



Harrington The Herald

The Harrington Herald newsletter is published bi-monthly beginning with September. All contributions are due the 20th of the month prior to publishing. Please contact the editor if you have any questions. Submission dates may change when interfered with by school holidays.

Harrington Herald Newsletter Policies and Procedures

The Harrington Herald (aka the Herald) is published 5 times in the school year (read: every other month). The Herald is primarily a tool to inform members of the Harrington community about events and happenings at the school, *and to make the workings of the school and PTA more transparent to parents*. It is used to build community and thus may contain informative articles and interviews about Harrington events and people as well as informational announcements. The Harrington listserv, alternately, is used for announcing school events and initiatives *in a more timely way* as they relate to the calendar.

Submission Deadlines:

August 20

October 20

December 20

February 20

April 20

Contributions need to be submitted to the editor by the 20th of the month *prior to publishing* in order to be guaranteed printing in that month's newsletter (otherwise it upsets the balance for distribution prior to particular events and generally drives the editor batty).

Submissions need to have less than **300 words**, and in many cases needn't be more than a few sentences.

Photographs are highly encouraged. Photos with students need to be identified and confirmed with the front office (ideally by sender) to make sure that these folks have a photo release on file. Names are never printed in the Herald. Whoever submits a photo will need to provide such names and, ideally, confirmation of release form (Jen in the office magically seems to know all the kids!).

The editor links articles/information to a **point of contact** by including that person's email (or phone as requested) to the submitted article. This helps readers make quick

contact should they want more information or to volunteer. If anyone prefers not to have their email listed they must contact the editor prior to printing.

Anyone coordinating an event is encouraged to send in their "**thank-you**" to volunteers or teachers/staff helping with that (as of this writing, the PTA Secretary). The format for this comes as "Heartfelt Thanks..." on the last page of the Herald, and is phrased as being sent from the Harrington community. Anyone wishing to send a personal thank-you should do so in a personal email.

Information from outside sources shall be severely limited and shall only appear to the extent that the editors and the PTA presidents deem it advisable. The intent is to not dilute the Harrington-oriented nature of the publication (and likewise, open up the floodgates to folks wanting to advertise).

No outside money-making ventures shall be given space in the Herald.

The editor and PTA President(s) shall have full discretion as to what appears in the Herald.