

Hoover Elementary School Website Publishing Policies
September 2009

Mission Statement: The Hoover School website, in conjunction with e-notices, is the primary communication vehicle between school and home. The goal is to keep parents and community informed of classroom, school-wide and district-wide news and progress with timely and substantive information using minimal paper correspondence.

Publishing information on the web

1. Send all submissions to Hooverhighlights@gmail.com.
2. Priority is given to the following submissions:
 - a. Classroom information
 - b. School-wide activities and information solely related to the entire Hoover School community.
 - c. District-wide news
3. All requests to publish forms or information outside the goals articulated in the mission statement must be approved by the current principal of the Hoover school. An example is of information which is not included in the mission statement is a fundraiser for another school, which requires approval.
4. It is the responsibility of the submitter to obtain written approval from the principal.
5. Submit all forms and flyers as:
 - a. A PDF
 - b. A word document in Arial format
6. Submissions for advertising/publicizing events not pertaining to Hoover School activities or Melrose School District will not be posted.
7. Please remember the web publishers are volunteers. If you would like your news published by a particular deadline, we need to receive the materials 4 school days prior to the desired publishing deadline.

Publishing photos on the web

Including pictures of Hoover students, teachers, administrators and staff engaged in learning make our website special. The children's safety is our greatest concern; therefore we have adopted the following photo posting policy:

1. In order to have a child appear in a photo on the website, a legal guardian must have submitted express, written permission to the principal and it must be on record in the main office.
2. No child will ever be identified, by first or last name, in any photo. The only exception is with a parent's express written permission (such as in the instance of a Hoover Hooray feature).
3. The procedure we follow in ensuring a child has permission to appear on the web is:
 - a. Verify with the main office's list of children whose parents have expressly denied permission to have their children's image appear on the web.

- b. Have a group image screened by the classroom teacher to ensure all children have permission.
4. If we make a mistake and your child appears on the web, but you have not given permission, please notify us immediately at Hooverschoolweb@gmail.com

To help ensure thorough photo screening, we have adopted the following submission policy:

1. Please submit no more than 5 photos, per individual, for any particular event.
2. We can only publish a link to third party online slideshows if all photos solely include a school-wide event that does not include children (such as the Golf Classic).
3. All submissions should be forwarded to Hooverschoolweb@gmail.com.
4. Not all photos may be published. Photos will be published as space allows and according to those which fit the following criteria:
 - a. The photo is representative of school activity or schoolwork.
 - b. We strive to feature a variety of children and staff.
 - c. Classroom activity photos and student work is preferred.