

Digital Communication Agreement

As part of our Strategic Plan, Camellia Waldorf School has committed to slowing down to create “a renewed emphasis on the benefits of simplicity and reducing exposure to stressors.” As part of this work, Camellia’s faculty, staff, and board have been looking for new ways to foster a healthy relationship with technology and create breathing room in all our activities. In today’s high speed digital world, the expectation for around the clock communication can lead to chronic stress and information overload. To address this, we have collaboratively developed the following agreements to promote mindful and balanced digital communication.

- As a community, we will strive to be intentional about when and how we communicate and be mindful to minimize unnecessary communications (choose carefully when using reply all, cc’ing large groups, etc.).
- Email correspondence is ideal for detailed communications, formal discussions, and less urgent matters.
- Faculty and staff will strive to respond to emails within 24-48 hours, with the understanding that time and access to technology can be limited during the school day.
- We understand that emails sent later in the day may not be read until the following school day, and emails sent over the weekend may not be read until the following week. During school holidays, responses may be delayed, and teachers may be unavailable for parent correspondence during the month of July.
- If you need to reach someone regarding an emergency or urgent matter, a text message, phone call, or in-person check-in may be needed.
- Text messaging between 8:00 p.m. and 7:00 a.m. should be limited to emergencies and substitute coverage needs. In general, text messaging should be limited to quick check-ins and simple questions as much as possible.
- Teachers may set individual preferences around parent communication, including requesting ParentSquare messages rather than texts/emails, establishing hours of availability, setting up office hours for in person communication, etc.
- Whenever possible, we value in-person check-ins, fostering meaningful and direct connections within our community.

