

Traceable Communications

A parent may submit written consent to authorize a designated District employee or qualified school volunteer who is not a family member to participate in private electronic communication with his or her child outside of the traceable communication system.

The written consent:

- a. Shall be filed in the administrative office of the student's school;
- b. Shall be submitted to the administrative office of the school prior to any private electronic communication being sent from a District employee or qualified school volunteer to a student outside of the traceable communication system;
- c. Shall designate each specific District employee or qualified school volunteer that may participate in private electronic communication with the student outside of the traceable communication system and shall not be transferable to any other District employee or qualified school volunteer;
- d. May be revoked by the parent who filed the consent at any time. Upon notice of a revocation, the school's administrative office shall promptly notify the employee or qualified school volunteer subject to the revocation;
- e. May establish terms limiting electronic communication with a student including establishing an expiration for the term of the consent. Any electronic communication with the student enrolled in the school district outside of the traceable communication shall comply with all terms of the written consent;
- f. Shall not be rejected or denied by the school or District unless the written consent fails to properly identify the applicable student, District employee, or qualified school volunteer. Upon receipt of the written consent, the administrative office shall deliver a copy of the written consent to the District and the designated District employee or qualified school volunteer;
- g. Shall not be compelled as a requirement for a student to participate in an academic, athletic, or extracurricular opportunity; and
- h. Shall not authorize a District employee or qualified school volunteer to engage in inappropriate or sexual electronic communication with a student or be used as a basis of a defense for a District employee or qualified school volunteer that engages in inappropriate or sexual communication with a student or students.

Review/Revised:7/14/2026