

Winthrop Elementary School E-Notice Publishing Policies

Mission Statement: Winthrop 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 the Gmail account that the communication's team decides on.
2. E-Notices are sent out to the Winthrop community every Monday. Therefore, notices must be submitted no later than Sunday or when the communications team wants the information by 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 Winthrop 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 Winthrop School activities, the Melrose School District, or pertinent community activities) are at the discretion of the E-Notice editor and/or the Winthrop 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.

Website Publishing Policies

Mission Statement: The Winthrop 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 districtwide news and progress with timely and substantive information using minimal paper correspondence.

Publishing information on the web

1. Send all submissions to the gmail we create
2. Priority is given to the following submissions:
 - a. Classroom information
 - b. School-wide activities and information solely related to the entire Winthrop 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 Winthrop 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 Winthrop 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 Winthrop 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.
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 the Web gmail that we create

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 tournament).
3. All submissions should be forwarded to the web gmail we establish
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.