

Integrated Day Charter School
Governing Board



Policy Series: 1000
Policy Number: 1111.2/1325

Community Relations

Advertising and Promotion

Solicitations

To maintain a work atmosphere free from litter, and to protect employees from interference in the course of work or use of School facilities, we have established the following rules governing solicitation or distribution of literature by or to employees. Except as allowed by the Director:

- (1) Individuals who are not employed by the School may not solicit or distribute materials on the premises.
- (2) No employees may distribute literature or materials for any purpose not directly related to his or her assigned work, unless approved by the Director.
- (3) No employee may orally solicit another for any purpose not directly related to his or her assigned work, whether or not on school premises, during his or her working time, or the working time of the employee being solicited.
- (4) No employee may directly or indirectly sell any item, or post literature or other matters, without the proper authorization.

A bulletin board may be used to communicate information to employees. No material should be posted unless and until authorized by the Director.