

Section 700 – Business Operation

Expenditure

Vendor Relations

File: 706.04

No school employee or student shall visit with or discuss business matters of a personal nature with any representative during the hours that school is in session or that the school employee is on duty in the school, except by permission of the principal or superintendent.

Any agent or business representative calling on school personnel about school matters such as textbooks, publications of the school, class insignia, athletic equipment, school equipment, school supplies, building and maintenance equipment and supplies, etc., shall first obtain permission of the principal or superintendent before contacting other school personnel.

Cross Reference: 403.04 Gifts to Employees

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Approved _____ Reviewed _____ Revised _____