

Email Use Policy

Introduction:

For a variety of reasons, some teachers prefer to communicate with you and your parents using e-mail messages . They may prefer to work in the early morning or late at night when phone calls would be inappropriate. E-mail messages provide an invaluable history of communication for students, parents, and teachers. Also, writing email messages provides another opportunity for students to write carefully and coherently. If your teacher chooses to communicate with you or your parents through e-mail messages, and to make your teacher's job more manageable, please follow the guidelines below.

Guidelines:

1. All e-mail messages should be written using complete sentences, proper spelling, correct capitalization and usage, and appropriate language.
2. All e-mail messages should include the student name, period number, and brief topic description in the subject line. This makes sorting and finding the messages much easier.
3. If the e-mail message is a response to another message, include the original message, please.
4. Do not use common e-mail abbreviations: u, afaik, lol, etc. which are appropriate for communications with your friends but not for communications with your teacher.

Schedule:

Your teacher may check email in the late afternoon or early evening or early morning most days of the week except when out of town. Sometimes your teacher may not be able to reply immediately.

Warning:

E-mail messages sent to your teacher and vice-versa are considered professional and public documents and may be shown to parents, guardians, school administrators or other teachers. Do not assume that your communications using e-mail are private. Often e-mail messages will be sent to both parent and student in order to keep both abreast of information about class activities, student progress or lack of progress.