

## SCHOOL & COMMUNITY RELATIONS

### 900 Series

#### GIFTS, DONATIONS, GRANTS, BEQUEST FOR DECEASED STUDENTS OR STAFF

##### Code No. 912

Recognizing that the loss of a member of the school community is deeply felt, the Edgewood-Colesburg Community School District will support staff, students and families who feel the loss, and will assist with connections to appropriate community resources. As places designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff.

The board believes gifts, donations, grants, and/or bequests to the school district involving money, equipment, and furnishings may be accepted by the District when they will further the interests of the school district. The District encourages gifts, donations, grants, and/or bequests that are not likely to be acquired from public fund expenditures.

Memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships, collections of books, or items of historical or educational significance. Memorials involving concrete work, pavers, gardens, plantings or building/landscape modifications will not be permitted. Memorials shall be limited to one per loss. Monetary donations or fundraising contributions may be designated to the specific clubs, sport, or General fund for collection and administration of the gift. For suggestions about specific needs or memorial ideas, consult with the Superintendent. Other types of memorials may be considered for approval, at the discretion of the Superintendent/designee.

Most ordinarily, the ceremony for acceptance of the memorial commemorating the student or staff member will take place four to six months after the request, depending on seasonal conditions. Plaques may be created and given to the family at time of scholarship/contribution, or displayed in a designated viewing site.

The district desires to honor those who were students or employees at the time of their death or within three months of graduation or ending employment. An area will be designated at the high school building for an indoor memorial. The area should be accessible to the general public when the building is open but not in an area of main traffic flow. It should be a place that allows quiet contemplation. The high school building principal has final determination of this site. A memorial plaque for students and a separate plaque for employees will be displayed. A plate with the student's or employee's name along with the date of death will be engraved on the plate. Each plate will be approximately the same size (1 ½" x 3" or less). The administrative team will determine if the deceased meet the intent of the memorial. **This memorial policy will be retroactive until the 1984-85 school year. Requests prior to 1984-85 may be approved by the board.**

Generally, the following will apply when the District accepts gifts:

1. The Board is solely authorized to accept any monetary donations made to the District.
2. Equipment contributed to the schools becomes the property of the District and is subject to the same controls and regulations that govern the use of other school-owned property.
3. Contributions of equipment or services that may involve major costs for installation or maintenance or initial or continuing financial commitments from school funds shall be presented by the Superintendent's office for Board consideration and approval.
4. Because of differences in economic resources available to the various schools, and for other reasons, the purchase of equipment on a matching fund basis (part of cost provided by an individual or organization and part by the Board from public funds) are discouraged. Additionally, to ensure equity of opportunity across schools, those making donations are encouraged to collaborate with the Superintendent/designee to identify ways that their contributions may positively impact the maximum number of students across the District.
5. Individuals or organizations desiring to contribute supplies or equipment will counsel with school officials regarding the acceptability of such contributions in advance of the solicitation of funds or by making budgetary appropriations.
6. A list of supplies and equipment contributed primarily for school use shall be reported to the Board by the Superintendent's office at least annually.
7. Gifts for computer or other technology purchase will be accepted consistent with the technology plan.

8. Gifts for facilities will be accepted consistent with the facility plan of the District and if necessary will be renovated or built consistent with the required building codes or regulations applicable to education entities.

Employees, Board Directors, and prospective donors are reminded of state law regulating the giving of and/or receipt of gifts by public employees and elected officials. Nothing in this policy should be seen as modifying or overriding those restrictions, as outlined in **Policy 400.06: Gifts to Employees, Policy 217.00: Gifts to Board Directors, and Policy 1003.20: Gifts to Unit Personnel.**

All gifts, donations, grants, and/or bequests shall be administered in pursuance of the terms of the gift, grant, and/or bequest. Such gifts shall become the property of the District and shall be under the control of the Superintendent and the Board.

## **Memorial Services:**

As places designed primarily to support learning, school sites will not be available for a venue for funeral or memorial services. There are special circumstances that may arise in which a school site may be reserved and appropriate. An individual or family may request to have a funeral or memorial service, if the deceased fits any of the following criteria when the deceased may be categorized as:

1. Employee of the District
2. Student or alumni
3. Contributor to Ankeny Schools either in time or money.
4. Board member

The facility request should be made directly to the Community Engagement Department. Requests will be considered based on availability, time, capacity, costs, and feasibility. Any costs for custodial assistance, damage, or set up shall be borne by those making the requests. This is considered a Class 1 rental. A recommendation shall be made to Superintendent/designee for final approval.

Legal References: *Iowa Code ch. 68B (2009), Iowa Code 279.42; 565.6 (1995), 1972 Op. Att'y Gen. 276., 1970 Op. Att'y, Gen. 319.*

Adopted: 04/12/21

Reviewed:

Revised: