Communication with Students and Families

The purpose of this policy is to establish clear expectations for professional and appropriate communication between staff members, students, and their parents or guardians. These standards aim to ensure a safe, respectful, and productive learning environment while fostering positive relationships that support student achievement and well-being.

GENERAL EXPECTATIONS

All communications with students and parents must be professional, respectful, and aligned with the mission and values of the school district. Staff must maintain appropriate boundaries in all interactions with students, avoiding conduct that could reasonably be perceived as unprofessional, overly personal, or inappropriate. When communicating with students or parents outside of school hours or activities, staff should ensure transparency by copying or informing appropriate school personnel when appropriate.

COMMUNICATION WITH STUDENTS

Staff may communicate with students through:

- School-sponsored platforms (e.g., district email, learning management systems);
- Any means consistent with Policy 08.2323 and 08.2324;
- In-person during school hours or school-sponsored events.

Staff shall not:

- Engage in private, non-school-related conversations with students through personal email, personal cell phone, or personal social media accounts;
- Use language or tone that is suggestive, flirtatious, abusive, or otherwise inappropriate; or
- Invite students to meet outside of school for non-school-related reasons without prior written approval from school administration and the student's parent/guardian.

For all in-person meetings, staff are encouraged to meet with students in locations where visibility and access are maintained (e.g., office with windows, open doors).

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

COMMUNICATION WITH PARENTS/GUARDIANS

Staff must respond to parent/guardian inquiries promptly, ideally within 48 business hours during the school week, and must communicate using clear, respectful, and professional language. Staff shall protect student confidentiality and only share information with parents/guardians as permitted by law. When communicating with parents about student performance, behavior, or incidents, staff are expected to document the communication in accordance with district procedures.

RELATED POLICIES:

03.13214; 03.23214; 09.14

PERSONNEL 03.23216

- CLASSIFIED STAFF -

Communication with Students & Families

<u>Classified Staff should refer to Policy 03.13216 regarding communication with students and families.</u>

Early Graduation Program

Students who meet all applicable legal requirements shall be eligible for the Early Graduation Program (EGP) in relation to receipt of a graduation diploma and an Early Graduation Certificate. Students wishing to participate in the EGP shall notify the <a href="secondary school Principal by submitting the Early Graduation Program Letter of Intent Form, available on the Kentucky Department of Education (KDE) website. in writing at the beginning of grade nine (9) or as soon as the intent is known to the student, but no later than the first thirty (30) school days of the academic year in which the student intends to graduate.

A student shall not be prohibited from completing the EGP if the student meets all requirements. Students who enroll in the EGP and meet all applicable legal requirements shall receive a high school diploma, and an Early Graduation Scholarship Certificate, and scholarship award.

A Letter of Intent to Apply shall be entered into the student information system by October 15 of the year the student intends to graduate.

A student shall complete all requirements applicable to the academic year in which the student intends to graduate as established in administrative regulation by the Kentucky Board of Education.

A student who has indicated an intent to complete the EGP may participate in the state administration of the college entrance exam prior to the junior year, if needed.

For students wishing to participate in the EGP and earn an Early Graduation Certificate and scholarship the Superintendent/designee The District shall provide each high school with a policy established by the Board for students wishing to participate in the EGP. The policy shall include provide:

- a. Criteria for supporting the development and monitoring of the student's ILP;
- b. Goal planning related to the <u>demonstration</u> attainment of established <u>District</u> of the <u>capacities listed in KRS 158.645 and the</u> essential workplace ethics <u>characteristics listed in KRS 158.1413(1)</u> programs;
- c. Completion of a professional resume; and
- d. Completion of one (1) postsecondary admissions application that may be used at a Kentucky public two (2) year community and technical college, or a Kentucky four (4) year public or non-profit independent institution accredited by the Southern Association of Colleges and Schools.

Each EGP participant, with the support of the comprehensive school counselor/designee, shall:

- a. Submit the Early Graduation Program Student Letter of Intent Form, signed by the student's parents, to the Principal as soon as the intent is known to the student, but no later than the first thirty (30) school days of the academic year in which the student intends to graduate;
- a-b. Identify all EGP requirements and develop a strategy within the ILP for meeting those requirements, including the District's established workplace ethics program; and
- b-c. Complete an entrance interview with the Principal/designee to discuss postsecondary goals and career aspirations.

Early Graduation Program

EARLY GRADUATION PROGRAM (EGP) (CONTINUED)

- d. Meet the college readiness benchmarks established by the Council on Postsecondary Education in 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation;
- e. Earn the ten (10) foundational credits listed in 704 KAR 3:305;
- Successfully complete one (1) or more courses or programs that meet the financial literacy requirement and Kentucky Academic Standards;
- g. Successfully meet the civics requirement; and
- h. Successfully complete the EGP performance-based project, portfolio, or capstone.

By July 1, 2024, eEach high school shall developdetermine performance descriptors and evaluation procedures for an EGP performance-based project, portfolio, or capstone—required for students who intend to complete the EGP beginning with the 2024-2025 academic year.

Performance descriptors and evaluation procedures <u>developed by the high school</u> shall <u>be designed</u> to provide <u>an opportunity for the students an opportunity</u> to demonstrate <u>attainment of the following-the critical knowledge, skills, and capacities</u> required for post-secondary and career success and shall include:

- a. <u>Demonstration of capacities listed in KRS 158.645 and the essential workplace ethics characteristics listed in KRS 158.1413(1)</u>
 <u>Attainment of essential workplace ethics program components</u>;
- Demonstration of an ability to apply the academic standards as a lifelong learner and contributing member of society;
- Demonstration of written and verbal communication skills needed for post-secondary and career success; and
- Demonstration of an ability to think critically, synthesize information, and draw conclusions.

By July 1, 2024, the performance-based project, portfolio, or capstone shall be required for completion of the EGP.

Each high school shall maintain and make readily available to the KDEKentucky Department of Education the EGP participant's performance-based project, portfolio, or capstone for a minimum of five (5) years.

Any student seeking to graduate early who receives services deemed essential by the District shall engage in meaningful consultation with a school-based mental health services provider on the creation of a continuity of services plan prior to graduation.

The District shall ensure the creation of a continuity of services plan for all students identified as a homeless child, a migratory child, or youth engaged in foster care. A transition plan shall be completed for children aging out of foster care.

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CURRICULUM AND INSTRUCTION

Early Graduation Program

AWARDING GRADUATION CREDIT

The District shall award credit toward high school graduation based on:

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- a. A standards-based Carnegie unit credit that shall consist of at least 120 hours of instructional time in one (1) subject; or
- b. A performance-based credit based on the Kentucky Academic Standards established in 704 KAR Chapter 8.

A District that awards performance-based credit shall adopt a policy that awards performance-based credit toward high school graduation for satisfactory demonstration of learning based on rigorous performance standards aligned to 704 KAR Chapter 8. The school shall establish performance descriptor and evaluation procedures to determine if the content and performance standards have been met.

Performance-based credit criteria are contained in 704 KAR 3:305.

REFERENCES:

KRS 158.1413; KRS 158.142; KRS 158.645 704 KAR 3:305; 704 KAR Chapter 8

RELATED POLICIES:

08.1122; 08.113; 08.1131

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THIS POLICY CONTAINS KDE OFFICE OF EDUCATION TECHNOLOGY RECOMMENDED LANGUAGE LEGAL: HB 208 AMENDS KRS 156.675 INCLUDING SOCIAL MEDIA IN PROHIBITED MATERIAL TO BE MADE INACCESSIBLE THROUGH SCHOOL TECHNOLOGY UNLESS AUTHORIZED BY A TEACHER FOR INSTRUCTIONAL PURPOSES. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT

ALREADY IN EFFECT.

LEGAL: SB 181 CREATES A NEW SECTION OF KRS 160 DIRECTING EACH BOARD TO DESIGNATE ONE OR MORE PROGRAMS OR APPLICATIONS AS A TRACEABLE COMMUNICATION SYSTEM THAT SHALL BE THE EXCLUSIVE MEANS FOR SCHOOL DISTRICT EMPLOYEES AND VOLUNTEERS TO COMMUNICATE ELECTRONICALLY WITH STUDENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2323

Access to Electronic Media

(Acceptable/Responsible Use Policy)

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media and authorized communication system(s). Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Guidelines and procedures should encourage details on how the District implements and facilitates digital learning tools and portable/mobile technologies to foster ubiquitous access for staff and students, emphasizing always-on, everywhere digital opportunity and empowering Districts and schools to fully understand digital access beyond the campus. With such District implemented resources, the guidelines for acceptable and responsible use shall still apply, regardless of the time, place, and means of utilization.

The District shall support teacher efforts in taking ownership of digital citizenship skills and educating their students in the same skills to foster a responsible, safe, secure, and empowered digital learning environment. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access, District-managed systems and accounts, and personal devices that are permitted to access the District's network, shall be implemented that effectively address the following, regardless of the time, place, and means of utilization:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking' and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

Access to Electronic Media

(Acceptable/Responsible Use Policy)

SAFETY PROCEDURES AND GUIDELINES (CONTINUED)

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

PERMISSION/AGREEMENT FORM

All applicable procedures and guidelines resulting from this AUP/RUP shall be readily available and for use by students, parents/guardians, faculty, staff and other to whom access is granted. A written parental or legal guardian request shall be required to opt-out of or rescind access to electronic media involving District technological resources. Or if appliable procedures require, a written parental request may be required to prior to the student being granted independent access to electronic media involving District technological resources. This document shall be kept on file as a legal, binding document.

The required permission/agreement materials, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be acknowledged by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. In order to opt-out, modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

EMPLOYEE USE

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own authentication credentials.

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

In accordance with KRS 160.145, the Board shall—designates Apptegy, a traceable communication system, to be the exclusive means for District employees and volunteers to communicate electronically with students. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program. See policy 08.2324 for complete details and guidelines.

Access to Electronic Media

(Acceptable/Responsible Use Policy)

EMPLOYEE USE (CONTINUED)

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

- 1. Outside of the traceable communication system designated by the Board; or
- 2. Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

Networking, communication systems, and other options offering the ability to communicate directly with students may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities in accordance with Policy 08.2324.

Students may only be invited or granted access to Board approved traceable electronic communications systems, including social media platforms and other digital communication sites, if the District has verified that the system meets acceptable data privacy standards and includes appropriate protections for student information. Furthermore, the students must meet the platform's minimum age requirements before being granted access or invited to access.

Staff members shall not use or create personal social networking accounts to which they communicate directly with or invite students to be friends. <u>However, this prohibition shall not restrict any social media communication between a student and his or her family member who is a District Employee or Volunteer.</u>

EMPLOYEE CONDUCT AND REPORTING REQUIREMENTS FOR TECHNOLOGY USE

All employees and volunteers are subject to disciplinary action if their conduct relating to the use of technology or online resources violates this policy or any other applicable statutory, regulatory or policy provisions governing employee conduct. This includes, but is not limited to, unauthorized electronic communications.

The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and the confidentiality of student information. Any conduct in violation of this Code – particularly involving technology or online resources - must be reported to the Education Professional Standards Board (EPSB) as required by law and may result in disciplinary action up to and including termination.

REPORTING PROCEDURES - POLICY 08.2324

A District employee or volunteer who receives a report alleging that another District employee or volunteer has engaged in unauthorized electronic communication must immediately notify the appropriate authority:

- 1. If the subject of the report is a staff member, notify the Principal.
- 2. If the subject is the Principal, notify the Superintendent.
- If the subject is the Superintendent, notify the Commissioner of Education and the Chair of the local Board.

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Access to Electronic Media

(Acceptable/Responsible Use Policy)

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which District technology resources (including internet access, computer equipment, software, and information access systems) may be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

Digital Citizenship and Responsible Use

All District technology users shall demonstrate safe, savvy, and social digital citizenship skills by practicing respectful, responsible, and ethical use of technology. The District will ensure comprehensive instruction on digital citizenship, focusing on the nine (9) elements of digital citizenship: Digital Access; Digital Commerce; Digital Communication & Collaboration; Digital Fluency; Digital Etiquette; Digital Law; Digital Rights and Responsibilities; Digital Health and Welfare; and Digital Security & Privacy, as well as cyberbullying awareness and response strategies, are provided. All digital citizenship instruction shall align with the Kentucky Academic Standards for Technology and be reviewed regularly to reflect current best practices and emerging technologies. The District shall support efforts to instill digital citizenship skills in students to foster a responsible, safe, and empowered digital learning environment. District-provided technology resources shall be used in a manner that upholds the integrity, security, and privacy of district systems and supports educational goals regardless of the time, place, and means of utilization.

DISREGARD OF RULES

Individuals who opt-out of required responsible use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Access to Electronic Media

(Acceptable/Responsible Use Policy)

EMERGING TECHNOLOGIES

The District shall establish and maintain procedures that address the safe, secure and responsible uses of emerging technologies, including, but not limited to, artificial intelligence (AI) and AI-enhanced or generative AI features. These procedures shall be reviewed and updated regularly to ensure alignment with current technological advancements, fostering a proactive approach while emphasizing safeguards for student safety, data privacy, and ethical practices. Such procedures will support innovative strategies while addressing potential risks and maintaining the confidence of district stakeholders. Additionally, procedures will address the responsible use of these emerging technologies, including appropriate and inappropriate uses of AI (e.g., for inspiration vs. cheating, plagiarism).

AUDIT OF USE

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing social media (unless authorized by a teacher for instructional purposes) and sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that meets the requirements of Kentucky Administrative
 Regulations and that blocks or filters internet access for both minors and adults to certain
 visual depictions that are obscene, child pornography, or, with respect to computers with
 Internet access by minors, harmful to minors. For instructional purposes, age/grade-level
 appropriateness and meets traceable/inspectable guidelines set forth in this and related
 policies;
- 2. Utilizing the latest available filtering technology to ensure that social media is not made available to students, unless authorized by a teacher for instructional purposes;
- 3. Maintaining and securing a usage log; and
- 4. Monitoring online activities of both minors and adults using District-owned or managed systems, regardless of the time, place, and means of utilization.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

REFERENCES:

KRS 156.675; KRS 160.145; KRS 365.732; KRS 365.734
701 KAR 5:120
16 KAR 1:020 (Code of Ethics)
47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520
Kentucky Education Technology System (KETS)
47 C.F.R. 54.516
15-ORD-190

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Access to Electronic Media

(Acceptable/Responsible Use Policy)

RELATED POLICIES:

03.13214/03.23214

03.1325/03.2325

03.17/03.27

08.1353; 08.2322; 08.2324

09.14; 09.421; 09.422; 09.425; 09.426; 09.4261

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CURRICULUM AND INSTRUCTION

08.2323

(CONTINUED)

Access to Electronic Media

(Acceptable/Responsible Use Policy)

SAFETY PROCEDURES AND GUIDELINES (CONTINUED)

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

PERMISSION/AGREEMENT FORM

All applicable procedures and guidelines resulting from this AUP/RUP shall be readily available and for use by students, parents/guardians, faculty, staff and other to whom access is granted. A written parental or legal guardian request shall be required to opt out of or rescind access to electronic media involving District technological resources. Or if appliable procedures require, a written parental request may be required to prior to the student being granted independent access to electronic media involving District technological resources. This document shall be kept on file as a legal, binding document.

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Technology based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

In accordance with KRS 160.145, the Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program. See policy 08.2324 for complete details and guidelines.

Access to Electronic Media

(Acceptable/Responsible Use Policy)

EMPLOYEE USE (CONTINUED)

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

- 1. Outside of the traceable communication system designated by the Board; or
- 2. Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

Networking, communication systems, and other options offering the ability to communicate directly with students may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities in accordance with Policy 08.2324.

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- 2. If the subject is the Principal, notify the Superintendent.
- 3. If the subject is the Superintendent, notify the Commissioner of Education and the Chair of the local Board.

Access to Electronic Media

(Acceptable/Responsible Use Policy)

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DISREGARD OF RULES

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RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Access to Electronic Media

(Acceptable/Responsible Use Policy)

EMERGING TECHNOLOGIES

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- 1. Utilizing technology that meets the requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors. For instructional purposes, age/grade-level appropriateness and meets traceable/inspectable guidelines set forth in this and related policies;
- Utilizing the latest available filtering technology to ensure that social media is not made available to students, unless authorized by a teacher for instructional purposes;
- 3. Maintaining and securing a usage log; and
- 4. Monitoring online activities of both minors and adults using District owned or managed systems, regardless of the time, place, and means of utilization.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

REFERENCES:

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08.2323

(CONTINUED)

Access to Electronic Media

(Acceptable/Responsible Use Policy)

RELATED POLICIES:

03.13214/03.23214 03.1325/03.2325 03.17/03.27 08.1353; 08.2322; 08.2324 09.14; 09.421; 09.422; 09.425; 09.426; 09.4261 10.5 LEGAL: SB 181 CREATES A NEW SECTION OF KRS 160 DIRECTING EACH BOARD TO DESIGNATE ONE OR MORE PROGRAMS OR APPLICATIONS AS A TRACEABLE COMMUNICATION SYSTEM THAT SHALL BE THE EXCLUSIVE MEANS FOR SCHOOL DISTRICT EMPLOYEES AND VOLUNTEERS TO COMMUNICATE ELECTRONICALLY WITH STUDENTS.

FINANCIAL IMPLICATIONS: COST OF ELECTRONIC COMMUNICATION PROGRAMS AND SYSTEMS

CURRICULUM AND INSTRUCTION

08.232

Traceable Communications

The Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program.

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

- 1. Outside of the traceable communication system designated by the Board; or
- 2. Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

DEFINITIONS

Family

"Family member" means parent, brother, sister, son, daughter, aunt, uncle, or grandparent.

Parent

"Parent" means parent, legal guardian, or other person or agency responsible for a student.

District Employee or Volunteer

"District employee of volunteer" means a school administrator, classified or certified employee volunteer, nonfaculty coach or assistant coach, student teacher, or sponsor of an extracurricular program or activity.

Traceable Communication System

"Traceable communication system" means one (1) or more electronic school notification and communication programs or applications that:

- a. Are designated by a Board of Education;
- b. Trace all communications sent to or by a student; and
- c. Provide parents an opportunity to access and review those communications.

UNAUTHORIZED ELECTRONIC COMMUNICATION

"Unauthorized electronic communication" means an electronic communication with a student by a District employee or volunteer who is not the student's family member that occurs outside of a designated traceable communication system and without prior written parental consent; and includes any personal email account, text messaging, social media, or other electronic notification and communication programs outside of the traceable communication system.

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Traceable Communications

CONSENT TO AUTHORIZE

A parent may submit written consent to authorize a designated District employee or volunteer who is not a family member to communicate electronically with his or her child outside of the traceable communication system.

REPORTING

A District employee or volunteer that receives a report alleging that another District employee or volunteer participated in unauthorized electronic communication shall immediately notify the Principal.

If the subject of the report is the Principal, the employee or volunteer shall immediately notify the Superintendent.

If the subject of the report is the Superintendent, the employee or volunteer shall immediately notify the Commissioner of Education and the Chair of the local Board.

Upon receipt of a report alleging that a District employee or volunteer participated in unauthorized electronic communication, the Commissioner of Education, a Principal, or the Superintendent shall immediately:

- Notify the parent of each student that is an alleged party to the unauthorized electronic communications; and
- 2. If the individual that is the subject of the report is a certified employee:
 - a. Notify the Education Professional Standards Board, which shall promptly investigate all allegations received under this subsection and proceed with appropriate disciplinary actions in accordance with KRS 160.145; and
 - Investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.790;
- 3. If the individual that is the subject of the report is a classified employee, investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.011(7); and
- 4. If the individual that is the subject of the report is a District volunteer, the school or District shall investigate the underlying allegations and, if substantiated, the volunteer shall be prohibited from future school and District volunteer opportunities.

A Principal or Superintendent who violates shall be subject to disciplinary action in accordance with KRS 161.120 and KRS 156.132.

REFERENCES:

KRS 156.132

KRS 160.145

KRS 161.011; KRS 161.120; KRS 161.790

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(CONTINUED)

Traceable Communications

RELATED POLICIES:

03.1321; 3.13214; 03.1325; 03.162; 03.17 03.2321; 03.23214; 03.2325; 03.262; 03.2621; 03.27 03.6

08.13531; 08.2323