

CAMPUS COMMUNICATIONS

E-mail Blasts

Schoolwide

Jackson Prep will send a weekly e-mail blast for information that needs to be disseminated **school wide and would require parent action or response**. There may be some weeks where a blast is not necessary. Information will be brief and, when possible, provide a link to more details posted on the Jackson Prep Web site. Submissions will only appear once. All information is subject to approval. **E-mail blasts will be sent on Tuesdays. The deadline for submissions is the Friday before the Tuesday blast is sent. All information should be submitted to Vicki King in the Public Relations office via e-mail to vking@jacksonprep.net.**

Grade and Division Level

This year, individual grade level and Division level (junior high and senior high) e-mails will be sent by the respective grade/division level generating the information. All submissions should be directed to the senior high and/or the junior high offices. All requests are subject to approval.

Bulletins

Daily **student** announcements provide student and parent information in the following areas: academics, athletics, arts, meetings, organizations, counseling, community service, scholarship opportunities, dismissals, school life, important deadlines, exams and any other information pertinent to students that affects that current school day or an activity occurring in the near future. Information may run for several days. ***Junior High and Senior High Bulletins will be posted daily to www.jacksonprep.net.***

Web

There are several locations where information may be posted to the Prep Web site. They are the following:

Prep in the News – student accolades with photos and cut lines

All information for Prep in the News must be submitted to the Director of Public Relations (vking@jacksonprep.net). The Public Relations office will forward the information to the Webmaster.

Recent Photos – candid photos from Prep events (e.g., pep rally, *Precis* Pageant, *Earthwinds* Coffeehouse, World Languages week, etc.)

Forms and Lists – student selections and accomplishment lists (e.g., student council officers, cheerleaders, Pacers, cast lists, National Merits, honorary lists, Class Day awards, etc.)

These lists are generated by the school and will be submitted by the appropriate sponsor, teacher, counselor, Head, etc., directly to the Webmaster.

Team photos – all athletic team and spirit team (cheerleaders, Pacers, Spirit) photos and cut lines will be forwarded to the Webmaster by the Director of Public Relations.

Calendar

All calendar inquiries, questions and posting requests will be submitted via e-mail to Nell Bradford at nbradford@jacksonprep.net. All requests and questions are reviewed daily. A response will be e-mailed regarding the request as soon as a date is scheduled. Do not publish a calendar date until the event, time and location have been approved through a response from Nell Bradford.