

# Remsenburg-Speonk Elementary School

## Email Guidelines for Teacher and Parent Communication

In an attempt to facilitate better communication, when appropriate, we would like to make email available as another possible way for parents to communicate with their child's teacher. While email can improve the efficiency and the effectiveness of communication both within the school and with the community, it is important to remember that it is not always a completely secure and confidential method of communication. In the school community, privacy laws, especially as they relate to student records, must be maintained. With this in mind, the following email guidelines have been provided:

### Email Guidelines for Parent Communications

1. Proper etiquette and tone must always be maintained when corresponding via email. Email should be informative, succinct, and respectful;
2. Urgent Messages must be handled via telephone or written letter in order to ensure messages are received and clearly understood. To this end, changes in busing and or dismissal procedures cannot be requested via email to classroom teachers. Instead, such arrangements must be made directly through the main office;
3. Staff members will respond to email within 24 hours, or as soon as practicable (unless they are absent).
4. Emails should be used for non-vital, general information and questions that can be answered with specific factual replies. The school believes that children's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or personal conference;
5. Email should not be used to discuss contentious, emotional or highly confidential issues. These issues should be dealt with face-to-face or by phone;
6. If an initial exchange of emails does not resolve a matter, kindly call to speak by telephone or arrange for a meeting;
7. It is up to the teacher's discretion how email will be used to list homework assignments or for students to submit homework;
8. All email distributions should be restricted to appropriate recipients;
9. Mass emails to the district staff are not permitted unless there is prior approval from the Superintendent of Schools. The District reserves the right to block or filter email messages to staff that are not directly related to District Business or to the District's educational mission.

Email is a quick way to send a message, but it is not necessarily the best way to get a quick reply. Be advised that staff members' schedules may only allow them to check their email once a day. Many teachers also prefer to speak directly to parents via telephone. For these reasons, please remember, if you choose to send an email message to a member of the professional staff, you may not get an immediate reply. It is at the staff member's discretion to determine how best to contact you; by email, telephone, or letter. It is our expectation that by utilizing email correspondence, we will enhance our ability to collaborate with you as parents for the benefit of your children's education.