

GUIDELINES FOR PARENTS ON USE OF STAFF E-MAIL

Maine Indian Education teachers make e-mail accounts available to parents as a service to enhance communication between school and home. When contacting teachers or other school staff by e-mail, we ask that you observe the following guidelines:

- E-mail is best used for routine questions, to schedule appointments or to share non-confidential information about your child. Sensitive information is best shared in person or a direct phone call.
- Please bear in mind that unless e-mails received by the school contain confidential information, they may be public records under Maine law and subject to review and copying by any member of the public.
- If an issue is urgent, it is best to contact the office so that the matter can be addressed quickly.
- Please keep e-mails as short as possible and be sure to include your contact information.
- Remember that administrators, teachers and other staff have many duties during the school day and many students for whom they are responsible. Generally, staff will respond to e-mails within two school days.