



Nutley, New Jersey

Parent-Teacher E-mail

Communication

Guidelines

1. Please be sure that the content of your message is such that you would feel comfortable having it read, repeated or overheard by someone other than the addressee. E-mail messages are easily forwarded or copied.
2. Remember that faculty may not have an opportunity to retrieve their e-mails during the day and may not receive your message until the end of the day or the following day. E-mails should be returned within 48 hours.
3. E-mails are an ideal way to keep in touch with your child's teacher about academic and behavioral issues, not necessarily daily arrangements. Please limit your emails to appropriate topics.
4. E-mail must never be used to discuss contentious, emotional, or highly confidential issues. These issues should be dealt with face-to-face or by phone.
5. E-mails sent or received using the Academy issued account is not to be considered confidential. E-mail messages may be requested by the public under the Right-To-Know Law and may, unless they are exempt under the law, be open to public inspection. E-mails should be short and directional in nature and only include facts.
6. Use sentence case. **USING ALL CAPITAL LETTERS LOOKS AS IF YOU'RE SHOUTING.** Using all lowercase letters looks lazy. For emphasis, use asterisks or bold formatting to emphasize important words.