

**STAFF GIFTS AND SOLICITATIONS**

Teachers and other employees of the School District will not accept gifts from students or parents of students, with the exception of small token gifts under appropriate circumstances.

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

All employees of the School District are prohibited from accepting things of material value from persons, companies, or organizations doing business with the school district. Exceptions to this policy are the acceptance of items which are generally distributed through public relations programs.

No person, company, or organization may solicit funds from staff members or students within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without the approval of the Superintendent or his/her designee. Staff members will not be made responsible, nor should 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 superintendent. The Board expects these activities to be kept at a minimum. The Superintendent may seek direction from the Board in instances where prior practice offers no guidelines about a particular fund drive.

The principal will allow no solicitation of staff members or students during school time unless approved by the superintendent or his/her designee.

First Reading: 10-3-22  
Second Reading: 11-14-22