

Timberlane Regional School District	Policy Code: GBEC
Adopted: 06-09-83 Reaffirmed: 02-07-91 Revised: 02-24-05 Revised: 03-19-09 Revised: 09-03-15	Page 1 of 1

STAFF GIFTS AND SOLICITATIONS

All employees will not accept gifts from students, except, as such gifts represent tokens. Even token gift-giving is to be discouraged. The Board considers, as more welcome and more appropriate, the writing of letters by students to staff members to express gratitude and appreciation.

Individual employees will refrain from giving gifts to staff members who exercise administrative or supervisory jurisdiction over them, either directly or indirectly. Generally, the collection of money for group gifts will be discouraged except in special circumstances such as bereavement, serious illness, or for mementos at retirement.

All employees are prohibited from accepting things of material value for personal use or gain from companies or organizations doing business with the school district. Exceptions to this policy are the acceptance of minor items (typically valued at less than \$25) and employee business discounts negotiated through the Human Resource department and/or the district's business partnership program. The Superintendent will keep the school board informed of such discounts.

Solicitations:

No organization may solicit funds of staff members within the schools, nor may distribute flyers or other materials related to fund drives through the schools, without the approval of the Superintendent. 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 such activity has the Superintendent's approval. The Board expects such activities to be kept to a minimum. The Superintendent shall seek direction from the Board in instances where prior practice offers no guidance about a particular fund drive.