



The Insider is the weekly email newsletter sent to all school parents each Friday. The focus of the weekly newsletter is to:

- Update our families on school news,
- Provide family learning opportunities,
- Highlight student achievement,
- Highlight upcoming school and community events,
- Promote information from St. Cecilia Parish, the Archdiocese of Galveston Houston, the Archdiocesan Catholic Schools Office, and our partner Catholic High Schools in Houston.
- We do not include any outside information not directly related to the school, students, school families, the parish, or Archdiocese.

#### Submission Requirements:

- All submissions require text - we do not include only images.
- Submissions do not require images, but images can accompany the text submitted.
- Submissions require informational or registration links where necessary. We will not include flyers to attach to the emails, or have flyers added to the school's website for the purpose of hosting information.

#### Submission Timeline:

- Submissions should be submitted no later than Thursday of each week.
- Submissions will only be run for a period of two weeks total time.

#### Please send submissions to:

- [Tim Scalzitti - Director of Community Engagement](#)
- [Brooke Drake - Associate Director of Communications](#)

The school reserves the right to edit and modify submissions for space or other reasons, as well as update the Insider guidelines as necessary.