**Title**: **1120** **School and Home Communication**

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|  | **1120 School and Home Communication**  This policy establishes guidelines for faculty and staff communication with parents and/or guardians to maintain professional boundaries and ensure appropriate use of school communication channels.  This policy applies to all administrators, faculty, and staff members.  **Policy Statement:**   1. **Prohibited Use of Personal Contact Information:**    * Administrators, faculty and staff are strictly prohibited from sharing their personal phone numbers or personal email addresses with parents or guardians for school-related communication.    * All communication with parents and guardians must be conducted through official school email accounts, school phone systems, or designated school communication platforms (e.g., learning management systems or parent portals). 2. **Approved Communication Methods:**    * Administrators, faculty and staff must use their assigned school email addresses for all email correspondence with parents.    * Phone calls must be made using school-issued phones or through designated school communication apps.    * Messaging and notifications must be sent via approved school platforms. 3. **Emergency Situations:**    * In cases of emergency, communication should be routed through the school office or appropriate administrative personnel. 4. **Enforcement and Compliance:**    * Failure to adhere to this policy may result in disciplinary action in accordance with school policies and procedures.    * Any concerns or violations should be reported to school administration. |