

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

In order that classroom instructional personnel be protected from interruption from sales representatives, the following procedure will be in effect:

1. Sales representatives must have written approval from the superintendent or his designee before visiting any school.
2. Sales representatives will be required to contact the principal's office when visiting any school.
3. No sales representative will be allowed to interrupt classroom activities during the regular school day for the purpose of demonstrating materials and/or supplies.
4. In the event that personal contact with the teacher is necessary, arrangements should be made for either a pre-school or post-school day meeting.

Approved by Superintendent: September 7, 1976