

CGES_PTA Listserv Guidelines and Rules of Etiquette

To facilitate communication on the CGES_PTA Listserv, we ask all members to please be aware of and abide by our guidelines, as well as a few basic rules of internet etiquette:

1. **The CGES_PTA Listserv is an information service to disseminate information and provide a forum for discussion among member of the CGES community.** If a community member disagrees with an established CGES or MCPS policy, please contact the Principal or MCPS directly.
2. **Messages should be of interest to the CGES Community.** This group is not the place for announcements not directly connected to CGES, even though they may seem like interesting topics.
3. **Advertisements for commercial interests cannot be posted.** There are other venues for commercial events, including advertising in the CGES *Student Directory*. If you are unsure if an item is appropriate for this listserv please e-mail the moderator for guidance.
4. **Emergency Messages.** If you have a message that needs to be distributed immediately, contact the Principal's Office at CGES. For example, cancelation of events due to weather should be disseminated through the school office as they have the best way of reaching all CGES families quickly.
5. **Political campaigning for or against individuals is prohibited.** PTAs are 501(c)(3) organizations; their tax exempt status requires that it refrain from electioneering for/against specific candidates.
6. **No anonymous messages.** Only signed messages from Listserv members will be permitted.
7. **Please do not disseminate Listserv messages to other Listservs or web sites without the permission of the original author.** When posting a message for someone else, please indicate this fact and include the proper contact for replies.
8. **Be respectful and courteous.** Personal and direct "attacks" on individuals, whether they are school officials or members of the Listserv, will not be permitted. We may have very strong opinions, but we can disagree in a respectful manner without getting personal. For "hot topics," it is often better to delay your response and re-read it hours later to keep the tone of the discussion "civil."
9. **Help reduce the number of messages.** Please do not post messages such as "I agree" or "Well said" to the entire Listserv; these replies should go to the original author.

10. **Please trim your replies.** After you click "Reply," you can edit the entire message you want to send to the Listserv. Please only include a small portion of the message to which you are responding, rather than including a long chain of earlier posts.
11. **Please be specific when designating the subject line.** This will help readers identify messages relevant to their interests. Some topics may only concern a particular sub-group of the College Gardens community.
12. **Copyright violations.** Rather than post copyrighted information, please provide a brief description and a link to the information or article.

If you have any questions please contact Nancy Paul (Nancy@BullseyeCoaching.com) or Audrey Romano (abromano@gmail.com).