

2022 - 2023

BY-LINE INFORMATION & SUBMISSION DEADLINES

By-Line article submission deadlines are provided on the table below.

A few things to keep in mind:

- 1) Please **be timely** with your article (late articles will not be included until the next issue).
- 2) Please **proof-read** your article and spell check **before submitting**.
- 3) Please include **original** photos with your article.
- 4) You're welcome to submit an original photo with a description without providing an article.
- 5) If you have a **special event**, please plan to submit original photos with a description and/or article.

Together, we can provide parents and the community with a timely, informative, and professional newsletter that showcases our school, students & staff.

Thank you.

By-Line Editor
Tracey Waters



<u>EMAIL ARTICLES TO:</u> TWATERS@WHITESVILLES.D.ORG	Due to BOCES
Friday, <u>AUGUST 19</u> - September (Back to School) Issue Articles due: <i>Soccer Schedule, Guidance Office, Menu, Wellness Tip</i>	
Friday, <u>SEPTEMBER 16</u> - October & November Issue Articles due: <i>Grades UPK-2, K-12 Music & Art, MS & HS Science, Guidance Office, Menus, Wellness Tip</i>	
Monday, <u>NOVEMBER 14</u> - December & January Issue Articles due: <i>Grades 3-5, K-12 PE, MS & HS History, Guidance Office, Menus, Wellness Tip</i>	
Friday, <u>JANUARY 13</u> - February & March Issue Articles due: <i>Grades UPK-5, HS Business, MS & HS English, Guidance Office, Menus, Wellness Tip</i>	
Friday, <u>MARCH 17</u> - April & May Issue Articles due: <i>MS, K-12 Tech & K-12 Computers, Guidance Office, Menus, Wellness Tip</i>	
Friday, <u>APRIL 14</u> - Budget Newsletter	
Friday, <u>MAY 12</u> - June Issue Articles due: <i>Grades UPK-5, MS & HS Math, Spanish, Guidance Office, Clubs, Menu, Perfect Attendance Awards, Wellness Tip, ALL 2023-24 student supply list</i>	