

Hoover Elementary School E-Notice Publishing Policies  
September 2009

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

**Publishing information for E-Notices**

1. Send all submissions to [Hooverhighlights@gmail.com](mailto:Hooverhighlights@gmail.com).
2. E-Notices are sent out to the Hoover community every Monday. Therefore, notices must be submitted no later than Sunday afternoon in order to go out in the next day's E-Notice. Anything received after Monday's E-Notice has gone out will be saved for the next Monday's E-Notice.
3. The following submissions are appropriate for E-Notices:
  - a. Classroom information
  - b. School-wide fundraisers
  - c. School-wide activities
  - d. Information related to the entire Hoover School community
  - e. District-wide news
4. All requests to publish forms or information outside the goals articulated in the mission statement (that is, advertising/publicizing events not pertaining to Hoover School activities, the Melrose School District, or pertinent community activities) are at the discretion of the E-Notice editor and/or the Hoover School principal.
5. It is the responsibility of the submitter to obtain written approval from the principal.
6. Submissions must include all relevant information such as names, dates, event times, description, and contact information.