

Subject: Solicitation and Distribution Policy

Effective Date: December 11, 2009

Approved By: Board of Directors

Policy: It is the policy that with the exception of health related and/or charitable activities specifically approved by the Governing Board, solicitation and distribution by employees and non-employees alike is prohibited in the circumstances set forth in this policy. Employees who violate this policy are subject to disciplinary action up to and including termination of employment. The purpose of this policy is to establish rules governing solicitation and the distribution of literature on School property so as to avoid disruption of our services.

Procedure:

1. Solicitation / Distribution by Non- Employees
 - a. Persons not employed by the School may not solicit or distribute literature on school property for any purpose at any time. This includes activity directed at employees or non-employees.
2. Solicitation / Distribution by Employees
 - a. Activity Directed at Non Employees. Except as their job duties require, employees may not solicit or distribute literature to non-employees, including parents and visitors, at any time on School Property or while performing official school duties regardless of location.
 - b. Solicitation Directed At Employees. Solicitation by employees is prohibited during working time.
 - c. Distribution Directed at Employees. The distribution of literature by employees is prohibited while on working time, and in work areas. Distribution of literature in non-work areas must not occur in such a way as to result in excess litter. Official School communications are not “literature” for the purposes of this policy.
 - d. Buttons. Employees are prohibited from wearing buttons and/or other insignia on their clothing in work areas or while interacting with parents or students, unless part of a school sanctioned activity.
 - e. Blocking of Entrances / Exits. Any solicitation and distribution of literature, which is permitted under this policy, must not occur in such a way as to impede access to an exit from any part of the School and must not restrict physical movement within any part of the School.

3. Definitions

- a. “Working Time” includes the on duty time of both the person doing the soliciting and/or distributing and the employee to whom the solicitation or distribution is directed.
- b. “Working Areas” are all premises of the School and those locations where staff and faculty perform duties. “Working Areas” would include but not be limited to school office, group study sites, specialty course locations and home of student if student is not attending an on-site facility.