

Dickson County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Staff Gifts and Solicitations	Descriptor Code: 5.605	Issued Date: 08/23/12
		Rescinds: 5.6050	Issued: 10/23/1997

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

GIFTS

Employees of the Board shall not accept gifts from students unless the gifts are of token value only. Individual employees of the Board will refrain from giving gifts to staff members who exercise administrative or supervisory jurisdiction over them, either directly or indirectly. The collection of money for group gifts is discouraged except in special circumstances such as bereavement, serious illness, or for mementos at retirement.

Employees are prohibited from accepting things of material value from individuals, companies or organizations doing business with the school system. Exceptions to this policy are the acceptance of minor items which are generally distributed to all by the companies through public relations programs or are items of token value.

Gifts / gift cards should not be used in lieu of appropriate payroll procedures. If gift cards are given to employees as tokens of appreciation they should not be lavish or extravagant. There should be no negotiation in advance for the gift. Such gift cards should be restricted or non-negotiable (cannot be cashed, sold, or used to reduce an outstanding account balance). Gifts should only be presented as a token of appreciation to an employee when a valid and documented business purpose exists.

SOLICITATIONS

Flyers or other materials related to fund drives shall not be distributed through the schools without the written approval of the Director of Schools / Designee. Employees will not be made responsible for the collection of any money or the distribution of any fund drive literature within the schools unless such activity has the Director of Schools/designee's written approval.

Cross References:

Advertising & Distribution of Materials in Schools 1.806
Vendor Relations 2.809
Staff Conflicts of Interest 5.601
Student Solicitations/Fund-Raising 6.701
Student Gifts 6.710