



GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

POLICY:	421
ADOPTED:	12/07/98
REVISED:	06/26/23

I. Purpose

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. General Statement of Policy

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature in accordance with Minnesota Statute section 10A.071.
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials. Accepted samples and materials obtained become property of the school district.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. Definitions

REVISED 2022- 2023

- A. "Gift" means money, real or personal property, a service or promise of 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, a superintendent, a school principal, or a district school officers is authorized to make.
- C. "Financial interest" means any ownership or control in an asset which has the potential to produce a monetary return.

IV. Implementation

A. Funding

Funding allocations and limitations are based on a per employee per fiscal year basis. Allocations shall not carry over into a future fiscal year nor shall they be spent prior to the start of the designated fiscal year. Allocations per employee will include all full time and part time employees. Student, casual, temporary, and short-term substitute employees will not be included in this allocation. The allocations will be calculated at the beginning of the fiscal year by the Director of Business Services and will not adjust during the fiscal year.

B. Annual Allocation of Funds

The Board of Education may authorize a total annual allocation of up to \$1.50 per employee for district-wide appreciation and recognition events. These funds may be used at the School Board's and the Superintendent's discretion.

C. Additional Annual Allocation of Funds

An additional annual allocation of \$3.50 per employee may be allocated for the purpose of recognition events specific to each school or department. The expenditure of these funds will be at the discretion of the principals at the school locations and administrators at the department level at the District Office, Transportation Department, Buildings and Grounds Department, Food Service Department and Community Education. These expenditures must meet the stated employee recognition procedures as outlined below.

D. Additional Donated Funds

School Principals or the Superintendent may use up to \$5 per employee of donated funds to provide additional recognition to employees. The athletics and

activities department may also allocate up to \$5 per coach of donated funds to provide recognition to coaches. This additional funding must come from donations from outside organizations specifically designated to be allowed to be used for district employee recognition programs. Taxpayer dollars will not be used for this portion of the recognition program.

V. Procedures

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

VI. Violations

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

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)

Cross References: Policy 209 - Code of Ethics
Policy 210 - Conflict of Interest - School Board Members
Policy 306 - Administrator Code of Ethics
Policy 422 - Employee Recognition



EMPLOYEE RECOGNITION

POLICY: 422
ADOPTED: 06/26/23

I. Purpose

The purpose of this policy is to establish procedures to establish and maintain an employee recognition program. The district shall demonstrate its appreciation of employees through a board-approved employee recognition program which shall not include monetary awards. It is important in a school community for employees to feel valued, recognized, and appreciated. The Employee Recognition policy provides a framework for individuals and teams to be recognized for their years of service, outstanding work, and contributions.

II. General Statement of Policy

- A. It is the policy of this school district to operate an employee recognition program in accordance with the applicable provisions of law. The Independent School District 199 Board of Education authorizes district administration to develop a program for the recognition of individuals and teams for their contributions to the success of the school district in providing a high quality of education.
- B. The school district shall provide recognition awards for employees for exemplary work or effort and/or years of service whenever fiscally possible. This form of in-kind compensation shall include, but is not limited to, recognition meals/refreshments, plaques and similar awards. It shall not include cash or gift card payments of any kind.
- C. The school district shall be fiscally responsible in determining the level of incentive for recognition that will be provided each year. The district priorities will guide decisions on making the determinations.
- D. Nothing in this policy sets a precedent for the presence or absence of recognition awards on a year-to-year basis.

III. Implementation

A. Funding

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Legal References: [Minn. Stat. § 123B.02 Subd. 14a](#) (General Powers of Independent School Districts/Employee Recognition)
 [Minn. Stat. 10A.071](#) (Certain Gifts by Lobbyists and Principals Prohibited)

Cross References: Policy 421 Gifts to Employees and School Board Members



EMPLOYEE-STUDENT RELATIONSHIPS

POLICY:	423
ADOPTED:	05/07/01
REVISED:	06/26/23

I. Purpose

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

II. General Statement of Policy

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student

access to such substances, or failing to take reasonable steps to prevent such access from occurring.

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. Reporting and Investigation

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with Policy 103 (Complaints from Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct or communications in violation of this policy.

IV. School District Action

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Board of Teaching or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

V. Scope of Liability

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed, or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13 (b) (Employment Contracts; Termination)

Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minnesota Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minnesota Rules, Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross Reference:

Policy 103 - Complaints - Students, Employees, Parents, Other Persons
Policy 211 - Criminal or Civil Action Against School District, School Board Member, Employee or Student
Policy 306 - Administrator Code of Ethics and Workplace Expectations
Policy 403 - Discipline, Suspension and Dismissal of School District Employees
Policy 413 - Harassment and Violence
Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
Policy 421 - Gifts to Employees and School Board Members
Policy 422 - Employment Recognition
Policy 507 - Corporal Punishment