

Each Old Orchard grade has a group email address that includes all parents in the grade and all teachers or administrators connected to that grade. These grade-level email addresses are used extensively by the school to share information of interest to that grade or to the entire school.

Parents are welcome to use these emails, ***provided they observe the school's guidelines***. Old Orchard parents have always conducted themselves honorably, however abuse of these email addresses would require the school to restrict parents' ability to use them. We appreciate your cooperation!

### Parent User Guidelines

#### School Use:

Use your grade's email address only to share information that is related to school and that is of interest to the majority of the class. Typical examples include organizing class projects or parties, calls for volunteers, setting up carpools, sharing photos from field trips, etc. ***If in doubt, ask your class teacher.***

#### Personal Use:

You are welcome to use these emails to organize social gatherings – provided everyone in the class is invited. Adult events must include all adults. Student events must include all students. For smaller gatherings, please use personal email addresses.

#### Email Etiquette:

- Do not engage in lengthy email exchanges using these addresses. When the conversation goes on, please email the individuals involved directly. DO read through the entire email exchange before replying. Your idea or point may already have been addressed.
- Do not send emails to other grades without the approval of the Head of School or Assistant Head of School. (This use is typically reserved for parents organizing a school event on behalf of Old Orchard or the Old Orchard Service League.)
- Every teacher and staff member who works with your child sees every email you send using grade-level email addresses. If your remarks might be considered critical by that staff member and you have not already met with them personally, do not broadcast your thoughts in a group email.
- Remember that ideas and thoughts conveyed in email are easily misinterpreted. Please be careful when you write and be generous when you read.

#### Class Email Addresses (they are based on the year each class graduates 8<sup>th</sup> Grade):

Grade 8 - [2022@oldorchardschool.com](mailto:2022@oldorchardschool.com)

Grade 7 - [2023@oldorchardschool.com](mailto:2023@oldorchardschool.com)

Grade 6 - [2024@oldorchardschool.com](mailto:2024@oldorchardschool.com)

Grade 5 - [2025@oldorchardschool.com](mailto:2025@oldorchardschool.com)

Grade 4 - [2026@oldorchardschool.com](mailto:2026@oldorchardschool.com)

Grade 3 - [2027@oldorchardschool.com](mailto:2027@oldorchardschool.com)

Grade 2 - [2028@oldorchardschool.com](mailto:2028@oldorchardschool.com)

Grade 1 - [2029@oldorchardschool.com](mailto:2029@oldorchardschool.com)

Grade K2 - [2030@oldorchardschool.com](mailto:2030@oldorchardschool.com)

Grade K1 - [2031@oldorchardschool.com](mailto:2031@oldorchardschool.com)