

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 2.809.1

Solicitations by Vendors

Vendor Solicitations - Administrative Procedure

Vendors shall not solicit or contact students, teacher, or other employees during the school day or normal working hours unless authorized to do so.

Any vendor who has not been approved shall be directed to the Office of the Executive Director of School Leadership to seek approval. When the vendor receives approval, an email will be sent to each principal. Principals shall keep records of approvals on file in their office for future reference.

If at any time a representative fails to cooperate with the principal or adhere to the guidelines, the principal is to notify the office of the Executive Director of School Leadership immediately.