

## ACCEPTANCE OF GIFTS

No member of the School Board of Albemarle County, Virginia (“School Board”), officer or employee of the Albemarle County Public Schools (“ACPS”), or advisory board or agency to the School Board or ACPS shall accept any money, loan, gift, favor, service, or opportunity that reasonably tends to influence them in the performance of their official duties. Items given to a group shall be permitted if used or consumed on school division premises and not used contrary to the above policy.

This policy is not intended to abolish the exchange of modest gifts, not to exceed \$50.00 (fifty dollars), between employees for birthdays, holidays, retirement, or similar events or occasions, or the offering or acceptance of social invitations, providing that such exchange or invitation is understood not to influence employees in carrying out their official duties.

### Definitions

#### Gifts

Any gift, as defined in the State and Local Government Conflicts of Interest Act, with a value greater than \$100, including but not limited to, meals and entertainment, shall not be accepted. For purposes of this policy, a “gift” is defined as cash or cash equivalent; any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, services, transportation, lodging, and meals, whether provided in-kind, by purchase of a ticket that is actually used, payment in advance, or reimbursement after the expense has been incurred; and any items, event, activity or other thing(s) having monetary value given to or on the behalf of an employee for personal use or benefit.

A gift is not a homemade item such as baked goods. Additionally, items given to a staff member, class or group that becomes property of ACPS, such as classroom supplies, or expenses related to professional development are not gifts. Awards and scholarships from organizations not affiliated with ACPS are not defined as gifts and may be received by employees in accordance with this policy.

Money or items given to an employee as part of an established recognition, retention, or other performance-based program are not considered gifts.

#### Gifts to Employees from Individuals, Outside Organizations, or Businesses

The circumstances under which gifts may be received by ACPS employees are as follows: (1) Employees may accept gifts valued at a total of \$100.00 or less during a school year from any one student, individual, family or organization, including PTAs and Booster organizations. In no instance, shall an employee accept a gift given for services performed within the scope of the employee’s duties or given with the intent to influence an employee’s actions. Any single gift valued at more than \$100.00, and/or gifts totaling more than \$100.00 from one giver during the course of a year, may not be accepted and expressly returned to the providing party. Any

combined gift (i.e. from multiple families) shall not exceed \$250.00.

### **Gifts to Employees from Other Albemarle County Public Schools Staff**

This policy is not intended to prohibit the exchange of gifts between school staff members. However, gifts given from an ACPS staff member to another ACPS staff member are not allowed if the gift could influence the recipient's actions or create a conflict of interest. In addition, gifts from subordinate employees to supervisors are subject to the \$50.00 or less limitation detailed above.

Nothing herein shall be construed to prohibit or apply to a teacher or other employee of the School Board accepting an award or payment in honor of meritorious or exceptional services performed and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.

Adopted: December 8, 1997  
 Amended: April 28, 2005; July 10, 2008; June 9, 2022  
 Reviewed: January 22, 2015  
 Equity Review: June 9, 2022

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Legal Ref.: State and Local Government Conflict of Interests Act, Virginia Code §§2.2-3100 et seq.

Cross Ref.: BBFA, *School Board Members Conflict of Interest*