

## **School E-Mail Guidelines for Parents**

Please refer to the following guidelines with regard to school e-mail correspondence.

- While the transmission of electronic correspondence is nearly instantaneous, staff members and teachers may not be able to read and or respond to your message immediately. Please allow 48 hours for a response.
- Teachers, in particular, will not generally be able to check and/or respond to e-mail during the school day. As a result, please do not use e-mail for communication of an immediate nature, such as “Does my child need to wear his/her uniform tomorrow?” or “Can you help me with my child’s homework tonight?” or “My child will be absent today.”
- E-mail contact between parents and teachers is not intended to supplant the personal responsibility that students have of communicating their homework and other important school-related messages to their parents.
- Please include a clear and concise subject at the beginning of your e-mail message.
- Please keep e-mail messages short and to the point.
- Remember, the teacher’s first responsibility is to teach. Please allow time a reasonable amount of time (48 hours) for the teacher to respond to your e-mail.

Thank you in advance for your cooperation. We look forward to a wonderful school year.