



Beaumont Unified School District School Sites



Peachjar Administrators and Uploaders

- Site Administrator - Principal/Designee
- Site Uploader - Designee
- District Administrator - Marilyn Saucedo
- District Uploader - Jamie Kovich

Flyer Distribution Information

- School sites should only be processing promotional/informational flyers which originate from within your site and which are intended for your students, parents, or staff. (Examples: school events, activities, or athletic events)
- Flyers which originate from outside organizations must be directed to the Peachjar web page listed under the **Community** tab located on the district website.
- If your school site will be having an event open to the entire district or to other school sites, send flyers to the district office. Send an English AND Spanish copy to Jamie Kovich with a list of schools to whom you want it sent.

Distribution Procedures

- Steps for school **site approval**:
 - Submit fliers to Site Administrator (Principal/Designee) for verbal approval
 - Once approved, Site Uploader (Designee) uploads flyer into Peachjar
- If you are a **flyer uploader** for your school, follow the directions below.
 1. **IMPORTANT:**
 - a. Read the BUSD Flyer Policies provided in the next section.
 - b. Ensure the flyer is submitted in English **AND** Spanish
 - c. English and Spanish versions should be uploaded as **one** PDF file
 2. **To upload -**
 - a. Visit www.peachjar.com
 - b. Log in.
 - c. Upload your flyer.
(You will go through a "checkout" process, but there is no charge for flyers for schools and parent clubs.)
- Your flyer will then be emailed out in the next cycle, which is typically the following day.

If needed: [Peachjar Tutorial](#)

Posting Flyers

- All school site approved Peachjar flyers can be printed and posted at your site.
- You will be notified of any district approved Peachjar flyers that should be posted.
NOTE: Posters larger than 8 ½ X 11
- All posters must first be submitted as a flyer through Peachjar.
- Once the flyers are approved, District Uploader will notify the site(s) of approval to post.

BUSD Flyer Policies -- Schools and Parent Clubs

All flyers to be distributed 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 PDF format.**
- Contain font sizes not less than size 12.
- Contain the name and contact information of the sponsoring entity, and include accurate date, including year. (*example: 06/17/15 or June 17, 2015*)
- Include both **English and Spanish**.
- Flyers can have multiple pages in **one** PDF document.

Flyers must NOT contain materials 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 gender, race, age, color, religion, ancestry, national origin, disability or other unlawful consideration.
- Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for children
- Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy.