



5036.2 Solicitation and Distribution Administrative Regulations

Effective Date: June 5, 2020

JCS-Inc. Administrative Regulations

Procedure:

1. Solicitation / Distribution by Non- Employees

- a. Persons not employed by the JCS 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 JCS 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
- d. JCS communications are not “literature” for the purposes of this policy.
- e. 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.
- f. 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 JCS and must not restrict physical movement within any part of the JCS.

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 JCS 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.

Original Procedure 02/27/01

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Revised Procedure 09/08/17

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