

ALMA D'ARTE CHARTER HIGH SCHOOL  
EMPLOYEE POLICY

Policy No. EP0007  
Adopted: 02/18/20  
Amended:

**SUBJECT: SOLICITATION AND RECEIPT OF GIFTS BY STAFF**

**PURPOSE:** To ensure that gifts are not accepted by, or solicited by staff members as a condition of providing services.

**BACKGROUND:** The employees of Alma d'arte shall not expect or accept gifts as a condition of providing educational services to any of its students. All employees shall be ethical in their relationships with students, parents, other school personnel and all companies and organizations with whom Alma d'arte does business. Gifts would also not be accepted if the receipt of the gift compromises, or has the appearance of compromising, the integrity of staff.

**REQUIREMENTS:**

- (A) Alma d'arte employees shall not accept any gratuity, gift, meal, discount, entertainment, hospitality, loan, forbearance, favor or other item having monetary value whose market value exceeds \$25 and which compromises the integrity of the employee, excluding educational awards, honoraria, plaques, trophies and prizes (NMAC 6.60.9).
- (B) This policy does not restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents or other persons in recognition or appreciation of service. It also does not restrict donations made to Alma d'arte or high school classrooms that have been appropriately approved for acceptance;
- (C) Consistent with the New Mexico State Procurement Code (§13-1-28 NMSA 1978), Alma d'arte employees may not accept personal gifts, bonuses or gratuities from companies, which do business with the school, whether or not companies give such gifts in the hope of increasing the sale of a product or to influence school personnel. The exception to this policy is the acceptance of minor items that are generally distributed by the company or organization through their public relations program,

*Legal Reference: §13.1.28 NMSA 1978; NMAC 6.60.9*

END