



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Email Usage and Signature Lines

Effective Date: July 29, 2019

TITLE: Email Usage and Signature Lines

RATIONALE: To ensure consistency in communication amongst students, staff, faculty, and other businesses with a clear adherence to the mission and goals of the education department..

POLICY/PROCEDURE:

If you have been issued a Princeton Rescue Squad email address as either faculty or staff of the educational institute, then you **MUST** use this as your method to contact individuals regarding institutional business including but not limited to:

- Contact with students
- Contact with businesses
- Contact with other instructional faculty and/or staff

Additionally, you **MUST** include the following statement at the bottom of each email after your signature:

Princeton Rescue Squad's Education Department Mission Statement: *To effectively and professionally provide quality educational experiences for students to meet the needs of the communities we serve.*

Goals: *To fulfill our mission the administration, faculty, and staff are committed to and focused on fostering the educational endeavors of our students through adherence to our core values in our daily work: **Integrity, Compassion, Accountability, Respect, Empathy.***

RESPONSIBLE PERSONNEL:

All Faculty and Staff