

# Submission Guidelines for The Hamilton Weekly News

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The purpose of the *Hamilton Weekly News* is to keep the Hamilton community informed about academics and goings on at HIMS. The *Weekly News* is sent to HIMS staff, parents and guardians of HIMS students (at the email address with which they registered on the SOURCE), as well as interested community members.

The *Weekly News* is published every Thursday during the academic year. The deadline for submission is noon on Tuesday. Please send submissions to Becky Youman, VP of Communications for the Hamilton PTSA, at [HamiltonPTSA@live.com](mailto:HamiltonPTSA@live.com)

When submitting items for inclusion in the *Weekly News*, please keep the following in mind:

- **Brevity** - We aim to condense a lot of information into a page or two that will not be too daunting for busy parents to read. Please try to be succinct and keep text VERY tight.
- **Privacy** - Seattle Public Schools' policy dictates that students' surnames are not published on school websites or in school publications intended for the public. Since archives of the *Weekly News* are available on the HIMS website and since members of the general public receive our newsletter, we must abide by this rule.
- **Accuracy** - Please double-check to ensure that phone numbers, web addresses, and the spelling of names are correct.
- **Relevancy** - The *Weekly News* is intended as a school publication, so we can only accept items in the main body of the newsletter that are directly related to Hamilton. However, we are happy to include announcements about non-school related events involving Hamilton students (i.e., plays, musicals) in the Community News section provided the announcement is informational rather than promotional (i.e. no publicizing of individual students names).