

FILE: GBI

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	March 18, 1980	FILE SECTOR:	PERSONNEL
DATE REVISED:	November 19, 1992	POLICY TITLE:	STAFF GIFTS AND
DATE REVISED:	February 17, 2000		SOLICITATIONS
DATE REVISED:	October 20, 2005		
DATE REVISED:	November 15, 2012		
DATE REVIEWED:	November 20, 2014		
DATE REVISED:	February 25, 2019		
DATE REVISED:	February 24, 2025		

The Medford Area Public School District (MAPSD) discourages the giving or exchange of gifts of significant material value between students, families and the public, and MAPSD employees or other personnel.

It shall be unlawful for any MAPSD employee or Board of Education (BOE) member to receive or offer to receive, either directly or indirectly, any gift, gratuity or anything of significant value which they are not authorized to receive from any person, if such a person:

- Has or is seeking to obtain contractual or other business or financial relationships with the BOE or MAPSD.
- Conduct operations or activities which are regulated by the BOE or MAPSD.
- Has an interest which may be substantially affected by the BOE or MAPSD.

For example: No school employee is to receive any commission, expense-paid trips, or anything of significant value from individuals or companies supplying equipment or materials required in the operation of the schools. The operation of the schools includes the purchase of materials for the repair and maintenance of MAPSD facilities, for conducting classes, for materials and supplies used in school organizations, such as clubs and classes, and for comparable items.

No non-school organization may solicit funds from staff members within the schools, which includes MAPSD staff members acting on behalf of non-school organizations, nor may anyone distribute flyers or other materials related to fund drives through the schools unless approved in advance by a building administrator.

The BOE permits no distribution of literature or the placement of advertisements in MAPSD buildings or on MAPSD property by salespeople or representatives of commercial companies. Sales people or representatives of commercial companies will not be permitted to interfere with the professional time of a staff member, including teacher preparation time. Such non-work-related appointments must be scheduled away from MAPSD buildings and outside of the normal workday.

Soliciting and selling other than described above must have the approval of the district administrator or their designee.

Any person violating this policy may be subject to disciplinary action.

CROSS REFERENCE: GBC, GBCA, & Employee Handbooks

LEGAL REFERENCE: §118.12, §946.10, §946.12, §946.13, Wis. Stats.