

STAFF GIFTS AND SOLICITATIONS

Gifts

Personal gifts from students: Teachers and other employees of the school Committee shall not accept gifts from students except as such gifts represent tokens. Even token gifts-giving shall be discouraged. The School Committee considers as more welcome and more appropriate the writing of letters by students to staff members to express gratitude and appreciation.

Personal gifts from staff members to staff members: Individual employees shall refrain from giving gifts to staff members who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly. Generally, the collection of money for a group gift shall be discouraged except in special circumstances such as bereavement, serious illness, or for mementos at retirement.

Personal gifts from companies: All employees of the School Committee are prohibited from accepting things of material value from companies or organizations doing business with the school district. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through their public relations program.

Solicitations

No organization may solicit funds of staff members within the schools, nor may anyone distribute fliers or other materials related to fund drives through the schools, without the approval of the superintendent. Staff members should be made responsible, or assume responsibility for, the collection of any money or distribution of any fund drive literature within the schools without such activity having the superintendent's approval.

As a matter of policy, the School Committee expects such activities to be kept to a minimum. The superintendent shall seek direction from the School Committee in instances where prior practice has set no policy as to a particular fund drive.

Adoption date: February 1, 1993

Effective date: February 1, 1993

SANFORD SCHOOL DEPARTMENT