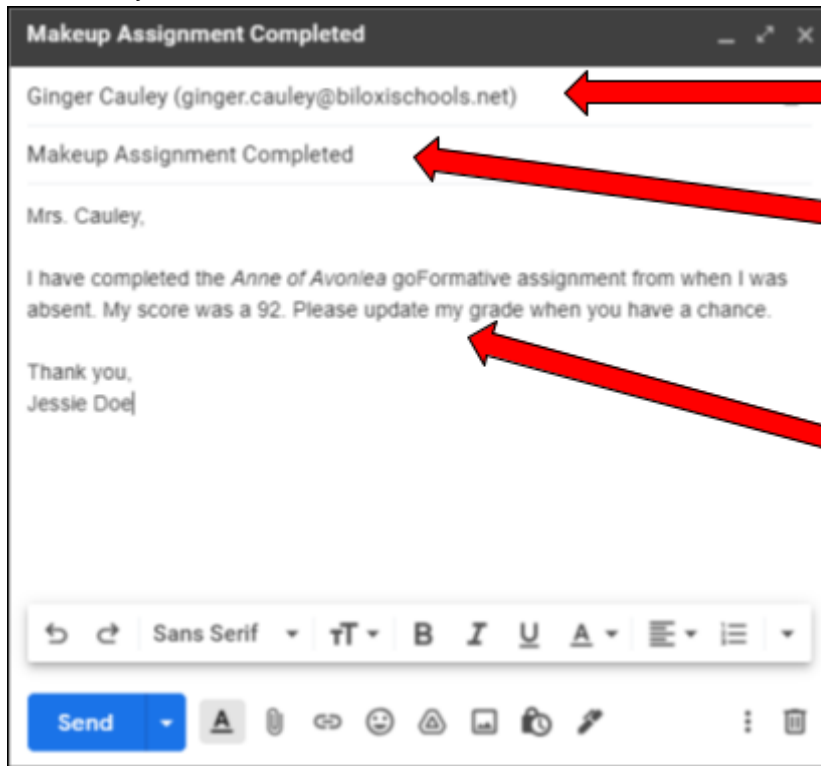


The CORRECT way to email your teacher, counselor, or principal:

Example:



The email address for any BJHS faculty member is: `firstname.lastname@biloxischools.net`

The SUBJECT/TOPIC of your email goes here

Your message (what you're wanting to tell or ask the person) goes here in the body of the email.

Things to Remember When Emailing a Teacher:

Always be polite! Be sure to include important details in your email. If you are asking a question, be specific. Be patient and give the teacher time to respond. Teachers receive dozens of messages a day! A good rule of thumb is to give a teacher at least 24 hours to respond. Keep in mind that if you send a message outside of school hours, a teacher may not see it until they get to work the next day. All school communication is documented.