

Arlington Public Schools employees will maintain the highest standards of ethical conduct and will not engage in conduct that creates an actual or perceived conflict of interest.

Arlington Public Schools does not encourage members of the community or external organizations to give gifts to Arlington Public Schools employees. The division does recognize, however, that occasionally employees are presented with gifts. This policy details the circumstances under which an employee may accept a gift.

This policy is intended to be consistent with the Virginia State and Local Government Conflict of Interests Act. In the event of any conflict or inconsistency between this policy and the Act, the terms of the Act shall govern.

Definitions

Gifts

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 his or her personal use or benefit.

A gift is not a homemade item such as baked goods, items given to a staff member that become property of Arlington Public Schools, such as classroom supplies, or expenses related to professional development approved by a principal or program manager. Awards from organizations not affiliated with Arlington Public Schools (e.g., Washington Post Teacher of the Year, Lottery Board Teacher of the Year) are not defined as gifts and may be received by employees.

Employees

Any individual hired by Arlington Public Schools.

Gifts to Employees from Individuals or Organizations Outside of Arlington Public Schools

The circumstances under which gifts may be received by Arlington Public Schools employees are outlined below.

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, or gifts totaling more than \$100.00 from one giver during the course of a year, must be returned to the giver.

Gifts to Employees from Other Arlington Public Schools Staff

This policy is not intended to prohibit the exchange of gifts between school staff members. However, gifts given from an Arlington Public Schools staff member to another Arlington Public Schools 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 \$100.00 or less limitation detailed above.

To ensure full compliance with all Arlington Public Schools conflict of interest and gift policies, the following policies on employee remuneration, procurement and conflict of interest must be consulted:

Code of Virginia §2.2-3100 et seq. and §2.2-3115 et seq.

School Board Policy B-2.6.1 Conflict of Interests

Policy Implementation Procedure M-13 PIP-15 Procurement Procedures – Ethics

Policy Implementation Procedure G-2.14 PIP-15 Employment Beyond the Normal workday and School Year

References

None

Policy Adoption and Revision History

Adopted December 19, 2013, Effective July 1, 2014

Renumbered (former Policy 40-1.14) effective July 1, 2018