



WE WANT TO HEAR FROM YOU

You can be the photographer too! Take photos in your classroom to help us share about all great things you're doing at PPS.

We use social media to celebrate! Send us photos of your student of the month, A+ projects and super friendly emotional support dogs.



Take photos close and at eye-level of your subject. Taking photos of kindergarteners? Get on the floor with them to capture the action!

Can your students be photographed? Families can opt-out of having their child's photo published in District promotions and online. Check Skyward before sending photos!

A guide to
COMMUNITY RELATIONS
at PPS for staff

WHO WE ARE

Our Department's Mission is to promote Portage Public Schools and the great things that students, teachers and staff are doing in our buildings.

Our Department also operates as a liaison between the public and our public education system. We answer the community's questions, guide parents in the right direction and tell both promotional and important stories about PPS.

Lastly, our Department is critical in communicating to parents and the community during times of crises and acts as a spokesperson for PPS to the media.

GET IN TOUCH

Michelle Karpinski, Manager
mkarpinski@portageps.org
269-323-5162

Kayla Miller, Coordinator
kcmiller@portageps.org
269-323-5166

Marisol Salinas, Admin. Assistant
msalinas@portageps.org
269-323-5165

HOW WE COMMUNICATE



Most families use their phones as a primary means of communication, so we now have an app and a mobile-friendly website.

On it, your students and their families can read the latest news, locate staff contact info, review upcoming events, and find important documents.

In addition to the app, our new website will allow us to alert staff and families to emergencies and other critical information via text messages, robocalls and push notifications.

Be sure to keep your number up-to-date in Skyfa to stay in-the-know!

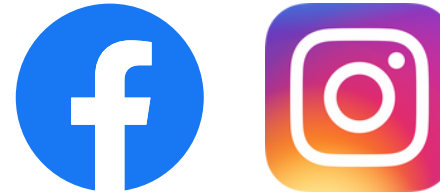


District Memo:

We send a bi-weekly electronic newsletter to staff via email. In this, you will find both informational and celebratory information. The Memo is also a place to share kudos with your excellent colleagues. Find the link to submit a shout-out in the Memo.

Social Media:

We share fun and exciting things you all are doing in your buildings on the District Facebook and Instagram pages.



Do you have an out-of-the-box classroom project or special student presentation you think the world should see? Email Community Relations and invite us to join you to take photos and videos to share on our District social media.

Peachjar:

We offer an electronic flyer distribution system that allows community organizations to share about upcoming events or program offerings with your students and their families via email. Community organizations can upload flyers directly for a small fee. You'll find the Flyerboard on the Community section of our website.

FYI: You can share about upcoming events or programs for free. Simply email your flyer to Community Relations.



GOOD TO KNOW

Your School Logo?

Do you need a copy of your school's logo or to color match? Scan the QR code here to find it!



News Media:

The news media is an important partner in telling the PPS story. All inquiries must be directed to the Community Relations Department. Have a story worth telling? We will help facilitate news coverage or write a press release.

District Resource Center:

Need a new employee badge or another copy of a tax form? The District Resource Center is the place to go!

Find the internal employee site online in Human Resources or by scanning below with a Chrome browser.

