

SOLICITATION BY BUSINESS CONCERNS

1. All professional entertainments, where fees are involved, and school-sponsored sales of encyclopedias, books, advertising, etc. must be authorized and approved by the Superintendent or his/her designee.
2. No salesman shall be permitted to contact school personnel in the schools or on the school grounds without proper authorization.
 - a. Salesmen and/or educational consultants, representing the various manufacturers and publishers of educational materials, programs, and equipment, must present a letter of authorization from the assistant superintendent, curriculum and instruction, to the principal upon entering any school building.
 - b. Representatives of the various manufacturers and publishers of educational materials, programs, and equipment currently servicing the schools do not require a special letter unless their visit involves the presentation of a new program.
 - c. Salesmen or representatives of any other type programs are required to have a letter of authorization from the Superintendent/assistant superintendent, administration, finance and statistics, prior to the visit to any building.
3. Under no circumstances will salesmen be permitted to contact pupils at school.
4. Names and addresses of pupils and school personnel must not be furnished to salesmen or solicitors.