Book	Policy Manual
Section	300 Employees
Title	Gifts
Code	322
Status	First Reading
Last Revised	May 19, 2026
Last Reviewed	May 19, 2026

Authority

The Board considers the acceptance of gifts by administrative, professional and classified employees an undesirable practice.

It is the policy of the Board that staff members not accept gifts of significant value, as determined by the immediate supervisor.[1]

Delegation of Responsibility

The Superintendent or designee may approve acts of generosity to individual District employees in unusual situations but shall report such instances to the Board on a timely basis.

District employees will not encourage personal receipt of gifts for services rendered as a school employee.

Recognizing that gifts are often given to employees to express appreciation and are often given to school staff at holidays, at the conclusion of special projects or the end of special seasons, such gifts to staff will be permitted. However, gifts should not be in cash and should not exceed $75.00 in value.

District employees may not accept gifts that could influence, or appear to influence, District business decisions in favor of an individual, group or organization with which the District conducts business dealings.

Legal 1.24 P.S. 510

Last Modified by Barb Moore on May 6, 2026