

**STAFF GIFTS – VENDOR RELATIONS**

The South Dakota Code of Professional Ethics for Teachers states:

- **24:08:03:02. Obligations to the public.** In fulfilling their obligations to the public, educators shall... (6) Neither accept nor offer any gratuities, gifts, services, or things of value that impair professional judgment, offer special advantage, or provide personal benefit

Any such gifts or materials provided to ANY staff members shall be considered district property, and reported to that employee's supervisor. Any employee receiving a gift from a vendor, contractor, or supplier with an estimated value in excess of \$50 shall report such gift to the business manager where a record of such gifts shall be maintained.

School staff members involved in the selection or purchase of materials and services shall avoid situations that could interfere, or appear to interfere, with the ability to make free and independent decisions regarding purchases on behalf of the district. School staff members shall not accept gifts from suppliers, contractors and others doing or seeking to do business with the school system if the gift serves no ethical business purpose or would create an actual or perceived embarrassment to the school district upon public disclosure.

Each purchase shall be made with a commitment to the ethical expenditure of district resources and on the basis of quality, price and delivery, with past service being a factor if all other considerations are equal. Vendors have no obligation to contribute to solicitations from schools/school-sponsored activities and any contributions on behalf of vendors shall be accepted with the expectation that the district shall not extend favoritism to any vendor.

Adopted

April 8, 2013