



## HIGHLANDS ELEMENTARY Electronic Communications Letter

September 2012

Dear Parents,

For the past year, our campus has been dedicated to finding ways to reduce the volume of paper used on a daily basis. As we know, consuming too much paper greatly impacts our environment. Consumption also puts a fiscal strain on our campus budget when allocating money to cover the cost of purchasing copier paper and the various supplies needed to operate printers and copier machines.

As a solution to the environmental and fiscal concerns, beginning with the week of September 10<sup>th</sup>, our campus will once again, begin reducing the amount of paper used by transitioning from the practice of copying weekly family grams, parent letters and announcements, to sending these documents home electronically via Constant Contact, School Messenger, and as e-mail attachment. Various documents will also be posted on our campus website (<http://www.highlandselementary.weebly.com>) and individual teacher blog sites. Should exceptions arise and we need to communicate with families in writing, we will do so by sending notices home on Tuesdays with the **oldest** child enrolled, if there are siblings.

While we remain hopeful that the transition from paper to electronic communication continues to be a smooth one, know that at all times, we will do what is needed to ensure that all families remain informed of reminders, upcoming events, and important dates.

Thank you for all of your support and willingness to assist us with this endeavor.

Sincerely,  
Dr. Latecha Bogle  
Principal