

Cherokee County School District

Procurement Services Department

Guidelines Non-Employees Who Frequent District School(s) and Have Access to Students:

- Non-employees are only to have contact with students as determined necessary by school administration or designee. For example, vendors marketing products are not to initiate or continue conversations or activities with students, unless authorized to do so by the administration/designee.
- Non-employees are only to be in the building in designated areas necessary to conduct their specific responsibilities.
- Non-employees should not react to student actions/behavior other than to report these actions to the administration.
- Non-employees, while on school premises, are expected to conduct themselves properly in both actions and speech.
- Non-employees are authorized to be on school premises only during regular school hours or during times pre-arranged with the school administration.
- Non-employees who conduct business within a school must do so without soliciting students to participate or aid them in performing their responsibilities.
- Non-school employees may not access areas of a school building during the school day where children are permitted without an employee escort.
- Smoking and the use of offensive or inappropriate language is not permitted.

Vendor Acceptance: _____

Date: _____

****Return with complete RFP packet****