

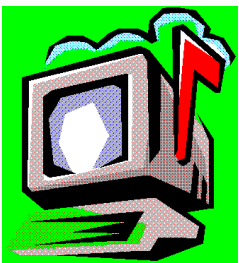
What's the Best Way to Reach Mrs. Black?

Dear Families,

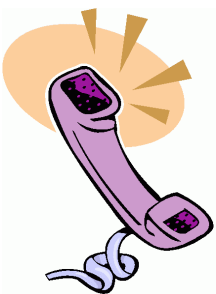
I believe that communication between home and school is very important. Therefore, I thought I should explain the best ways to reach me if needed.



I check your child's planner each morning at the start of the school day, and this is the **MOST** reliable way to reach me. There is a section at the bottom of each page where you may write notes to me, including change of after-school plans, appointments during the school day, or questions regarding notes or homework. If you have questions requiring lengthy explanations, I would prefer to set up an appointment for us to speak in-person. This is also the place where I send information to you, including class reminders, behavior reports (if necessary), or questions.



If you have a question that does *not* require an immediate answer (within a day or so), then email is fine. Please don't use this for information that is time sensitive. If you have a change of plans at the end of day, or a mid-day appointment, please call the office. They will let me know immediately. I don't check my email in the middle of the day as I'm teaching. Again, if your message isn't time sensitive, then email is perfectly fine.



The telephone is probably the *least* effective way to reach me. I check my voice mail at the *beginning* of the day, and have the phone set on divert during instruction time. The students deserve my full attention, and it is disruptive for them to have to wait while I answer phone calls. This is **NOT** a reliable way for me to get urgent messages, such as changes in your child's end of day plans or appointments. Again, please write these in your child's planner or call the office for mid-day or end-of-day changes in plans.

If at any time you would like to see me in person, please send a note or call for an appointment. My office hours by appointment are from 8:15-8:45 a.m. and from 3:45-4:15 p.m. My phone number is 401-4948. I look forward to a great year with you and your child.

Sincerely,
Mrs. Lori Black