



*From the Desk of Mrs. Perkey*

***Email Protocol***

When emailing or calling your teachers or principal it is important to be polite. Please follow the template below for composing your emails.

Salutation,

Make sure your emails are polite and detailed so that we are better equipped to help answer your questions! For example, if you need assistance with a lesson, provide the Unit Number, Lesson Number, and specifics of your need such as why an answer was marked incorrect.

Closing,

Name

***Example***

Hi Mrs. Perkey,

I'm having trouble with Unit 1 lesson 5. I thought the correct answer for number 4 in the unit assessment was -5, but the review says that it is 6. Can you help me understand why?

Thank you!

Anna