

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: BOARD MEMBERS,  
ADMINISTRATORS,  
PROFESSIONAL  
EMPLOYEES, COACHES

TITLE: GIFTS

ADOPTED: April 28, 2004

REVISED: March 8, 2010

<p>1. Purpose</p>	<p style="text-align: center;">422. GIFTS</p> <p>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.</p> <p>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.</p>
<p>2. Authority SC §235.9 SC §235.5</p>	<p>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.</p>
<p>3. Delegation of Responsibility</p>	<p>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.</p>
<p>Definitions</p>	<p>“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.</p>



	<p>employee is representing the District</p> <ul style="list-style-type: none"><li>• 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.</li></ul>
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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.