
I. PURPOSE

This policy establishes the responsibilities and guidelines to be followed by an approved Parent-Teacher Organization.

II. DEFINITIONS

- A. Approved Parent-Teacher Organization: An organization consisting of parents of students attending Athlos Academy of Jefferson Parish and school staff that follows the guidelines outlined in this policy in exchange for rights outlined in this policy. An approved Parent-Teacher Organization is considered a school-allowed group.

III. POLICY

- A. Purpose of a Parent-Teacher Organization:

1. The Governing Board encourages the formation and operation of approved parent-teacher organizations at Athlos Academy of Jefferson Parish to provide financial support and volunteer assistance to the school.
2. An approved parent-teacher organization should:
 - a. Support the mission and vision and educational programs of Athlos Academy of Jefferson Parish;
 - b. Support collaborative relationships between parents or other caregivers and the staff and faculty of Athlos Academy of Jefferson Parish;
 - c. Support the teachers and administration of Athlos Academy of Jefferson Parish; and
 - d. Raise funds to support these goals.

- B. In order to become and remain an Approved Parent-Teacher Organization, an organization must:

1. Submit to the Governing Board Bylaws and Operating Procedures that outline:
 - a. The officer positions within the organization and their terms and means of election;
 - b. A mission statement that aligns with the purposes in Section A;
 - c. Membership guidelines that are non-discriminatory;
 - d. Provisions for the maintenance of liability insurance; and

Parent-Teacher Organization Policy

- e. Internal financial controls and policies that, at a minimum, require the organization to have its own bank account, to not store money on school grounds, and to require two signatures for disbursements.
 - i. Financial control procedures shall be approved by Athlos Academies' Director of School Finance.
 2. Submit to the Governing Board any amendments to the Bylaws or Operating Procedures, as well as names, positions, and contact information for current officers.
 3. Agree to comply with Governing Board Policies, including the following:
 - a. 4002 – Background Checks
 - b. 8003 – Visitors
 - c. 8001 – School Facilities Use
 - d. 7103 – Fundraising
 - e. 7105 – Grant Writing
 - f. 5105 – Student Records Confidentiality
 - g. 4004 – Confidentiality of Employee Records
- C. In exchange for agreeing to follow the above guidelines, an organization may be approved by the Governing Board as an approved Parent-Teacher Organization.
- D. As an approved Parent-Teacher Organization, an organization is entitled to:
1. Status as a school-approved organization;
 2. Use of the school's name, logo, and/or mascot subject to approval by the Lead School Administrator;
and
 3. Distribution of PTO correspondence through school communications channels with prior approval by the Lead School Administrator or designee.