

## **PERSONNEL-ALL PERSONNEL**

### **Soliciting and Selling**

No outside peddlers, solicitors, or salespersons will be permitted to sell or demonstrate their products in the County Office of Education facilities, except on official business. Employees are to direct solicitors to leave the premises/building upon initial contact and notify a supervisor.

Employees shall not solicit County Office of Education staff, 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 respect the confidentiality of County Office of Education employees and students and shall not use their status as County Office of Education 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/program premises only if they are sponsored by the County 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/program or County Office of Education. All activities related to such tours must be carried on outside of work hours and off school/program/office premises.

Any classroom activity requiring students to bring money to school for any purpose must have the site 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