
Guidelines for Parents and Person in Parental Relation Electronic Communication

Introduction:

Eastern Suffolk BOCES recognizes that e-mail is an effective means for parents to communicate with teachers, related service providers and school administrators under certain conditions. Professional staff is able to communicate through e-mail with the parents of their students according to the guidelines below.

Users should be aware that there is no expectation of privacy when using e-mail. Use of the system can and will be monitored.

Communicating By E-Mail With Your Child's School

E-mails will be used to communicate information relative to your child's educational services, including, but not limited to:

- Curriculum
- Tests/Assessments
- Assignments
- Due dates
- Class activities
- Special events
- Setting up meetings or conferences
- Scheduling phone calls
- Alerts regarding correspondence mailed or sent home

Please note, all requests for official documents must continue to be made through the main office.

Please Refrain From Utilizing BOCES E-Mail For The Following Purposes:

- E-mails unrelated to school activities.
- Jokes, chain letters, other inappropriate messages (see policy below).
- Exchange of passwords.

E-mail is not effective to discuss contentious, emotional or highly confidential issues. These issues should be dealt with in person or with a phone call. In addition, please do not send urgent or vital messages by e-mail (for example, "don't put my child on the bus today"). Use the telephone to make sure your message is received and understood.

When using e-mail to communicate with your child's school, a signed e-mail permission form must be on file at your child's school, and will include the e-mail address(es) that you have designated

to communicate with school staff. Please be aware that BOCES staff will only use their BOCES e-mail accounts to communicate with parents.

Under most circumstances you can expect a reply within 24 hours when school is in session.

If you want to use e-mail to correspond with your child's school, please complete and sign the below permission form, and return it to your child's teacher.

We look forward to continuing our work together to support your child's successful school experience.

Please sign below the E-mail Permission Form and return to your child's teacher.

**Parent and Person in Parental Relation Electronic Communication
Permission Form**

2025-2026 School Year

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|---------------------------------------|---|
| Student's Name (please print): | |
| Parent's Name (please print): | |
| <input type="checkbox"/> | YES , I grant permission for information regarding my child's school to communicate with me via e-mail. This is my designated e-mail address: _____ |
| <input type="checkbox"/> | NO , I do not grant permission for my child's school to communicate with me via e-mail. |
| Parent's Signature: | |
| Date: | |