

**Employee-Student Communication Permission Form**

Staff members of the Carthage R-9 School District are encouraged to communicate with students for educational purposes using a variety of effective methods, including electronic communication. When authorized to do so, staff members may use their personal telephone numbers, addresses, web pages or accounts (including, but not limited to, accounts used for text messaging) to contact students for the purpose of organizing or facilitating a District-sponsored class or activity. **The permission form is valid for the school year including summer activities – July 1 – June 30. Your student is currently participating in such an activity.**

**Name of Activity/Organization/Club:** \_\_\_\_\_

**Staff Member(s)/Sponsor(s)/Coach(es):** \_\_\_\_\_

To facilitate these authorized communications, your student will be asked to provide his or her contact information to staff members to use to communicate with your student. This information includes, but is not limited to, your student’s mobile phone number and e-mail address(es).

The District’s policies, regulations, procedures and expectations regarding communications at school and during the school day apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications with students must be professional and appropriate.

Please indicate below your preferences regarding these types of communication.

- I **do not give** permission to Carthage R-9 School District staff members to communicate privately with my student.
- I **give permission** to the Carthage R-9 School District staff member designated on this form to communicate privately with my student for educational purposes related to the listed activity.
- I **give permission** to the Carthage R-9 School District staff member designated on this form to communicate privately with my student for educational purposes related to the listed activity **AND** I wish to be “copied” on all communication sent privately to my student by this staff member.

Date: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Contact Information: \_\_\_\_\_

Printed Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Contact Information: \_\_\_\_\_

Parent/Guardian Email Information: \_\_\_\_\_