

SUPERINTENDENT'S REGULATION 1810-R

GIFTS FROM THE PUBLIC

T.D. 9/9/19
Approved Upon Superintendent's Initials Date

Book Gifts to Schools

When a book is offered to a school for placement in the library, the librarian and appropriate department chairperson shall make a decision as to whether or not this book would be a desirable addition.

A gift book, considered to be a desirable addition to the library, shall be accepted by the Building Principal and librarian only conditionally, pending final approval by the Board of Education.

Before the close of school each June, the Principal shall submit to the Office of the Deputy Superintendent for Teaching and Learning, a list of any books received as conditional gifts during the school year and request their final acceptance by the Board. The Chief Academic Officer will inform the Principal when the books have been formally accepted by the Board.

Gifts Received Through Crowdfunding

Crowdfunding

"Crowdfunding" as an Internet-based request for resources from individuals and organizations to support activities or projects that enhance an educational program. It applies to the use of any form of crowdfunding that utilizes an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity. "Crowdfunding" refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet based resources, funds are solicited or raised to support specific campaign or project.

Crowdfunding activities for the purpose of raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free and appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the appropriate building administrator and Superintendent, upon the recommendation of the appropriate Chief of Schools.

All crowdfunding activities must receive the above administrative approval in writing, and all postings for crowdfunding activities should receive said written administrative approval before being published to ensure student safety and that proper accounting processes are followed.

Crowdfunding Responsibilities of Eligible Staff

1. Eligible staff are teachers and others who directly supervise curricular and extracurricular activities of students, currently employed by the District.
2. The purpose of this crowdfunding policy is to support educators' efforts to enhance the District's or a school's educational programming. Postings that describe the purpose and rationale for conducting the crowdfunding campaign may not negatively reflect upon the District, its programs and services, its staff, or its students.
3. All posting must comply with applicable federal and state student privacy laws, including the FERPA, IDEA, and applicable laws and regulations.
4. Postings may not include identifiable student images without prior parental permission.
5. Any educator positing a technology-related project must consult with appropriate District personnel to ensure desired technologies align with the District or school's technology plan and requirements.
6. The school principal or designated District administrators **ARE REQUIRED** to pre-approve classroom projects posted by eligible staff to approved sites meeting the requirements of "Pre-Approved Crowding Services" below.

Pre-Approved Crowdfunding Services

1. As part of the above pre-approval process, the Superintendent or designee must approve the crowdfunding site selected by the educator recommending each crowdfunding effort.
2. Eligible educators may pursue crowdfunding classroom projects using approved sites/services but must also have pre-approval for each project.
3. To be approved, a crowdfunding service must:
 - a. Only allow currently employed eligible educators to create projects;
 - b. Have at least a three-star rating on Charity Navigator;
 - c. Prohibit cash payments to District personnel, exempting reimbursement to teachers for reasonable project costs verified by receipt submission to the crowdfunding service;
 - d. Protect the privacy of students in accordance with state and federal law, and District policy;

- e. Provide individual unit/item cost and inventory reporting to the District on the materials and supplies shipped to schools;
 - f. Track the shipment and delivery of materials to District schools with notification to the school principal;
 - g. Require the materials and supplies to become the property of the District or school, in accordance with District Policy 1810;
 - h. Require subsequent documentation of the project's educational benefit; and
 - i. Provide dedicated reporting for District officials regarding the status of each request and the materials delivered to the schools involved.
4. The school principal shall send notice to the Finance Department acknowledging receipt of any donation be it funds, materials, supplies or equipment.
 5. The Finance Department shall ensure that any gift valued at \$1,500.00 or more is considered for acceptance by the Board of Education.

Employees that launch crowdfunding campaigns in violation of this Regulation do so at their own risk, may be subject to discipline, and may not act-on-behalf or hold themselves out as acting-on-behalf of their school or the District.

Other Gifts to Schools

If a Principal wishes to accept a gift of furniture, equipment or other similar property for his/her school, a written request to the applicable Chief of Schools for Secondary or Elementary Schools listing the item, the donor's name and address, the use to which the item can be put, and the approximate value, if known.

The said Chief of Schools will clear this item with the Building Department, if appropriate, and will make a recommendation to the Superintendent of Schools.

The Superintendent will arrange for the acceptance of the gift at a Board of Education meeting. A letter of thanks will be sent from the Board to the donor.

The said Chief of Schools will inform the Principal when the gift has been formally accepted by the Board.

The Principal may add personal appreciation for the gift on behalf of the school to those already given by the Board.

Note: Prior regulation, Policy Manual, KH-R, revised
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August 20, 1998