

**Saint Helens  
School District 502**

Code: **GBI**  
Adopted: 2/28/00  
Revised: 10/27/08  
Orig. Code(s): GBI

**Staff Gifts and Solicitations**

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.

All employees are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined as \$50 from a single source in a single year. Individual employees will refrain from giving gifts<sup>1</sup> 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 judgement.

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 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

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<sup>1</sup>“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 Standards of Conduct  
DJG - Vendor Relations  
GBC - Staff Ethics  
KH - Public Gifts to the District  
KI/KJ - Commercial Advertising/Merchandise Sales  
KJA - Materials Distribution