



Shonto Governing Board of Education, Inc. Policy Statement

SUBJECT: GIFTS
POLICY NUMBER: KHR
DATE OF ORIGINAL POLICY: 9/7/05

EFFECTIVE DATE: 12/28/16
DATE OF NEXT REVIEW: 12/2019
DATED: 12/28/16

I. PHILOSOPHY:

The Board recognizes the vital importance of gifts to institutional and school development. Gifts and donations often benefit the district by making possible the accomplishment of objectives for which support from other sources is limited. However, it is important for school employees or those who serve the public to avoid impropriety, conflicts of interest, the appearance of impropriety, or the appearance of conflicts of interest with respect to gifts or donations. Therefore, the Shonto Governing Board of Education establishes the following policy.

II. POLICY STATEMENT:

It is the policy of the Shonto Governing Board of Education, Inc., to provide for the acceptance of donations and gifts from individuals and organizations for the benefit of the School with the stipulation that all donations and gifts will become the property of the Shonto Board of Education, Inc., and shall be subject to the same controls and regulations as are other properties of the School.

III. EXCEPTIONS TO POLICY:

1. It is prohibited for any employee or board member to solicit, accept, or receive as personal property or for personal benefit, either by direct or indirect means, a gift from a person or entity doing business with or seeking to do business with the school district.
2. Staff members may accept gifts from parents or students on special occasions, provided the gift is not unduly elaborate or expensive. Staff members should always use good taste and adhere to the code of professional ethics when accepting gifts from students or parents.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

A. DEFINITION OF GIFT

1. A "gift" means any gratuity, discount, entertainment, hospitality, loan, or other tangible or intangible item having monetary value including, but not limited to cash, food and drink, payment in advance or reimbursement after the expense has been incurred.



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2. It is not considered to be a gift if employees or board members attend an educational conference or training and receive food or door prizes as a result of that participation that may be provided by a vendor.
3. AIA passes given to Board members, staff, or administrators are not considered to be gifts.

B. VIOLATIONS

1. Employees who violate the provisions of this policy shall be subject to discipline, which may include reprimand, suspension, reimbursement requirements, and/or termination.
2. Written complaints alleging a violation of this policy shall be filed with the Superintendent of Schools or School Board President.

C. ACCEPTANCE OF GIFTS OR DONATIONS

The Governing Board is the sole authority to determine whether any gift or donation furthers the interests of the district. All gifts having a value of \$100 or greater must be accepted by the Board after considering the following criteria for the acceptance of gifts or donations:

1. Have a purpose consistent with district goals.
2. Initiate only such programs as the district would be willing and able to support when gift funds are exhausted.
3. Involve no disproportionate costs in excess of those covered by the gift for installation, maintenance, or operation of equipment.
4. Be compatible with present school equipment when parts or supplies are required for continued use of the equipment.
5. The donor must represent an organization or individual whose reputation, image, or behaviors are consistent with the values the district wishes to instill in its youth, and:
 - a. It is in support of and a benefit to all or to a particular school in the district.
 - b. It is for a purpose for which the school district could legally expend its own funds.



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V. DELEGATION OF AUTHORITY:

Every supervisor and administrator is to review the contents of this policy with his or her staff in August.

VI. FORM FOR REPORTING FRATERNIZATION VIOLATIONS INVOLVING EMPLOYEES AND STUDENTS:

See attachment #1 entitled, "Form to Submit Reports of Suspected Fraternization Violations Involving an Employee and a Student"

VII. EXPIRATION DATE:

The policy will be revised as needed to fulfill state and/or federal statutes and will expire three (3) years after its acceptance unless re-approved.


VIII. SIGNATURE BLOCK:

Submitted by: Lemual B. Adson
Superintendent

Date: 12/28/16

Approved: December 28, 2016

Established: _____


Martha Tate, President,
Shonto Governing Board of Education, Inc.