

GIFTS AND SOLICITATIONS BY STAFF

Admin. Reg. HRS-7

~~April, 2017~~ August, 2010

I. **Selling Items for Personal Profit.** The Superintendent does not permit BCSD~~its~~ employees to sell for personal profit on BCSD~~District~~ property products of any kind to other employees, students, or their parents/legal guardians, or any other patron of the school in which they teach or location in which they are employed.

II. **Soliciting of Employees and/or StudentsStaff.**

A. The Superintendent welcomes community volunteers in BCSD schools and encourages those volunteers to share their professional expertise. However, the Superintendent prohibits volunteers from soliciting employees and/or BCSD students to be referred for further relationship with the volunteer in his/her professional capacity. This includes prohibition on the distribution of business cards or other materials construed as advertising.

A-B. No organization may solicit funds from BCSD employees on BCSD~~District~~ property, nor may an, and no organization may distribute flyers or other materials related to fund drives through the schools without the prior approval of the Superintendent or his/her designee as set forth in BCSD Administrative Regulation E-11, Soliciting, Advertisement, and Promotional Activities. ~~Otherwise, BCSD employees shall not be made staff members will not be held~~ responsible or assume responsibility for the collection of any money or distribution of any fund drive literature within the BCSD or its schools without the Superintendent's prior approval.

B-C. The Superintendent expects school fund drives to be kept to a minimum.

III. **Gifts from Employees to EmployeesStaff to Staff.** Individual employees shall~~will~~ refrain from giving gifts to employees~~staff members~~ who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly. ~~Generally, the Superintendent discourages collection of money for group gifts, or the giving of individual gifts, to~~ employees~~staff~~ except in special circumstances such as bereavement, serious illness, or for mementos at retirement.

IV. **Gifts from EmployeesStaff to Students.** Individual employees shall~~may~~ not give a gift of any type to any student, unless such a similar gift is provided to all students in the employee's class or classes.

V. **Gifts from Others to EmployeesStaff.**

A. The Superintendent expects all employees to exhibit ethical conduct in their relationships with students, parents/legal guardians, other school personnel, and all companies and individuals with whom the BCSD does business.

~~A.B.~~ BCSD employees are prohibited from accepting personal gifts, bonuses, or gratuities, consistent with the guidelines of the State Ethics Commission, from companies doing business with the BCSD, whether or not the companies provide such gifts to increase the sale of a product or influence BCSD personnel. ~~Consistent with ethics law, staff may not accept personal gifts, bonuses, or gratuities from companies engaged in business or seeking to do business with the District, whether or not companies give such gifts in the hopes of increasing the sale of a product or to influence school personnel.~~ Exceptions to this Administrative Regulation policy are the acceptance of minor items, which are generally distributed by the company or organization through their public relations program.

~~B.C.~~ The Superintendent discourages the giving of gifts to BCSD employees~~staff members~~ by students as well as the exchange of gifts at holiday parties.

Adopted: July 1, 2002

Revised: May, 2005; August, 2010; April, 2017

Legal References:

- A. South Carolina Code, 2004, as amended
 - 1. Section 8-13-20, *et seq.* - State ethics law
 - 2. Section 16-17-420 - Prohibits activities that disturb schools