

## Questions about Teacher Availability

### **When and how can a parent get in touch with a teacher(s)?**

As we move into this new environment, teachers have been working overtime to set up and connect with parents and students. Once Remote Learning begins, the school day will start for everyone at the same time but will end at varying times depending on the grade level.

**The best way to reach out to a teacher is via school email.** If you email a teacher, please be aware that they are actively teaching throughout the day and will get back to you as soon as possible.

During the school day, teachers will make every effort to be available to their students and parents during the school day scheduled for their grade level.

The teachers will then be holding online faculty meetings from 3-4pm to discuss concerns, learnings, etc.

As always, teachers are not asked to be available in the evening hours as that is when they need to spend time with their families and do their planning, grading etc. for the next day.

### **When and how can a student get in touch with a teacher(s)?**

Students should be in active communication with their teachers via the Google Classroom environment during the school day schedule for their grade level. If a student has a question after school has ended for the day, the student may email the teacher via the school email. If the teacher receives the email in the evening, she may respond or may wait until the next class period to answer the question. **If a teacher responds to a student's email outside of normal school hours, the parent will be copied so that parents are always aware of communications taking place outside of Google Classroom and the normal school day with their child.**

**Students are not allowed to communicate with teachers via texting or through personal emails not associated with the school at any time.**

**All school emails, chats, etc. that are done through the student and teacher Google for Education account are kept in a Google vault and can be reviewed by the school administration. This includes student to student chats. Any inappropriate content within the school's Google environment will be addressed per normal school rules of conduct regardless of when the content was posted.**