

Our Lady of the Assumption School

Parent-Teacher Communication Contract

E-Mail Guidelines

The Our Lady of the Assumption faculty and staff e-mails are published on the OLA website. Teachers and parents are encouraged to use e-mail as an additional mode of communication. However, the following guidelines must be followed when using e-mail to communicate. **E-mail communications which do not conform to these guidelines will be forwarded by faculty to OLA administration.**

Confidential information and/or sensitive information regarding any student CANNOT be sent via e-mail. E-mail may not be used as a means to discuss sensitive issues such as student performance, discipline, incidents, suspensions, or personal information about any person: faculty, staff, student, parent or other individual.

Prohibited uses of e-mail include:

- Discussing a child's behavior, progress, or other personal information (unless previously agreed upon in a face-to-face meeting as part of an education plan).
- Discussing issues regarding another student, critical issues that require an in person meeting, or a timely response.
- Explanation of homework, discussion of low test/quiz grades, or grade calculation.
- Sending or forwarding e-mail containing libelous, defamatory, offensive, racist, or obscene remarks, or graphics.
- Sending inflammatory e-mails.
- Sending e-mails not related to school activities, including advertisements, unwanted spam, messages or greeting cards.
- Sending transportation changes, absent notes, or dismissal notes is NOT ALLOWED.

In general, parents may anticipate a response from the respective teacher or an administrator within two-three school days via e-mail, telephone, handwritten note, or other appropriate form of communication at the discretion of the staff member. Bear in mind, the primary responsibility of teachers is the care and instruction of the children (students). Therefore, a teacher may not check or respond to e-mails while class is in session and as a result, e-mail is not an appropriate form of communication for matters which are urgent or otherwise time sensitive. Professional staff are not required to check e-mails on non-school days, including weekends and school vacations.

Parents are advised that e-mail is not considered private and that OLA does not guarantee privacy for electronic e-mail. Parents should exercise caution when sending and opening attachments in order to prevent the potential spread of computer viruses.

Teachers cannot be expected to meet with parents without an appointment. Questions concerning averages and effort/conduct grades should be directed to the teacher of that class and not to the Main Office. Your child should keep track of his/her grades and should be able to explain why he/she earned the grade they were given. Teachers ask that parents speak with their child regarding poor grades before contacting teachers. A meeting will take place with the parent and teacher before and only before and administrator will be requested to mediate. Our teachers work diligently grading papers, tests/quizzes, assignments, etc. to assure that a child receives the grade that he/she deserves.

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Signature Page

(One signature page required per family)

I/We have read and understand the Our Lady of the Assumption School Parent-Teacher Communication Contract.

Family Name: _____
(Please print clearly)

Student's Name: _____

Homeroom: _____

Student's Name: _____

Homeroom: _____

Student's Name: _____

Homeroom: _____

Parent/Guardian Name: _____
(Please print clearly)

Parent/Guardian Signature: _____

Date: _____