

3.13 GIFT POLICY

Gifts to school employees are neither expected nor required. While not intended by the gift-giver, gifts to employees can create the appearance that the employee might unduly show favor to the giver or the giver's child, or be influenced by the giver. Therefore, this policy is intended to establish guidelines for those choosing to give gifts solely as tokens of appreciation, and the employees accepting those gifts.

All Gift Giving

No gifts are to be given to employees, classrooms, school programs or alike, for the purpose of influencing decisions or inducing favoritism. Employees accepting gifts must do so with extreme discretion and ensure that it does not influence any of their decisions or preferences. Any gifts given or received for these purposes must be immediately reported to the Executive Director (or the Chair of the Board of Directors if the gift involves the Executive Director).

Any questions regarding the appropriateness of a gift should be discussed with the Executive Director (or the Chair of the Board of Directors if the gift involves the Executive Director).

Gift Giving to Individuals

Gifts to individual school employees given by an individual family are not to exceed \$100 in value cumulatively for the entire school year. Gift-givers may contribute to a class-wide or team gift to a school employee without restriction on the amount if the gift is identified only as being given from the class or team, and the identities of the givers and the individual amounts are not identified to the recipient. Such class-wide or team gifts should invite all families to participate on a voluntary basis and no specific dollar amount may be solicited.

Gift Giving to Classrooms

Gift-givers may also wish to give gifts to a specific classroom or to a school program for the benefit of the students rather than an individual employee. Such classroom gifts shall be considered donations to the School and shall not exceed \$500 in value. Gift-givers wishing to give classroom gifts in excess of \$500 are to do so through the Scholars Academy Foundation.

Adopted: March 26, 2017

Amended: November 27, 2017; May 22, 2023