

Series 4000-Personnel

SP 4135

TITLE: Soliciting and Selling	
Approved by: <u>Francisco Reveles</u> <i>Francisco Reveles, Ed.D., Superintendent of Schools</i>	Series: Personnel Version: 1 Effective Date: 9/1/2022 Previous Policy Date: N/A Revised By: Jennifer A. Policy Number: SP 4135

Employees shall not solicit County Office staff, students, or their families with the intent to sell general merchandise, books, equipment or services for their own personal profit or benefit. Solicitation of students and staff on behalf of the school or other charitable organizations shall be conducted in accordance with applicable policies and administrative regulations and Superintendent approval.

Staff members shall respect the confidentiality of County Office employees and students and shall not use their status as County Office 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.

Educational tours may be promoted on school premises only if they are sponsored by the Superintendent. 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 County Office. All activities related to such tours must be carried on outside of school hours and off school premises.

Staff participation in “flower funds,” “sunshine fund,” retirements, showers, or other similar funds shall be voluntary.

Legal Reference:

EDUCATION CODE

51520 Prohibited solicitations on school premises