



**POPE JOHN PAUL II ACADEMY PARENT TEACHER ORGANIZATION (PTO)**

**PTO CODE & FUNDAMENTAL PRINCIPLES**

**MISSION STATEMENT:**

*The PJP2A Parent Teacher Organization (PTO) is a service group organized to provide support to the students, faculty, and staff of PJP2A with the ultimate goal of enriching the educational experience for all the students. The PTO is designed to utilize members' time, talent, and treasure to assist the school and sponsor events to build on and strengthen the school's academics, community, and faith. All PTO activities will be done with respect for and in compliance with the Mission Statement of PJP2A and the Magisterium of the Roman Catholic Church.*

**ROLE OF THE PTO:**

The PJP2A PTO's purpose is to:

1. organize and carry out activities designed to raise funds for the school
2. support the school (students, staff, and facilities) through service activities and projects
3. build a strong community with fellow parents/guardians.

**ROLE OF PTO COUNCIL MEMBERS:**

The officers, known as PTO Council Members, will become familiar with the school's policies and operation practices and act in accordance with them. The Council will be the driving force behind the organization of and the completion of the projects and activities of the PTO. (Specific duties of each officer are listed later in this document.) The Council will also serve as an avenue for parents to express their dreams, ideas, and general concerns for the school. The PTO Council will work to facilitate communications among parents, administration, staff, and school board. This is not a forum to discuss specific students, teachers, staff, or Council Members. The "chain of communications" for these ideas and dreams will be as follows: parents to PTO Council; PTO Council to Principal; Principal to PJP2A School Board.

*Of course, in dealing with specific concerns regarding their own children, parents are*

*encouraged to communicate concerns directly to teachers first, then to the principal, and then if satisfaction has not occurred, to the School Board. These types of concerns are not part of the PTO's plan or purpose.*

The primary activities of the PTO will be to provide fund raising projects utilizing the talents of as many parents as possible, not only to earn money for the school, but to foster a strong parent/teacher/administration community for PJP2A.

The PTO will also be sponsoring activities with the sole purpose of building a stronger community.

Service activities and time spent on PTO projects may be used as a means of fulfilling school service hours for parents. Members are responsible to document their own hours and report those to the school secretary.

Teachers and the principal are encouraged to report to the Council Members any needs they have that parents could choose to help with. These needs should be reported before a General Meeting, so the Council can organize these requests and assign specific jobs to interested parents.

It is not the responsibility of the PTO or the PTO Council to discipline any student; develop curriculum; find or approve of instructional material; hire, fire, or supervise staff; write and/or create school policy, procedures, or regulations. The PJP2A Board and Principal have the responsibility for maintenance and upkeep of the building and grounds. Use of the building and grounds for any PTO project or activity must first have Principal approval. Council members are not automatically entitled to a building key.

## **OPERATING GUIDELINES**

**Council Members:** The PTO Council Members are the officers of the PTO who work together with the administration to brainstorm, organize, and run the activities of the PTO.

The first year of the PTO, the 2015/2016 school year, the PTO Council Members will be appointed by the principal. The officers will be the president, vice president, and secretary/treasurer. This first-year appointment is designed so the Council members have time over the summer months to organize, plan, and facilitate the first PTO meeting (which should occur shortly after school starts in August).

Every year hereafter, the general members of the PTO will elect the Council Members at the last General Meeting of the school year. Those wishing to run for a position on the Council will be asked to declare intention to run before the last General Meeting of the school year by notifying a current Council member. Parents may nominate other parents for election as well. It is strongly

suggested that at least one PTO Council officer continues in his or her position for two consecutive school years for continuity.

**Membership:** The parents/guardians of students enrolled in PJP2A, the school staff members, the PJP2A Board members, and PJP2A administration are all welcome to be members of the PTO and are invited and encouraged to attend PTO General Meetings. All members will be expected to sign a “Code of Ethical Conduct” sheet.

**Committees:** The PTO Council members may establish committees, sub-committees, task forces, or study groups as it seems appropriate.

**General Meetings:** General Meetings of the PTO may be called by the PTO Council President after consultation and coordination with the school principal. It is the goal of the PTO to have a minimum of two General Meetings per semester; however, Council may call as many General Meetings as necessary and/or desired. It is important to call a General Meeting at the end of each school year to vote for the PTO Council members for the following year, thus giving them time over the summer to meet, brainstorm, and organize.

All parents/guardians will be informed of and invited to every General Meeting. This can be done by written notification, email, phone call, or in the PJP2A weekly newsletter (with the Principal’s permission). Students can be the messengers to deliver invitations to parents. The time and place of every General Meeting will be posted in a central location at the school.

**PTO Council Meeting:** The Council will meet bi-weekly to plan and make arrangements for events, activities, and general meetings. These meetings may occur with or without the principal, but the principal should be notified of meetings whether he/ she is attending or not. Because the Council is small, meetings in private homes and/or by conference calls or other means are appropriate.

## **Duties:**

### **The PTO Council President**

- will act as the official spokesperson of PJP2A PTO
- will call Council Meetings and General Meetings
- will preside over Council Meetings and General Meetings
- will consult with the Principal
- will prepare an agenda for each General Meeting, starting with prayer, and following a similar order of business each meeting, ending with a time for additional ideas from the membership and then ending with prayer
- will be responsible to coordinate and see that all activities are completed as planned and reported to the administration including the financial report, the steps taken to make the

project successful, any outside names of organizations or individuals who contributed to the success of the project, and any details future Council Members would benefit from knowing in order to reproduce a similar activity.

- will be responsible to redirect and/or stop discussions during General Meetings if he/ she determines that a specific proposal, topic, or complaint is not appropriate for PTO action
- will assign specific jobs to interested members in order to help teachers and/or the principal

### **The Vice President**

- will assist the President in all responsibilities
- will assume the responsibilities of the President at General Meetings and Council Meetings if the President is unable to attend.
- will be responsible to redirect and/or stop discussions during General Meetings if he/ she determines that a specific proposal, topic, or complaint is not appropriate for PTO action

### **The Secretary/Treasurer:**

- will keep a written record of the proceedings of the meetings (These records will be passed on to the next Secretary/ Treasurer. File cabinet space will be provided at the school.)
- will attend to all official correspondence and communication
- will post notifications of meetings and contact PTO members of General Meetings
- will keep full and accurate accounts of all receipts and disbursements of PJP2A PTO in proper books of account as related to fund raising activities
- will provide at regular General Meetings or whenever required an account of all financial transactions of the PJP2A PTO
- will be responsible to redirect and/or stop discussions during General Meetings if he/ she determines that a specific proposal, topic, or complaint is not appropriate for PTO action

All parents and guardians are invited to be active members of the PTO. We plan to do great things for our school and our children. Participating in PTO is a good way to meet other parents and stay connected. We offer many opportunities for you to fulfill your service hours.

## **CODE OF ETHICAL CONDUCT**

- *A member shall* consider the best interest of all students.
- *A member shall* be guided by the school's Mission Statement and the Magisterium of the Roman Catholic Church.
- *A member shall* act within the parameters outlined in the PTO Code & Fundamental Principles.
- *A member shall* maintain the highest standards of integrity.
- *A member shall* recognize and respect the personal integrity of each member of the school community.
- *A member shall* treat all other members with respect and allow for diverse opinions to be

shared without interruption.

- *A member shall* contribute to maintaining a positive environment in which individual contributions are encouraged and valued.
- *A member shall* acknowledge democratic principles and accept the consensus of the PTO membership.
- *A member shall* respect the Council Members and the responsibilities that have been charged to them.
- *A member shall* limit discussions at General Meetings to matters of concern to the school and in compliance with the President's meeting agenda.
- *A member shall* be prepared to work hard to complete projects and to make those projects successful . . . and to make friends and have fun while carrying out these tasks. I have read and agree to abide by the above Code of Conduct:

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\_\_\_\_\_ Signature Date Phone: \_\_\_\_\_ Do  
you text? \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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