

# Saint Stanislaus Parish School

## Email Guidelines for Parents

Email may be a fast and convenient way for you to communicate, but this may not be the case for many of our teachers. Some teachers read their email in the morning before school, others read them at the end of the day, and some may read them during their lunch break. Many teachers prefer to use the phone to speak directly to parents about certain issues.

For these reasons, please note that should you choose to communicate with your child's teacher through email you may not get an immediate reply. In fact, you may not get an email reply at all, since the teacher will determine how best to speak with you: by email, by phone, or to schedule a personal meeting.

### **Please follow these guidelines when choosing email to communicate with the staff:**

- ❖ Identify yourself in the subject line of your email message and, if appropriate, the name of your child.
- ❖ Send only non-vital messages through email. For example, DO NOT use email to inform the teacher of a transportation change. A teacher may not have time to read your message in a timely manner. The school handbook outlines the procedure for such notifications.
- ❖ Your child's academic progress, learning expectations, or behavioral issues are best addressed through a phone conversation or in person. An email message on these matters is not appropriate.
- ❖ For all medical or health concerns, please contact the school nurse by phone.
- ❖ 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 NOT confidential. Therefore, any confidential information should be conveyed by phone or in person.
- ❖ A good example of an email would be a request for a phone call or personal meeting with the teacher in which you suggest times and dates you are available.
- ❖ Mass emails are prohibited.

***Email may be a quick way to send a message, but it is not always the best way to get a quick reply.***

**Saint Stanislaus Parish School  
Email Authorization Form**

**Parent/Teacher Communication through Email:**

We recognize that email has become a popular form of communication and a tool preferred by many of our parents. However, we also respect privacy laws and are mindful that email is not always secure and confidential. We would like to make email communication between parents and teachers a viable option at our school. Teachers and staff may not communicate with you via email unless we have a signed authorization form on file which lists your email address.

Student Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_  
(Please Print)

I grant permission for school information to be sent to me via email at the following email address:

\_\_\_\_\_  
(Please **PRINT** your email address on the line above)

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this completed agreement to your child's teacher.**