

Business and Non-Instructional Operations

ADMINISTRATIVE REGULATIONS ON GIFTS

3280AR

Any gift presented to the school district must be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education.

The following guidelines have been instituted to insure that all gifts meet the educational needs of the district and are consistent with the district's long term planning.

1. All gifts presented to the district and/or to individual schools will follow the prescribed standards and long term plans for instructional materials and equipment for the school district.
2. Gifts to particular school may be used to accelerate the district plan, knowing full well that the district may use its long term capital planning to balance equipment at individual schools.
3. The gift will not violate the principle of equal opportunity for all students at a given grade level and/or would not create significant inequities among district schools.
4. All gifts must include all installation costs and not require additional initial costs on the part of the school district.
5. All gifts must not add to staff load.
6. Gifts will not imply endorsement of any business or product.
7. Technology gifts, both hardware and software, must follow the district's standards and not place an undue burden on the district for recurring required costs required.
8. Gifts presented to a particular school will become the property of the Board of Education and will remain in that school.
9. Equipment gifts must be reviewed by the administration in order to insure compliance. The initial review is prescribed on the pre-authorization forms for hardware and software.
10. All gifts require prior approval of the building administrator and the superintendent of school or his/her designee and will not be in conflict with any provision of the school code or public law.