

The Parent Council eNews is Edison's weekly email newsletter, managed by the Parent Council. It is sent to all subscribers on Sundays during the school year, and there are occasional additional editions with last minute news, reminders or volunteer needs. eNews is venue for informing the Edison community in a brief and timely manner about upcoming school-wide events and activities, volunteer needs, and fundraising opportunities.

eNews Policies

- eNews is to be used for informational purposes only, specifically for listing events or providing information on matters of relevance to the Edison community.
- eNews content must be approved by the Parent Council President or Vice President. The principal may veto any content. The author of the eNews item is responsible for obtaining the necessary approvals prior to submitting copy to the online eNews document. The eNews team is not responsible for approving messages, just for making sure policies and procedures are followed and that all items have been marked approved on the Edison eNews Online Postings spreadsheet.
- Each year all parents and caregivers of registered Edison students are added to the mailing list. Parents can choose to unsubscribe from the eNews or add themselves via the school website.
- Edison Parent Council will not share the eNews mailing lists (or any family contact information).
- eNews postings may not be used for commercial, promotional, religious or political purposes. The Parent Council specifically forbids individuals or companies from using its directory or other sources to create mass emailings (or regular mailings) that are not in accordance with this policy.
- eNews may very occasionally include information about ballot measures or related events that directly affect school funding or facilities. Unless Parent Council has voted to support a particular position, any such posting must be prefaced by the name of the individual sharing the information or inviting parents to attend. eNews may not include positions on individual candidates or non-education-related measures. We reserve the right to refuse posting of any announcements that may cause controversy or may be divisive to our community.

How to Submit an Announcement for eNews

- Event coordinators will be given sharing privileges and may add content directly through the Edison eNews Online Postings spreadsheet.
- Non-event coordinators without sharing privileges may send content directly to the President, Vice President or Secretary for posting online.
- All content must be added to the online spreadsheet by the end of the day Friday to be assured inclusion in Sunday's email.
- eNews can contain external hyperlinks; long documents or forms should be placed on the Edison website with a link provided.
- Whenever possible an email address should be provided in the eNews item for readers who have questions.
- School-related events that need to be added to the calendar at the bottom of each edition should be added to the Calendar section of the online spreadsheet; the eNews compiler will not pull dates from items and include them in the calendar. Calendar items are for Edison-specific events *only*; events or activities hosted by external organizations may not be included in the eNews calendar.
- The President or Vice President will review content on the online spreadsheet and mark each item approved or not approved prior to release of the eNews.