

Newberg School District 29J

Code: **KH-AR**
Adopted: 10/3/03
Readopted: 6/11/07, 7/14/08
Orig. Code(s): AR-8400

Gifts to District or Individual Schools

Gifts of supplies, materials, equipment or funds for established school programs may be accepted by principals if the value does not exceed \$250. Such gifts should be reported to the superintendent.

Gifts in excess of \$250 in value for established school programs may be accepted by the Board. The district may reject the offer of any gift which it finds does not serve the interests of district programs.

The following items shall be considered when gifts or donations are offered to the district:

1. Principals may accept gifts of landscaping or beautification that are in accordance with district specifications.
2. The Board may accept gifts of playground equipment to be housed at particular schools. Such gifts must meet district specifications.
3. The superintendent may accept memorial gifts that are in accordance with district-approved plans.
4. Donated funds or gifts may be used only in approved district or building programs and must meet district standards or comply with all state and federal laws, Board policies and district administrative regulations.
5. Annually, the superintendent shall review the distribution of gifts and donations to determine any significant imbalance in equity among the schools. As donations are received, the district shall distribute them in as equitable a manner as possible.
6. The district shall not grant any reciprocal benefit to a person or business making a donation, except to acknowledge the donation.
7. Any request to accept gifts or donations to create staff positions or reinstate positions that have been eliminated or reduced shall be reviewed by the superintendent. Unless approved by the Board, the district shall not accept such gifts or donations.
8. Gifts which are intended to promote the economic, religious or political welfare of the donor are not to be given to students on the district grounds. Any gifts offered to students by outside organizations must be approved by the superintendent prior to the receipt of the gifts.
9. Oregon law and ethic's commission rules shall be followed regarding district employees' and Board members' acceptance of gifts from students, patrons or companies and organizations doing business with the district. The law permits a public official to accept gifts totaling less than \$50 in value during a calendar year.

10. Audio-visual equipment, copiers, computers or other equipment requiring a service contract may be accepted if the district's contracted service budget can provide the service for the gift.
11. Technology equipment that is in good condition, is compatible with other district equipment, and is not obsolete, may be accepted.
12. Gifts of books or curriculum shall meet district-approved criteria.
13. For all donations and gifts, the principal, superintendent or designee shall work with the donor(s) and the appropriate district officials to see that material gifts meet the standards of district acquisition, safety and long-term upkeep prior to acceptance of the gift(s).