

Tab 1

Parent Communication Guidelines for Club/Sport Activities

Our Commitment to Your Child's Safety and Well-being

We are committed to ensuring the safety, transparency, and accountability of all communications between coaches/sponsors and your child. To uphold this commitment, we have established communication guidelines that all staff must follow.

Why These Guidelines Matter

These guidelines are designed to protect your child by maintaining clear, documented, and appropriate interactions. Using a secure, monitored platform ensures that all communications are transparent and auditable. This approach helps us maintain a safe and supportive environment for everyone.

Key Communication Practices

- **Official Platform:** All official messaging regarding club or sport activities, including updates, announcements, and individual messages, will be conducted through the district-approved platform called Rooms.
- **No Personal Contact:** To protect your child, personal phone calls and text messages between coaches/sponsors and participants are prohibited. All communications must go through the Rooms platform.
- **Record Keeping:** Rooms keeps a record of all communications. This helps us maintain transparency and accountability, ensuring that all interactions are documented.
- **Emergency Procedures:** In the event of an emergency requiring immediate contact outside of Rooms, we will follow up with documentation of the emergency and the communication, which will be promptly reported to the administration.

Legal and Ethical Considerations

Our communication policies are also guided by relevant legal and ethical standards:

- **Illinois Law:** The Illinois School Code sets guidelines for the conduct of school employees and the safety of students. Our communication policies align with these state regulations, including [Faith's Law](#), to maintain professional and ethical conduct.
- **Federal Law:** Federal laws, such as the Protection of Pupil Rights Amendment (PPRA) and FERPA (Family Educational Rights and Privacy Act), address student privacy and data protection. Our use of a secure, district-approved communication platform helps us adhere to these federal guidelines.

Questions and Concerns

If you have any questions or concerns about these communication guidelines, please feel free to contact the school administration. We value your partnership in ensuring a safe and positive experience for your child.