

COMMUNITY RELATIONS

Contacts with Employees

The student learning environment and employees' work time shall be free from interruption. Except in emergencies, employees shall not be interrupted in their work for non-school related reasons. For employees involved in student instruction, brief messages shall be taken by the school office allowing the employee to return the message when free.

Certificated employees shall be available for consultation with students and patrons before and after school time. Work schedules will be predetermined for the school year. Changes will be approved by the principal and communicated to patrons. Students and patrons are urged to make appointments with employees in advance to assure an uninterrupted conference.

No one shall solicit funds or conduct private business with district employees during work or school time. Any requests from outside vendors or businesses to meet with employees during business hours must be approved by the superintendent or designee, according to established district policies and procedures.

Cross Reference:	Board Policy 4212	Business and Community Partnerships
	Board Policy 4210	School Support Organizations
	Board Policy 4221	Title I Parent Involvement
	Board Policy 4314	Disruption of School Operations
	Board Policy 4320	Contacts with Students
	Board Policy 4330	Use of School Facilities

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