



## Work to the Contract Tools

### **Automatic Reply Email:**

**We are asking everyone to set your Out of Office reply on Outlook to the following reply.**  
(Please fill in all the blanks with the appropriate information):

Thank you for your email. Teachers of VCS are working only our contracted hours. I am available to respond to email messages during the non-instructional work hours which for me are; before school begins \_\_\_ - \_\_\_ am, at my planning time \_\_\_ - \_\_\_ (except on days when I am pulled for meetings), and after school between \_\_\_ - \_\_\_ pm Monday – Friday(except for days when I am pulled for meetings/training). If this is an emergency and cannot wait, please contact the school at \_\_\_phone number\_\_\_. Thank you for your support and understanding.

### **Setting the Out of Office Reply in Outlook:**

- 1) Once you are in Outlook (your email), click file at the top left
- 2) Click the box that says “Automatic Replies”
- 3) Click the button next to “Send Automatic Reply”
- 4) Write the text above into the box in the middle of the screen that says “Inside My Organization”
- 5) Click the tab that says “Outside my Organization” and write the text above.
- 6) Keep the Out Of Office Reply on all the time.

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### **Template to administration for workload:**

Hello \_\_\_\_\_,

Thank you for your continued support during this difficult time. My goal continues to be to do what is best for, and of most value to, my students. However, I need your help. This week I have to do/complete/attend (tasks/IEPS/meetings/trainings/PST/paperwork). I am asking for your assistance in prioritizing these tasks. Thank you in advance for your assistance.

Sincerely,

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**Reply to Parents:**

Parents may ask why events are being canceled. That is really a question to refer to the principal. We suggest, if you are questioned by a parent, you let them know you really are disappointed that the event got canceled. You would much rather be participating, but unfortunately, you are not able to as we are trying to do what is best for all students and that if they would like more information, they may talk with the principal.

Here is a possible email reply to a parent concern. We strongly recommend not sending anything to parents without the parent contacting you first.

Dear \_\_\_\_\_,

Thank you so much for reaching out to me. As you know, I always want what is best for my students. I think of them as my own children. I too think it is disappointing that \_\_\_\_\_ was canceled/postponed. I am trying to do what is best for all students and would encourage you to talk with our principal if you would like additional information. Thank you for your understanding and support.

Sincerely,