

Traceable Communications

The Board shall designate a traceable communication system for District employees and qualified school volunteers to communicate electronically with students enrolled in the District. 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 qualified school volunteer shall not engage in unauthorized electronic communication as defined in [KRS 160.145](#). A District employee that violates this policy may be subject to disciplinary actions in accordance with, for certified employees, [KRS 161.120](#) and 161.790, and for classified employees [KRS 161.011](#). A qualified school volunteer that violates this policy may be prohibited by the District from future school volunteer opportunities.

CONSENT TO AUTHORIZE

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.

WRITTEN DISCLOSURE

A District employee or qualified school volunteer may submit a written disclosure notifying the District of a commercial, nonprofit, or local government affiliation that could reasonably result in private electronic communication with a student outside of the traceable communication system. Upon filing the written disclosure, subsequent private electronic communication directly related to the disclosure is no longer subject to [KRS 160.145](#).

REPORTING

A District employee or qualified school volunteer that participated in unauthorized electronic communication subject to [KRS 160.145](#) or reasonably believes that another District employee or qualified school volunteer participated in unauthorized electronic communication that is subject to [KRS 160.145](#) that has not been previously reported shall immediately notify the Principal or applicable supervisor.

If the subject of the report is the Principal or a District-wide employee, the reporting employee or volunteer shall immediately notify the Superintendent.

If the subject of the report is the Superintendent or a Kentucky Department of Education employee assigned to a school or area technology center within the District on a full-time and continuing basis, the reporting 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 qualified school volunteer violated [KRS 160.145](#), the Commissioner of Education, a Principal, or the Superintendent shall immediately:

1. Notify the parent of each student that is an alleged party to the unauthorized electronic communications; and

Traceable Communications**REPORTING (CONTINUED)**

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
 - b. 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](#); and
4. If the individual that is the subject of the report is a qualified school volunteer, the school or District shall investigate the underlying allegations and, if substantiated, the qualified school volunteer may be prohibited from future school and District volunteer opportunities.
5. Notwithstanding any statute to the contrary, notify the parent of each student that is an alleged party to the unauthorized electronic communication of each material phase of the investigation and disciplinary action including but not limited to a written summary of the results of an investigation and the final outcome of the disciplinary action.

A Principal or Superintendent who violates this reporting requirement 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](#)

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

Adopted/Amended: 7/14/2026
Order #: