



Weatherford Independent School District Process for Distributing Flyers to Students

Purpose:

- To support the Weatherford community by promoting businesses who offer discounts or incentives to the students of Weatherford ISD.
- To support efforts by non-profit organizations in promoting information and/or student activities.
- To provide information from governmental or educational entities.

Responsibility:

- Executive Director of Student Services

Board Policy Reference:

- GKD(LOCAL)
 - Community Relations
 - Nonschool Use of School Facilities
- FNAA(LOCAL)
 - Student Expression
 - Distribution of Nonschool Literature

Flyer Approval Process

- One print-ready copy of the flyer should be submitted to the Executive Director of Student Services for review.
- Information within flyer must comply with Weatherford ISD Board Policy, the Texas Education Code, and State and Federal laws.
- Flyers for non-profit organizations must include the name and address of the non-profit organization sponsoring the benefit.
- Flyers for businesses must clearly state the discount/incentive for students and include any expiration dates.
- The Executive Director of Student Services approves or disapproves the flyer based on content and determines if the flyer is for “commercial” or “non-commercial” purposes.
 - A designation of “Commercial” indicates the flyer is being distributed by a business.
 - A designation of “Non-Commercial” indicates the flyer is being distributed by a non-profit, governmental, or education institution.
- Flyers approved for distribution are given to the Weatherford ISD District Services Building Receptionist.

Distribution of Flyers

- The District Services Receptionist:
 - Contacts the individual or business who submitted the flyer to let them know their flyer has been approved and provides the quantities needed for distribution at each campus.

- Notifies the campus principal and secretary by email to let them know they will be receiving approved “commercial” or “non-commercial” flyers.
- The business or individual is responsible for printing flyers and delivering them to the campuses.
- The flyers are placed in the teacher’s boxes and then are given to the students or placed in a central location where a student can pick up the flyer based on the decision of the campus principal.