
AURORA PUBLIC SCHOOLS
Adopted August 1987
Recoded October 1991
Revised November 2007
Reviewed May 2014

APS Code: GBEB

GIFTS TO AND SOLICITATIONS BY STAFF

Gifts

Under certain circumstances, the accepting of or solicitation of gifts may place the person accepting or soliciting a gift in the position of appearing to be obligated to return the favor, perhaps by special treatment in dealing with the gift giver. Whether such an obligation is actually felt by the person receiving or soliciting the gift or merely perceived by others, it tends to undermine the confidence of the public in the District and of co-employees in the person involved. Therefore, it is the policy of the District to discourage gift giving or solicitation.

CROSS REF.: GBEA, Staff Ethics/Conflict of Interest

Issued August 1987**Recorded October 1991****Revised September 2008****Revised September 2012****Reviewed May 2014****Revised May 2015****Revised March 2016**

GIFTS AND SOLICITATION OF GIFTS**Page 1 of 3****Gifts from Students**

Teachers or other employees of the District shall not accept or solicit gifts from students or parents of students except as such gifts have an aggregate yearly value of less than \$25 from any single student. Even gift giving of items having a yearly value of less than \$25 should be discouraged. The writing of letters by students to staff members to express gratitude and appreciation is considered to be more welcome and more appropriate.

Gifts from Employees to Employees

Individual employees shall refrain from giving gifts to employees who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly. Supervisors shall not solicit any gifts from a subordinate and not accept any gifts valued over \$50.00. Generally, a collection of money for group gifts shall be discouraged except in special circumstances such as birth, bereavement, serious illness or for mementos at retirement. This regulation shall not apply to expressions of gratitude from one employee or group of employees to another involving gifts being made to a charity in the name of the recipient of the expression of gratitude.

Gifts from Companies

All employees of the District are prohibited from accepting or soliciting items of material value (the aggregate value of which exceeds \$25 in any calendar year from any single entity or person) from any organization or person which has done, is doing or may in the future reasonably be expected to do business with the District. This prohibition also applies to representatives, agents or immediate family members of agents of such organizations, or other persons closely related to such organizations. Employees are prohibited from accepting or soliciting any gift of cash or any gift certificate, regardless of whether the value is less than or more than \$25. Also, employees are prohibited from doing any work for any organization which has done, is doing or may reasonably be expected in the future to do business with the District. This prohibition also extends to the representatives, agents or immediate family members of agents of such organizations.

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Gift Cards and Certificates

No district funds from any source can be used to purchase gift cards or gift certificates for the purpose of giving, awarding or otherwise gifting the gift cards or gift certificates to employees or students or other individuals affiliated with the district. This includes gift cards and certificates to/from students and staff. Gifts of this nature may be considered taxable income by the Internal Revenue Service.

Gas gift cards may be purchased in lieu of Regional Transportation District (RTD) bus passes when such an option is not available to the student/family, as determined by the Federal Programs/McKinney Vento Office.

Sale of Gift Cards for Fund-Raising Activities

Merchant gift cards that are sold by student groups to the general public with the specific intent to raise funds for district-authorized student activities are permitted if there is no final cost to the district. Specifically permitted are grocery store gift cards that are redeemed by the card owner at the merchant's place of business and where the merchant will rebate a percentage of the sale back to the student activity.

Notification of Supervisor

If an employee has any question whatsoever as to whether a situation may involve a violation of this regulation, the employee should report the matter to her/his supervisor.

Gifts to the District

Nothing in this regulation shall prohibit the acceptance by the District of awards or gifts from interested members of the public. Such gifts shall be accepted by the Superintendent or designee on

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behalf of the District, and a full report detailing any gifts over \$25 shall be submitted to the Board of Education at its next regular meeting. All such gifts become the property of the District and are subject to the same control as other District property. The Superintendent or designee and the Board of Education reserve the right to refuse any gift deemed to be inappropriate.

CROSS REFS: DKC-R, Employee Expense Authorization/Reimbursement