

BUSD Flyer Approval Guidelines

All flyers to be considered for digital distribution in BUSD schools must:

- Support the basic educational mission of the district, directly benefit the students, or be of intrinsic value to the students or their parents/guardians.
- Be in **English and Spanish in the same document**. Flyers can have multiple pages. **Please provide an accurate translation**-- be advised that Google Translate is not sufficient.
- Be in PDF format, smaller than 6 MB in size, and contain font sizes not less than 12.
- Be from a non-profit organization.
- Contain the name and contact information of the sponsoring entity.

The following disclaimer will be added to flyers, in English and Spanish:

"DISCLAIMER: The activities, products, or services advertised in this flyer are not sponsored or endorsed by Bellevue Union School District or its schools."

BUSD will not approve flyers that:

- Are lewd, obscene, libelous, or slanderous.
- Incite students to commit unlawful acts, violate school rules, or disrupt the orderly operation of the schools.
- Promote any particular political interest, candidate, party, or ballot measure, unless the candidates or advocates from all sides are provided the opportunity to present their views to the students during school hours or during events scheduled pursuant to the Civic Center Act.
- Proselytize or position the district on any side of a controversial issue.
- Discriminate against, attack or denigrate any group on account of unlawful consideration.
- Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, images, materials or advertisements for tobacco, intoxicants, non-nutritious foods and beverages, and movies or products unsuitable for children.
- Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy. See BUSD Board Policy 1325