

Policy

**BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT**

**SUPPORT STAFF
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STAFF GIFTS

The Board generally discourages the presentation of gifts to staff members by students and their parents to avoid the appearance of favoritism and to avoid the embarrassment of students who are unable or whose parents are unable or unwilling to provide professional staff with gifts.

Support Staff may accept only gifts of normal value (the amount as defined in Policy 1130/3230 – Ethics and Conflict of Interest) from students and their parents, or token items often distributed by companies through their public relations or marketing programs. Other gifts must be declined for compliance with this policy.

It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, or beverages that are provided in connection with a conference sponsored by an established or recognized educational organization, or as may be approved by the District Administrator.

Gifts that are intended for the benefit of the District shall be referred to the District Administrator for proper processing in accordance with Policy 7230 – Gifts, Grants, and Bequests.

The District Administrator may approve acts of generosity to individual staff members in special situations.

Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of recognition gifts to members of the staff who have rendered service for a period of time.

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