

E-mail .. another way of getting in touch

Currently most communications between parents and staff in the White Plains Public Schools take place during face-to-face meetings and telephone calls and through notes. E-mail can enhance and complement these traditional ways of getting in touch. It is most certainly not expected to replace them.

We encourage parents and staff to take advantage of the timeliness and the convenience of e-mail for communications that are not of a sensitive or confidential nature.

Some Uses for E-mail

As e-mail usage evolves in White Plains, so too will the possibilities for appropriate e-mail conversations. Here's a sampling of a growing list of what parents and staff might be writing to each other about:

- Scheduling a phone call or face-to-face meeting.
- Answering *occasional* requests for information (assignment due dates or upcoming test dates).
- Requesting assignments when a child is ill.
- Following up on a child's *overall* academic or behavioral progress.
- Summarizing general and *non-confidential* outcomes of a prior conversation.
- Inquiring about overdue assignments or homework completion rate.
- Sharing Internet and other resources.
- Supplementing traditional class communications.

How to Get in Touch

E-mail addresses - and telephone numbers - can be found on our district's web site:

www.whiteplainspublicschools.org

Click on the "Contact Us" link to access the staff directory.

Some Basic Guidelines

E-mail communications...

- Should adhere to the rules of the *Code of Conduct* found on the district's web site.
- Should not be used to send *confidential* or *sensitive* information.
- Should not be considered private.

Additional Guidelines

- E-mail should not be used to send time-sensitive or emergency messages.
- Electronic communications can sometimes lead to misunderstandings because non-verbal clues often revealed in voice and face-to-face communications are missing. If there is any doubt about the meaning of an e-mail, the sender of the e-mail should be asked for clarification.
- E-mail communications should be written in a way that could be displayed publicly.
- E-mail recipients should regard each message as *confidential* and should be careful not to forward the e-mail to other individuals or groups without the consent of the sender.
- School personnel are expected to answer e-mail messages, like any communications, within 24-36 hours (during the workweek) via e-mail, telephone, or through a note.
- Excessive and/or inappropriate e-mails will be reported to the building principal.
- Care should be taken to insure that e-mail recipients are not placed on commercial distribution lists or other mailing lists not relevant to the school district.

Technology Updates...

stay tuned for more information during the school year.

Website & Facebook



We use our website to distribute information, announcements and events about our district, schools, programs, curriculum and our classrooms.

Website:

www.whiteplainspublicschools.org



Become a fan of our page at:

www.facebook.com/wpschools



Email & Telephone



All staff have a district email as this is preferred method to contact staff or you can call the main office of your child's school and leave a message. Classrooms generally do not have phones in them.



K12Alerts:

www.whiteplainspublicschools.org/k12portal

This is our automated telephone call system that we use to send out announcements and attendance calls (grades 6-12). This system has the ability to send announcements to your email/cell phone as a text message and for you to update your phone numbers and emergency contacts.

Parent/Guardian Portal:

www.whiteplainspublicschools.org/k12portal

Through the Parent/Guardian Portal, you have access to the following information about your children:

- Attendance
- Student Schedule
- Immunizations
- State Exams
- Progress Reports & Report Cards (Grades 6-12).
- Assignment Grades (Grades 6-12).

Internet Resources for Students and Parents

White Plains School District and White Plains Public Library provide a host of interactive internet resources, research databases, e-books and online homework help for students and adults of all ages.

<http://www.whiteplainspublicschools.org/domain/1768>

Naviance College and Career Guidance System

Available to all Middle and High School students to assist and with the college application process and/or career counseling.

<http://whiteplainspublicschools.org/Page/10103>