

COMMUNITY RELATIONS	1000
<u>GIFTS AND SOLICITATIONS</u>	1300
GIFTS TO SCHOOL EMPLOYEES	1304

The Melrose School Committee acknowledges the exceptional work of our employees and volunteers, and respects and appreciates the desire of individuals and organizations to give gifts in recognition of that work. It is, however, incumbent upon us to balance generosity with increasingly complexity of Conflict of Interest laws and there must be careful thought given to the appropriateness of gifts within the school context. The Melrose School Committee encourages the sharing of words of appreciation or contributions in the staff member's name in lieu of other gifts.

In order to ensure that all Melrose Public School employees and volunteers operate not only within the letter and intent of all applicable laws, but also to avoid any signs of impropriety, the Superintendent will create administrative procedures describing the rules governing the receipt of gifts and the reporting thereof. These administrative procedures will be available online for the public to view, and they will also be distributed to all employees and volunteers once each school year.

Gifts given to the School District, a particular School, or a classroom are regulated by MSC policy 1301.