

**Port Orford-Langlois
School District 2CJ**

Code: **GBI**
Adopted: 5/10/88
Revised/Readopted: 6/8/04
Orig. Code(s): GBI

Gifts and Solicitations

No teacher shall use his/her position in the district to influence district parents or students to purchase books or other merchandise, except for materials approved by the Board for use in the classroom.

Teachers shall not solicit gifts or other items of value from their students.

Individual employees will refrain from giving gifts to staff members who exercise any direct or indirect administrative or supervisory jurisdiction over them. The collection of money for group gifts is discouraged except in special circumstances such as bereavement, serious illness or for retirement gifts. This policy does not discourage building “sunshine” funds or other like arrangements.

All employees are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined as \$100 from a single source in a single year.

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 approval of the superintendent. Staff members may not be made responsible or assume responsibility for the collection of any money or distribution of any fund-drive literature within the schools without the superintendent’s approval.

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

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)

[ORS 339.880](#)

[OAR 584-020-0000 to -0045](#)

Cross Reference(s):

BBF - Board Member Ethics

DJG - Vendor Relations

GBC - Staff Ethics and Conduct

KH - Public Gifts to the District

KI/KJ - Commercial Advertising/Merchandise SalesK

JA - Materials Distribution