

Endeavor Charter School Policies and Procedures

Title: Donations Policy
Approved: 02/09/2015
History:

POLICY STATEMENT

The purpose of this document is to inform Endeavor Charter School (ECS) staff members of the rules governing donated items for classroom use. While ECS will accept most donations, certain restrictions will apply.

- 1) Donations are limited to
 - (a) Items requested by a teacher or staff member;
 - (b) Items approved by the administration as appropriate for ECS;
 - (c) Technological items found to be compatible with existing school technology ;
 - (d) Items derived from an approved source; and
 - (e) Items that pose no financial burden or obligation to ECS
- 2) All donations are the property of ECS, and if designated for a specific teacher or grade level, they remain in the teacher's or grade level's possession
 - (a) As long as the teacher is employed by ECS, and
 - (b) As long as the donated items are being used in accordance with ECS policies and procedures.
- 3) The teacher in possession of the donation may choose to loan it out to other ECS teachers, but the donation remains the responsibility of the teacher originally in possession.
- 4) The teacher or staff member who is in possession of the item is responsible for its maintenance, appropriate use, and security. If possible, ECS may assist when necessary and appropriate.
- 5) If the teacher who received the donation leaves employment with ECS for any reason, the donation remains the property of ECS. ECS will then decide how best to allocate the donated items.
- 6) Any device with internet connectivity is required to adhere to the terms in the ECS Acceptable Use Policy.
- 7) ECS is not responsible for continuing any donated program.