

Parent Support Organization Policies and Procedures

Southeastern Academy Charter School Board believes that parents and teachers are vital partners in the successful education of children. The Board also recognizes the roles parent support organizations play in the school system. Since the leadership provided by parent support organizations is valuable to the improvement of educational programs and community support, the Board offers its full cooperation and encourages collaboration among parent support organizations, administrators, teachers, and students. The Principal or designee is expected to participate with appropriate parent support organizations.

General Guidelines:

1. Principal shall approve all parent support organizations at their school.
 - Southeastern Academy recommends that each organization set up a board of officers that should include at a minimum a president, vice president, secretary and treasurer. Officers, plans and rules of operation must be on file in the principal's office no later than October 1st of each school year.
 - **Employees of Southeastern Academy shall not serve as officers with financial responsibilities of parent support organizations.**
2. Parent support organization shall adhere to Southeastern Academy Board policies. A copy of all policies may be found on the school's web page at www.southeasternacademy.org. The parent support organization's president shall inform the organization's officers of this Policy and general guidelines.
3. All fundraising programs and activities shall adhere to the following guidelines:
 - Door-to-door solicitation by students in grades K-8 is strongly discouraged. **In the event that parent support organization uses door-to-door solicitation by students, Southeastern Academy Charter School assumes no responsibility**
 - Fundraising activities conducted off school grounds shall not be the responsibility of the school system.
4. A parent support organization is a separate legal entity from the school system established to support the activities of Southeastern Academy Charter School. The funds of parent support organizations shall be separate from school accounts and subject to sound accounting and finance procedures. Southeastern Academy Charter School requests that proper internal controls be put in place to avoid the mishandling of these funds. These may include, but are not limited to, having two (2) parent support organization officers sign each check and having two (2) members collect money for all fundraising activities.
5. Principal or designee shall participate annually in a joint meeting of officers of parent support organization to promote strong alliances among such groups.
6. Southeastern Academy Charter School recognizes the significant contributions made by parent support organization in the area of equipment and the improvements made to buildings and grounds. The following purchasing guidelines shall apply:
 - School buildings or grounds shall not be renovated or changed without prior written approval of the school principal and the Board.
 - School supplies or equipment purchases must be approved by the school principal. Additionally, all equipment purchased in excess of \$1,000.00 must have proof of funds and prior approval from the principal.
 - All equipment purchases shall be accounted for and recorded in the school's equipment inventory records.

7. Parent support organization shall not provide additional compensation to personnel currently employed by Southeastern Academy Charter School.
8. Publications by Southeastern Academy Charter School to promote the sharing of ideas and better communication is strongly recommended.