

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 4000 – PERSONNEL

Policy 4135

Soliciting and Selling

Employees shall not solicit Solano County Office of Education (SCOE) 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 their school or other charitable organizations shall be conducted in accordance with applicable SCOE policy.

Staff members shall respect the confidentiality of SCOE employees and students and shall not use their status as SCOE 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 SCOE. Employees engaged in planning, organizing, or leading tours as private, non-SCOE-sponsored businesses shall make it clear that they do not represent the school or SCOE. All activities related to such tours must be carried on outside of work hours and off work and school premises.

Staff participation in "flower funds," "anniversary funds," or other similar funds shall be voluntary.

Legal Reference:

EDUCATION CODE

51520 Prohibited solicitations on school premises

Policy Cross-Reference:

1321 Solicitation of Funds from and by Students

1325 Advertising and Promotion

3312.2 Educational Travel Program Contracts

4137 Tutoring

4161.9 Catastrophic Leave Program

5022 Student and Family Privacy Rights

5125.1 Release of Directory Information