

**LONG HILL TOWNSHIP PUBLIC SCHOOLS**  
**759 VALLEY ROAD**  
**GILLETTE, NEW JERSEY 07933**  
**(908) 647-1200 PHONE (908) 647-7818 FAX**

**Dr. René Rovtar**  
Superintendent of Schools

**PROCEDURE REGARDING POTENTIAL COMMUNICATION PLANS  
WITH PARENTS**

September 2011

The teaching staff members often receive an overwhelming number of communications from parents via telephone, e-mail, and face-to-face meetings.

While we recognize the value of parent/teacher communication in terms of supporting the education of each student, parental communication with the teacher must be balanced with the teacher's responsibilities which include:

- Implementing an expanded curriculum
- Attending to the needs of a full class of students and the concerns of their parents
- Organizing and planning for instruction, attending meetings and other non-teaching duties which must be performed

It is vital, therefore, that parents understand the following in terms of communication with teaching staff members:

- All staff members are expected to respond to parents who have telephoned or e-mailed within twenty-four hours of the communication, unless there is an absence on the part of the teacher or the school is closed.
- Parents who send multiple e-mails during a twenty-four hour period should not expect a response to each e-mail.
- Parent e-mails should be concise and to the point. They should not contain attachments of any great length or links to websites for teachers to review.
- Teacher answers to parent emails will be concise.

If a staff member feels that a parent is dominating their time because of e-mails, telephone calls or demands for conferences, the staff member will report the full circumstances of the situation to the principal. If necessary, the principal will meet with the teacher and parent to work out a communication plan and procedure.