



Group Email Policy (Caring Community policy addendum)

All members of Redwood Heights will:

- 1) Take care of themselves
- 2) Take care of others
- 3) Take care of the school

All members of the Redwood Heights Community will:

- 1) Treat everyone with courtesy and respect.
- 2) Treat personal and school property with respect.
- 3) Create and maintain a positive, welcoming, and safe environment.
- 4) Help everyone in this school feel capable, connected, and contributing.
- 5) Come to school prepared for learning by wearing school appropriate clothing, having all classroom materials and homework, removing hats when inside of the building and classroom (except on special days), and not having toys, phones, games, etc.

Email use between staff, parents and caregivers can be a very useful tool. Please keep in mind the following guide to using email at RHS.

Individual and Group Email use is for the dissemination of information only (logistics, planning, quick questions or comments).

Teachers and staff will make every effort to respond to your email within 48 hours. If you have any serious concerns please request a meeting with the staff member by calling our school at (510) 531-6644 (to be held before or after school). Teachers are unavailable to respond to email during the hours of 8:10-3:00

PURPOSE OF GROUP EMAIL COMMUNICATION AT RHS:

1. To make it easier for volunteer organizations within Redwood Heights School to share information about school/classroom/committee related issues with other caregivers, staff, and community members.
2. To make it easier for caregivers of school children to reach out to one another on school/class/committee related issues.

A 'school/class/committee related issue' is something that benefits RHS students in their role as students of the school.

Appropriate messages /communication

- Announcements promoting the activities of parent and parent/staff committees working to support the school
- Requests for volunteers and donations for the school or for parent committees at the school
- Alerts about safety or schedule issues at the school
- Queries from parents or guardians to other parents about best ways to support our students
- Announcements about fundraising opportunities that benefit RHS
- Announcements about OUSD meetings and opportunities to influence district policy
- Inclusive group playdates
- Caregiver questions about student related programs (ie. Aftercare, summer camps, etc.)

Inappropriate messages/communication:

- Announcements about community events or news that don't relate to RHS
- Solicitations for local businesses
- Anything that does not benefit RHS students in their role as students at the school

Note:

All parents and caregivers will make every effort to communicate ideas, concerns, and complaints with the person/people in question, and not through group emails.