

## **E-MAIL COMMUNICATION**

Parents are welcome to use school district hosted email as a means of communicating with their child's teacher or other staff members. Teachers check their email messages daily, but in most cases will not respond during times when students are still in class. Staff will respond to inquiries within two working days (48 hours).

\*Please remember that teachers serve many students and are charged with many responsibilities. For this reason, they are not able to respond to frequent or repeated email messages from a parent. Please limit the number of emails sent to teachers. Please do not expect an immediate response, as teachers may need up to 48 hours to respond (not including weekends and school holidays).

\*\*In the case that a parent needs immediate communication with his or her child it is essential to call the school office. Please never assume that the teacher has seen an email during the regular school day when he or she is attending to teaching duties.