

Public Gifts/Donations to the Schools (Regulations)

While recognizing that the actions of other individuals or organizations cannot be controlled, it is the intent of the district to discourage individuals or organizations from presenting gifts to school employees except in recognition of special occasions or special services rendered to the school or community. District employees are urged to refuse to accept any gift that would tend to place them or the district in a compromised or embarrassed position. Teachers are specifically directed not to obligate themselves to give prizes or awards of any intrinsic value to students, or to accept gifts of consequence from students.

The following basic principles shall apply to all gifts accepted by the school district:

1. Gifts to employ “regular” full- or part-time personnel shall be discouraged.
2. Gifts that involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be discouraged.
3. Gifts to individual members of the staff by students, parents, or organizations shall be discouraged.
4. Gifts on a matching basis requiring money, property, or services by the district shall be discouraged.
5. Gifts to the school district become the property of the district and are subject to the same controls and regulations that govern the use of all district-owned property.
6. Any purchased to be funded by a cash donation must be processed in accordance with district policy.
7. Gifts that meet the definition of a fixed asset as outlined in the district policy on inventories must be added to the school’s fixed assets inventory.
8. Gifts with a value of \$1,000 or less will be accepted by the authority of the appropriate principal, director, or program manager. Gifts with a value in excess of \$1,000 but less than \$10,000 will be accepted by the authority of the superintendent or designee. Contributions with a value in excess of \$10,000 will be presented to and acted upon by the board of trustees.
9. At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the district. It is the responsibility of the appropriate principal, director, or

program manager to approve and accept the gift, process the appropriate forms to update inventory, and to send an acknowledgement letter to the donor.

Gifts to Employees with Discretionary Responsibilities

District Employees who have discretionary responsibilities regarding contracts, purchases, payments, claims, or other pecuniary transactions may not solicit, accept, or agree to accept any pecuniary benefits from any person or firm known to be interested in such transactions. This policy does not apply to trivial benefits not to exceed the value of fifty dollars (\$50) incidental to personal, professional, or business contacts and involving no substantial risk of undermining official impartiality.

Policy History:

Adopted on: August 10, 2009

Revised on: June 10, 2013