

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Staff Gifts and Solicitations	Descriptor Code:	Issued:
		G-170	5/08
	Descriptor Term:	Reviewed:	Revised:
	6/24		

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GIFTS

Employees of the Board shall not accept gifts from students unless the gifts are of token value only.

Individual employees of the Board will refrain from giving gifts to staff members who exercise administrative or supervisory jurisdiction over them, either directly or indirectly. The collection of money for group gifts is discouraged except in special circumstances such as bereavement, serious illness, or for mementos at retirement.

Employees are prohibited from accepting things of material value from individuals, companies or organizations doing business with the school system. Exceptions to this policy are the acceptance of minor items which are generally distributed to all by the companies through public relations programs.

SOLICITATIONS

No organization may solicit funds from employees within the schools. Flyers and other materials related to fund drives shall not be distributed through the schools without the written approval of the Director of Schools.

Employees will not be made responsible for the collection of any money or the distribution of any fund drive literature within the schools unless such activity has the Director of Schools' written approval.