



Welcome to the Northwood High School PTSA Community list serve. *The purpose of this forum is to share information, events, and resources related to Northwood High School.* The list is for our community members including parents, staff and students. Please review the following guidelines concerning our community list:

### *The Basics*

- 1: Please only post items that would be related to Northwood H.S. in some way.** The list is not meant to advertise a neighborhood yard sale, as a marketing tool for a business, or for politically related posts. *The exceptions would be posts that support Northwood* (Example: “I am hosting a yard sale, with all proceeds to benefit the Northwood Community”).
- 2: Personal questions vs. Community question:** *When you send an email to the “group” address, everyone in the community views this “post”.* Please try and use appropriate avenues for questions so the list is not full of personal requests. If you have a question for school staff or administration, the staff directory page of the Northwood High School website is a handy resource for contact information. *Example:* If you have a counseling department request (When should I drop off Mary’s college application?), please email the counseling department, not the community list. If it is a general request: “Can anyone tell me more about the upcoming college seminar?” the community list is the place to find answers from experienced parents or staff.
- 3: How to reply to requests:** Community Listserves can be a wonderful resource! To work most efficiently, please note how to reply to questions posted on the listserv. **Assess if the reply should go to the sender themselves, or the entire list.** For example, if you are sending an RSVP to the coordinator of a school event, you would only reply to the sender, not the entire list. Remember that your email reply is seen by the entire community. If many parents reply to a singular question “Yes I’m attending”, this makes for many unnecessary posts. *An easy way to reply to the appropriate person is to view the bottom of each listserv message. You have two options: Reply to Sender, OR Reply to Group. Choose whether you want to send the reply to the sender, or the entire group.*

**4: Using a clear subject line:** Please place a relevant title in your subject line. This helps anyone on our community list to quickly see the topic in their inbox. “Parent Meeting at Northwood tonight” or “Baseball Game Cancelled today” are great subject lines and lets readers know immediately what the post is about. Parents in particular grades may also appreciate the “heads up” on grade level happenings. It is helpful if the subject line states this: “Parents of Seniors, please read” is a good example.

**5: Please adhere to common sense guidelines in order to keep our community list serve positive and productive. Netiquette matters!**

- When posting to the entire community, please remember to be respectful and speak as you would like to be spoken to.
- If you have a concern with an individual it is most productive to take it up with them directly. Please avoid mentioning them by name on the list.
- Never write in all capitals; this is equal to shouting over the internet.
- Do not post contents of personal emails without first obtaining the author's permission.
- Respect those on the list by not forwarding off topic emails unrelated to the school.
- The listserv is not the place to vent personal frustration. Being concerned about our school and supporting community involvement and ideas is a big key to school cohesion. Sharing concerns is encouraged, but not personal feelings about a particular student, parent, or staff member. There are other avenues to convey these concerns or feelings.
- *Always know you can reach out to a PTSA representative!*

**The Northwood PTSA is happy to support another avenue of communication for our community. We encourage you to look for ways you can give back and as always, we welcome your participation with PTSA! Go Gladiators!**

<p><b>Post message:</b> NorthwoodPTSA@yahoogroups.com</p> <p><b>Subscribe:</b> NorthwoodPTSA-subscribe@yahoogroups.com</p> <p><b>Unsubscribe:</b> NorthwoodPTSA-unsubscribe@yahoogroups.com</p> <p><b>List owner:</b> NorthwoodPTSA-owner@yahoogroups.com</p>
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