



Going Paperless at John Hay Elementary

Frequently Asked Questions

Updated 3/26/09

A word from your Partners Communications Team

“Going Paperless” at John Hay is a community effort, driven by volunteers with the input and feedback from staff and families like yours. It will be a long-term project with incremental phases, adjustments and volunteer turnover along the way. We thank you in advance for bearing with us through the hiccups that will no doubt occur as we get this initiative off the ground!

We’ll be updating this FAQ document as new issues arise and encourage you to check here first if you have questions. We also look forward to your feedback and will be sending out an official “feedback survey” later this Spring. Beyond that, we’ll do our best to field individual questions and concerns. Please direct all queries regarding the John Hay website and Daily Bulletin to parent volunteer/webmaster Nina Pardo at ninapardo@gmail.com. All other “Paperless” questions and feedback may be directed to me at toyocat206@yahoo.com.

On behalf of the many hardworking and dedicated family volunteers, teachers and administrators at John Hay working to “Go Paperless”—

Thank You!

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The John Hay Partners

Going Paperless at John Hay Elementary

Frequently Asked Questions

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1. Why is John Hay “Going Paperless”?

To reduce expenses, save trees and improve communications. We go through roughly 425,000 sheets of paper per year at John Hay. That’s a lot of trees! Plus it’s expensive; up to \$15,000 yearly in copying costs. Of course, using paper will continue to be necessary for some things—for math instruction materials, for example—but there’s room for reduction. We also aim to improve family-school communications by making information easily available online.

2. What’s the plan for “Going Paperless”?

- Redesign the Hay website to serve as the primary go-to source for all-school news and information. Use the Daily Bulletin to convey time-sensitive news; regular website pages for longer-lived material.
- Offer a daily email alert containing a link to the Daily Bulletin and website home page to serve as a reminder to check out John Hay all-school news online.
- Promote paperless as the norm for info delivery at John Hay, yet allow an “opt out” for those who prefer to receive hardcopies.
- Take an incremental approach: Focus on school-wide news and information first, classroom communications later. Recognize some paper will still be needed.
- ID those who need to post material & train in the new processes.
- Communicate with families so they’re comfortable with the new processes. Solicit periodic feedback; revise program as needed.
- Initiate April 1st, 2009 so we’re up and running for Fall 2010.

3. How are we using the John Hay Daily Bulletin?

This is where up-to-the-minute, all-school news and information can easily be posted, archived and searched. Here are three ways to get to the Daily Bulletin:

1. **John Hay website:** On the John Hay website at <http://www.seattleschools.org/schools/johnhay>, please click “Daily Bulletin” found at the top of your screen in the red menu bar.
2. **John Hay Daily Bulletin URL:** You can go directly to the Daily Bulletin by visiting <http://johnhayelementary.wordpress.com>. We recommend bookmarking this URL or adding it to your “favorites” so you can easily check in throughout the day.
3. **John Hay Daily Email:** Click the “Daily Bulletin” link in your Daily Email.

4. What are some of the Daily Bulletin features I should know about?

- **Recent Posts**—Scan the 15 most recent headlines along the right column of your screen and click on one to call up the whole post.
- **Daily “What’s Happening” post** by Wendi Abella in the school office—look here for reminders of early dismissals, after-school activities scheduled for the day, and more.
- **Categories**—Select a category (along the right column) to filter posts by subject. (Hint: All of Wendi Abella’s “What’s Happening” posts will be filed under “Main Office.”)
- **Search Field**—Search by key word or category to pull up current and archived posts.
- **Link back to Front Page of the Daily Bulletin**—Need to return to the front page from an individual post? Just click on “Front Page” (located in the upper left under the banner).
- **Link back to John Hay website**—Want to return to the John Hay website? Click on the link at the bottom of the right column, or on “John Hay Elementary” up top under the banner.

5. How are we using the John Hay website?

The website serves as a library for our more static and longer-lived material. You’ll find it at <http://www.seattleschools.org/schools/johnhay>. This is where you’ll find details about John Hay programs such as the curriculum, autism inclusion, John Hay Partners, volunteering and much more. This is also where PDF and Word versions of school forms and documents will be posted.

6. How are we using the John Hay Daily Email?

The Daily Email will serve as a simple reminder “push” to go visit school news online. It does this by sending a daily email with a link to the Daily Bulletin and website. As of April 1st, 2009 families who sent in a signed “John Hay Paperless Communications Form” will start receiving the Daily Email at the email address(es) they submitted. Look for an email from the John-Hay-Elementary Yahoo group at email address John-Hay-Elementary@yahoogroups.com. If you don’t see it, check your Junk Mail/Spam folder. If it’s not there, please see **FAQ #13** below.

7. We’ve started getting the Daily Email but not from the Yahoo group. What’s up?

Not to worry! Some families will start by getting their Daily Hay Email from Lauren Howell at email John.Hay.Elementary@gmail.com. This is a temporary step to give us time to get everyone signed up with the Yahoo group. There’s a limit to how many addresses can be added per day, so we’re looking at April 13th before everyone is added to the John-Hay-Elementary Yahoo Group. You should notice a change to John-Hay-Elementary@yahoogroups.com somewhere between now and then. Please see **FAQ #13** below if you have any troubles.

8. Do I need the Daily Email to access school-wide news and information?

No! Anyone can access John Hay school-wide news and information by visiting the John Hay website and/or Daily Bulletin directly from their web browser. The website is at URL <http://www.seattleschools.org/schools/johnhay> ; the Daily Bulletin is at URL <http://johnhayelementary.wordpress.com> (you can also get there by clicking on “Daily Bulletin” in the upper menu on the John Hay website). We recommend bookmarking the Daily Bulletin or even making it your browser’s home page, especially if you won’t be getting the Daily Email.

9. Why bother with a Daily Email if it’s not required?

Many families like getting a reminder email and have asked us to continue sending one. In the short-term, the Daily Email can help all of us get in the habit of checking in frequently with our new online sources for school-wide news and information. We suggest trying the Daily Email for a bit; you can always unsubscribe later by replying to any of the group emails. There’ll be important and time-sensitive news out there; we want to make sure it reaches everyone!

10. How do I sign up to receive the Daily Email?

You’ll need to turn in a completed *John Hay Paperless Communications Form* to the school office. It asks for one or more email addresses and permission to add them to our Yahoo group (called John-Hay-Elementary). You’ll receive a welcome email from the John-Hay-Elementary Moderator to indicate that you’re signed up to receive the daily John Hay email.

You may print out a Paperless Communications Form from the John Hay website forms page at <http://www.seattleschools.org/schools/johnhay/forms.html>, or pick up a hardcopy in Hay office.

11. Since the Daily Email is sent through a Yahoo Group, do I need a Yahoo email address to participate?

No! Since we’re using the service for email distribution only (there’s no file sharing, no discussion and only moderators post), there’s no need to visit the group site and therefore no need for a Yahoo account. Once you get the “Welcome” email, you’re all set.

12. What about privacy & security?

- **Yahoo Group:** The John-Hay-Elementary group is closed to the public. It will not appear in any Yahoo search. Only authorized John Hay moderators may add new members and view other members' email addresses.
- **John Hay Website and Daily Bulletin:** We are very aware that anything published on the Daily Bulletin and website in general is accessible by the general public. It is our intention to only post all-school news and information that is appropriate for general consumption and does not compromise the safety and security of our students, staff and community.

13. How do I stop getting the Daily Email?

Unsubscribe from John-Hay-Elementary group by replying to one of the group emails (type "Unsubscribe" in the subject line).

14. We sent in the Paperless Communications Form but are not receiving the Daily Email. What should we do?

1. **Check your email Spam/Junk Mail folder** to see if the Daily Email is there. Many programs automatically tag Yahoo mail as junk mail. If that's your case, add John-Hay-Elementary@yahoogroups.com to your contacts so next time it'll show up in your Inbox.
2. **Email parent volunteer Lauren Howell** at toyocat206@yahoo.com. If the Daily Email is not in your junk/spam folder, then Lauren can see if your form was or was not received, if your email(s) were added to the group directory or if they were entered incorrectly.
3. **If your form was misplaced:** Sorry! – you'll need to send a new one in (the office needs your permission signature on file). Please print out the John Hay Paperless Communications Form from the forms page of the John Hay website at <http://www.seattleschools.org/schools/johnhay/forms.html> or pick up one in Hay office.
4. **Yahoo servers may be misbehaving.** On occasion, the Yahoo servers get overloaded and this delays distribution of group emails. A downside of a free service!
5. **Here's how to get school-wide news in the interim!** Visit the Daily Bulletin directly at <http://johnhayelementary.wordpress.com> or by clicking on "Daily Bulletin" on the John Hay website (<http://www.seattleschools.org/schools/johnhay>). For Parent Organizer users: We'll be continuing Parent Organizer through April; anyone posting a school-wide message will do so in Parent Organizer and in the Daily Bulletin to help with this transition period.

15. Why will we no longer use Parent Organizer?

For cost-cutting and functionality reasons. Parent Organizer costs nearly \$1900 a year in fundraising dollars but we used only a fraction of its features. Now we've created what should be a more effective system, tailored to our needs and at no expense—thanks to some dedicated volunteers who worked hard to pull together free services and software.

16. Why a Group service rather than a simple distribution list?

We wanted a way for multiple, rotating volunteers to post into one single daily email digest, and to have access to and managing authority for the address directory. We also wanted ability to set up for automated delivery.

17. Why Yahoo Groups instead of another free service?

As with many volunteer efforts, this wasn't a very scientific process! Word went out, suggestions were made, we experimented with a few and choose Yahoo Groups as being free and workable. Have a better suggestion? We'd love to hear from you! Send an email to parent volunteer Lauren Howell at toyocat206@yahoo.com.

18. I want to continue getting hardcopy communications. What do I need to do?

Please call the John Hay school office at (206) 252-2100 and make a specific request to receive paper copies of school-wide news and announcements.

19. Who do I contact for more information or to provide feedback?

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