



# Oxnard Union High School District

**SECTION 4000  
PERSONNEL**

**BOARD POLICY  
BP 4135/4235/4335**

## **SOLICITTING AND SELLING**

Employees shall not solicit district staff, students or their families with the intent to sell general merchandise, books, equipment or services. Solicitation of students and staff on behalf of the school or other charitable organizations shall be conducted in accordance with applicable Board policy and administrative regulation.

Staff shall not distribute promotional, political, or other non-instructional materials unless approved by the Superintendent or designee. The Governing Board recognizes that the district's educational program may sometimes include instruction related to controversial issues, which are governed under BP 6144, Controversial Issues.

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

Staff members shall respect the confidentiality of district employees and students and shall not use their status as district employees to secure information such as names, addresses, e-mail addresses, and telephone numbers for solicitations or use in personal profit-making or beneficial ventures, or selling to third party vendors.

Educational tours may be promoted on school premises only if they are sponsored by the district. Employees engaged in planning, organizing or leading tours as private, non-district-sponsored businesses shall make it clear that they do not represent the school or district. 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 principal's approval.

Staff participation in "flower funds", " anniversary funds" and the like shall be voluntary.

Legal References:

**EDUCATION CODE**  
51520 Prohibited Solicitations on School Premises  
**BOARD POLICY**  
1321 Solicitations of Funds from and by Students

ADOPTED: 11/16/94

REVISION: 10/14/20