

## **LIONSGATE ACADEMY**

### **401 GIFTS TO EMPLOYEES, BOARD MEMBERS AND CLASSROOMS**

*Original Adoption Date: 4/21/2014*

*Revision Date(s): 03/20/2018, 2/2/2021*

*Review Date(s): 03/01/2018*

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#### **I. PURPOSE**

To avoid the appearance of impropriety or a perceived conflict of interest with respect to gifts given to Lionsgate Academy employees and board members, or gifts given to school classrooms.

#### **II. GENERAL STATEMENT OF POLICY**

- A. Lionsgate Academy recognizes that students, parents/guardians, and others may wish to show appreciation to its employees. However, Lionsgate Academy's policy is to discourage gift-giving to employees and classrooms, and to encourage individuals instead to write letters and notes of appreciation or to give small tokens of gratitude. Any gifts accepted, that are not of nominal value, shall become Lionsgate Academy's property.
- B. It shall be a violation of this policy for any employee or board member to solicit, accept, or receive either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. It shall be a violation of this policy for any employee or board member to solicit, accept or receive gifts or donations, of greater than nominal value, to fund classroom items without prior approval of the executive director.
- D. It shall be a violation of this policy for any employee or board member to solicit, accept, or receive a personal gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of nominal value of a promotional or public relations nature.
- E. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- F. This policy applies only to gifts given to employees and board members where the donor's relationship with the employee arises out of that individual's relationship (employment or other) with the school district. It does not apply to gifts given by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.

- G. An elected or appointed member of the school board, the executive director, a school principal, or a district school officer, including the school business official, may not accept a gift of greater than nominal value from an interested person.

### **III. DEFINITIONS**

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, executive director, school principal and building administrator, or a district cabinet member is authorized to make.
- C. "Financial interest" means any ownership or control in an asset which has the potential to produce a monetary return.
- D. "Nominal value" means a value of \$5 or less.

### **IV. PROCEDURES**

Any employee or school board member considering the acceptance of a gift, individually or for any component of the district, shall confer with the administration for guidance related to the interpretation and application of this policy.

### **V. VIOLATIONS**

Employees who violate the provisions of this policy may be subject to discipline, up to and including termination. School board members who violate the provisions of this policy may be subject to discipline in accordance with applicable statute and school district policy.

#### ***Legal References:***

*Minn. Stat. § 10A.07 (Conflicts of Interest)*

*Minn. Stat. § 10A.071 (Prohibition of Gifts)*

*Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)*

*Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)*