



**THREE VILLAGE  
CENTRAL SCHOOL DISTRICT**

*The mission of the Three Village Central School District, in concert with its families and community, is to provide an educational environment which will enable each student to achieve a high level of academic proficiency and to become a well-rounded individual who is an involved, responsible citizen.*

July 2011

RE: E-Mail Guidelines for Parents

Dear Parent/Guardian;

E-mail may be a fast and convenient way for you to communicate with staff members, but it is not necessarily the best way to receive an immediate reply or convey a message. Some teachers read their e-mail messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers prefer to use the phone to speak directly to parents.

For these reasons, please remember if you choose to send an e-mail message to a member of our professional staff, you may not receive an immediate reply. In fact, you may not receive an e-mail response since each staff member will determine how best to respond to you: by e-mail, phone or to schedule a personal conference.

**When using e-mail:**

- ❖ ***Please send only non-vital messages by this medium.*** For example, do not use e-mail to inform a teacher that your child is leaving early. 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. E-mail correspondence with schools is not an effective mode of communication for emergency purposes.
- ❖ ***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 e-mail message on these matters is not appropriate and open to miscommunication/misinterpretation of important issues.
- ❖ ***Please remember that e-mail is not confidential.*** Confidential information should be conveyed by phone or personal contact.
- ❖ ***Please identify yourself in the 'subject' line of your e-mail message*** and, if appropriate, the name of your child.
- ❖ ***For all medical or health concerns,*** please contact your child's school nurse by phone.
- ❖ ***Please keep all contacts professional.*** Jokes, special stories, chain letters or commercial solicitations are inappropriate, may be viewed as offensive, and reduce valuable teaching time.

We look forward to building positive school/home partnerships and communication, and appreciate your continued support and cooperation.

Sincerely,  
Kathryn White

**Neil Lederer, Interim Superintendent of Schools**

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