

PTO Newsflash Publication Policy

The Harvard PTO's Newsflash, an e-newsletter issued biweekly (on Wednesday and Sunday) and on an as-needed basis, is emailed to every family in the Harvard Public Schools as well as to interested community members. The focus of the Newsflash is to provide information about events and fundraisers sponsored by the PTO; to advertise school performances, activities, and special events, especially those that are more immediate than can be advertised in the HES Husky News or Bromfield Bulletin; to provide information and reminders about important school-related meetings, such as those of the School Committee; and to communicate late-breaking news and announcements at the request of school administration.

PTO Newsflash Items

The following items are eligible for inclusion in the Newsflash:

1. PTO meetings, events, and other PTO information
2. School information, including time-sensitive communications from the school system relating to School Committee meetings, special meetings (e.g., budget meetings, curriculum meetings, guidance department workshops), or as requested by school administration
3. School performances or special events that are (1) part of school curriculum; (2) teacher-directed; (3) student government-led; or (4) agreed to by the school administration. Examples include reminders and announcements about chorus, band, drama, talent show, Celebration, Prom, Science Fair, etc.
4. Classes that may be offered to students after or before school through the Harvard Public Schools, including Spectrum/Community Education programs
5. Announcements from related town organizations about programs or events that impact most or all students or that are done in collaboration with the PTO and involve parents and/or teachers. We will recognize announcements from: Harvard Schools Trust, Fanfare, For Art's Sake.

The following will not appear in the Newsflash:

1. Sports fundraisers that are sport-specific and in support of one team, not the majority of students
2. Programs or local events that are not sponsored by the schools, PTO, or related organizations (e.g., Fanfare, Schools Trust), unless approved by the Harvard PTO Board.

The PTO reserves the right to use its discretion in what it publishes in the Newsflash and on its website. This policy may be updated by the Harvard PTO Board as circumstances change.

How to Submit an Item for the Newsflash

Those wishing to post on the PTO Newsflash should send an email to Harvardpto@aol.com. Emails should be in Arial, 12 pt. Please limit announcements to one paragraph and no more than 150 words. PTO Newsflash items must be received by 7:00 pm Wednesday or 7:00 pm Sunday for the item to be included in that evening's Newsflash.

Additional Sources of School Information

- [HES Husky News](#) – emailed every 2 weeks to parents of students in grades PK-5 and posted on the school website (www.psharvard.org)
- [Bromfield Bulletin](#) - emailed every 2 weeks to parents of students in grades 6-12 and posted on the school website (www.psharvard.org)
- [Bromfield Daily Bulletin](#) – updated daily for grades 6-12 and posted on the school website (www.psharvard.org)
- HES and Bromfield website - www.psharvard.org
- Harvard PTO website - www.harvardpto.org