

GIFTS TO AND SOLICITATIONS BY STAFF

The acceptance of gifts or favors can, to some persons under some circumstances, place the person accepting such gift or favor in a situation where a return obligation might be indicated or where they may be a perception of favoritism which results from the gift. Gifts from students to staff shall be discouraged. Likewise, employees are discouraged from giving gifts to staff members who exercise administrative or supervisory authority over them either directly or indirectly.

However, in accordance with the intent of this policy, gifts of an especially sentimental nature, or little or no monetary value, such as valentines made by pupils, cookies, and other tokens of this nature, should not be encouraged but may be accepted if they have not been solicited by an employee of the district.

All employees of the district are prohibited from accepting things of material value from companies or organizations doing business with the School District. Any complementary gift or article received by a staff member as a result of purchasing supplies, equipment, or other items for the school, shall become the property of the School District. Exceptions to this policy may be made for acceptance of minor items which are generally distributed by the companies through public relations programs.

Solicitation by staff of money, gifts, or donations from any student or school-related group such as classes, athletic groups, musical groups, etc., is prohibited.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without the approval of the Principal. Staff members will not be made responsible, nor will they assume responsibility for the collection of any money or distribution of any fund drive literature within the schools unless the activity has been approved by the Principal. The Board expects these activities to be kept at a minimum. The Principal shall seek direction from the Superintendent in instances where prior practice offers no guidelines about a particular fund drive.

Representatives of companies desiring to solicit business from staff members are encouraged to do that in the staff member's home. Where that is not possible, no staff member will be contacted while performing their duties nor without the staff members agreement. Solicitations will be done only with permission of the Building Principal.

Employee lists will not be made available to any business, or organization by the School District without the approval of staff members involved.

Adopted: 4/8/95
Revised: 10/11/10