

Contacts with Staff Including Distribution of Materials to Staff Procedures

The district will assist in communication to staff in the following ways:

1. Mail boxes or their equivalent will be established for staff at work sites. Receipt of U.S. Postal Service mail, district announcements and notices, Educational Service District (ESD) and interschool mail will be provided by the district. Telephone messages will be facilitated which further district educational goals; limited personal messages will be taken.
2. District mail will be distributed to keep staff informed and involved regarding district activities and the goals of the district.
3. Select mail or announcements may be approved through the superintendent's office for distribution to staff if they are judged appropriate and for the good of all; these may represent opportunities for growth and advancement, unique learning opportunities, and/or information from select non-profit organizations, such as the Yakima Schools Foundation.

Decisions to approve or disapprove communications of organizations or persons will be made according to the following guidelines:

3.1 Communications from Employees

Building principals/supervisors may designate one (1) or more areas in their building faculty lounge for employees to display printed materials, such as sales catalogs, pamphlets or business cards, promoting employee activities designed for personal profit or gain. Only one (1) copy of each promotional item is to be displayed at a time. Size of items will be governed by space available.

Except for designated faculty room space, neither employees nor non-employees will be allowed to distribute sales or other promotional materials, or solicit for orders on school district premises if such is not school-related or district-approved. Orders may be accepted and products may be delivered by employees if such activities occur during off-duty periods (non-work hours and scheduled lunch breaks) and do not disrupt the operations of the buildings or offices involved.

3.2 Communications from Charitable Organizations

A charitable, non-profit local organization or national organization with local ties may be given permission by the superintendent or designee to solicit employees or advertise programs during off-duty periods if, in the judgment of the superintendent or designee, the organization is primarily a service-oriented organization serving the citizens of the district. Charitable organizations are not to use school time for the collection of funds.

3.3 Communications from United Way

Annual solicitation for United Way may be conducted during work hours as long as such activities do not disrupt the operations of the building and departments involved.

3.4 Education Related Contacts

Sales persons who represent companies offering materials needed for the operation of the district may receive permission for a limited number of staff contacts.

3.5 Appeals

Where questions regarding appropriateness or interpretation occur, the matter will be referred in writing to the superintendent or her or his designee. The superintendent's decision will be final.

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