

The Board recognizes and encourages the rights of its employees, as citizens, to engage in political activity. However, school property and school time, paid for by all the people, must not be used for political purposes.

No employee shall engage in any political activities on school property, at a school-sponsored activity or event, utilizing District networks or digital devices, or on district-compensated work time. Moreover, no employee shall intentionally use any District funds, property, resources, or services in connection with any political activity.

Additionally, no employee shall, as a condition of employment or as part of their assigned work duties, be required to participate in or perform any political activities – whether during on- or off-duty hours. However, in off- duty hours, employees have the same rights as all other persons to participate in political activities.

Nothing in this policy shall prevent:

1. The dissemination of fact-based information concerning school tax and bond referenda.
2. The discussion and study of political issues, when such discussions and study are appropriate to classroom studies.
3. The conducting of student and employee organization elections, and campaigning connected therewith.
4. The Board from maintaining jurisdiction over all elections held by student organizations.

Further, no Board member, employee, spouse, or immediate family member of such persons shall accept any gifts from any prohibited source, as defined in Section 1-5 of 5 ILCS 430, except as permitted by law.

Exceptions include:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece,

husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, gr

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. *Catered* means food or refreshments that are purchased ready to consume, which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. *Intra-governmental gift* means any gift given to a Board member or employee from another Board member or employee, and *inter-governmental gift* means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Failure to adhere to this gift ban may result in disciplinary action. Where an employee, board member, or their spouse or family member promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate

charity that is exempt from income taxation under 26 U.S.C. §501(c)(3), no violation of this Policy will be found.

Policy adopted: November 26, 1973

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

Policy revised: November 9, 1981

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

Policy revised: July 19, 1982

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

Policy revised: December 15, 1986

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

Policy reviewed: November 21, 1988

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

Policy reviewed: September 17, 1990

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

Policy revised: March 15, 2004

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

Policy revised: June 20, 2023

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL