

**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 and school board members.

**II. GENERAL STATEMENT OF POLICY**

- A. NWSISD recognizes that students, parents, and others may wish to show appreciation to NWSISD employees. It is the policy of the NWSISD, however, to discourage gift giving to NWSISD employees, 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 employee 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 employee to solicit, accept, or receive a gift from a person or entity doing business with or seeking to do business with NWSISD. NWSISD employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The Executive Director has discretion to determine what value is "insignificant."
- D. NWSISD employees may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to NWSISD employees where the donor's relationship with the NWSISD employee 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.
- F. An elected or appointed member of a school board, Executive Director, employees, including the school business official, may not accept a gift from an interested person.

**III. DEFINITION**

- A. "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.
- B. "Interested person" means a person or representative of a person or association that has a direct financial interest in a decision that a school board officer is authorized to make.

**V. PROCEDURES**

Any NWSISD employee 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 employee who violates 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)

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