

## FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	900 Community
Title	Nonschool-Affiliated Organizations (NSAO)
Code	915
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### **Purpose**

The Board recognizes and appreciates the interest and support of nonschool-affiliated organizations and groups through the volunteer efforts focused on supporting programs and activities of the students. The Board seeks to foster this spirit of cooperation, encouragement, and support through the establishment of this policy. This policy shall develop a framework for an effective relationship among the support groups and their members and the Board and school district personnel and programs. This well-defined policy should serve to ensure the effective operation of support groups and organizations that work in concert with the school to achieve the goals of the school district programs.

Any requests from nonschool organizations or groups seeking to have students participate in or be informed of the opportunity to participate in nonschool-sponsored activities, awards or scholarships shall be governed by this policy.

### **Definitions**

**Nonschool-Affiliated Organizations (NSAO)** - those organizations that utilize the name of the school district or any of its schools or programs, and directly affect curricular or extracurricular programs operated by the schools. When employees, students or Board members act on behalf on a nonschool organization or group, or on their own behalf, this policy applies to them.

**Nonschool materials** - any printed or written materials prepared by NSAO for posting or general distribution which are not prepared as a part of the curricular or approved extracurricular programs of the district. This includes such things as fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, nonschool organization websites and the like.

**Distribution** - handing nonschool-written materials to others on school property or during

school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool-written materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool-written materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy.

**Posting** - publicly displaying nonschool-written materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on district-sponsored websites, through other district-owned technology and the like.

**Prohibited activities and materials** - activities and materials which are:

1. Libelous, defamatory, obscene, lewd, vulgar, or profane.
2. Violate federal, state or local laws.
3. Violate Board policy or district regulations.
4. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol or illegal drugs.
5. Incite violence.
6. Advocate use of force or urge violation of federal, state or municipal law, Board policy or district regulations.
7. Interfere with or advocate interference with the rights of any individual or the orderly operation of the schools and their programs.
8. Politically motivated materials/activities.

### **Authority**

It is the policy of the Board that district facilities be used in accordance with the guidelines established in Board policy.[1]

The Board prohibits the use of students and staff members for advertising or promoting NSAO during instructional time or at school-sponsored locations or events not otherwise open to nonschool organizations or groups.[2][3]

The Board does not assume any financial responsibility for a group and excludes itself from any liability a group may incur, except as follows:

1. It is the district's position that only when district-sponsored support organizations recognized and approved by the Board conduct events and/or activities that are individually approved using the district Use of Facilities forms, under the direction of district personnel that volunteers from the above organizations would be embraced

under the district's liability insurance. Additionally, activities or events held off district premises must be individually approved by the Board to be covered by district liability insurance.

2. Continued or excessive violation of policy could leave to revoking the Board's sanction of the support group and denial of the organization's right to use the name of the school district in conjunction with its activities.
3. It is the position and policy of the district that gambling and/or the distribution, consumption or selling of alcoholic beverages and the distribution or selling of tobacco products is not permitted on district property, in district functions or by any affiliates of the district operating under district name or in conjunction with district sponsorship.[1]
4. Participating students may not leave the school district unless the Board policy for field trips has been followed or the Board has granted special permission. Participating students and all coaches/advisors are expected to adhere to all district policies when representing the school district.

A Board-approved advisor/coach is to act as the liaison between the nonschool organization or group and the district. The advisor/coach will involve the building principal, Athletic Director, or administration in decisions where indicated in this policy whenever appropriate.

The primary role of a nonschool organization or group shall be to provide support as deemed appropriate in pursuit of the goals for that program under the auspices of district-wide mission, goals, and policies.

In matters of district policy and operating procedures, the Board will retain final authority.

New groups may only be formed with the approval of the Superintendent, his/her designee, building principal, and/or Athletic Director after review of the following information:

1. Purpose of the organization.
2. Proposed name of the organization.
3. Proposed school(s) or program(s) affiliation.
4. Proposed constitution and/or bylaws.
5. Name of officers responsible for the conduct of the organization.
6. Name of the advisor/coach.
7. Copy of organization's liability insurance.

Board action regarding recognition of a group or organization will be taken at a public meeting.

Board recognition will be acknowledged in writing by the Board Secretary. Copies of statements of Board recognition will be filed in the official minutes of the Board.

Only recognized organizations are authorized to use the district, a school name, and/or logo and have permission to operate accounts separate from the school accounting system.

### **Delegation of Responsibility**

It shall be the responsibility of the district administration to implement this policy.

The Superintendent shall be the chief liaison between the Board and the NSAOs.

Building principals, Athletic Director, or district administration shall be involved in all decisions and planning affecting students, programs, and facilities, as appropriate.

### **Guidelines**

To remain as an NSAO for the Fox Chapel Area School District, each group must follow the guidelines outlined below:

1. The NSAO must provide annually current bylaws which set forth membership criteria, officers, elections, meeting schedules and minutes.
2. The NSAO must have at least three (3) officers. The slate of officers must be approved by the building principal to certify that all parties interested in holding an office have not previously violated policy or regulations as required.
3. Two (2) officer signatures must be required for issuing all checks and/or withdrawing funds. Original bank statement(s) must be available at the regularly scheduled meetings.
4. The NSAO agrees to comply with all district policies and guidelines relating to organizations within Fox Chapel Area School District, P.I.A.A., W.P.I.A.L. and state and federal regulations.
5. Obtain a tax identification number.
6. All NSAO accounts and financial reports shall be established and maintained according to prudent business practices.
7. An annual audit shall be conducted by a committee of at least three (3) members of the organization, one (1) of whom is not an officer, and one (1) person from outside of the organization. The audit must be submitted to the building principal, Athletic Director, and/or district administration. Any treasurer who fails to submit an audit will not be eligible to hold an office in any Fox Chapel Area School District organization sanctioned in the future.
8. Operate on a fiscal year basis, commencing July 1<sup>st</sup> and ending June 30<sup>th</sup>.
9. All NSAOs are expected to maintain accurate financial records that reflect appropriate use of funds in accordance with the organization's bylaws. A financial statement

detailing receipts, expenditures, and balances will be submitted to the building principal, Athletic Director and/or district administration.

10. Written treasurer's reports shall be prepared and presented to the membership of the organization at each meeting and a copy provided to the building principal, Athletic Director, and/or district administration.
11. Each organization must provide annually a copy of its general liability insurance policy, which lists the district as an additional insured to the district business office.
12. Support groups are required to submit minutes of all meetings upon request.
13. The manner in which all activities are conducted must reflect positively on both the NSAO and the district.
14. NSAOs shall not serve as a lobbying force or special interest group whose purpose is to control or negatively influence the managerial or administrative decisions of the coach, director, advisor, Athletic Director, principal or Board.
15. Email addresses or postal addresses of Fox Chapel Area School District parents/guardians should not be used by any group for political agendas, community information that is contrary to Board policy, or for personal or group lobbying to promote an issue.
16. All officers of approved organizations must have clearances on file with the district.  
[\[4\]](#)[\[5\]](#)[\[6\]](#)

### Fundraising

Fundraising activities conducted within the school system by students using the names of the system or any of its respective schools and by nonschool-affiliated organizations shall be conducted in compliance with existing district and school regulations.[7]

All fundraising projects conducted on school property should follow Board policy for facilities usage.[1][7]

A request to conduct a fundraiser using the Fox Chapel Area School District name or the name of any individual school within the district shall be submitted for approval of the Athletic Director or building principal.

Objectives shall be submitted to the Athletic Director or building principal for each new fiscal year that includes long-range and short-term goals for fundraising and the expenditure of funds.

Directory information regarding students or staff may only be released in accordance with law and Board policy. Directory information for students or staff members will not be released to NSAO that seek this information for the purpose of fundraising.[8]

### Scholarships/Awards

The Board is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Board directs that established criteria be observed.

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Board's policy on student records.[8]

The scholarship or award, and any pertinent restrictions, shall be approved by the Board.

All pertinent information regarding the scholarship or award shall be submitted for review by the Superintendent or designee prior to the date on which it is to be presented.

Legal

1. Pol. 707
2. [24 P.S. 510](#)
3. [24 P.S. 511](#)
4. [24 P.S. 111](#)
5. [23 Pa. C.S.A. 6301 et seq](#)
6. [22 PA Code 8.1 et seq](#)
7. Pol. 229
8. Pol. 216
- [24 P.S. 775](#)
- [24 P.S. 779](#)
- Pol. 000
- Pol. 121

Last Modified by Donna Beley on February 21, 2019