

La Canada USD

Administrative Regulation

Soliciting and Selling

AR 4135, 4235, 4335
Personnel

For programs independent of the district, such as those referenced in BP 4135, 4235, 4335, but specifically summer Prep Courses run by district employees who are leasing district facilities, the following guidelines shall be followed in order to clearly indicate separateness from the District:

1. All financial accounts shall be kept completely isolated from the District accounts;
2. No registration or tuition monies shall be collected from students prior to the last day of school for students;
3. Summer Program/Prep Course correspondence shall not be conducted via district sponsored email;
4. No promotion of Summer Program/Prep course shall take place in classrooms or during instructional time and employee's contractual time;
5. Print materials/flyers for Summer Program/Prep course require the approval of the Superintendent or Designee and shall be eligible for counter placement at the school site(s) as is the practice for flyers for all community or outside agency enrichment programs;
6. All print materials/flyers shall clearly indicate separateness from the district.

Administrative Regulation approved:

La Canada Unified School District
La Canada Flintridge, California