



CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP
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District Website: www.ccsdli.org

Board of Education

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Superintendent of Schools

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Dear Connetquot Parents/Guardians,

E-mail may be a useful form of communication with school staff members, but it is not necessarily the best way to receive an immediate reply or convey an urgent message. Teachers are frequently unable to read their e-mail during their teaching day, during vacations and on weekends; therefore this should not be the primary method of communication with staff. It is the district's expectation that all e-mails will be responded to within two (2) work days. For these reasons, please remember if you choose to send an e-mail message to a member of our professional staff, you may not receive an immediate reply. In fact, you may not receive an e-mail response since each staff member will determine how best to respond to you: by e-mail, phone or to schedule a personal conference. Many teachers prefer person to person telephone communication. We, therefore, request that you include a telephone number in your e-mail so that teachers have the option of getting back to you by phone. If a message requires a prompt response or is of a critical nature, please call the main office of your child's school and leave a message with someone in that office.

Please keep in mind:

- ❖ **Please send only non-vital messages by this medium.** For example, do not use e-mail to inform a teacher that your child is leaving early, or any change in your child's transportation plans. Instead, use the telephone to be sure your message is received and clearly understood. E-mail correspondence with schools is not an effective mode of communication for emergency purposes.
- ❖ **Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher.** Extensive comments from teachers should not be expected in an e-mail communication as these are more properly obtained through the regular channels of telephone calls, parent conferences and report cards.
- ❖ **Please remember that e-mail is not confidential.** Confidential information should be conveyed by phone or personal contact. Please do not communicate to a teacher about children other than your own.
- ❖ **Please identify yourself in the subject line of your e-mail message** and, if appropriate, the name of your child.
- ❖ **For all medical or health concerns,** please contact your child's school nurse by phone.
- ❖ **Please keep all contacts professional.** Jokes, special stories, chain letters or commercial solicitations are inappropriate, may be viewed as offensive, and reduce valuable teaching time.

On the reverse side are important phone numbers and email addresses for your child's school. As always, please feel free to contact me if I can help you in any way.

Sincerely,

Lynda G. Adams
Lynda G. Adams, Ed.D.
Superintendent of Schools

OAKDALE-BOHEMIA MIDDLE SCHOOL EMAIL ADDRESSES

Principal	Susanne Bailey	sbailey@ccsdli.org
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	Jessica Wickers	jwickers@ccsdli.org
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