HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: BOARD MEMBERS,

ADMINISTRATORS, PROFESSIONAL

EMPLOYEES, COACHES

TITLE: GIFTS

ADOPTED: April 28, 2004

REVISED: March 8, 2010

422. GIFTS

1. Purpose

This policy sets guidelines for individuals who represent the Hampton Township School District (the "District"), including Board Members, administrators, teachers, coaches, etc. ("District Representatives"). Such District Representatives are expected to maintain a high degree of honesty and integrity when conducting District business with outside organizations, vendors or individuals, including parents. Along with prudent judgment, District Representatives are expected not to compromise business transactions or job duties (including favorable treatment for a student) in exchange for gifts, favors, services or other quid pro quo arrangements.

Typically, business gifts, services, gratuities, and entertainment are forms of courtesies designed to build and/or enhance teamwork, partnerships, and goodwill between various entities. However, ethical problems arise when these items compromise an individual's ability to make objective and fair business and/or educational decisions. Unfortunately, even the perception of compromise to an outside observer can be very damaging to the image of the District and is inconsistent with the District's overall operating principles. Therefore, no District Representative shall solicit gifts and no District Representative, shall accept any gift as a representative of the District except as outlined below. The foregoing restrictions apply not only to the District Representatives themselves, but also to the immediate family members (i.e., spouse, parent, child) of any such District Representatives where the purpose of soliciting or accepting any such gift relates in whole or in part to District business.

2. Authority SC §235.9 SC §235.5

Except where the Superintendent of Schools (the "Superintendent") is the District Representative in question (in which case the Board shall enforce this policy), the Board authorizes the Superintendent to enforce this policy and to develop procedures to implement this policy.

3. Delegation of Responsibility

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

Definitions

"Gifts, Entertainment and Services are defined as any good or service of value given in the context of a business relationship for which the recipient does not pay fair market value. This includes such things as meals, material goods, travel and accommodations, tickets to sporting or cultural events, golf outings and any other merchandise or services.

District Representative is defined as board members, administrators, teachers, coaches and any other individuals who may be in a position to influence important decisions and/or grant or deny access to decision-makers.

Guidelines

Due to the myriad situations encountered in the school community on a daily basis, one policy cannot cover every eventuality that a District Representative may encounter. The expectation is that all District Representatives exercise sound judgment and avoid any actual improprieties and even the appearance of impropriety.

District Representatives should refrain from accepting Gifts, Entertainment or Services under circumstances where the offer or acceptance could negatively impact the reputation of the District or the District Representative involved, or could pose an actual or perceived conflict of interest. District Representatives may not accept any Gifts, Entertainment or Services that:

SC §235.9

- The District Representative knows or should have known violates any law, regulation or policy applicable to the giver or recipient
- May reasonably be construed as a bribe, payoff or other attempt to influence a decision (including a course grade).
- Is inconsistent with customary business practices in the public sector
- Represents a conflict of interest
- Has a fair market value of more than \$200 per vendor per year, or \$500 per District Representative per year.
- Impairs, or appears to impair, professional judgment.
- Exploits a professional relationship for personal gain or advantage.

District Representatives should not accept Gifts, Entertainment or Service where the value of such exceeds \$25.00, and in those instances where the value does exceed \$25.00, the District Representative shall file a report with the Superintendent, who will share such information with the Board of School Directors.

The following gifts or awards are generally considered to be acceptable:

- A plaque or award of nominal value
- Items of insignificant value that are commonly distributed as promotional tokens (e.g. key chains, T-shirts, coffee mugs, etc.)
- Small gifts or gift cards presented by parents to teachers and other District Representatives on holidays or at the end of the school year.
- Informational materials that are commonly distributed by vendors (e.g., booklets, audio or video tapes, etc.)
- A non-cash raffle prize at a conference or similar event, where the

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employee is representing the District
Goodwill exchange gifts may be accepted when District Representatives are
on a mission to another education institution, charitable organization, or
country where refusal of a gift could offend the hosting officials. If the gifts

are of significant value (greater than \$100) they become the property of the District and must be reported to the Superintendent and the School Board.

Nothing contained in this Policy shall be deemed to affect any District Representative's obligations for reporting of gifts as required under Pennsylvania state law.