

GIFTS TO STUDENTS Gifts shall not be exchanged in school. Parent groups, parent-teacher associations, or other community organizations may provide gifts for all members of a class.

SOLICITING FUNDS FROM STUDENTS The following rules and guidelines shall govern collection and sales in the schools:

1. No collection of funds for any purpose may be taken from students unless authorized by the principal or designee.

Collection of items such as clothing or food for distribution at holidays shall be made only upon written approval of the principal or designee.

GIFTS, PAYMENTS OR FAVORS TO EMPLOYEES Employees will neither ask for nor accept any personal benefit that tends to influence judgment or discretion in the exercise of public duties or responsibilities. Employees will refuse to accept personal benefits in exchange for doing their jobs.

VENDOR OR PROMOTIONAL GIFTS Gifts given in the capacity of employment should be listed as a “donation to the district” and the appropriate documentation should be completed (i.e., Donation Form, Conflict of Interest). Such gifts become the property of the CCISD and the campus for which the gift was intended.

FOOD AND ENTERTAINMENT Employees will not ask for food or entertainment from a vendor or potential vendor. Employees will decline unsolicited offers of food or entertainment from a vendor or potential vendor with the following exceptions:

1. The offer is from a personal friend or relative and has nothing to do with the employee’s professional duties;
2. The offer is made based upon professional or business relationship independent of the employee’s status and activities as a CCISD employee (e.g., a lunch to discuss PTA activities, or a charity event sponsored by a

- community organization for which the employee has an independent relationship as a volunteer);
3. The offer would be impractical or impossible to refuse (e.g., a conference that includes lunch and refreshments);
 4. The offer is *de minimis*, such as a cup of coffee; or
 5. The offer is to attend an event and the person hosting will be present.

TRAVEL EXPENSES It is not appropriate for a vendor, potential vendor, or private entity, to pay an employee's travel, food and lodging expenses, except in very limited circumstances, such as in connection with a fact-finding trip or seminar. However, CCISD recognizes that in some instances payment of these expenses by a vendor, potential vendor, or private entity, will not raise a question of impropriety and may alleviate budgeted expenditures. In such a situation, CCISD may authorize the private payment of such travel expenses provided that the employee obtains prior written approval from their supervisor. The employee and supervisor should carefully examine the following factors:

1. The nature of the trip;
2. The appearance of favoritism or impropriety; and
3. The benefit, if any, a vendor, potential vendor, or private entity, hopes to gain by paying for the trip.