

Communications Policy

The HSA strives to keep NPS families and teachers informed about upcoming school and community events through a weekly newsletter distributed by email. The newsletter is developed and maintained by our VP of Communications and generally distributed by email every Wednesday morning.

To ensure that upcoming school and community events are included in the newsletter in a timely manner, please follow these steps:

- All submissions to the newsletter should be provided to our Communications VP by email (vanessaward126@gmail.com, cc: npshscommunications@gmail.com) no later than Monday at 5 p.m. on the Monday of the week of desired distribution. When feasible, they should also include a Spanish-translated version.
- Any and all submissions that require being sent home via backpack mail must be approved by the NPS Principal (christopher.miller@msdk12.net) and HSA Co-Presidents (npshsapresident@gmail.com). Once approved, flyers being sent home via backpack mail must be translated into Spanish. Please plan accordingly as Spanish translation can take up to a week to complete and attachments/flyers can take 4-5 days to be approved. Please also provide details on what student population should receive these flyers. Someone will reach out on coordinating coping and distribution in school.
- When providing submissions for the newsletter, please be sure to include a written narrative for inclusion in the newsletter and picture images as the flyers do not always copy and paste correctly. If possible, the written narrative should include the name and email address for the person(s) responsible for the event being advertised. The Communications VP is not responsible for drafting the narrative. Note that written newsletter narratives do not need to be submitted for approval before sending to the Communications VP.
- When providing submissions, please provide the length of time needed for inclusion in the newsletter, in addition to any reminders needed, which may or may not include changes to text. Also, please advise if a social media post is needed. When possible, please provide the appropriate graphic/text for posting.