

CLAREMONT PTA LISTSERV

FOR THE USE OF THE CLAREMONT COMMUNITY

As you know, we announced in November that the PTA would merge the two existing listservs into one: the Claremont PTA listserv. The objective for merging the Claremont PTA and the Claremont parrotsprattle listservs is to better serve our school community by providing just-in-time approval of messages sent to the Claremont PTA listserv. All messages will continue to be moderated by the VP of Communications and one PTA volunteer, but members of the PTA Board will continue to use the listserv for official business.

There are many ways of making the Claremont PTA listserv useful for all of you. As users, you can post news, articles, questions, information, nanny ads, videos, blogs, recipes, sale of items appropriate for the school community (e.g., soccer shoes, scouts uniforms, books, clothing, bicycles), documents and reports.

While we expect honest disagreement, there are some common-sense guidelines for participation in this listserv. To assist you, we have developed a sample list of topics that can be used by all when posting on the listserv:

Use the appropriate topic *in the subject line* in addition to a brief description of the subject. These are some examples:

- Subject:** PTA ANNOUCEMENT: Next PTA Meeting, January 5, 2016
- Subject:** PTA REQUEST: We are in great need of translators
- Subject:** FOR SALE: Boy's Soccer Cleats Size 3Y
- Subject:** YOUR HELP IS NEEDED: Gardening Day
- Subject:** ISO (in search of): Girl's Soccer Cleats Size 13
- Subject:** OT (off topic): Nanny available after school

Please be aware of and abide by the following guidelines. If a member does not adhere to the guidelines, their status will be restricted to "read only." A second incident will automatically cause a member to be banned from the Claremont PTA listserv for the rest of the school year.

GUIDELINES

- Include your full name in the message and the student's grade.
- Be aware that any information posted is public so share wisely and be sensitive when disclosing any personal information.
- Do not advocate on behalf of candidates for the Board of Education or political office.
- Be respectful and courteous; keep posts informational; any debates should be taken offline. The moderator will inform you if you have been found in violation.
- Respect privacy and confidentiality when dealing with proprietary information.
- Ensure you have permission to post pictures or videos prior to posting.
- For specific topics, you are welcome to create content in your area of expertise and share your unique perspectives.

- Create interesting content that you think will be appreciated by fellow parents.
- Provide value and insight that will be of interest to all.
- Be timely and responsive, but always pause and reflect before posting; make sure you carefully review everything you post, whether they are blog posts, photos, comments, general information, documents, or answers on a discussion forum.
- Communicate honest disagreement in a sincere, respectful or even positive way.

BEWARE

Keep in mind that the opinions and suggestions posted by individuals do not reflect the official position of the Claremont Immersion School PTA or Claremont Immersion School. We would also like to make you aware of areas to avoid when engaging with members of the school community via the PTA listserv:

- Postings that are found demeaning to any group of people (racial, religious, origin, etc.) are absolutely banned
- Remarks that are inflammatory, offensive, or derogatory.
- Avoid personal attacks and unsubstantiated claims.
- Don't be disrespectful to others.
- Don't post information that is inappropriate.
- Don't post anonymously on the listserv.
- Never give out personal details like home address and phone numbers to the entire listserv,.you may do so only to the person(s) you intend to share it with.

One last point, if you only registered to the Parrotsprattle listserve, but not the PTA listserv, we have respected your decision and did not arbitrarily migrate your information to the PTA listserv. Please go to the [Claremont PTA website's homepage](#) for instructions on how to sign up to become a member of the PTA Listserv.

By following these guidelines you may contribute on almost any subject that is relevant to the Claremont PTA school community. If you have any concerns or would like further clarification, please contact [Marjorie K. Araya, PTA VP of Communications](#).

We are happy to announce this change and hope it will be beneficial to our school community for years to come.

Claremont PTA Board

PTA Website: www.claremontpta.org