

Room Parent Email/Communication Policy

Why is a policy needed?

To make sure room parents are reaching the people they intend to reach and that their communication does not conflict with something going on elsewhere in the school.

- Room Parent Coordinators have the most up-to-date contact information for the room parents (this list may change throughout the year for various reasons) and can easily disseminate information to those people.
- The PTO VP of Communication knows the overall Cornelius Elementary communication policy and may be aware that a particular issue is being communicated through another means so as not to send duplicate emails.
- The Room Parent Coordinator will send you approved email templates prior to the time that you are to collect money or ask for help for Power Time or other events. You will be able to customize them to your specific teacher.

What is the Communication Policy?

The basic rule is that Room Parents can email anything to their class, or their teachers, that is class related. If a room parent wants to email something to a broader group, or on a topic that is not specific to their class, they need to go to the Room Parent Coordinators who will then ask for approval from the PTO VP of Communications and school administration.

When is approval needed?

To your class: Room parents do not need to gain approval to email about logistics for events that affect their class. However, room parents must get approval when emailing their own class about something outside of the classroom (e.g. community events).

To the grade, or multiple grades: Approval is **not** needed to email other room parents when coordinating activities across grades. Approval **is** needed if room parents are emailing information to parents outside of their classroom about events that involve multiple class or are outside of school programming.

What is the process for getting communications approved?

Forward email to Room Parent Coordinator who will ask for approval from the PTO VP of Communications and school administration. Room Parent Coordinators will then forward the communication to all room parents or the appropriate sub-set.

What should you do if someone asks you to forward their message to your class or to other room parents?

Forward the e-mail to the Room Parent Coordinators and they will figure out the appropriate action.