



EMAIL COMMUNICATION PROTOCOL

General Instructions:

- * Always change the subject line whenever you are changing subjects.
- * Try not to send emails immediately, if not necessary. Sleep on it before hitting "send."
- * Try to choose different fonts when responding to the other parent's email message or use indentation to prompt the reader that a new speaker is writing. Stay away from merely changing the color of the text as most are indistinguishable
- * Avoid derogatory terms, labeling, and cursing. Also try to avoid accusatory statements, threats, and opinions related to whether or not the other parent loves your child, lacks intelligence or has evil intentions.
- * DO Not attempt humor or satire with one another. Those messages never go over well in court.
- * Try to stay away from sending "self-serving" messages...you know...the ones you can't wait to show to a judge someday.

HEALTH

HOMEWORK

SOCIAL

OTHER