

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to NWSISD employees.

II. GENERAL STATEMENT OF POLICY

- A. NWSISD recognizes that students, parents, and others may wish to show appreciation to NWSISD staff. It is the policy of the NWSISD, however, to discourage gift giving to NWSISD staff, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. It shall be a violation of this policy for any NWSISD staff member to solicit, accept, or receive either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. It shall be a violation of this policy for any NWSISD staff member to solicit, accept, or receive a gift from a person or entity doing business with or seeking to do business with NWSISD. NWSISD staff may accept items of insignificant value of a promotional or public relations nature. The Executive Director has discretion to determine what value is "insignificant."
- D. NWSISD staff may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to NWSISD staff where the donor's relationship with the NWSISD staff member arises out of the staff member's employment with NWSISD. It does not apply to gifts given to NWSISD staff by personal friends, family members, other NWSISD staff, or others unconnected to the staff members' employment with NWSISD.

III. DEFINITION

"Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.

V. PROCEDURES

Any NWSISD staff member considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

NWSISD Staff who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: NWSISD Policy 209 (Code of Ethics)
NWSISD Policy 210 (Conflict of Interest - School Board Members)
NWSISD Policy 306 (Administrator Code of Ethics)
NWSISD Policy 515 (Protection and Privacy of Pupil Records)

Adopted: April 16, 2003