

# SETON CATHOLIC SCHOOLS, INC.

## COMMUNICATIONS POLICY

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TOPIC: Communications

PURPOSE: To maintain the integrity of communications from Seton Catholic Schools.

POLICY: Seton Catholic Schools' Communications Team will communicate news and events for all groups associated with Seton Catholic Schools. This includes paper communication, direct e-mail, set up and maintenance of all social media, and websites affiliated with or using the name Seton Catholic Schools.

PROCEDURE:

- Approval is required for all outgoing communication requests affiliated with Seton Catholic Schools. All requests are to be sent to [setoninfo@setonschools.org](mailto:setoninfo@setonschools.org).
- Submit all communications for inclusion with daily announcements by noon for "same day communications" to the communications team as designated by the school.
- Any communications that need to be passed out and sent home with students need to be submitted as an attachment electronically 48 hours prior to the desired issue date.
- Submissions must be in an editable format as designated by the communications team.
- Outside organizations wishing to send information home with students, can drop off those announcements at the Seton Catholic School offices, and will be sent home as appropriate and needed.

The Seton Catholic Schools Communication Team will share information via the following modes as appropriate:

- Paper copy
- Direct e-mail
- Daily announcements
- [www.setonschools.org](http://www.setonschools.org)
- Jupiter
- School signs
- Pal-item online
- Area business signs
- All other social media platforms

Seton Catholic Schools holds those both submitting and sending communications in the highest regard. In order to maintain the integrity of the communications the Seton Catholic Schools, Inc. Communications Team reserves the right to edit or deny any request for communications.

DATE APPROVED BY THE BOARD OF DIRECTORS: September 23, 2015

DATE OF PUBLICATION: September 25, 2015

EFFECTIVE: September 28, 2015

REVISED: September 23, 2015

By the Authority of:  
Seton Catholic Schools, Incorporated Board of Directors

John C. Kelley, Chair