

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: GIFTS TO SCHOOL PERSONNEL

The Springfield Board of Education recognizes that it is a natural impulse to give something tangible as a token of thanks or affection. However, in the relationship between staff members and their students, the public, or vendors, it is necessary to define “token”, and to specify the situations in which even token gifts are acceptable.

The Board desires staff members to instruct their students to express their appreciation to staff in letters or drawings rather than gifts. Staff members are discouraged from giving even token gifts to students in recognition of achievement or for occasions of personal importance. As with student gifts to teachers, staff is encouraged instead to acknowledge such occasions for congratulation with a card or letter.

The Board may approve specific acts of generosity to an individual staff member (in his/her capacity of staff member) in special situations such as a community presentation, after the Superintendent has discussed this policy with the sponsoring group.

In no case may a staff member accept cash or its equivalent as an acknowledgement of his/her function as staff member.

Law prohibits outright gifts from the Board to retiring staff members. Nevertheless, they may be permitted if tied to services rendered and intended as a form of compensation.

Acceptance of Gifts

All employees of the district are prohibited from accepting items of material value from companies or organizations doing business with the school district. Exception to this policy is the acceptance of minor items which are generally distributed by companies or organizations through their regular public relations programs.

No employee of the school district is to accept any commission or gift from individuals or companies seeking to sell equipment to our schools. This includes materials for construction, repairs, maintenance of the school plant, for the conducting of pupil classes, and for materials and supplies used in school organizations, such as clubs, class activities, and so forth. The Board shall consider as always welcome the writing of letters to the Board or its staff expressing gratitude or appreciation.

Approved: August 28, 1989

Revised: June 30, 1997

Revised: December 22, 2008