

ADMINISTRATIVE REGULATION

GIFTS TO AND SOLICITATION BY STAFF

PURPOSE:

This regulation is established to set forth administrative expectations considered essential to the proper implementation and enforcement of School Committee Policy GBEBC pertaining to the giving/receiving of gifts and/or the solicitation and/or sale of items to or by employees or students of the North Kingstown School Department.

REGULATION STATEMENTS OF EXPECTATION:

1. Employee expectations:

- a. An employee will not solicit any gift, favor, or service, for employee's discharge of assigned duties and responsibilities.
- b. An employee will not have a personal financial interest, a business interest, or any other obligation that in any way creates a substantial conflict with the proper discharge of assigned duties and responsibilities or that creates a conflict with the best interest of the School Department.
- c. An employee who believes he/she has or may have a conflict of interest will disclose the interest to the Superintendent or his/her designee, who will take whatever action is necessary to ensure that the Department's best interests are protected.
- d. Employees will not recommend, endorse, or require students to purchase any product, material, or service in which they have a financial interest or that is sold by a company that employs the district employee during non-school hours or a member of the employee's family. Professional employees will not recommend or require students to purchase a specific brand of school supplies if there are other brands that are equal and suitable for the intended instructional purpose.
- e. Employees will not use their positions with the School Department to gain entrance to a home within the district or to obtain an audience with any district resident for the purpose of attempting to sell products or services.
- f. Employees, as well as students, are encouraged to express their appreciation to supervisors, teachers, or administrators by writing a personal letter or sending an appropriate card to the individual, rather than presenting a gift, regardless of its monetary value.
- g. Any gift to an employee or family member of a value which exceeds twenty-five dollars (\$25.00) will be reported by the employee to the employee's immediate supervisor.

2. Student expectations:

- a. Fund-raising in grades K-5 will be limited to the sale of school pictures and the operation of a school store. School supplies (pencils, pens, ink, paper, notebooks, school-embossed shirts/souvenirs, etc.) may be sold in the school store. Items of food and drink may not be sold at times which conflict with the operational rules of the school lunch program.
- b. For grades 6-12, the above-stated projects, along with the sale of advertisements in school books and newspapers are approved fund-raising projects. Any other fund-raising projects are subject to approval by the Principal, who will review the purpose and need for the special fund-raising project, designate the type of sale to be held, and confirm the projected project sales with anticipated profits and expenses. Documentation of this action shall be placed on file with the Superintendent's Office.

3. Solicitation:

- a. Students in grades K-8 are prohibited from participating in fund-raising activities requiring door-to-door solicitations except as otherwise stipulated in Policy JJE. This prohibition includes school sponsored activities and activities of school related organizations in which students sell items, solicit contributions or pledges, or take orders.
- b. Students in grades K-12 are not permitted to participate in any program involving solicitation of funds to support any school-sponsored project during regular school hours.
- c. No tickets for any purpose other than for school activities as authorized by the Superintendent's Office, or otherwise expressly permitted by the School Committee, will be sold on school property or otherwise under the name of the North Kingstown School Department. No contribution of money for any purposes will be collected from or by school children except as authorized by the School Committee and/or approved Administration Regulation.
- d. Periodically, and upon the approval of the Superintendent, collection of donations for Community Service Agencies or campaigns for charitable purposes may be allowed. In such instances, the major emphasis will be on informing students of the nature and purpose of the fund and the services rendered. When voluntary contributions are received from pupils, the donations must be deposited in slotted containers furnished for that purpose. Teachers or other staff will not collect such money, nor will records be kept of the contributions either on an individual, classroom, or school basis.
- e. The main emphasis of any fund-raising campaign should be on the educational aspects of the program.
- f. There will be no house-to-house canvassing by any student, K-12, for any school or school related purposes.

Special Considerations:

- a. Graduating classes may leave gifts to schools with the approval of the class sponsors and the Principal who will decide on the appropriateness of the gift, its utility and placement. When a gift is accepted it becomes the property of the North Kingstown School Department.
- b. Student groups may make gifts to the School Department after obtaining their Principal's recommendation and the approval of the Superintendent. Gifts may be accepted and acknowledged by the Superintendent or his/ her designated representative acting for the Committee.
- c. This policy should not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, a product, or a service.
- d. The sale of supplies in the classroom as a fund-raising project for student activities is prohibited. This does not preclude the operation of a school store under the control and supervision of the Principal or the nonprofit sale of industrial art (art, crafts, etc.) supplies which are used by students in making articles that become the individual's property.
- e. The Administration recognizes that, from time to time, citizens, students, School personnel, and other persons and organizations may wish to express support for a particular program, school or the school system by conducting fund-raising drives. Such expressions of concern and support are respected but require that such fund-raising projects be conducted so that they do not interfere with educational objectives or community standards. Such expressions of support must be reflective of fair and equitable consideration to the student population in general.

Adopted: 6/23/58

Amended: 4/7/04

Amended: 6/24/08; 4/27/2010