

## STAFF GIFTS AND SOLICITATIONS

This policy is intended to maintain the integrity of the Augusta School Department and reduce the potential for any appearance that its employees have been improperly influenced in their decisions or professional judgment.

### GIFTS FROM BUSINESSES

Employees of the Augusta School Department are prohibited from accepting things of material value from companies, organizations or individuals desiring to do business with the school unit. The exception is the acceptance of token items that are generally distributed by the company or organization at conventions or conferences or through their public relations programs.

### GIFTS FROM PARENTS AND STUDENTS

Teachers and other employees are not permitted to accept gifts from parents or students that exceed \$25.00. The Board encourages the writing of letters by parents and students to teachers and other staff members as a more meaningful and appropriate way of expressing gratitude and appreciation.

### SOLICITATION OF STAFF

In-school solicitation of staff by sales people or other business representatives is prohibited. Such solicitation should be reported to the building principal.

No organization, including charitable or humanitarian organizations, may solicit funds from staff at school or through school electronic communications systems or distribute flyers at school or on school property except as allowed by Board policy.

Generally, the solicitation of money from staff for group gifts is discouraged except in special circumstances such as serious illness, bereavement, disasters, and mementos at retirement.

Cross Reference: DJ – Bidding and Purchasing  
KHB – Advertising in the Schools  
KI – Visitors to the Schools

Adopted: \_\_\_\_\_