

Newberg School District 29J

Code: **GBI**
Adopted: 9/13/10

Gifts and Solicitations

Individual employees shall refrain from giving gifts¹ 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.

Individual employees need to be accountable for maintaining integrity and avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

All employees are prohibited from accepting items of material value from any individual, company or organization. Material value is defined as \$50 or more from a single source in a single year. In lieu of gift giving the Board welcomes, as appropriate, the writing of letters by students, parents and other citizens to staff members expressing gratitude and appreciation.

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 principal or supervisor. Advertising is not allowed in the building without the superintendent’s approval.

END OF POLICY

¹“Gift” means something of economic value given to a public official or the public official's relative or household member without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or the relatives or household members of public officials on the same terms and conditions; and something of economic value given to a public official or the public official's relative for valuable consideration less than that required from others who are not public officials. See ORS Chapter 244 for gift definition exceptions.

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 Ethics

GBC - Staff Ethics

KH - Public Gifts to District or Individual Schools

KI - Fundraising and Solicitation

KJ - Commercial Advertising/Merchandise Sales

KJA - Materials Distribution