

**Harney County  
School District 3**

Code: **GBI**  
Adopted: 5/11/99  
Readopted: 4/09/13  
Orig. Code(s): GBI

**Gifts and Solicitation**

Teachers and other employees will not accept items of material value from students. The Board welcomes as appropriate the writing of letters by students to staff members expressing gratitude and appreciation.

Material value is defined as \$50 from a single source in a single year.

Individual employees will refrain from giving gifts to staff members who exercise any direct or indirect administrative or supervisory jurisdiction over them. Collecting money for group gifts is discouraged except in special circumstances such as bereavement, serious illness or for retirement gifts. Staff-initiated “sunshine funds” are exempt from this policy.

All employees are prohibited from accepting items of material value from companies or organizations doing business with the district.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without the superintendent’s approval. Staff members may not be made responsible, or assume responsibility, for collecting money or distributing any fund-drive literature within the schools without the superintendent’s approval.

The soliciting of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the building principal or supervisor. Advertising is not allowed in the building without the superintendent’s approval.

END OF POLICY

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**Legal Reference(s):**

[ORS 244.010](#) to-244.400  
[ORS 339.880](#)

[OAR 584-020-0000](#) to-0045  
[OAR 199-005-0005](#) to-199-020-0020

**Cross Reference(s):**

BBF - Board Member Standards of Conduct  
DJG - Vendor Relations  
GBC - Staff Ethics  
KH - Public Gifts to the District  
KI/KJ - Commercial Advertising/Merchandise Sales  
KJA - Materials Distribution