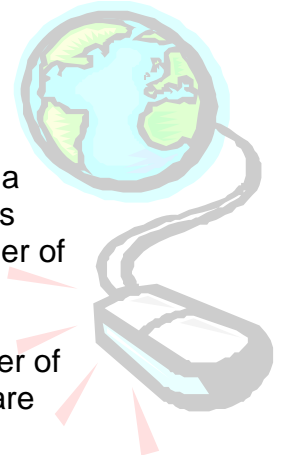


## Asheboro City Schools Email Guidelines for Parents



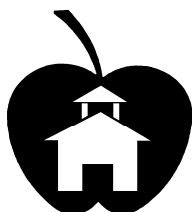
Occasionally you may need to communicate information, a concern or a question to your child's teacher. Your busy schedule, and often the teacher's may prevent face-to-face discussion. Technology has provided us the wonder of email...and many teachers are regular users of this tool.

Please remember if you choose to send an email message to a member of our professional staff, you may not get an immediate reply. Staff members are encouraged to reply to emails within 48 hours or sooner when possible.

### When using email:

1. Please send only non-vital messages by this medium. For example, do not use email to inform a teacher that your child is not to go home on the bus. A teacher may not have time to read your message in a timely fashion. Instead use the telephone to be sure your message is received and clearly understood.
2. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An email message detailing these matters is not appropriate. However, an email message to request a conference is appropriate.
3. Please remember that email is not confidential. Confidential information should be conveyed by phone or personal contact.
4. Please identify yourself in the subject line or your email message and, if appropriate, the name of the child.
5. For all medical or health concerns, please contact your child's school nurse by phone.
6. Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
7. Make sure you include your name and a phone number where the teacher may contact you.

**Email messages are not confidential and are considered public documents accessible to other parties under the Freedom of Information Act and other laws.**



**Asheboro City Schools**

*...the subject is excellence!*