

## VENDOR RELATIONS

The School Board recognizes the value of the staff's being informed of the latest commercial materials available to assist in their education mission and welcomes competent representatives of such publishers and manufacturers. However, the Board does not want classroom teachers and other staff distracted from their duties or undue administrative time taken from previously assigned duties.

No vendor, agent, or sales representative may enter the schools to advertise or sell goods or services to employees or students unless specifically stated in the regulations portion of this policy. Any person/persons found soliciting goods or services to students and employees in the schools or on school property during school hours without appropriate authorization may be subject to legal action.

Vendors are not permitted to make appointments during the school day or on school property with individual School Board employees without the permission of the principal, the superintendent, or the superintendent's designee. No vendor is permitted to sell, arrange demonstrations of products or services, or take orders for goods or services without prior authorization from the principal, superintendent, or the superintendent's designee.

This does not prevent authorized representatives of firms regularly supplying goods and services to the school division from having access to the schools in the course of their routine business duties.

### Prohibition on Solicitation or Acceptance of Gifts

As required by the Virginia Public Procurement Act, no employee with responsibility for a procurement transaction may request, accept, or agree to accept from a bidder, offeror, contractor or subcontractor anything of more than minimal value unless consideration of substantially equal or greater value is exchanged. This does not prohibit schools or departments from engaging in approved school or Division fundraising, or from entering into educational sponsorship and partnership agreements as described by Policy KQ, *Commercial, Promotional, and Corporate Sponsorships and Partnerships*.

### Disclosure of Subsequent Employment with Vendor

As required by the Virginia Public Procurement Act, no employee or former employee with official responsibility for procurement transactions may accept employment with any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the end of employment by the Division unless the employee or former employee provides written notification to the Division prior to commencement of employment by that bidder, offeror or contractor.

Adopted: July 1, 1993

Amended: January 27, 2011; July 12, 2012

Reviewed: October 14, 2004

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-4370, 2.2-4371, 22.1-78, 22.1-293 (B, D).

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The principal of each school shall interpret the School Board's policy with regard to sales representatives in the schools in such a manner as to protect the staff from sales pressures and to avoid providing a captive audience for sales representatives. The following specific regulations shall be observed in the schools:

1. The principal may permit sales representatives to make sales presentations in the school only if the presentation is related to education or deemed to be in the best interest of school employees.
2. All sales representatives must receive the approval of the principal or a designee before talking to employees or students on school grounds.
3. No interruption of classes shall be permitted to allow sales representatives to talk with school personnel.
4. The principal may convene teachers during school hours or contract hours for a sales presentation only if the sales presentation is directly related to the instructional program or in-service training.
5. The principal may permit a sales representative to be present in a designated location in the school after the students have been released and may announce that the sales representative is there.

Adopted: July 1, 1993  
Reviewed: October 14, 2004

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