

**Series 1000 – Community Relations**

**3. Public Activities Involving Staff, Students or Use of School Facilities**

**A. Relations Between Public and School Personnel**

**(3) Gifts to School Personnel**

Disclosure Form

Board Policy 1313 places limitations and requirements on Suffield Public School staff concerning the receipt of gifts. The Connecticut Code of Professional Responsibility for Teachers requires teachers to “decline any gratuity, gift or favor that would impair or influence professional decisions or actions.” This shall not be construed to prevent employees from accepting minor items valued at less than \$50.

Employees must complete and file with the Superintendent of Schools a Disclosure Form which addresses the receipt of any gift which may be an exception to Board Policy or to the Code.

Suffield Public Schools

Disclosure Form

Staff Member's Name: \_\_\_\_\_

School Assignment: \_\_\_\_\_

Name and Address of Donor:

\_\_\_\_\_  
\_\_\_\_\_

Relationship of Donor to Recipient:

\_\_\_\_\_  
\_\_\_\_\_

Description and Estimated Value of Gift:

\_\_\_\_\_  
\_\_\_\_\_

Date Gift was Accepted: \_\_\_\_\_

Justification for Acceptance of Gift:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date