

HBHA COMMUNICATION GUIDELINES AND PROCEDURES

In an effort to respond to parent and student communication needs, HBHA provides three primary methods of mass communication to parents:

- The HBHA website, www.hbha.edu
- *Chai Lights*, our bi-weekly Newsletter
- A bi-weekly email to parents entitled Updates and Deadlines (sent on weeks *Chai Lights* is not published).

The guidelines and procedures for inclusion of information on the website and each of our publications are listed below.

In addition, in an effort to streamline communication needs for all K-12 students, all HBHA events are listed on the HBHA calendar at www.hbha.edu. The inclusion of a new posting on our calendar would follow the same guidelines and procedures for posting an event on our website.

HBHA Website

1. All information posted must be of relevance and interest to our parents and students. In addition, any information requesting to be posted by an outside agency must not be in conflict with the mission of HBHA, or our programs or activities.
2. Information should be sent to jhardeman@hbha.edu and should include the following:
 - Exact text to be posted, including any relevant attachments
 - Begin and end date for posting

Chai Lights

1. All articles must be of relevance and interest to our parents, students, or alumni. Information from outside agencies will be included in the "Community" section, and must be provided as a link with limited text.
2. Information should be sent to communication@hbha.edu
3. All information must be in a word document with no tables or charts.
4. When possible, information should be sent as an attachment or link, with limited text.
5. All submissions that will be included on our website (including calendar postings) must also be sent directly to jhardeman@hbha.edu
6. The deadline for article or event inclusion is 5:00 pm on Tuesday prior to Thursday publication. A list of publication dates is attached.

Updates and Deadlines

1. All included information must be an HBHA event or deadline.
2. Information should include limited text. We will link information to relevant information on our website.
3. All submissions should be sent to communication@hbha.edu. Any submissions that include updates to website postings must also be sent to jhardeman@hbha.edu
4. The deadline for article or event inclusion is **5:00 pm on Tuesday prior to Thursday publication, and 5:00 pm on Monday prior to Wednesday publication**. A listing of publication dates is below:

Chai Lights Publication Dates

Thursday, August 26, 2010
Wednesday, September 8, 2010
Wednesday, September 22, 2010
Thursday, October 7, 2010
Thursday, October 21, 2010
Thursday, November 4, 2010
Thursday, November 18, 2010
Thursday, December 2, 2010
Thursday, December 16, 2010
Thursday, January 13, 2011
Thursday, January 27, 2011
Thursday, February 10, 2011
Thursday, February 24, 2011
Thursday, March 10, 2011
Thursday, March 24, 2011
Thursday, April 7, 2011
Thursday, May 5, 2011
Thursday, May 19, 2011
Thursday, June 2, 2011

Updates and Deadlines Dates

Thursday, August 5, 2010
Thursday, September 2, 2010
Thursday, September 16, 2010
Thursday, October 14, 2010
Thursday, October 28, 2010
Thursday, November 11, 2010
Thursday, December 9, 2010
Thursday, January 20, 2011
Thursday, February 3, 2011
Thursday, February 17, 2011
Thursday, March 3, 2011
Thursday, March 17, 2011
Thursday, April 14, 2011
Thursday, May 12, 2011
Thursday, May 26, 2011