



POLICY 104

I. PURPOSE

- A. The purpose of this policy is to avoid impropriety, conflict of interest, or the appearance of impropriety or conflict of interest with respect to gifts given to Lakes International Language Academy (the “School”) employees. Gifts received should support the School’s mission.

II. GENERAL STATEMENT OF POLICY

- A. The School recognizes that students, parents, and others may wish to show appreciation to school employees. It is the policy of the School, however, to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. It shall be a violation of this policy for any employee to solicit, accept, or receive either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value. A suggested guideline is that a gift should not exceed \$50 in value; however, the Executive Director has discretion to allow exceptions.
- C. It shall be a violation of this policy for any employee to solicit, accept, or receive a gift from a person or entity doing business with or seeking to do business with the School. Employees may accept items of insignificant value of a promotional or public relations nature. The Executive Director has discretion to determine what value is “insignificant.”
- D. Teachers may accept publishers’ free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees, or where the donor’s relationship with the employee arises out of the employee’s employment with the School. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee’s employment with the School.

III. DEFINITION

- A. "Gift" means money, real or personal property, a service, a loan, 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.

IV. PROCEDURES

- A. Any employee considering the acceptance of a gift beyond the guidelines of a nominal value shall confer with the Executive Director for guidance related to the interpretation and application of this policy. The Executive Director may choose to confer with a Gift Acceptance Committee which the school board will appoint as necessary.

V. VIOLATIONS

- A. Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

REVISION HISTORY

Date	Status		Date	Status		Date	Status
	Adopted		11/10/15	Amended		11/15/16	Reviewed
11/13/18	Amended		11/10/20	Amended		11/03/21	Reviewed
11/14/23	Reviewed		11/19/24	Reviewed			