

# SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: GIFTS

ADOPTED: November 15, 2011

REVISED:

	322. GIFTS
1. Purpose	The Board considers the acceptance of gifts by administrative staff members an undesirable practice.
2. Authority	<p>It is the policy of the Board that <b>staff members</b> not accept gifts.</p> <p>No administrator <b>shall</b> be permitted to allow any district vendor to entertain or make payment of any gratuity on his/her behalf.</p>
3. Delegation of Responsibility	The Superintendent may approve acts of generosity to individual administrative staff members in unusual situations but shall report such instances to the Board on a timely basis.