

Towers Wednesday Packet and Eblast Procedures

1. All requests for Wednesday packet postings and eblast requests need to be approved by the principal and the PTA President.
2. All approved requests for posting/eblast need to be sent to towerswebm@gmail.com by the end of Monday to be posted on Wednesday. All website related requests need to be sent to this email address which will stay the same regardless of who the webmaster/chair is for that year.
3. Only urgent or emergency matters pertaining to the school may be eblasted separately from the Wednesday Packet.
4. Requests received by Monday will be eblasted and posted under "**Announcements This Week**". All the postings from the "**Announcements This Week**" will be moved to "**Recent Announcements**" after one week.
5. In order to keep the home page fresh and current, all after school, summer and parent class postings under Recent Announcements will be moved to "**After School**" page, "**Summer Activities**" and "**Parents**" pages after one week. Most school related announcements will continue to be posted under "**Recent Announcements**" until the date of the event expires. All other announcements after two weeks (first week in **Announcements This Week**, second week in **Recent Announcements**) will be removed unless specifically requested to stay posted.

Updated Weekly:

1. Announcements This Week (Home page)
2. Recent Announcements (Home page)
3. Looking Ahead (for events current and next week) - (Home page)
4. After School / Parent / Summer Activities

Updated Monthly:

1. Principal's and PTA President's Newsletters: when the latest newsletters are posted, make sure that the previous month's newsletters are available under Principal's Newsletters and PTA President's Update (PTA Update page)

Updated Yearly:

1. Calendar
2. Year at a Glance (Calendar page)
3. Towers PTA/PTA Board (names and emails)
4. Towers PTA/Volunteer (update as necessary)
5. Towers PTA/PTA Association Meetings (dates and events)
6. Towers PTA/PTA Board/PTA Board meeting dates
7. Documents (Update as necessary)

8. School Info/Staff Directory (update as necessary)
9. School Info/School Policies (Handbook) and Towers PTA (Handbook)

Periodic:

1. Remove After School, Summer Activities, Parents events/activities when term ends. The dates vary, so visit these pages from time to time to update.
 2. Update any pages as necessary.
- When new pages are added, Links/Site Map needs to be updated.