



Acceptance of Gifts Policy

Board Approved: 8.15.13

Board Amended:

Policy Number: 304

POLICY PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district board members and/or employees.

GENERAL STATEMENT

Spectrum High School recognizes that students, parents, and others may wish to show appreciation. It is the position of the school; however, to discourage the receiving of gifts, and to encourage donors instead to write letters and notes of appreciation, or to give small tokens of gratitude as memorabilia.

It shall be a violation of this policy for any board member or employee to solicit, accept, or receive either by direct or indirect means, a gift with the intent to influence a decision, from a student, parent, or other individual or organization of greater than nominal value.

It shall also be a violation of this policy for any board member or employee to solicit, accept, or receive a gift from a person or entity doing business with or seeking to do business with the school. Board members or employees may accept items of insignificant value of a promotional or public relations nature. The executive director has the discretion to determine for employees what value is "insignificant".

Teachers may accept from publishers' free samples of textbooks and related teaching materials. Invitations to activities may be accepted for local recreational outings for employees if the purpose does not pose a conflict or is not an attempt to influence a specific decision of administration or the school board. Trips or non-local events sponsored by entities other than the school must be specific in nature and for the benefit of the school as approved by the executive director in writing.

Board members or employees may accept an invitation to an occasional meal or local event purchased by individuals or organizations other than the school. If the invitation is to an event other than a meal, employees should confer with the executive director before the event occurs.

This policy applies only to gifts given to board members and employees where the donor's relationship with the board member or employee arises out of their relationship with the school. It does not apply to gifts given to employees by personal friend, family members, other employees, or others unconnected to the employee's employment with the school.

Board members and employees may not borrow money from the school district under any circumstances.



17796 Industrial Circle NW ■ Elk River, MN 55330
Phone: 763-241-8703 ■ Fax: 763-633-1380
www.spectrumhighschool.org

DEFINITION AND PROCEDURES

"Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, anything of considerable value, or a promise of future employment, that is given without something of equal or greater value being received in return.

"Borrowed money" is defined as the use of school funds in advance for any purpose other than an advance for meals.

Any board member or employee considering the acceptance of a gift shall adhere to this policy. Employees should seek clarification by the executive director if questions arise. Board members should seek clarification from the board.

VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination. Board members shall be disciplined by the board, which may include dismissal from the board.