

**Westboro Parents Group (WPG) Staff Gift Policy**  
Adopted April 18, 2018

**History**

WPG, on behalf of all parents, has traditionally acknowledged staff who leave the school. In the past, large amounts of money were spent (up to \$250 for retirements). Several years ago, this was informally replaced through discussion at a WPG meeting. What emerged was a new philosophy which is revisited annually but has stayed the same for the past several years.

It was shared by Administration that in most schools, fundraising societies do not give gifts to staff who leave, and that it is the staff of the school do something for departing staff. It was felt, however, that WPG wished to continue to acknowledge a staff member's contribution. In the past, a gift was based on position (administration, teacher, educational assistant) and it was decided that the role did not matter, but rather, the time spent working at the school.

The acknowledgment would be done at the final assembly on the last day of school. The Chair of Westboro School Council/WPG would speak for a few minutes to recap the successes for the year, acknowledge any staff who were leaving, and any long-standing parent volunteers who had contributed significantly to Westboro School Council/WPG.

Traditionally, WPG has not given gifts for life events such as weddings, funerals or births/adoptions.

**Staff Gift Policy**

For any departing staff member who has worked at Westboro Elementary School:

- 2 years or less: a card and flowers.
- 3 years or longer: a card and gift in the \$25-\$50 range.

For any staff member who is on an extended leave, we will send flowers, an edible arrangement or other appropriate item up to a value of \$50.

WPG will acknowledge other major life events (weddings, births/adoptions, deaths) with a card.