

524 STAFF GIFTS

Any Williams Bay School District official, employee, or a member of the employee's immediate family, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees, or students. Exceptions to this policy are acceptance of minor items, which are generally distributed by companies through public relations programs. Employees should accept only gifts of token value from students.

It is the policy of the Board of Education for employees to decline gifts, gratuities, or favors from any outside organization or individual doing business or seeking to do business with the District. Gifts that are intended for the benefit of the District should be referred to the District Administrator or his/her designee for proper processing following state law and the District's public gifts policy. Gifts of nominal or of insubstantial value and services offered for a reason unrelated to the employees' position and which could not reasonably be expected to influence a decision could be accepted. Larger gifts to an employee as an individual and gifts of more than nominal or insignificant value should be graciously declined.

Employees shall not use school time, school facilities, or school equipment in connection with an employee's personal business or for financial gain.

This policy does not prohibit teachers or support staff from receiving gift items of gratitude from parents unless the receipt of the gift would be to influence a student's course grade. Teachers or support staff may not accept gifts of substantial value from vendors.

LEGAL REFERENCE: Wisconsin Statutes 19.59, 118.12, 946.10, 946.12 (3)

APPROVED: March 10, 2003

REVIEWED: October 9, 2017

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May 24, 2021