

## Parent Support Organizations (PSO)

### New Hanover County Schools policies included in the PSO Guidelines

**Note:** The attached policies are mentioned in this guide as of 8-30-2022 for your convenience. Policies may be changed throughout the year. For current policies you can visit the New Hanover County Schools webpage, Board of Education, Policy Manual, New Policy Manual:

[https://boardpolicyonline.com/bl/?b=hanover\\_county\\_new](https://boardpolicyonline.com/bl/?b=hanover_county_new)

Policy Number	Page Number	Policy Name
5010	1-3	Parent Organizations
5015	4-8	School Volunteers
5030	9-11	Community Use of Facilities
5210	12-17	Distribution and Display of Non-School Material
5220	18	Donation Collections and Sales Solicitations
5240	19-21	Advertising in the Schools
8220	22-23	Gifts and Bequests
8224	24-25	Fundraising on Behalf of the School System
7360/8225	26-30	Crowdfunding on Behalf on the School System

In addition, these two publications would be useful to become familiar with and are in this packet:

- a. Child Nutrition Smart Snack Rule, pages 32-34:

<https://nhcschildnutrition.com/index.php?sid=1560784726475&page=smartsnacks>

- b. Guidelines for Community and PTA projects at schools, pages 35-42:

<https://resources.finalsite.net/images/v1553173060/nhcsk12ncus/epu8gcywbem814scjzd7/GuidelinesPTAprojects.pdf>

# Policy 5010 Parent Organizations

## A. Principles

The board encourages the development and participation of parent organizations that support the goals of the board and the school system. The board recognizes that parent organizations are an effective means of involving parents in their children's schools. The superintendent and school administrators shall inform parent organizations of specific goals for each school and shall help the parent organizations identify opportunities to assist the school in achieving those goals. The principal or designee shall participate annually in a joint meeting of officers of all parent organizations at the school to promote strong alliances among such groups.

Participation in parent organizations is always voluntary. No student or parent will be required to participate in a parent organization as a condition of participation in a curricular or extracurricular school activity or program.

## B. Conditions for Establishing Parent Organizations

Parent organizations, including PTAs, PTOs, PTSAs, OPTs, and athletic, academic, and other booster clubs, are not considered a part of the school system and may not represent themselves to students, parents, or others as an official representative of a school or the school system. However, because these organizations and their activities reflect upon the school system, all parent organizations must comply with the following conditions in order to operate in conjunction with the schools.

1. Parent organizations should set up a board of officers that includes, at a minimum, a president, vice president, secretary, and treasurer. The parent organization's president must inform the organization's officers of this policy and any other applicable rules.
2. No later than October 15<sup>th</sup> of each school year, all parent organization at a school must provide the principal with a document describing the purpose of the organization, the general rules and procedures by which it will operate, and the names of its officers. Any later modifications to the organization's purpose, general rules and procedures, or officers also must be provided in writing to the principal.
3. Parent organizations must maintain **commercial general liability insurance**. The insurance policy and certificate must be in a form satisfactory to the superintendent or designee. Parent organizations must secure a certificate from an insurance company licensed to do business in North Carolina naming the New Hanover County Board of Education **as an additional insured** with a corresponding endorsement to the



policy, if necessary to provide coverage, providing applicable liability in a minimum of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. The certificate must be presented to the principal annually with a copy sent to the school system facility use coordinator. Such insurer must have a financial rating of at least "A" from A.M. Best or comparable rating. Such insurance must include contractual liability and must be written on an occurrence basis.

4. Parent organizations must obtain prior approval from the principal for any fund-raising event. There should be limited use of students in fundraising activities. Door-to-door solicitation by students is prohibited. Fundraising activities may not be conducted during the instructional day on school grounds without prior permission from the principal. The school system assumes no responsibility for any fundraising activities conducted off school grounds.

5. Fundraising activities or sales incentive rewards may not restrict any student from participating in any educational or social experience. Admissions to special activities may be collected only when special arrangements have been made to cover such charges for students who wish to participate but cannot afford to pay.

6. Parent organizations must obtain prior approval from the principal for any function involving the participation of students or any event that is likely to reflect upon the school or the school system.

7. Fliers and other literature displayed or distributed by parent organizations must comply with policy [5210](#), Distribution and Display of Non-School Material.

8. Parent organizations are responsible for maintaining their own financial records in accordance with the requirements of Section C. Employees of the school system are not permitted to manage the affairs of parent organizations during the workday and may not serve as officers with financial responsibilities of parent organizations. Board members should not serve as officers with financial responsibilities of parent organizations.

9. Parent organizations are expected to consider the cultural diversity and economic differences of students and parents in planning school-related functions.

The principal shall grant or deny parent organizations approval to operate at each school, subject to review by the superintendent. Parent organizations that do not comply with board policies may have approval to operate within the school revoked by the principal or superintendent.

The superintendent shall provide a list of the approved parent organizations to the board annually.

## **C. Funds Management**

Parent organization funds may be used only for purposes consistent with the goals, rules, and procedures of the organization. Parent organizations may not provide direct compensation to school system employees. Adequate financial records, including sales slips, receipts, invoices, and any other documentation of expenditures, must be maintained.

To avoid mishandling of funds, parent organizations are expected to put in place proper internal controls, such as requiring that two members collect money for all fundraising activities. Parent organization funds may be deposited only in an account maintained by the organization. All checks must be signed by the organization treasurer and either the organization president or vice-president. The organization president should periodically review the organization bank records, which must be reconciled by the organization treasurer at least monthly.

All financial documents and accounts of the parent organization must be in the name of the parent organization and not in the name of the school, the school system, or a specific school team or program. Bank accounts should reflect the official name of the parent organization and carry the parent organization's tax identification number. The school system's tax identification number may not be used on a parent organization's bank account or financial documents. The school system does not have any financial responsibility for the payment of obligations incurred by a parent organization.

## **D. Donations to the School System**

Any donation to the school system from a parent organization must be made in accordance with the process and requirements of policy [8220](#), Gifts and Bequests.

Legal References: [G.S. 115C-36](#), [-47](#)

Cross References: Parental Involvement (policy [1310/4002](#)), Distribution and Display of Non-School Material (policy [5210](#)), Gifts and Bequests (policy [8220](#))

Adopted: July 20, 2021

New Hanover County Public Schools



## **Policy 5015 School Volunteers**

The board recognizes the valuable contributions that school volunteers make to the learning process and the educational goals of the school system. Instructional programs are enhanced by the contributions of students' parents, community members, and local business and industry. These volunteers contribute time, resources, and expertise that assist the school system to reach the goal of providing a sound basic education to all children. The board promotes the use of innovative strategies that support volunteers and their involvement in school-related activities, while maintaining an adequate level of safety and security. The board encourages school administrators to utilize school volunteers in accordance with this policy.

The superintendent shall provide for parents to be notified of their right to take four hours of unpaid leave from their jobs every year in order to volunteer in their child's school as stated in [G.S. 95-28.3](#).

### **A. Policy Applicability**

This policy applies to all individuals volunteering in the schools, school system programs, or school system activities. A school volunteer is any person who, without pay or other material compensation, performs a service or carries out an activity during the school day or extended-day on school system property or at a school system event. School volunteers include volunteer chaperones on student field trips and athletic coaches who do not receive compensation or remuneration for their services.

This policy does not apply to incidental adult visitors. An incidental adult visitor is an adult who visits a school upon invitation of an employee of the school or school system for a specific, limited purpose, including, but not limited to, speaking to a class or in an assembly, judging an academic or extra-curricular competition, or other one-time only activities.

School board members who visit schools are considered volunteers. All school board members who visit schools will be subject to the same criteria, including background checks, as other volunteers.

### **B. School Volunteer Programs**

The superintendent and designees are responsible for implementing and supervising school volunteer programs. The superintendent or designee shall set criteria for school volunteers to be subject to a criminal background check, for which the

volunteer may be required to pay. Volunteers for whom the cost would pose an economic hardship or barrier to volunteering should contact the school principal.

School volunteer programs will include the following:

1. adequate screening of volunteers based upon the amount of contact they will have with students;
2. the requirement that volunteers comply with policy [5020](#), Visitors to the Schools;
3. the requirement that volunteers comply with applicable dress and appearance standards as established for employees;
4. reasonable supervision of volunteers based at least in part upon the amount of contact they will have with students;
5. adequate training of volunteers, including familiarizing volunteers with applicable laws, board policies (including policy [4040/7310](#), Staff-Student Relations), administrative procedures, and school rules;
6. coordination and collaboration with school instructional staff in an effort to support the instructional mission of the school system;
7. assurance that volunteers will not have access to confidential student or personal information; and
8. a database of active volunteers.

All school volunteers are expected to be professional and dependable in their volunteer activities.

Legal References: [G.S. 95-28.3](#); [115C-36](#), [-47](#), [-203 to -209.1](#)

Cross References: Parental Involvement (policy [1310/4002](#)), Staff-Student Relations (policy [4040/7310](#)), Visitors to the Schools (policy [5020](#)), Employee Dress and Appearance (policy [7340](#))

Adopted: October 5, 2021

New Hanover County Public Schools



6. The possession of weapons or explosives while on school grounds is prohibited, except in the limited circumstances permitted by state law and policy [5027/7275](#), Weapons and Explosives Prohibited.
7. Obscene or profane language is not permitted on school grounds.
8. No modifications, improvements, or alterations may be made to school facilities without prior written approval of the superintendent or designee.
9. Users are responsible for supervising their activity and the people present at their activity. An adult representative must be on hand, with documentation authorizing use of the facilities, at all times when school facilities are being used. The representative is responsible for seeing that all board policies and regulations are followed. The name and contact information for the representative must be provided to the facility use coordinator 30 days in advance of the facility use.
10. Users are responsible for maintaining order and safety during their activity. The superintendent or designee may require the user to provide security for their event at the user's expense.
11. The user is responsible for securing any special permits required by applicable governmental agencies and presenting such permits to the superintendent with the signed facility use agreement.
12. The event setup, cleanup, and breakdown must be completed within the scheduled time frame. Events must conclude by 11:00 p.m., with cleanup beginning immediately afterwards.
13. The user may cancel the facility use up to seven business days prior to the scheduled use by contacting the facility use coordinator. Failure to contact the facility use coordinator for cancellation at least seven business days before the scheduled use will result in the automatic forfeiture of rental fees. This requirement may be waived by the superintendent or designee for extenuating circumstances beyond the reasonable control of the user.

A user's violation of the provisions of this policy or any applicable regulations is grounds for suspending the user's privilege to use school facilities for a period of time deemed appropriate by the principal, subject to the review of the superintendent and the board of education.

## **E. Facility Use Agreements**

An eligible individual or group that wishes to apply for permission to use a school facility must submit a request using the online application process on the New Hanover County Schools website.

If a facility use request is approved, the user will receive written confirmation of the reservation for no costs uses or will enter into a written agreement signed by the user and the superintendent or designee for uses when a fee is applicable. The superintendent shall provide the board with a log of facility use agreements annually. Absent unusual circumstances, facility use agreements will not be granted for a term longer than one year. An agreement to span more than one year must be approved in advance by the board.

Long-term leases are subject to the provisions of policy [9400](#), Sale, Disposal, and Lease of Board-Owned Real Property.

## **F. Damages and Liability Insurance**

Users are responsible for the conduct of all persons involved in the users' activities while on school property. Users of school facilities are responsible for all damage to school facilities, property, or equipment that occurs while the facility is being used by the group, regardless of who caused the damage. Future use of the facilities will not be authorized until damages have been paid in full.

All user groups, except school-sponsored groups, must furnish a certificate of insurance for commercial general liability or special events coverage with minimum coverage of \$1,000,000 for each claim made and \$2,000,000 annual aggregate. The certificate of insurance must be presented to the facility use coordinator 30 days in advance of the event. Such insurer must have a financial rating of at least "A" from A.M. Best or comparable rating. Such insurance must include contractual liability and must be written on an occurrence basis. Alternatively, the superintendent or designee may require the user group to execute a waiver of liability that states that no liability will be attached to the board of education, individually or collectively, for personal injury or personal property damage by reason of use of the school property.

## **G. Use of Outdoor School Facilities by the General Public**

Outdoor property and facilities of the school system will be open to limited use by members of the general public in accordance with rules to be established by the superintendent or designee. Public use will be permitted only to the extent that it 1) is not inconsistent with the proper preservation and care of the outdoor school property; 2) does not interfere with the safe and efficient operation of the schools and school activities; and 3) does not conflict with use by any community group operating under a facility use agreement described in this policy. The superintendent



is authorized to establish all terms, conditions, and rules necessary to regulate the use of outdoor facilities by members of the general public consistent with these requirements.

## **H. Review of Decisions Concerning Use of School Facilities**

Any person or organization may request a review of any decision made by a school employee pursuant to this policy in accordance with policy [1740/4010](#), Student and Parent Grievance Procedure.

Legal References: Americans with Disabilities Act, [42 U.S.C. 12101 et seq.](#), [28 C.F.R. pt. 35](#); Equal Access Act, [20 U.S.C. 4071-4074](#), [28 C.F.R. pt. 36](#); Boy Scouts of America Equal Access Act, [20 U.S.C. 7905](#), [34 C.F.R. pt. 108](#); [36 U.S.C. 20101 et seq.](#); [G.S. 14-269.2](#); Community Schools Act, [G.S. 115C-203 to -209.1](#); [115C-524](#), [-527](#); [160A-274](#); [163-129](#)

Cross References: Student and Parent Grievance Procedure (policy [1740/4010](#)), Prohibition of Drugs and Alcohol (policy [5025](#)), Smoking and Tobacco Products (policy [5026/7250](#)), Weapons and Explosives Prohibited (policy [5027/7275](#)), Sale, Disposal, and Lease of Board-Owned Real Property (policy [9400](#))

Adopted: July 20, 2021

New Hanover County Public Schools

## **Policy 5030 Community Use of Facilities**

The board endorses the goals of the Community Schools Act. The board will make specified indoor and outdoor school facilities available for use by eligible community groups under agreements developed in accordance with this policy. The board also will make some outdoor school facilities available for limited recreational use by the general public when not inconsistent with the board's use of the facilities. Public use is subject to Section H of this policy.

### **Temporary Restriction on Community Use of Facilities**

In order to secure the health and safety of school system students and employees during the COVID-19 pandemic and in accordance with the requirements of the North Carolina Department of Health and Human Services (DHHS), school facilities will not be made available to community groups during or after the school day or on weekends in any week in which the school is holding in-person classes on the school campus. This temporary restriction shall remain in effect until repealed by the board or until the applicable guidance from DHHS is rescinded, whichever occurs first.

#### **A. General Principles**

The use of school facilities by community groups should be consistent with the educational program and the goals and objectives of the board and school system.

Priority for facility use will be given to community groups as outlined below in Section B.

Use of school facilities will not be approved for activities that do any of the following:

1. violate federal, state, or local laws;
2. violate board of education policies or regulations;
3. advocate imminent violence;
4. damage or have the potential to damage school buildings, grounds, or equipment; or
5. are in conflict with scheduled school activities.

#### **B. Priority in Use/Fee Structure**



School-sponsored groups and activities, such as school athletic events, and school drama and choral productions, and meetings of student organizations, including organizations permitted to meet under the Equal Access Act, will have first priority in the use of school facilities.

Priority in the use of school facilities by other groups and the fee structure for such groups will be in accordance with law and the following user categories. Priority in use among groups within the same user category will not be based upon the viewpoints of the groups. All groups within the same user category will be charged for facility use according to the uniform fee structure.

1. In accordance with [G.S. 163-129](#), as a polling place on election days
2. School-related groups (organizations formed to support the school in some manner, such as the PTA, PTO, teachers' and principals' organizations, and booster clubs); the film industry and production companies; and political parties for the express purpose of annual or biennial precinct meetings and county and district conventions, per [G.S. 115C-527](#)

Fees: No rental rate shall apply for the use of indoor or outdoor spaces. Other fees may apply per the NHCS fee schedule.

3. New Hanover County and City of Wilmington Government; non-profit youth recreation organizations serving New Hanover County students; all other non-profit organizations; and standard (for profit) organizations

Fees: Hourly rental rates shall apply for the use of indoor and outdoor spaces per the NHCS Fee Schedule. Other fees may apply per the NHCS Fee Schedule.

Prior to the beginning of each school year, the superintendent shall submit for board approval a fee structure that lists the amount or method of calculating rent and fees to be charged for facility use.

### **C. Facilities Available for Use**

The board permits eligible individuals or groups to use the facilities of those schools designated by the board as "community schools." A list of community schools and the facilities at each site that are available for community use will be available to the public at the superintendent's office and each principal's office.

The superintendent is authorized to develop a list of school facilities available for community use. Among the types of facilities that may be available for community

use are auditoriums, athletic fields, dining areas, kitchens, designated classrooms, gymnasiums, media centers, and playgrounds. Use of kitchen facilities requires the presence of a child nutrition employee. The Minnie Evans Performing Arts Center may be used only for performing arts. Brogden Hall may be used only for athletic events that do not require modification to the facility.

Other school facilities may be used only in exceptional circumstances based on a justified need and as approved by the superintendent or designee. The superintendent is authorized to determine the fees for the use of facilities in such circumstances.

#### **D. Rules Governing Use of School Facilities**

The superintendent shall develop regulations consistent with this policy. The regulations will include an application process, guidelines to allow for the rotation of use of facilities to mitigate the impact of facility use and provide equitable access, and provisions regarding limits on the length of use of facilities, the supervision of groups using facilities, the care of facilities, prohibited conduct, and other issues deemed appropriate by the superintendent. A copy of the regulations will be provided to all applicants at the time they receive the facilities use application form. In addition to the regulations established by the superintendent, users of school facilities must comply with the following rules.

1. All applicable fees must be paid 30 days in advance of use of the facilities. If facility use is scheduled on multiple dates, full payment is due 30 days prior to the first scheduled event date.
2. Users must comply with all federal, state, and local laws and all rules established by the board, the superintendent or designee, and the principal.
3. Users must comply with the requirements of the Americans with Disabilities Act (ADA) (particularly Subchapter III pertaining to Public Accommodations and Services Operated by Private Entities) and the federal regulations that have been adopted for the implementation of the ADA.
4. Users must comply with board policy and legal requirements forbidding the use of tobacco products in school facilities and on school grounds (see policy [5026/7250](#), Smoking and Tobacco Products).
5. Consumption or possession of alcohol or drugs on school grounds is prohibited (see policy [5025](#), Prohibition of Drugs and Alcohol).



## **Policy 5210 Distribution and Display of Non-School Material**

Students and the educational program must be the focus of the school system. In order to maintain an educational environment conducive to learning and to minimize intrusions upon instructional time, distribution and display of non-school material will be limited in accordance with this policy, policy [5215](#), Political Activities on School Property, and policy [5240](#), Advertising in the Schools. School officials shall screen and approve the distribution or display of non-school material on school property. (The term “non-school material” is defined in Section E below.)

This policy applies to the distribution and display of non-school material by students and school-related groups (as defined in Section E below) and by governmental agencies, educational institutions, and non-profit and for-profit entities and businesses as permitted in Section B below. This policy will not be construed as applying to or prohibiting the display of compliant political signs permitted by [G.S. 136-32](#) (see policy [5215](#)).

### **A. Distribution and Display by Students**

Students wishing to distribute or display on campus any publication, leaflet, or other written material that is not school-sponsored must submit the publication or material to the principal for review prior to distribution. The principal shall prohibit distribution or display when the publication or material contains speech that is prohibited as specified in Section C below but otherwise shall not discriminate on the basis of viewpoint in granting or denying a student permission to distribute or display non-school publications or materials. If permission to distribute or display a publication or material is denied, the student may request review of the principal’s decision as specified in Section D below.

### **B. Distribution and Display by Non-Students**

1. Distribution and display of “school-sponsored or curriculum-related publications and materials” as defined in Section E are permitted during the school day, on school grounds, and at school activities.
2. Distribution and display of publications and materials from school-related groups that have received prior approval of the principal or chief communications officer pursuant to the standards in Section C below and the standards for review of the decision in Section D below are permitted at reasonable times and places as designated by the principal. The term “school-related group” is defined in Section E. The principal or designee shall not discriminate on the basis of viewpoint in granting or denying permitted school-related groups permission to distribute or display non-school material.

3. The following agencies and organizations are permitted to distribute or display educational information or information about programs and activities of interest to students and parents:

- a. local, state, and federal government agencies and departments;
- b. non-profit organizations that offer educational, recreational, cultural, or character development activities or programs for school-aged children, including but not limited to scouts, YMCA or YWCA, organized youth sport leagues, etc.;
- c. school/business partnerships or incentive programs that directly enhance or support the school's educational program;
- d. community colleges, universities, and other non-profit institutions of higher education;
- e. for-profit before and after-school care providers; and
- f. for-profit companies offering educational opportunities such as tutoring and group field trips.

All publications and materials that one of the permitted agencies or organizations would like to distribute or display must be submitted to the chief communications officer for approval prior to distribution or display. Approval for distribution or display will be granted pursuant to the standards in Section C below and the standards for review of decisions in Section D below. If approved, the publications and materials will be distributed or displayed at reasonable times and places as designated by the principal.

The chief communications officer shall not discriminate on the basis of viewpoint in granting or denying permitted agencies and organizations permission to distribute or display non-school materials.

4. Principals, in conjunction with the chief communications officer, shall adopt procedural guidelines for the distribution of materials.

5. Nothing in this policy will be construed to create a public forum that would allow non-students unrestricted access to school property for the purpose of distributing or displaying publications or materials.

### **C. Distribution and Display Standards for Non-School Materials**



School officials shall apply the following standards to approve the distribution or display of all non-school material by individuals or groups authorized by this policy on school property:

1. While materials will not be screened for viewpoint, the reviewer shall prohibit the distribution or display of any publication or material that (a) is vulgar, indecent, or obscene; (b) contains libelous statements, personal attacks, or abusive language such as language defaming a person's character, race, religion, ethnic origin, gender or gender identity, family status, or disability; (c) causes or clearly threatens to cause a material and substantial disruption of a school activity; (d) encourages the commission of unlawful acts or the violation of lawful school regulations; (e) is inappropriate considering the age of the students in the school; (f) contains information that is inaccurate, misleading, or false; or (g) advertises any product or service not permitted to minors by law.

The principal or chief communications officer shall notify the superintendent before approving or prohibiting distribution or display of any publications or materials that raise a question as to whether a specific action by school officials might violate the Establishment of Religion Clause, the Free Exercise of Religion Clause, or the free speech rights guaranteed by the [First Amendment of the U.S. Constitution](#). The superintendent shall consult with the board attorney to determine the legally appropriate course of action.

2. The distribution of non-school material must not interfere with instructional time.

3. Non-school publications and materials distributed or displayed to students must be clearly identified, through the method of distribution or otherwise, as non-school materials that are neither endorsed nor necessarily reflective of the views of the school board or the school system.

4. In order to minimize disruption to the learning environment, political campaign materials may not be distributed to students or employees (including through employee mailboxes and e-mail) or made available on school grounds during school time or at school events except as permitted by policy [5215](#), Political Activities on School Property.

This provision does not prohibit a teacher from using political literature or campaign material for instructional purposes with the principal's approval. However, any teacher using these materials for instructional purposes shall not use his or her position to promote a particular candidate, party, or position on a specific issue. The teacher also shall attempt to use a variety of materials that represent balanced and diverse viewpoints on the political spectrum.

## **D. Procedures for Requesting Distribution or Display of Non-school Materials**

1. Any individual or organization wishing to distribute or display non-school-sponsored publications or materials must first submit for approval a copy of the publication or material to the principal or chief communications officer at least five school days in advance of the distribution or display time, along with the following information: (a) the name and phone number of the individual submitting the request; (b) the date(s) and time(s) of day of intended distribution or display; (c) the desired location for distribution or display of material; and (d) if the distribution or display is intended for students, the grade(s) of students for whom the distribution or display is intended.
2. Within five school days, the principal chief communications officer shall review the requests from school-related groups and render a decision. The chief communications officer shall review all other requests and render a decision within five school days. In the event permission to distribute or display the material is denied or restricted, the individual submitting the request will be informed in writing of the reasons for the denial or restriction.
3. Any request denied or restricted by the principal or chief communications officer may be appealed in writing to the superintendent or designee or board, depending on who made the initial decision. If the principal or designee made the initial decision (or failed to respond in the allowed time), the request may be appealed within three school days to the superintendent or designee, who shall review the decision and render a decision within seven school days. Any request denied by the superintendent or designee may be appealed to the board of education within three school days. The board will review the request at its next regularly scheduled meeting and issue a written decision within three school days. As appropriate, the superintendent or the board will consult with the board attorney concerning a request to distribute or display non-school literature.
4. Permission or denial of permission to distribute or display material does not imply approval or disapproval of its contents by school system administrators, the school board or the individual reviewing the material submitted.

## **E. Definitions**

The following terms used in this policy are defined as follows:

1. Obscene



“Obscene” describes any speech or work that the average person, applying contemporary community standards (as opposed to “national standards”), would find, taken as a whole, appeals to prurient interest; or that depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable law; and that, taken as a whole, lacks serious literary, artistic, political, or scientific value.

## 2. Libelous Statement

Libelous statements are false and unprivileged statements about a specific person that injure that person’s reputation in the community.

## 3. Non-School Material

Non-school material includes any publication or other written information that is not a school-sponsored or curriculum-related publication or material.

## 4. Material and Substantial Disruption

A material and substantial disruption is any conduct that for any reason, including inappropriateness of time, place or type of behavior, significantly interferes with school functions, classroom instruction, or the rights of other students or school employees. Examples of material and substantial disruption include, but are not limited to, demonstrations, destruction of property, injury to students or other persons, shouting or boisterous conduct, and anything that significantly distracts students from instruction or prevents school personnel from performing their educational responsibilities.

## 5. School-Sponsored or Curriculum-Related Publications and Materials

School-related materials or publications are: (a) materials published by the school system for distribution (i.e. school calendars, menus, school newsletters, etc.); (b) materials that are approved by school officials and related to activities or events that are officially sponsored by the school (i.e. announcements for sports teams, clubs, field trips, school plays, and concerts); or (c) materials that are directly related to instruction.

## 6. School-Related Group

School-related groups are organizations formed to support the school in an area of recognized need, such as the PTA, the PTO, teachers’ and principals’ organizations, and booster clubs.

The superintendent shall adopt necessary regulations to ensure that this policy is implemented throughout the school system.

Legal References: [U.S. Const. amend. I](#); *Peck v. Upshur*, 155 F.3d 274 (1998); [G.S. 115C-36](#), [-47](#); [136-32](#); [163-129](#), -166.4

Cross References: Political Activities on School Property (policy [5215](#)), Collections and Solicitations (policy [5220](#)), Advertising in the Schools (policy [5240](#))

Adopted: October 5, 2021

New Hanover County Public Schools



## Policy 5220 Donation Collections and Sales Solicitations

The board is committed to minimizing disruptions to instructional time and the educational environment. Donation collections and sales solicitations are discouraged and must not disrupt instructional time. Employees and students will not be required to contribute or respond to any collection or solicitation.

The superintendent shall develop procedures governing collections and solicitations. The regulations will specify the type and number of collections and solicitations permitted and an approval process for collections and solicitations subject to the following guidelines.

1. Outside organizations, Parent Support Organizations and/or sales representatives may not solicit individual employees or students during working hours or the school day unless prior written approval is granted by the principal, superintendent or designee.
2. Students, school organizations, teachers, and/or other school employees may not sell commercial products during the instructional school day without prior principal approval.
3. Individuals and organizations must secure approval from the principal prior to conducting collections or solicitations on school grounds.
4. Fliers and other materials that are to be distributed or displayed in conjunction with an approved collection or solicitation must be approved by the principal based upon the criteria in Section D of policy [5210](#), Distribution and Display of Non-School Material, and/or policy [5240](#), Advertising in the Schools.

Legal References: [G.S. 14-238](#); [115C-36](#), [-47](#)

Cross References: Distribution and Display of Non-School Material (policy [5210](#)), Advertising in the Schools (policy [5240](#)), Crowdfunding on Behalf of the School System (policy [7360/8225](#))

Adopted: October 5, 2021

New Hanover County Public Schools

## **Policy 5240 Advertising in the Schools**

Students and the educational program must be the focus of the school system. In order to maintain an educational environment conducive to learning and to minimize intrusions upon instructional time, advertising for and promotion of commercial products and services are discouraged during the instructional day. School officials shall screen and approve the distribution and display of advertising materials and messages publicized through school media or displayed on school property and at school events.

### **A. Applicability of Policy**

This policy is intended to govern requests to advertise products or services on school grounds or through school publications and electronic media by:

1. individuals; and
2. organizations and businesses not otherwise permitted to distribute or display materials or messages by policy [5210](#), Distribution and Display of Non-School Material.

### **B. Prohibited Advertisement and Promotional Activities**

The board of education prohibits advertising, commercial or promotional messages, and other items and materials that (1) are vulgar, indecent, or obscene; (2) contain libelous statements, personal attacks, or abusive language such as language defaming a person's character, race, religion, ethnic origin, gender or gender identity, family status, or disability; (3) cause or clearly threaten to cause a material and substantial disruption of a school activity; (4) encourage the commission of unlawful acts or the violation of lawful school regulations; (5) are inappropriate considering the age of the students in the school; (6) include information that is inaccurate, misleading, or false; or (7) advertise any product or service not permitted to minors by law.

### **C. School Forums**

Although permitting some advertising within the school system, the board does not intend to create a public forum or to open school facilities, including its electronic media, print publications, or school facilities, for unlimited access by outsiders and advertising by the general public.

### **D. Regulations Governing Advertising in the Schools**

The superintendent shall develop regulations governing advertising in the schools subject to Section B above and in accordance with the following guidelines.



1. Advertising is permitted in school publications such as yearbooks, school newspapers, newsletters, and event programs. School officials may permit the publication of commercial advertisements for a reasonable fee or an in-kind contribution that advertises or promotes an outside organization's products, programs, or services.
2. School officials may sell, for a reasonable fee or an in-kind contribution, commercial advertisement space on stadium, athletic, and/or gymnasium billboards, banners, or signage for advertisements or promotions of an outside organization's products, services, programs, or activities.
3. School officials may permit boards, displays, or banners that acknowledge donations or sponsors of a school or the school system.
4. School officials shall prohibit advertising through the school system employee and student e-mail system and the school system website.
5. Advertising in school publications, in school media, in school facilities, and on school property will be limited to an advertiser's (a) name, brand name, and/or trade name; (b) logo; (c) location or place of business and contact information; (d) slogans that identify the advertiser but do not promote it; and (e) products, programs, or services in a value-neutral description.
6. School officials have discretion to determine whether to use commercially sponsored materials or materials containing commercial advertising in school instructional programs and activities.
7. Collection of student data for marketing purposes is governed by Section B of policy [4720](#), Surveys of Students.
8. School officials may accept donations of equipment and supplies that contain advertising messages. However, such donations must comply with the requirements of policy [8220](#), Gifts and Bequests.

School officials may designate a Parent Support Organization or other school-related group, as defined in policy [5210](#), Distribution and Display of Non-School Material, to sell or permit advertising in accordance with this policy for the benefit of the school.

## **E. Protection of Student Privacy**

Neither the school system nor the school administrators at any school will require students to provide marketing information to vendors either through the provision of



personal information or through marketing surveys. In addition, neither the school system nor any school administrator will enter into any contract for products or services, including electronic media services, in which students are asked to reveal personal information for collection by the providers of such services. For the purposes of this Section, personal information includes, but is not limited to, the student's name, telephone number, e-mail address, and home address.

## **F. Process to Request to Advertise**

Any entity or individual interested in advertising or promoting products and services pursuant to this policy or school system regulations must submit a request to the principal (for advertising specific to an individual school) or to the superintendent's designee (for system-wide advertising). The principal or superintendent's designee may approve advertising that complies with board policies and regulations and respond within 30 working days.

If the principal or superintendent's designee denies a request for approval to advertise a product or service, the entity seeking to advertise may submit a request for the superintendent to review the decision made by the principal or the superintendent's designee within five working days. The superintendent shall review the request and make a decision within 10 working days of receiving the request for review. As needed, the superintendent shall consult with the board attorney concerning a request to advertise.

Any request denied by the superintendent may be appealed to the board of education if the right to an appeal is mandated by [G.S. 115C-45\(c\)](#). A decision as to whether an appeal is mandated by [G.S. 115C-45\(c\)](#) will be made in consultation with the board attorney. If an appeal is not mandated by [G.S. 115C-45\(c\)](#), the board, in its sole discretion, may decide whether or not to review the superintendent's decision.

Legal References: [G.S. 115C-36](#), [-45\(c\)](#), [-98](#)

Cross References: Surveys of Students (policy [4720](#)), Distribution and Display of Non-School Material (policy [5210](#)), Gifts and Bequests (policy [8220](#))

Adopted: October 5, 2021

New Hanover County Public Schools

## **Policy 8220 Gifts and Bequests**

The board encourages individuals and organizations to consider making a donation of real property, personal property, or funds to the school system. Donations, whether in the form of a gift or a bequest, foster community support for the schools and improve the school system for the benefit of students and others. As an expression of the board's gratitude, the superintendent shall provide for the appropriate recognition of donors.

### **A. Suitability of Donations**

#### **1. Requirements for All Donations**

The superintendent or designee shall evaluate any donation offer in order to determine whether the donation is suitable for the school or the school system. Donations may not conflict with the school system's educational mission. In determining the suitability of a donation intended to benefit any program that is appropriately segregated by gender, such as a school athletic program, the superintendent or designee must consider equity and Title IX issues in relation to overall funding and opportunities for participation.

Donations of real or personal property will be accepted only if the donor can demonstrate that he or she has clear and free title to the property. The superintendent or designee also must consider any safety hazards associated with gifts of real or personal property. Donations must not impose any undue financial burden or obligation on the school system. Any donation that includes advertisements must be consistent with policy [5240](#), Advertising in the Schools, and the food and beverage marketing requirements of policy [6140](#), Student Wellness.

#### **2. Additional Requirements for Technology Donations**

Any donation from an E-rate service provider must comply with gift rules applicable to federal agencies.

### **B. Accepting Donations**

#### **1. Approval Process for All Donations**

The principal has the authority to accept (1) any donations of school supplies and (2) other donations with a value not exceeding \$1,000. The principal shall report to the superintendent all accepted donations of more than a nominal value. Upon receiving an offer of a donation that the principal does not have the authority to accept, the principal must give the superintendent written



notification that states the nature of the donation and the purpose for which it is donated.

The superintendent or designee may accept donations on behalf of the board. The superintendent shall report any accepted donations of more than a nominal value at the next board meeting. The board reserves the right to determine in each particular case the appropriateness of a donation and may accept or reject a donation as the board sees fit.

### **C. Use of a Donation**

Unless otherwise specified in a written agreement approved by the board, any accepted donation becomes the permanent property of the school system. Anything purchased with donated funds, including funds raised through a crowdfunding campaign, project, or platform, become the property of the school system, and the title to such property vests in the board. If the board at any time determines that property donated, or acquired with donated funds, is unnecessary or undesirable for public school purposes, the board may dispose of such property in accordance with state law.

A donor may request that a donation be designated for a particular purpose. However, the board reserves the right to utilize the donation as it deems appropriate. Any donation constituting revenues will be deposited in the proper account. The specific manner in which donated funds are expended for a designated purpose will be determined under the direction of the superintendent. The board has no responsibility and makes no promises to continue any program initiated with donor contributions once the donated funds are expended.

Before installation of major donations that will become a permanent part of the school facility or grounds, such as playground equipment, bleachers, scoreboards, outdoor lights, or fences, the superintendent or designee must approve the design, location, and construction material.

Legal References: [47 C.F.R. 54.503](#); FCC Sixth Report and Order 10-175; [G.S. 115C, art. 35](#); [115C-36](#), [-47](#), [-518](#)

Cross References: Technology in the Educational Program (policy [3220](#)), Advertising in the Schools (policy [5240](#)), Student Wellness (policy [6140](#)), Crowdfunding on Behalf of the School System (policy [7360/8225](#))

Adopted: January 4, 2022

New Hanover County Public Schools



## **Policy 8224 Fundraising on Behalf of the School System**

The board authorizes the use of fundraising activities on behalf of the school system to enhance educational opportunities or the educational environment. Fundraising activities considered to be on behalf of the school system include those that use imagery or language that would lead a reasonable person to believe that (1) the school system is associated with the fundraising activity or (2) the fundraising activity has the purpose or effect of providing resources or a benefit to the school system. Parent organizations engaging in fundraising are subject to policy [5010](#), Parent Organizations, and are exempt from this policy.

### **A. Approval of Fundraising Activities**

Fundraising activities conducted for the benefit of the entire school system or a system-wide program or activity must be approved by the superintendent or designee. Fundraising activities conducted for the benefit of a school, school group, classroom, or school-sponsored organization must receive prior written approval from the principal. The principal shall forward a copy of all approved fundraising activities to the superintendent or designee to be kept on file.

### **B. Student Participation in Fundraising Activities**

Fundraising events or activities may neither interrupt nor reduce the instructional day for students. Vendors may not make presentations to students at any time during the school day, defined as the hours between the start of the first class and the end of the final class of the day. Handouts, announcements, or other related materials pertaining to fundraising may be given to students only during homerooms or lunch periods or as they leave the classroom.

All fundraising activities must be under the supervision of a teacher or administrator and must be appropriate to the age and grade level of the students. Fundraising activities must never exploit, endanger, or discriminate against students. Door-to-door fundraising by students is prohibited.

No student may be required to participate in fundraising activities, unless it is part of the curriculum. Fundraising activities must not place an unrealistic demand on a student's time and effort.

Any student participation in a fundraising activity must be approved by the principal and the student's parent. The approval must be specific to that fundraising activity.

### **C. Compliance with Other Policies**

Any fundraising activities on behalf of the school system must operate in compliance with all applicable laws, other board policies, or regulations.

Fundraising activities that involve crowdfunding, the practice of using online sites to solicit monetary or in-kind donations, are governed by policy 7360/8225, Crowdfunding on Behalf of the School System. Fundraising through the sale of advertising space on school grounds, in school publications, or on school electronic media is governed by policy [5240](#), Advertising in the Schools. Fundraising activities that involve the receipt of donations are subject to the requirements of policy [8220](#), Gifts and Bequests. Fundraising activities that involve the sale of foods and/or beverages to students during the school day (from midnight until 30 minutes after the dismissal bell rings) must comply with the Smart Snack Rules and may not be conducted until after the end of the last lunch period (see policies [6140](#), Student Wellness, and [6230](#), School Meal and Competitive Foods Standards).

Legal References: [7 C.F.R. 210.11](#); [G.S. 115C-36, -47](#); The School Budget and Fiscal Control Act, [G.S. 115C, art. 31](#)

Cross References: Parent Organizations (policy [5010](#)), Advertising in the Schools (policy [5240](#)), Student Wellness (policy [6140](#)), School Meal and Competitive Foods Standards (policy [6230](#)), Crowdfunding on Behalf of the School System (policy [7360/8225](#)), Gifts and Bequests (policy [8220](#))

Adopted: January 4, 2022

New Hanover County Public Schools



## **Policy 7360/8225 Crowdfunding on Behalf of the School System**

For purposes of this policy, crowdfunding is an internet based request to raise funds or in-kind donations for specific purposes for a school or school system. A crowdfunding campaign is considered to be on behalf of the school system if it uses imagery or language that would lead a reasonable person to believe that (1) the school system is associated with the campaign or (2) the campaign has the purpose or effect of providing resources or a benefit to the school system.

The board recognizes that crowdfunding campaigns are increasingly being used by employees to fund specific projects or programs. However, the unregulated use of the practice can subject the school system and the employee engaging in crowdfunding to potentially significant legal liability. The purpose of this policy is to establish a balanced approach that regulates and provides parameters for crowdfunding on behalf of the school system.

Parent support organizations engaging in fundraising are subject to policy [5010](#), Parent Organizations, and are exempt from this policy. The board reserves the right to designate additional groups or individuals as exempt from this policy.

### **A. Unapproved Crowdfunding Prohibited**

Crowdfunding on behalf of the school system is prohibited unless undertaken by an employee with prior written approval from their principal/supervisor under this policy. No action towards initiating a crowdfunding campaign on behalf of the school system may be taken until the campaign is approved in writing pursuant to this policy.

No employee or student will be allowed to initiate or participate in a crowdfunding campaign on behalf of the school system without pre-approval. Students are permitted to participate in publicizing an employee's approved crowdfunding campaign but are prohibited from otherwise engaging in crowdfunding on behalf of the school system. Employees or students who participate in crowdfunding on behalf of the school system are acting in their capacity as employees or students and are subject to all rules governing employee and student conduct.

Except in furtherance of an approved campaign, employees are prohibited from doing any of the following as part of a crowdfunding campaign: identifying as an employee of or stating an association with the school system; using a school system email address, school name, logo, or mascot; or linking to or referencing any school website, social media site, platform, or account associated with the school system.

Approved crowdfunding campaigns will operate in compliance with all laws and other board policies and regulations, including policies [6401/9100](#), Ethics and the



Purchasing Function; [8210](#), Grants and Funding for Special Projects; [8220](#), Gifts and Bequests; [8224](#), Fundraising on Behalf of the School System, except as otherwise provided in this policy.

## **B. Approval Request Process**

An employee seeking approval of a crowdfunding campaign shall provide the following information on the NHCS fundraising form for their supervisor to approve:

1. the employee's name, job title, school, and email address;
2. the approved crowdfunding website to be used;
3. the nature and quantity or amount of donations being requested;
4. the classroom, program, or activity to be benefitted and the educational purpose to be served;
5. the exact language that will be used in the crowdfunding campaign, as well as any graphics that will be included;
6. the start and end dates of the crowdfunding campaign; and
7. a statement of recognition by the requester that any proceeds of the campaign are school property.

The NHCS fundraising form will be made available in school offices and on the school system's website.

## **C. Process for Approval of Requests**

Notwithstanding anything to the contrary in policy [8220](#), Gifts and Bequests and [8224](#), Fundraising on Behalf of the School System, the terms of this section control the approval of proposed online crowdfunding campaigns.

### **1. Review by the Principal/Supervisor**

To be eligible for approval under this policy, employees must submit in writing a fully completed fundraising approval form to the principal/supervisor. The principal/supervisor has authority to approve proposed campaigns seeking a dollar value under \$5,000. Regardless of the amount sought to be donated, the principal/supervisor has authority to deny a proposed campaign because the campaign is not in compliance with the requirements of this policy or because, in the judgment of the principal/supervisor, the proposed campaign would produce unacceptable inequity in the educational environment.

If a proposed campaign seeks a dollar value between \$5,000 and \$9,999, and the principal/supervisor believes that the proposed campaign is in compliance with the requirements of this policy and should be accepted, the principal/supervisor shall refer the proposed campaign to the appropriate Assistant Superintendent for review and approval.

## 2. Review by the Superintendent

The superintendent or designee shall review referred approval fundraising forms and seek additional information about proposed campaigns as appropriate. The superintendent or designee has authority to approve proposed campaigns seeking a dollar value of \$10,000 or higher.

Regardless of the amount sought to be donated, the superintendent or designee may deny a referred campaign because the campaign is not in compliance with the requirements of this policy or because, in the judgment of the superintendent or designee, the proposed campaign would produce unacceptable inequity in the educational environment.

## 3. Review by School Board

The Board reserves the right to make any final decisions regarding crowdfunding campaigns and retains the right to review any appeal of denials.

# **D. Requirements for Approved Requests**

Crowdfunding requests will not be approved unless the proposed campaign:

1. meets all requirements of board policy and any crowdfunding procedures and applicable administrative regulations, and is consistent with the requirements of Title IX, FERPA, the IDEA, and any other applicable laws;
2. is consistent with the school system's approved curriculum;
3. does not solicit funds for items or projects that are religious or political in nature or that have a religious or political purpose;
4. seeks donations that are compatible with the school system's technology, as confirmed by the Assistant Superintendent for Technology and Digital Learning;
5. has a specific, pre-determined beginning and ending date;
6. does not disparage the school or school system or any of its buildings, programs, representatives, employees, or students;

7. does not include pictures or the identifying or confidential information of any school system student, unless specifically approved by the student's parent or guardian in writing and attached to the fundraising approval form;
8. furthers the educational mission of the school or school system and is not used for the unrelated personal gain of any individual;
9. does not result in donations being delivered directly to the requester;
10. is not contingent on the school system matching funds or making any expenditure;
11. does not request food or beverage items inconsistent with Smart Snack Standards, Section C of policy [6140](#), Student Wellness, or nutrition standards set by the school system or school;
12. does not suggest or state that the donation sought is required for or integral to a student's special education program, a student's ability to achieve his or her IEP goals, or the participation of students with disabilities in any school program;
13. is in compliance with any facility modifications approved by the Director of Maintenance.

Any crowdfunding campaign that does not fully comply with the requirements of this policy is prohibited. It is the responsibility of the employee and their supervisor implementing an approved crowdfunding campaign to ensure that all applicable policies, regulations, and laws, including the requirements of the crowdfunding site, are followed.

The Superintendent or designee reserves the right to terminate any approved crowdfunding campaign or refuse any donation for any reason and at any time, including if it believes the donation was acquired in violation of board policy, regulation, or other law.

## **E. Processing and Allocating Donations**

All monetary donations will be made payable to and deposited in an individual school account or central office account where the employee is associated. All in-kind donations must be inventoried in accordance with policy [8350](#), Fixed Assets Inventory and NHCS Inventory Procedures, by the individual school/department where the employee is associated. The school finance officer shall ensure that all donations are processed in a manner consistent with the School Budget and Fiscal Control Act and any other applicable law.



All donations, regardless of their form, obtained through crowdfunding on behalf of the school system are school system property. Employees shall only use donations from a crowdfunding campaign for the approved purpose stated in the campaign. The school system reserves the right to transfer donations to a different purpose if the donated purpose was achieved.

## **F. Recordkeeping**

After donations obtained through an approved crowdfunding campaign have been utilized, the employee must file a written report with the principal detailing how the donations were used and how students benefited. School records must contain the fundraising request form, the posting of the project on the crowdfunding website, all approval forms and the list of items obtained through the campaign.

Legal References: [7 C.F.R. 210.11](#); [G.S. 115C-36, -47](#); The School Budget and Fiscal Control Act, [G.S. 115C, art. 31](#)

Cross References: Technology in the Educational Program (policy [3220](#)), Parent Organizations (policy [5010](#)), Collections and Solicitations (policy [5220](#)), Student Wellness (policy [6140](#)), Ethics and the Purchasing Function (policy [6401/9100](#)), Grants and Funding for Special Projects (policy [8210](#)), Gifts and Bequests (policy [8220](#)), Fixed Assets Inventory (policy [8350](#)), Individual School Accounts (policy [8410](#)), Fundraising on Behalf of the School System (policy [8224](#))

Other Resources: *Crowdfunding in K-12: Developing a Vision that Informs Policy*, EdSurge Research (2019), available at <https://www.edsurge.com/research/reports/crowdfunding-in-k-12-developing-a-vision-that-informs-policy>; Dave Yost, *Special Report on Crowdfunding Classrooms*, Office of the Ohio Auditor of State (July 11, 2018), available at <https://www.ohioauditor.gov/publications/2018%20crowdfunding%20report%20FINAL.pdf>; *Crowdfunding in K-12 Education*, National School Boards Association (April 2018), available at <https://www.ncsba.org/wp-content/uploads/2020/02/Crowdfunding-Best-Practices-for-School-Board-Members-NSBA.pdf>

Adopted: February 15, 2022

New Hanover County Public Schools

### **Additional Publications:**

- a. Child Nutrition Smart Snack Rule:

<https://nhcschildnutrition.com/index.php?sid=1560784726475&page=smartsnacks>

- b. Guidelines for Community and PTA projects at schools

<https://resources.finalsite.net/images/v1553173060/nhcsk12ncus/epu8gcywbem814scjzd7/GuidelinesPTAprojects.pdf>

## Smart Snacks in School

We are focused on the health of our school environment. Our school district has established nutrition standards for all snacks sold in school **by any entity**, including parent/student organizations, teachers, boosters, fundraisers, or the food and nutrition services department. These standards for snack sales are in effect from **any time before school through 1/2 hour after school**, in accordance with the Healthy Hunger-Free Kids Act, the USDA and our district Wellness Policy. Non-compliant foods may be sold from 1/2 hour after school through the end of the day. These standards carefully balance science-based nutrition guidelines with practical and flexible solutions to promote healthier eating on campus.

## Healthy Snack Calculators

**Is Your Snack a Smart Snack?** Use the Smart Snacks Product Calculator, developed by the Alliance for a Healthier Generation, to take the guesswork out of nutrition guidelines! Simply enter the product information, answer a few questions, and determine whether your snack, side or entree item meets the new USDA Smart Snacks in School Guidelines.



Kids often need snacks to help them get enough calories (ENERGY) throughout the day. Choosing healthy snacks that add nutrients, like vitamins and minerals, to their diets is essential. Smart snacking is a great way to meet daily nutrient requirements that may be missed at meal times.

Students in our district are offered healthier school meals with more fruits, vegetables and whole grains through the National School Lunch and Breakfast Program. The Smart Snacks in School standards published by the USDA will build on those healthy advancements by ensuring that all other snack foods and beverages available for sale to students in school are tasty and nutritious.

## Nutrition Standards for Foods

Any food sold in school must:

- Be a "whole grain-rich" grain product; or
- Have as the first ingredient a fruit, a vegetable, a dairy product or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber)

Foods must also meet several nutrient requirements:

Calorie limits

- Snack items: ≤ 200 calories
- Entrée items: ≤ 350 calories

Sodium limits

- Snack items: ≤ 230 mg
- Entrée items: ≤ 480 mg



### Fat limits

- Total fat:  $\leq 35\%$  of calories
- Saturated fat:  $\leq 10\%$  of calories
- Trans fat: zero grams

Sugar limit  $\leq 35\%$  of weight from total sugars in foods

### Accompaniments

Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item sold. This helps control the amount of calories, fat, sugar and sodium added to foods.

## Nutrient Standards for Beverages

All schools may sell:

- Plain water (with or without carbonation)
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice, and 100% fruit or vegetable juice diluted with water (with or without carbonation) and no added sweeteners

Elementary schools may sell up to 8-ounce portions, while middle and high schools may sell up to 12-ounce portions of milk and juice. There is no portion size limit for plain water.

Beyond this, the standards allow additional “no calorie” and “lower calorie” beverage options for high school students.

- No more than 20-ounce portions of calorie-free, flavored water (with or without carbonation); and other flavored and/or carbonated beverages that are labeled to contain  $< 5$  calories per 8 fluid ounces or  $\leq 10$  calories per 20 fluid ounces.
- No more than 12-ounce portions of beverage with  $\leq 40$  calories per 8 fluid ounces, or  $\leq 60$  calories per 12 fluid ounces. Healthy Fundraisers
- Food items that meet nutrition standards are not limited
- The standards do not apply during non-school hours, on weekends and at off-campus fundraising events
- The standards provide a special exemption for infrequent fundraisers that do not meet the nutrition standards. Each State agency is responsible for establishing the number of exempt fundraisers that may be held in schools each year.

## Kids in the Kitchen



There are plenty of fun ways to liven up snack time using healthy fruits, vegetables and cheeses. Kids will love creating and eating fun-to-make snacks with you in the kitchen! Click on the image to the right to watch a video to learn about some fun and healthy snack ideas that you can make with your kids in the kitchen.

## Snacking Tips for Parents

- Plan ahead and buy healthy snacks when you shop. You will save money and make healthier choices than if you or your kids are buying snacks on the go.
- Provide kids with choices and make those choices nutritious.
- Pre-portion your child's snacks into small plastic bags to grab on the go.
- Combine snacks from at least two food groups to pack more nutrients into your child's diet... it will be more filling and it will hold them over to the next meal.
- And remember... space snacks far enough between meals so appetites are not spoiled!

### Two Simple Steps to Delicious and Nutritious Snacks

Katie-Jeffery-Lunn, MS, RD, CDN, LDN

### Healthy, Fun Snacks and Desserts for the Whole Family

Reyna Franco, MS, RD, CDN

### Healthy, Tasty and Creative Snacks for Kids

Katie-Jeffery-Lunn, MS, RD, CDN, LDN

**OPERATIONS DIVISION**  
**Guidelines for Community/PTA Projects at Schools**  
**June 2017**

Construction projects may be initiated at individual schools by the PTSA/PTSO, Athletic Booster Clubs, community groups and individuals. Past projects have included Eagle Scout projects, tree planting and landscape improvements, storage sheds, and construction of new athletic facilities. The intent of these guidelines is to ensure projects are consistent with current design guidelines, short and long term facility plans, and to make sure improvements do not conflict with existing underground utilities or other infrastructure. This review process and authorization to proceed does not alleviate the contractor performing the work from their responsibility to ensure all work is completed in strict compliance with local codes and ordinances, building codes, and is consistent with standard industry practices for construction.

You are not required to utilize this process for approved capital projects and work orders that you have submitted and are working with either the Maintenance Department, Facility Planning & Construction or Technology to implement.

**To submit a project for consideration, please complete the form attached and submit to:**

Leanne Lawrence, Director  
Facility Planning & Construction  
New Hanover County Schools  
6410 Carolina Beach Road  
Wilmington, NC 28412  
Leanne.lawrence@nhcs.net

**All school projects must be approved by the principal and include as a minimum the following information:**

- A written description of the proposed project
- A site plan indicating the proposed location of the project (if applicable)
- A floor plan indicating the proposed location of the project (if applicable)
- Construction drawings to include general construction, plumbing, electrical, mechanical, technology, and other drawings as necessary
- Construction materials list, specifications, and/or product information
- If a project involves landscaping, provide a plant list or description of vegetation to be added
- Name and contact information for the licensed contractor performing the work (when required)
- Proof of Insurance from licensed contractor performing the work (when required)

The Operations Division will coordinate review through various departments within the School District, as needed, and issue an Authorization to Proceed once the review has been completed. No work shall begin until this authorization has been received. On more complex projects, the Operations Divisions may assign someone from within the division to assist the school in implementing the project.



### Insurance Requirements for Licensed Contractors:

The Contractor shall purchase and maintain in companies properly licensed by the Insurance Department of the State of North Carolina, and acceptable to the Owner, such insurance as will protect him, the Owner, and the Owner's agents, representatives, and employees from claims which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include:

Commercial General Liability (Occurrence Form) - The Contractor shall provide during the life of this Contract such Commercial General Liability (Occurrence Form) Insurance as shall protect Contractor and any Subcontractor performing work under this Contract from claims for damages for Bodily Injury including accidental death, as well as from claims for Property Damage which may arise from operations under this Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by either of them. This insurance shall be on the Standard Insurance Services Office, Inc. (ISO) Commercial Liability Occurrence Form. The Contractor shall procure insurance coverage for direct operations, sublet work, elevators, **contractual liability**, and completed operations with limits not less than those stated below:

A Combined Single Limit for Bodily Injury, Property Damage and Personal Injury of:

\$1,000,000	General Aggregate (except Products - Completed Operations) Limit
\$1,000,000	Products - Completed Operations Aggregate Limit
\$500,000	Personal and Advertising Injury Limit
\$500,000	Each Occurrence Limit

Certificates of Insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Work. These Certificates shall contain a provision that coverages afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the Owner. Failure to provide such notice shall not limit the liability of the Insurer, its agents or representatives.

The policy shall name New Hanover County Schools as additional insured, and shall have endorsements waiving subrogation against the Owner.

### In planning a project, please consider these items:

- All projects must comply with School District standards and guidelines. A copy of the District's Design Guidelines are available at [http://www.nhcs.net/facplanning/planning\\_design.htm](http://www.nhcs.net/facplanning/planning_design.htm). If requested, a representative from the Operation Division can meet to help in preliminary planning of your project.
- Projects must comply with all Local, State and Federal guidelines, codes and ordinances. All projects must obtain a Building Permit through the New Hanover County Building Inspections Department and work must be performed by licensed contractors when required. The work must be completed in strict accordance with all applicable building codes. All inspections shall be obtained and a final Certificate of Compliance provided to the Operations Division at the completion of the project.

- Some construction projects may also require review by the NC Department of Public Instruction. Please check with Facility Planning and Construction if you are planning a large construction project.
- Some projects may require the services of a registered architect or engineer, depending on the project scope and complexity. At the time a project is submitted for consideration, Facility Planning and Construction will advise whether an architect and/or engineer must be engaged and it will be the responsibility of the person or organization donating the project to procure the services of licensed design professionals.
- Prior to any work beginning, architectural and/or engineered drawings, if required, must be submitted to Facility Planning and Construction Department to confirm scope of work is in compliance with New Hanover County Schools long range plans. In addition, all required permits must be submitted to Facility Planning and Construction prior to commencement of work.
- The total cost and scope of work must be considered in planning the project. This should include, but not be limited to: utilities, general construction, plumbing, electrical, mechanical, technology, furniture and equipment. Unless previously approved in the capital budget, there are no funds to supplement school projects.
- If any school funds are used, all purchases or contracts must comply with all applicable NC State General Statutes and Board of Education Policy. Please reference Board Policies primarily included in Series 3000 – Fiscal Management and Series 5000 – Facility Development.
- All underground utilities must be located prior to starting any work that requires digging. To have underground utilities located, please:
  - Submit a work order to Maintenance Operations that includes a description of the work proposed and a site plan identifying the location. Please allow two weeks to complete the location.
  - Submit a work order to Technology that includes a description of the work proposed and a site plan identifying the location. Please allow two weeks to complete the location.
  - Within three working days before you plan on digging the person performing the work must call NC811 to locate all public utilities. You can go to [www.NC811.org](http://www.NC811.org) to find out more information.
- All sheds must comply with the wind load construction requirement of 130 mph and you must obtain a permit of construction. Sheds by Leonard Building and other commercial builders can meet this requirement. Sheds by Lowes and Home Depot are typical for residential use and do not meet this requirement.
- If you plan to build a shed, the Facility Planning and Construction Department has plans pre-approved by New Hanover County Building Inspections Department available for use.
- Please consider the long-term maintenance and operating cost of your project. If you are concerned with these impacts, you may contact Maintenance Operations and they can assist you in planning.
- If planning a walking path, track, paving project, addition, or new construction you must consider stormwater requirements. This can be very costly and time consuming. We encourage you to contact Facility Planning and Construction early to determine the requirements and associated costs.
- Please consider the potential impact of the project on community use of school facilities and try to minimize that impact.
- If planning landscaping improvements, please consider plant materials indigenous to the area, mature size of plants, and location.

## **OPERATIONS DIVISION**

### **(SAMPLE LETTER OF PROJECT AUTHORIZATION)**

#### **School Letterhead**

TO: (Person or Organization donating work, etc)

FROM: (Principal)

DATE:

RE: (Project Name)

On behalf of the students, parents, and staff at \_\_\_\_\_ School, I want to thank you for your interest in (Describe Project). Please keep me apprised of all matters associated with this project, including the schedule for all work activities as they must be fully coordinated with various New Hanover County Schools personnel.

In accordance with [New Hanover County School Board Policy 5030, Facility Construction and Policy 9200](#), Parent Support Organizations, the principal and superintendent, or their designee, are required to give written authorization for all improvements to school buildings and grounds prior to work proceeding. This letter serves as the required authorization for you to begin the project.

Please note, all projects must comply with School District standards and guidelines as defined in the Guidelines for School Projects as attached with this letter, along with all Local, State, and Federal guidelines, codes, and ordinances. This authorization to proceed does not alleviate the contractor performing the work from their responsibility to ensure all work is completed in strict compliance with all Local, State, and Federal guidelines, codes, and ordinances, and is consistent with standard industry practices for construction.

This Authorization to Proceed does not constitute a review by any New Hanover County Schools personnel for compliance with life safety, accessibility, structural or any other architectural or engineering design best practice and only constitutes review for compliance with New Hanover County Schools long range plans. Design services by licensed architects and engineers must be engaged as required for this project by the person or organization donating this project to the school.

Thank you for your willingness to provide a project that will enhance our school and the student's learning environment.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Leanne Lawrence  
Director, Facility Planning and Construction Department

\_\_\_\_\_  
Date

cc Chris Peterson, Director of Maintenance Operations



**OPERATIONS DIVISION**  
**Guidelines for Community/PTA Projects at Schools**  
**June 2017**

Construction projects may be initiated at individual schools by the PTSA/PTSO, Athletic Booster Clubs, community groups and individuals. Past projects have included Eagle Scout projects, tree planting and landscape improvements, storage sheds, and construction of new athletic facilities. The intent of these guidelines is to ensure projects are consistent with current design guidelines, short and long term facility plans, and to make sure improvements do not conflict with existing underground utilities or other infrastructure. This review process and authorization to proceed does not alleviate the contractor performing the work from their responsibility to ensure all work is completed in strict compliance with local codes and ordinances, building codes, and is consistent with standard industry practices for construction.

You are not required to utilize this process for approved capital projects and work orders that you have submitted and are working with either the Maintenance Department, Facility Planning & Construction or Technology to implement.

**To submit a project for consideration, please complete the form attached and submit to:**

Leanne Lawrence, Director  
Facility Planning & Construction  
New Hanover County Schools  
6410 Carolina Beach Road  
Wilmington, NC 28412  
Leanne.lawrence@nhcs.net

**All school projects must be approved by the principal and include as a minimum the following information:**

- A written description of the proposed project
- A site plan indicating the proposed location of the project (if applicable)
- A floor plan indicating the proposed location of the project (if applicable)
- Construction drawings to include general construction, plumbing, electrical, mechanical, technology, and other drawings as necessary
- Construction materials list, specifications, and/or product information
- If a project involves landscaping, provide a plant list or description of vegetation to be added
- Name and contact information for the licensed contractor performing the work (when required)
- Proof of Insurance from licensed contractor performing the work (when required)

The Operations Division will coordinate review through various departments within the School District, as needed, and issue an Authorization to Proceed once the review has been completed. No work shall begin until this authorization has been received. On more complex projects, the Operations Divisions may assign someone from within the division to assist the school in implementing the project.

### Insurance Requirements for Licensed Contractors:

The Contractor shall purchase and maintain in companies properly licensed by the Insurance Department of the State of North Carolina, and acceptable to the Owner, such insurance as will protect him, the Owner, and the Owner's agents, representatives, and employees from claims which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include:

Commercial General Liability (Occurrence Form) - The Contractor shall provide during the life of this Contract such Commercial General Liability (Occurrence Form) Insurance as shall protect Contractor and any Subcontractor performing work under this Contract from claims for damages for Bodily Injury including accidental death, as well as from claims for Property Damage which may arise from operations under this Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by either of them. This insurance shall be on the Standard Insurance Services Office, Inc. (ISO) Commercial Liability Occurrence Form. The Contractor shall procure insurance coverage for direct operations, sublet work, elevators, **contractual liability**, and completed operations with limits not less than those stated below:

A Combined Single Limit for Bodily Injury, Property Damage and Personal Injury of:

\$1,000,000	General Aggregate (except Products - Completed Operations) Limit
\$1,000,000	Products - Completed Operations Aggregate Limit
\$500,000	Personal and Advertising Injury Limit
\$500,000	Each Occurrence Limit

Certificates of Insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Work. These Certificates shall contain a provision that coverages afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the Owner. Failure to provide such notice shall not limit the liability of the Insurer, its agents or representatives.

The policy shall name New Hanover County Schools as additional insured, and shall have endorsements waiving subrogation against the Owner.

### In planning a project, please consider these items:

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FROM: (Principal)

DATE:

RE: (Project Name)

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\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Leanne Lawrence  
Director, Facility Planning and Construction Department

\_\_\_\_\_  
Date

cc Chris Peterson, Director of Maintenance Operations