



Dear Parent(s) & Guardian(s),

In your registration packet a form was provided to you for your child(ren) which provided consent for publication and media release. This policy is to uphold the Family Educational Rights and Privacy Act (FERPA). This letter outlines how Holy Name is upholding that policy as well as how your child's information is utilized for publications and media platforms.

### **Publication and Media Release Consent**

Holy Name Catholic School will *assume* a release code "Use in District Publications" [**DO**] and no restrictions on media, military or higher education if the form is *not returned*. Certain information about students is considered directory information and *will be released* to anyone who follows the procedures for requesting the information unless the parent or guardian objects [**DO NOT**] to the release of the directory information about this student.

Directory information: Student's name, address, telephone numbers, parent electronic mail addresses, degrees, honors, and awards received (*including verbal annunciation of a students name*), enrollment status, grade level, most recent school attended, participation in officially recognized activities and *sports (including Catholic Youth Organizational Sports)*, weight and height of members of athletic teams. Examples include: yearbook, classroom/group photos, newsletter, website, social media, etc.

### **Website**

Holy Name is undergoing construction on their website to launch a new user friendly website. Each classroom will have a webpage that will display any helpful information such as weekly lesson plans, class policies, and parent resources. Any information that you would like to submit for the website can be sent to [HolyName.Calendar.Website@gmail.com](mailto:HolyName.Calendar.Website@gmail.com).

### **Newsletter**

Each newsletter contains the following sections: Principal Corner, PTC Board Information, Athletics, Music, Community Outreach, and Seasonal/Special Events. Beginning January the newsletter will be distributed bi-weekly. If you have a story, event, fundraiser, or anything you would like to have featured in the newsletter you can submit to [HolyName.Calendar.Website@gmail.com](mailto:HolyName.Calendar.Website@gmail.com).

### **Social Media**

School events, fundraisers, and accolades are shared on social media for parents and the community to provide support. Listed below is the current social media platforms that Holy Name utilizes.

- Facebook - @HolyNameCatholicSchoolTX
- Instagram - holynome\_cs\_tx
- Twitter - @HolyNameCSTX

Holy Name utilizes several third party companies to assist with the printing of school related publications, social media management, and student portraits. To help account, document, and verify Holy Name is following the Publication and Media Release Consent form all requests must be submitted in writing. Please submit all website, newsletter, and social media requests to [HolyName.Calendar.Website@gmail.com](mailto:HolyName.Calendar.Website@gmail.com).

All requests for information to be submitted will be approved thru Holy Name Administration. In the event an image, photo, or graphic item is modified, sender will be contacted. Please note that due to the size of some images, adjustments will be made to suit spacing on all publications and social media.

Any photos shared on classroom group messages will **not be** considered as photos with permitted consent. All images and photos must be submitted accordingly to be properly documented and verified.

Please see Mrs. Tiller if you have any specific questions, [jtiller@hncstx.org](mailto:jtiller@hncstx.org).