

Communication Guidelines for Oak Grove Publications:

The goal of Oak Grove Publications and Media (including the weekly Oak Tree, Oak Grove PTA website, the Acorn newsletter, and other email communications) is to provide Oak Grove parents with timely information about school and PTA events and other important school notifications. The following are guidelines for submission:

Oak Tree and Oak Grove PTA Website

- Entries will be specific to an Oak Grove School or Oak Grove PTA sponsored event or notice
- Entries may be submitted directly by the Principal, School Board, or School District for Dekalb County School Wide events or notices
- Entries may be edited to accommodate as many notices as possible

NOTE: Please be mindful of article length prior to submitting

- Announcements of school and PTA activities for other “feeder” schools within the Lakeside community may be submitted, but it is up to the discretion of the Publications and Media Board to approve (depending on space availability, timeliness, and other constraints).
- Due to the volume of requests, we cannot accept notices for community events that are not related to a school sponsored function
- Oak Grove PTA website may provide links for more information and additional details of events, PTA groups, school district groups, etc.
- Thank yous and special recognition of community and parent sponsors and volunteers may be recognized via our website

Acorn

- Thank yous and special recognition of community and parent sponsors and volunteers may be recognized via the newsletter
- Special interest stories and profiles of student and teacher achievement are welcome

Email Communications

- Email Communications follow the guidelines associated with the Oak Tree
- Occasionally, notices for events will be sent out on an ad hoc basis in the following cases:
 - Submissions by Principal, School Board, Dekalb County School District
 - Notices of upcoming events that were received after the deadline for the Oak Tree, but occur before the next Oak Tree publication
 - These will be approved at the discretion of the Publications and Media committee and/or PTA Presidents
- All effort will be made to minimize the number of ad hoc requests