

E-MAIL GUIDELINES FOR PARENTS

E-mail may be a fast and convenient way for parents to send messages, but this may not be the case for many of our teachers. Some teachers read their e-mail messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers prefer to use the phone to speak directly to parents.

For these reasons, please remember if you choose to send an e-mail message to a member of our professional staff, you may not get an immediate reply. **The staff member will determine how best to reply to you: by e-mail, phone, or by a scheduled personal conference.**

When using e-mail:

1. Please send only non-vital messages by this medium. For example, do not use e-mail to inform a teacher that your child is to go home with another student. A teacher may not have time to read your message in a timely fashion. Instead please inform the office staff via telephone or send a note ahead of time.
2. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An e-mail message on these matters is not appropriate. If you choose, you may use e-mail to request and schedule a personal conference.
3. Please remember that e-mail is not confidential. Confidential information should be conveyed by phone or personal contact.
4. Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child.
5. For all medical or health concerns, please contact the school office by telephone.
6. Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.

Remember that e-mail is a quick way to send a message, but it is not necessarily the best way to get a quick reply.