

BABYLON SCHOOL DISTRICT PARENT E-MAIL GUIDELINES



The Babylon Board of Education encourages parents to participate in any form of communication that will enhance their child's potential for success in school. E-mail can be an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors. E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.

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. You may not receive an e-mail reply at all; the staff member will determine how best to respond.

Please be advised, the District cannot guarantee the confidentiality of e-mail communication since e-mail is not considered private.

PARENT/GUARDIAN GUIDELINES

- Teachers will communicate with parents who choose, through email, but a valid email address must be in our Student Information System.
- All teacher email addresses are as follows: first initial last name @ babylonufsd.org A complete directory may be found at http://www.babylon.k12.ny.us/District/staff_directory1.asp
- Please send only non-vital messages via e-mail. A teacher may not be able to read your message in time to be effective. Nothing regarding the release of a child will be permitted electronically. For example, do not use e-mail to inform a teacher that your child is not to go home on the bus. Instead use the telephone to be sure your message is received and clearly understood. E-mail should *never* be used to convey emergency or time-sensitive information.
- E-mail is not an official document and cannot be used for absence notes, field trip consent, and changes in pickup/dismissal arrangements, etc.
- 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, but an e-mail requesting a meeting is appropriate.
- Please refrain from using e-mail to ascertain daily assignments
- Please refrain from naming and/or describing personal information about other students, families or staff in e-mails.
- Please identify your name and your child's name in the subject line of your e-mail message. Please include a telephone number(s) and the best times to reach you in your e-mail should a phone call be necessary.
- For all medical or health concerns, please contact your child's school nurse by phone not by e-mail.
- Staff members are not required to check e-mail during non-school hours.
- Please keep all e-mail content professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.

- Correspondence via e-mail with students must be initiated by or approved by the teacher prior to sending / receiving e-mail. All correspondence should be academic-based.