

**Lower Merion School District**

Policy No.: **322, 422, 522**  
Section: **ADMINISTRATIVE EMPLOYEES**  
Title: **GIFTS**  
Date Adopted: **1979**  
Date Last Revised: **5/21/18; 11/17/03**

**322-422-522 GIFTS**

The Board is fully committed to providing a high quality educational program for all students and considers the acceptance of gifts by employees an undesirable practice. To avoid a conflict of interest, the appearance of a conflict of interest, or the need for employees to examine the ethics of acceptance, the District’s employees may not accept gifts from students, families, vendors, suppliers, employees, potential employees, potential vendors or suppliers, and any other individual or organization, under any circumstances.

This policy is designed to ensure that employees practice and demonstrate equal treatment, unbiased professionalism, and non-discriminatory actions in relation to all students, families, vendors, suppliers, employees, potential employees, potential vendors or suppliers, and any other individual or organization.

Importantly, with regard to students and families, the Board recognizes that:

- Gifts very often lead to a feeling of obligation on the part of the employee.
- Students of limited means may feel an obligation to contribute beyond family means.
- No student should feel obligated to make a contribution to a staff member.

However, it is not the intent of this policy to prohibit occasional small tokens of appreciation of a nominal value (less than \$10) such as handmade cards or crafts, baked goods, and similar expressions of thanks and appreciation.

The Superintendent may approve acts of generosity to individual employees in unusual situations but shall report such instances to the Board in a timely manner.

Donations to recognized charities affiliated with the District as a whole in the name of a District employee are not considered gifts to which this Policy applies. Such gifts must still conform to other District policies regarding conflict of interest as cross-referenced below.

Cross reference:

Policy No. 827, Conflict of Interest