



Email Guidelines for Parents

Email may be a fast and convenient way for you to send messages, but this may not be the case for many of our teachers. Some teachers read their email 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 email message to a member of our professional staff, you may not get an immediate reply. In fact you may not receive an email reply at all, since the staff members will determine how best to contact you: by email, phone, or to schedule a personal conference.

When using email:

- Please send only non-vital messages by this medium. For example, do not use email to inform a teacher that your child is not to go home on the bus. A teacher may not have time to read your message in a timely fashion. Please instead use the telephone to be sure your message is received and clearly understood.
- 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 email message on these matters is not appropriate.
- Please remember that email is not confidential. Confidential information should be conveyed by phone or personal contact.
- Please identify yourself in the subject line of your email message and, if appropriate, the name of your child.
- **For all medical or health concerns, please contact your child's school nurse by phone.**
- Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.



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