

Guidelines for Distribution of Non-Curricular Materials To Holy Family Catholic Schools

Purpose

Holy Family Catholic Schools recognizes that students, employees, parents, parishes, supporting organizations, citizens or community groups may want to distribute materials within the school system that are non-curricular (meaning they are not prepared by the instructional staff of the system or approved for official use within the educational program of the school). These guidelines were designed to limit disruptions to the educational process, the Holy Family mission, the Holy Family brand, staff and parent time, and the environment.

All materials must be approved through:

Kathy Klauer
Director of Communications and Marketing
2005 Kane St.
Dubuque, IA 52001
(563) 582-5456, Ext. 250
kklauer@holyfamilydbq.org

Under No Circumstances Will the Following Be Distributed:

1. Materials that promote products, activities or services that are illegal for students or that are prohibited by board policies or administrative rules
2. Materials that use inappropriate words or images to promote otherwise acceptable products, activities or services
3. Materials that promote products, activities or services that interfere with the educational or Catholic mission of the system
4. Materials that encourage or can reasonably be anticipated to cause a disruption of the orderly educational process or operation of the schools
5. Materials that promote the sale of a product or service for a profit-making enterprise, other than products or services that are a part of a school-approved sponsorship or approved fundraising program to benefit the school
6. Materials on behalf of a political candidate or political party
7. Materials that advertise entities, products or services that discriminate on the basis of sex, race, age, creed, color, marital status, national orientation, religion, disability, sexual orientation or gender identity

Materials for Display

Display of system-related materials will be determined on a case-by-case basis at time of approval by the director of communications and marketing. Individual schools can choose independently if display of approved non-school materials is an option and/or appropriate once notification has gone out of new electronic postings. (No additional request should be made by the requesting individual or entity.) The display of curricular materials is not governed by these guidelines.

Distribution of Community-Related Materials

Holy Family Catholic Schools is a part of the larger community in which it carries out its educational mission. The following guidelines apply to the distribution of community-related (non-school) materials from nonprofit entities within our community to inform students and their families of youth-related programs or activities and of events that intend to improve the health, education or welfare of students.

Procedures

1. The entity or individual requesting materials distribution must submit an email request and a sample of the material (PDF or hyperlink) to the director of communications for approval **at least five days prior to distribution**. After the flyer has received approval, it will be posted to the district website for approximately one month. Flyers will not be posted more than two months before the event. Families will be notified of new postings once a month in the first school e-newsletter of the month.

To align with our system-wide green initiatives, Holy Family Catholic Schools does not mass distribute printed non-school materials to students. Rather, we will post an electronic version (PDF or hyperlink) of your information on the [eBulletinBoard](#) on our website. Families will be notified of new postings once a month in the first school e-newsletter of the month.

2. The organization requesting posting must be a nonprofit group based in the tri-state area. Distribution of materials for commercial organizations will not be permitted.
3. The district will not participate in the collection of money, pledges, forms or fees.
4. The materials must clearly identify the entity or individual responsible for the distribution and the name, phone number and, if available, email address of the main contact person for questions. If applicable, event dates, cost, registration information and deadlines must also be clearly identified.
5. The materials must include the following statement:
This is not a publication of Holy Family Catholic Schools. Distribution of this flyer does not constitute an endorsement by Holy Family Catholic Schools.
6. Each distribution must be individually approved as required by these procedures.

Holy Family Catholic Schools reserves the right at any time to further limit the requests for posting, permit exceptions to the criteria noted above, deny posting rights to individuals or organizations that have demonstrated irresponsibility, or to make changes to this policy.