

**West Linn-Wilsonville
School District 3J**

Code: **GBI**
Adopted: 5/07/07
Readopted: 1/11/16
Orig. Code(s): GBI

Staff Gifts and Solicitations

Duties performed by employees of the district shall be done according to the highest standards of conduct, free from all conflict of interest or the appearance of such conflict.

On this premise, employees will not accept gifts¹, favors or other offers from vendors or representatives of any business or commercial firm. Acceptance of complimentary advertising or promotional tokens such as calendars is permitted provided these items do not have a material value which exceeds \$50.

The presentation of gifts to teachers, administrators or other staff members who exercise any direct or indirect administrative or supervisory jurisdiction over them is prohibited. Should a group, however, wish to present a group gift, the cost to each individual should be kept to a minimum, and no one should be made to feel obligated to participate.

Gifts from any person seeking preferential or special treatment should not be accepted.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without the [superintendent's] approval. Staff members may not be made responsible or assume responsibility for collecting money or distributing any fund-drive literature within the schools without the superintendent's approval.

The soliciting of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the principal or supervisor. Advertising is not allowed in the building without the superintendent's approval.

END OF POLICY

Legal Reference(s):

[ORS 244.010 to-244.400](#)
[ORS 339.880](#)

[OAR 584-020-0000 to-0045](#)
[OAR 199-005-0005 to-199-020-0020](#)

¹“Gift” means something of economic value given to a public official or the public official’s relative or household member without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or the relatives or household members of public officials on the same terms and conditions; and something of economic value given to a public official or the public official’s relative for valuable consideration less than that required from others who are not public officials. See ORS Chapter 244 for gift definition exceptions.