

Advances in the use of technology at Assumption School are of benefit to everyone; students, teachers, and parents. Students are constantly building upon previously learning skills to become masters at word-processing and programs such as PowerPoint. SMART Boards are bringing our classrooms to life. The new homepage of the website has been unveiled with more pages and links than ever.

All teachers have created and are maintaining classroom WebPages. These pages serve as a small window into the classroom posting current projects, upcoming tests, and special announcements. Also on each teachers' page is an e-mail address. Correspondence to the teacher via e-mail is reserved for quick, short, messages to the teacher about future happenings, (ex. the class parent might send a short note about a holiday party later in the month touching base with the teacher as to what snacks to provide). Correspondences should not include: personal notes about the student, or events that may have taken place in the class or during the school day, questions from the parent regarding the students' homework or test/quiz grades, absent notes... The e-mail address is a convenience for the parent for long-term communication not as a daily way to contact the teacher. Teachers do not check their e-mail in their classroom due to the presence of an Internet filter and the fact that they are teaching or prepping to teach the students. Teachers are not required to check e-mail on a daily basis or from home therefore questions or notes that are immediate in nature should be handwritten and sent to the teacher just like in the past. E-mails needing immediate responses or of sensitive school nature will not be answered.

Writing down homework assignments and completing them at home, remembering to hand in absent notes when returning to school, knowing how to study for a test, are all ways that grammar school students learn to be responsible and taking responsibility is a huge part of what grammar school is all about.

Some items that should not be included in School E-mail

- Questions about grades in general
- Questions about homework
- Questions about tests/quizzes
- Absent notes
- Requests for homework
- Notes about where or who the child is going after school
- Complaints
- Anything that needs an answer in less than 72 hours
- Notes about other students

As a rule if it's more than sentence or two it most likely it doesn't belong in e-mail.

A copy of this letter will be available on-line on the "parent page" under e-mail netiquette, it will also be added to the Assumption School Handbook. Thank you in advance for your cooperation in this matter.