



WINDHAM SCHOOL
DISTRICT

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SUPERSEDES: OP-09.21
November 1, 2001

OPERATING PROCEDURES

SUBJECT: NEWSLETTERS

AUTHORITY: Texas Education Code Chapter 19

APPLICABILITY: Windham School District (WSD)

POLICY:

Newsletters, brochures, or similar materials shall not be printed or distributed outside the classroom without prior approval from the WSD central office.

PROCEDURES:

- I. It may occasionally be appropriate for individual classes to develop newsletters, brochures, or similar materials as part of an appropriate instructional activity.
 - A. Materials printed in the classroom shall not exceed one copy per enrolled student and one copy for the instructor without prior approval.
 - B. Materials shall not be distributed outside the classroom without prior approval.
- II. The teacher and principal are responsible for reviewing the content and accuracy of the information prior to submission to the regional administrator.
- III. Regional administrators shall request approval from the superintendent or the director of the Division of Instruction prior to printing or distributing the materials.

* Signature on file _____

Marjie Haynes

Director, Division of Instruction