

**McCormick Elementary School
5101 Hazelwood Avenue
Baltimore, Maryland 21206**

410-887-0500

August 2009

Please return this information sheet to the school should you wish your child's teacher to have your e-mail address and/or you wish for the parent newsletter – *Chatter* – to be sent to you electronically.

Name of Parent: _____

Name of Student: _____

Teacher: _____

E-Mail Address: _____

___ I wish my child's teacher to have my e-mail information.

___ I prefer to have the parent newsletter, *Chatter*, to be sent to me electronically.

Please Note:

Electronic e-mail communication between parents and teachers will be limited to relevant information pertaining only to school related matters. Teachers will exercise caution when asked to electronically respond to delicate or confidential student information. Therefore, teachers may request that certain discussions only be held using the telephone or person-to-person conferences.

Students are not permitted to contact teachers using the e-mail. This form of communication is only permitted between parents/guardians and staff. Disciplinary action can occur for any student who makes contact with staff members and/or their actions are deemed threatening, disrespectful or harassing in nature.