

**ALL PERSONNEL**

Soliciting and Selling

Employees shall not solicit students or their families with the intent to sell general merchandise, books, equipment or services.

Staff shall not distribute promotional, political, controversial or other noninstructional materials unless approved by the Superintendent or designee.

Staff members shall not use their status as office employees to secure information such as names, addresses and telephone numbers for use in profit-making ventures.

Educational tours may be promoted on school premises only if they are sponsored by the Office of Education. Employees engaged in planning, organizing or leading tours as a private business shall make it clear that they do not represent the school or Office of Education. All activities related to such tours must be carried on outside of school hours and off school premises.

Any classroom activity requiring students to bring money to school for any purpose must have the site/program administrator's approval.

Staff participation in "flower funds," "sickness and bereavement funds," "anniversary funds" and the like shall be a matter of individual discretion.

*Legal Reference*

EDUCATION CODE

51520 Prohibited solicitations on school premises