

Distribution of Materials

Individuals seeking to distribute information in schools will submit to the superintendent or designee, a statement of the recreational or educational value to students and a completed flyer approval application form (Exhibit A).

Dissemination of the information does not reflect the district's endorsement or sponsorship of the event or activity. All applicants seeking to distribute information in schools shall ensure that the materials contain the following statement: "The Bellevue School District does not sponsor nor endorse this event and/or information, nor does the district assume responsibility for it. In consideration of the privilege to distribute materials, the Bellevue School District will be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including costs, attorney's fees and judgments or awards."

The district or the school will not distribute materials that:

- A. Are obscene, lewd, or vulgar;
- B. Are libelous;
- C. Contain language that is intimidating, demeaning, harassing or threatening on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, disability, marital or veteran status, including, but not limited to, racial, sexual, or ethnic slurs;
- D. Promote commercial enterprises;
- E. Promote the violation of existing laws, regulation or ordinances, or official school policy, rules or regulations; or
- F. Proselytize/advocate or disparage religious beliefs.

Distribution of Materials to Students

Materials submitted for distribution to students will be reviewed for the following:

- A. The content provides information on educational opportunities for students
- B. The content does not conflict with Board Policy
- C. The organization submitting the materials is a 501(c)3 non-profit organization, status will be confirmed on the IRS website

If approved, a copy of the district most current enrollment numbers and bundling instructions are sent to the organization. The organization is responsible for preparing their materials for distribution.

Distribution of Materials to Staff

Materials for distribution to staff can be sent directly to the schools, with a letter requesting that the materials are made available in the staff room. Principals determine if the materials can be made available in the staff room.

The District Communication Office will review and determine whether the materials are approved for distribution to students. Any further review will be made by the superintendent/designee whose decision is final.