

GIFTS TO SCHOOL PERSONNEL

The Board recognizes that sometimes students, parents, and community members give district employees nominal gifts to show their appreciation for a job well done, and that vendors sometimes distribute free marketing materials or stationery items to staff members. The Board prohibits the acceptance of gifts in situations in which it could be construed that the gift was given as a condition for providing educational services to a student, or to influence the district's decision to purchase instructional materials or any other items of value.

A. Gifts as a Condition for Providing Educational Services

It is the goal of Capistrano Unified School District to provide equitable and high quality educational services and experiences to all students free of charge. To this end, neither the district nor its employees shall expect or accept gifts as a condition for providing educational services to any of their students.

The Board discourages students and parents/guardians from giving gifts to staff members, and instead encourages them to write personal notes and letters of appreciation.

While the Board of Education does not encourage gifts to staff members, it is recognized that at times students and parents/guardians will wish to express their appreciation to a particular staff member or staff members. It is the policy of the Board that donations for such gifts shall not be compulsory.

This policy does not restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents or other persons in recognition or appreciation of service. District staff is expected to exercise sound professional judgment in the acceptance of gifts. If accepting gifts from individual students, staff should be sensitive to the feelings of other students and refrain from opening the gifts in front of other students.

B. Gifts to Influence the Adoption or Purchase of any Instructional Materials or Other Items

Acceptance of any gift of money or other valuable thing by a member of the Board of Trustees or employee of the District, which he/she suspects or believes to be made as an inducement to directly or indirectly introduce, recommend or otherwise influence the adoption or purchase of any instructional materials or other items required in the operation of the schools, is against the policy of the District.

The Board of Trustees is well aware of the fact that many vendors of materials and supplies used by schools routinely distribute pencils, calendars, pens and other relatively inexpensive items, in quantity, to anyone and everyone, as part of their regular advertising program.

All sample copies of instructional materials shall be requested through the Education Division and all requests for information on all other items of supply shall be made through the District purchasing officer.

Any school employee who violates this policy shall be subject to removal from his/her official position.

Legal Reference:

EDUCATION CODE

200 Discrimination, State Policy

56040 Free Appropriate Public Education for Individuals with Exceptional Needs

60070 et seq. Prohibited Acts

CODE OF CALIFORNIA REGULATIONS

Title 5, Sec. 350 Fee Not Permitted

Title 5, Sec. 80334 Unauthorized Private Gain or Advantage

Policy
adopted: June 16, 2008

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California