

Salina Catholic Schools Email Guidelines for Parents (To be posted in the school's website)

E-mail may be a fast and convenient way for you to send messages, but this may not be the case for many of our teachers. 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 get an immediate reply. In fact you may not receive an e-mail reply at all, since the staff members will determine how best to contact you: by e-mail, phone, or to schedule a personal conference.

When using e-mail:

1. Only authorized e-mail addresses will be used by Salina Catholic Schools' staff to communicate with parents.
2. Please send only non-vital messages by this medium. For example, do not use e-mail 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.
3. 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.
4. Please remember that e-mail is not necessarily confidential. Confidential information should be conveyed by phone or personal contact.
5. Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child.
6. For all medical or health concerns, please contact the school office by phone.
7. Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
8. Mass e-mail to the district staff must be approved by the Superintendent of Schools before sending the e-mail.

The School maintains email accounts for teachers to facilitate parent/teacher communication and internal staff communication. The School reserves the right to block or filter email messages to staff that are not directly related to school business or to the School educational mission.

Remember that e-mail is a quick way to send a message, but it is not necessarily the best way to get a quick reply.
