

**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.

Staff shall not distribute promotional, political, controversial or other non-instructional materials unless approved by the Superintendent or designee.

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.

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 a private business shall make it clear that they do not represent the school or 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", "sickness and bereavement funds", " anniversary funds" and the like shall be a matter of individual discretion.

Legal References:

EDUCATION CODE:

51520	Prohibited Solicitations on School Premises
cf 1321	Solicitation of Funds from and by Students
cf 4137	Tutoring
cf 1325	Advertising and Promotion
cf 5145.2	Freedom of Speech/Expression/Assembly

ADOPTED: 11/16/94