

Gifts

Gifts from students. Teachers or other employees of the District shall not accept gifts from students or parents of students excepts as such gifts have an aggregate yearly value of less than \$25.00 from any single student. Even gift giving of items having a yearly value of less than \$25.00 should be discouraged. The writing of letters by students to staff members to express gratitude and appreciation is considered to be more welcome and more appropriate.

Gifts from employees to employees. Individual employees shall refrain from giving gifts to employees who exercise any administrative or supervisory jurisdiction over them. Supervisors shall not accept any gifts from a subordinate. Generally, a collection of money from group gifts shall be discouraged except in special circumstances such as bereavement, serious illness, or for mementos at retirement. This policy shall not apply to expressions of gratitude from one employee or group of employees to another involving gifts being made to a charity in the name of the recipient of the expression of gratitude.

Gifts from companies. All employees/trustees of the District are prohibited from accepting items of material value (the aggregate value of which exceeds \$25.00 in any calendar year from any single entity or person) from any organization or person which has done, is doing, or may in the future reasonably be expected to do business with the District. This prohibition also applies to representatives, agents, or immediate family members of agents of such organizations, or other persons closely related to such organizations. Employees are prohibited from accepting any gift of cash or any gift certificate, regardless of whether the value is less than or more than \$25.00. Also employees/trustees are prohibited from doing any work for any organization which has done' is doing, or is expected in the future to do business with the District. Notification of Supervisor. If an employee has any questions whatsoever as to whether a situation may involve a violation of Policy 1-04-132, the employee should report the matter to his or her supervisor.

Gifts to the District. Nothing in Policy 1-04-132 shall prohibit the acceptance by the District of awards or gifts from interested members of the public. Such gifts shall be accepted by the superintendent on behalf of the District, and a full report detailing any gifts over \$25.00 shall be submitted to the board of education at its next regular meeting. All such gifts become the property of the District and are subject to the same control as other District property. The superintendent reserves the right to refuse any gift deemed inappropriate.

Adopted:

Revised: February 22, 2000