



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

VENDOR ACCESS TO SCHOOLS | 6001.5

The purpose of this administrative memorandum is to communicate the district's current practices

governing vendor access to schools. Vendors may access schools as follows:

1. All vendors are those on the approved listing with DSEA. These vendors may include those who provide services such as various insurance offerings or tax-sheltered annuities.
2. Vendors may be invited to present programs and share information about available services at any of the district's schools when arrangements are made through the RCEA Representative.
3. The RCEA Representative has the responsibility to keep the building administrator(s) informed about such a visit, to gain permission to use a particular room (e.g., a classroom or the school library), and to double-check that such a visit would not conflict with other after- school activities.
4. Vendor visits are limited to outside of the regular school day, both in the morning and in the afternoon. During school hours, a vendor may only conduct business with an established client. In this case, the vendor would most likely meet with the employee in the employee's office or classroom. These types of meetings will not be arranged by the RCEA Representative.
5. The principal may not deny access to a DSEA-approved vendor, but may, within reason, suggest an alternate location, time, or date.

Changes to these practices may be made by the Superintendent or designee but will require input from or approval by the RCEA.

Questions about the information contained in this administrative memorandum should be directed to the Director of Human Resources.