"

All Staff Members are Responsible for the Information in Google Calendars:

- ✓ Mark leave days as **OFF**
- ✓ Include locations of meetings and work-related events
- ✓ Utilize and respond to invitations or appointment requests within 24 hours with **YES, NO or MAYBE**
- ✓ Allow access for viewing across the organization

TECHNOLOGY



technology@copesd.org

The COPESD provides technical support for district issued desktop computers, laptops, tablets, and phones. Support includes purchasing, repair, upgrades, troubleshooting and instruction.

For support, email technology@copesd.org. A Tech Ticket will be created and assigned to a technician.

For immediate technology support, call (231) 238-4995!

