

## **Gifts to and Solicitations by Staff**

### **Gifts**

**Gifts from students:** Teachers and other district employees shall not accept gifts from students except as such gifts represent tokens. Even token gift-giving shall be discouraged. The Board considers the writing of letters by students to staff members to express gratitude and appreciation as more appropriate.

**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 group gifts shall be discouraged except in special circumstances such as bereavement, serious illness or mementos at retirement.

**Gifts from companies:** Gratuities of any kind are discouraged and not necessary for doing business with the school district. Gratuities intended to obligate a district employee in any manner shall be politely and firmly refused.

### **Solicitations**

No organization may solicit funds of staff members within the schools nor may anyone distribute flyers or other materials related to fund drives through the schools without the approval of the superintendent. Nor shall staff members be responsible or assume responsibility for the collection of 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 Board expects such activities to be kept to a minimum.

Adopted: August 23, 1988  
Revised: November 15, 2011

LEGAL REF.: C.R.S. 24-18-104 (*rules of conduct for public employees*)

CROSS REFS.: DJG, Vendor Relations  
GBEB, Staff Conduct