

**BOARD OF EDUCATION**  
Cherry Hill, New Jersey

**POLICY 3327**

**WORKING RELATIONSHIP WITH VENDORS**

The Board of Education wishes to maintain good working relations with vendors who supply materials and services to the school system. In the schools, vendors shall be seen by appointment only. Teachers or supervisors of instruction who have invited vendors to call should notify the principal's office in advance so that proper courtesies may be extended. Upon entering a school building all vendors shall report directly to the principal's office for the purpose of registering as an approved visitor in the school. Vendors shall also report to the principal's office at the completion of their business so that their departure from the school may be noted. No agents, canvassers, or vendors shall have access to teachers during their classes.

**Affirmative Action**

All vendors shall supply assurances that they do not practice discrimination as described in the administrative code. All vendors shall be informed that harassment of any kind of district pupils or employees by their representatives is prohibited.

*Legal References:*

*N.J.S.A. 10:5-1 et seq. Law Against Discrimination*

*See particularly:*

*N.J.S.A. 10:5-31 through -35*

*N.J.S.A. 18A:11-1 General mandatory powers and duties*

*N.J.S.A. 18A:12-2 Inconsistent interests or office prohibited*

*N.J.S.A. 18A:18A-1 et seq. Public School Contracts Law*

*N.J.S.A. 18A:54-20 Powers of board (county vocational schools)*

*N.J.A.C. 6:4-1.6(c) Employment/contract practices*

*N.J.A.C. 6:8-4.10 State and Federally mandated programs and services*

*Manual for the Evaluation of Local School Districts (June 1993)*

*Multi-year Equity Plan for 1996-97 through 1998-99, SDOE Bureau of Equal Educational Opportunity, Doc. #MISM260040699*

Formerly Policy EFC

Approved: 8/22/94

Renumbered: 3/28/01

