

**SALES CALLS AND DEMONSTRATIONS**

**Background**

The interests of the District, employees, students and parents/guardians of students will be best served by permitting selling activities on District property or at District sponsored events only under limited conditions.

**Objectives**

The objectives of this policy are to:

1. Minimize the disruption that occurs when selling activities are permitted in the schools.
2. Prevent undue pressure on students or employees that could result from direct solicitation or promotional activities by District employees or others during or after school hours.
3. Permit projects which are consistent with the best interests of the District (e.g. annual pictures of students, class rings, graduation announcements).

**Policy**

It is the policy of the Board that:

1. Demonstrations of services or materials and/or canvassing of students or employees for the purpose of selling products or services shall not be permitted on District property or at District sponsored events unless previously authorized by the Superintendent or their designee.
2. All sales contacts and/or distribution of samples of instructional materials or school supplies for the purpose of potential sale to the District must be previously approved by the Superintendent or their designee.
3. Advertising material intended for employees will be distributed in schools only if the building principal or their designee approves of same in advance of such distribution.
4. Selling activities on District property or at District sponsored events by students and student organizations will be permitted only when previously approved by the Superintendent or their designee, in a manner consistent with this and other applicable Board policies.

5. No District employee shall, either before, during or after school hours or at school sponsored events, promote any business product or service among employees, students or their parents/guardians for purposes of financial gain for either the employee or others.
6. Except as required by law, no District employee shall use, or provide to another to use, information obtained from the District, such as mailing lists of students, families or employees, for personal financial gain or any commercial purpose.
7. Teachers are prohibited from soliciting or providing paid tutoring services to students in their classes but may accept unsolicited tutoring work for students not in their classes at the request of a parent or guardian.
8. Section 808 of the Public School Code prohibits District employees from acting as an agent to sell books or supplies to the District, and this prohibition also applies to purchases from student activity funds. Accordingly, sales calls or demonstrations related to such sales are prohibited.

#### Administration Responsibility

It shall be the responsibility of the Administration to:

1. Evaluate and, if appropriate, authorize any demonstrations of services or materials and canvassing of students or employees for the purpose of selling products or services permitted in the schools.
2. Evaluate and, if appropriate, approve (or recommend for Board approval where such approval is required) all sales contracts and distribution of samples of instructional material and school supplies for the District.
3. Evaluate and, if appropriate, permit distribution of advertising material as authorized by this or other policies.
4. Evaluate and, if appropriate, approve requests from students or student organizations to engage in fund raising activities in the schools. (See also Policy JJE.)
5. Develop Administrative Procedures for implementation and enforcement where necessary.

Communication

This policy shall be communicated to:

1. All District Staff
2. Students
3. The Mt. Lebanon Community
4. All business representatives or agents, upon request who desire to sell or promote products or services, present demonstrations or canvass students or employees when selling is involved.

Adopted June 28, 1965  
Revised September 26, 1977  
Reviewed March 13, 1995  
Revised July 21, 2008  
Revised May 23, 2011  
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