

My Communication Boundary

Accessible does not have to mean constantly available.

Use this planner to make expectations clear before confusion or conflict begins. Align any response-time or communication practice with your school or district expectations.

PRIMARY FAMILY COMMUNICATION CHANNEL

Where should families normally contact me?

TYPICAL RESPONSE WINDOW

What response expectation can I communicate clearly and consistently?

WHEN I CHECK MESSAGES

What times or parts of the workday do I normally check school communication?

URGENT CONCERNS

What school or community route should families use when an issue cannot wait for my normal response window?

WHAT I NEED TO EXPLAIN EARLY

What communication expectation would be easier if I stated it clearly at the beginning of the year or term?

ONE BOUNDARY I NEED TO PRACTICE MORE CONSISTENTLY

What will help me remain accessible without creating an expectation of constant availability?

SAMPLE LANGUAGE TO ADAPT

"I check school communication during the workday and normally respond within one school day."

Boundary reminder: Clear communication, professional follow-through, and reasonable limits can exist together. A teacher inbox should not be treated as an emergency system.