

Adopted: 03/16/2016

Revised: 06/22/2017

**Discovery Charter School**  
**POLICY No. 4.5.5**  
**GIFTS TO EMPLOYEES**

**I. PURPOSE**

It is the purpose of this policy to define Discovery Charter School's prohibitions on gifts of more than nominal value and the permissible acceptance of nominal tokens of appreciation.

**II. POLICY STATEMENT**

From time to time students, parents, and community groups may desire to show their appreciation to Discovery Charter School employees. However, the Board recognizes the need to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school employees. Therefore, it is the policy of Discovery Charter School to set reasonable limits on gift giving to employees.

**III. DEFINITIONS**

"Gift" means money, real or personal property, a service, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.

**VI. LIMITS ON GIFTS**

It is a violation of this policy for an employee to accept a gift from a student, parent, community member or community group if the gift has an individual value greater than \$30.00 or community group & classroom contribution gift of \$250.00.

**V. ACCEPTABLE TOKENS OF APPRECIATION**

It is not a violation of this policy for an employee to accept from a student, parent, community member, or community group the following: (1) Thank you notes or letters expressing appreciation; or (2) Small tokens of appreciation such as plaques if such token has only nominal value.

## **VI. SOLICITATION OF GIFTS**

It is a violation of this policy for an employee to solicit or receive anything of value from any person or entity doing business with or seeking to do business with Discovery Charter School.

## **VII. EXCEPTIONS**

This policy does not prohibit teachers and educational staff from accepting free samples of textbooks or teaching materials. This policy also does not prohibit employees from accepting promotional items of nominal value (water bottles, binder clips, golf balls, etc.) provided by vendors at educational fairs or conferences.

## **VIII. NON-APPLICABILITY**

This policy does not apply to gifts given to employees by personal friends, family members, or others where the reason for the gift does not arise out of the employee's employment with Discovery Charter School.

***Legal Reference:*** Minn. Stat. §124D.10 (Charter School Law)