

Williamson County Board of Education



Adopted Date:

5/28/90

Rev. 4/18/05;11/30/09;

Editorial 6/6/14

5.605

STAFF GIFTS and SOLICITATIONS

1 Employees and students shall not capitalize inappropriately on their position/role in the Williamson County
2 Public Schools in the sale of merchandise or services.

3
4 Specifically:

- 5
6 1. No employee of the district shall solicit pupils of the district, nor the parents of such pupils, for the
7 purpose of selling or promoting the sale of any goods, (including books, magazines, encyclopedias,
8 and other instructional materials) commodities, or services (including tutoring, educational trips, etc.)
9 from which the employee may or will derive personal benefit except in:
- 10 (a) Sales outside of school hours with clients called upon at random or canvas solicitation in
11 which contacts to students or parents is only incidental and in which the employee does not
12 use employment with the district as enticement to clients; or
 - 13 (b) Private educational trips in which the benefit received is limited to complimentary travel
14 and lodging provided by a travel planning agency to the group leaders. If a teacher plans
15 any such trip, the teacher shall not conduct any meetings or discussions about such a trip on
16 school property and shall notify participants and parents in writing that the trip is not a school
17 sponsored event.
- 18
19 2. Exceptions to number one above for certain tutorial activities may be granted upon written application
20 to the Superintendent of Schools prior to commencing the activity (filed through the Principal or
21 immediate supervisor) outlining in detail the proposed activity, probable clients, charges to be made,
22 etc. If the Superintendent of Schools grants approval, the Superintendent of Schools shall notify the
23 applicant in writing prescribing such conditions as may be reasonable and shall forward a copy of the
24 application and approval to all members of the School Board.
- 25
26 3. No employee shall receive personal remuneration, gifts or gratuities from companies or agents in
27 purchases by the school district or the school, of books, apparatus, furniture, services or any other
28 articles, athletic equipment, supplies, or any other equipment or supplies.
- 29
30 4. No organization (except United Way) may solicit funds from employees within the schools. Nor may
31 anyone distribute flyers or other materials related to fund drives through the schools, without the
32 written approval of the Superintendent of Schools.
- 33
34 5. Employees will not be made responsible for the collection of any money or the distribution of any
35 fund drive literature within the schools unless such activity has the Superintendent of Schools' written
36 approval.
- 37
38 6. Individual schools, school approved organizations and clubs may sponsor fundraising activities for
39 charitable organizations as long as no part of the instructional day is utilized and the passive fund
40 raiser request is submitted to and approved by the Superintendent of Schools in advance.

41
42 Cross References:

43 2.809 Vendor Relations

44 6.701 Student Solicitations and Fund-Raising

45 6.710 Gifts
46
47
48
49
50