

St. Rita Catholic School

Marquee Guidelines and Policy

Approved:

Elena C. Hines, Ed.D.
Principal

Policy and Guidelines

Good, efficient and timely communication between home and school is necessary in today's fast paced environment. St. Rita Catholic School has several methods of communication available including

RenWeb <http://www.renweb.com>
School Website <http://www.strita.net>
Principal's Newsletter
SpartanSpeak Newsletter

Communication between teachers, administrators/staff and parents remains vital for the success of each student.

The Marquee will be a secondary medium for information to parents in regards to upcoming school activities, sporting events and educational programs. It will also be instrumental as a means of communication during weather or emergency related circumstances. Parish and community activities will also be communicated as space allows.

The Administrative Secretary, under the direction of the school administration, is responsible for all communication requests to be posted on the marquee. All items must be approved by the Principal before being posted.

A request for posting must be submitted one week (7 calendar days) in advance via the *St. Rita Catholic School – Marquee Posting Reservation* form. This form must be completed by all organizations within the St. Rita Catholic Community. The Administrative Secretary will work with all requestors to make certain all postings meet school standards for content and display.

The Marquee is used as a means of communicating upcoming school events and activities including but not limited to:

- Religious and School Holidays
- Events that affect most of the school population such as:
 - Principal's Coffee
 - Spirit Day
 - Jeans Days
 - Holiday Programs and Musical Programs
 - Yearbook Sales
 - Class/Individual Pictures
 - Field Day
 - Summer Hours
 - Student social events including Sock Hop, Halloween Dance

- School Master Calendar Activities including:
 - Parents' Club, Dads' Club, Booster Club and Advisory Council Meetings
 - Giving Programs
 - Annual Gift Campaign
 - Auction
 - Endowment Fund Campaign
 - SCRIP
 - Christmas Purse
 - Book Fair
 - Aluminum Can Drive
 - Innisbrook Sales
 - Parents' Nights
 - GHOL Week
 - Teacher Appreciation Week
 - Catholic Schools Week
 - Birthday Marquee (purchased through Annual Auction for children's birthdays only)
 - Early Dismissal

The Marquee is used as a means of communicating upcoming parish activities directly related to parents and the majority of the regular community including:

- Community Weekend
- Parish Picnic
- Holiday Mass schedule
- Knights of Columbus Father/Daughter Dance

Priorities for Marquee postings shall be established as follows:

Emergency and Weather related situations

School activities and events listed above

School activities and events in general

Parish activities and events listed above*

Parish activities and events in general*

*These will be given priority on Saturday and Sunday. These announcements will be for events that will take place within the next week and are of interest to the overall parish. Parish announcements must be approved by the pastor.

Any deviation from the above priorities must be approved by the principal, in conjunction with the pastor. The Marquee has a threshold of how many postings it will scroll and these priorities must fall within the guidelines of the number of postings available in any given time frame. Once the maximum number of postings has been established for any given time period additional postings will not be considered.

The marquee shall run from 7:00 am until 7:00pm each weekday and from 7:00 am until 7:00 pm Saturday and Sunday.