

Southside Christian School

Parent Teacher Fellowship



Policies and Procedures Handbook

2018-19 School Year

SOUTHSIDE CHRISTIAN SCHOOL
Parent Teacher Fellowship (PTF)

Policies and Procedures Handbook
2018 -2019

Co-Chair (print)

Co-Chair (signature)

Date

Co-Chair (print)

Co-Chair (signature)

Date

Head of School (print)

Head of School (signature)

Date

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1.0 Mission, Purpose and Core Values

SCS Mission: Southside Christian School is a college-preparatory Christian school which exists to support Christian families by providing Christ-centered education in an environment which challenges students to pursue spiritual and academic excellence.

The **Southside Christian School (SCS) Parent Teacher Fellowship (PTF)** exists to develop a positive and welcoming climate for all parents while assisting the administration in meeting its current needs through:

- Promoting the mission and vision of our school and contributing to a positive school culture.
- Facilitating communication between the parents, the Head of School, the Leadership Team, the faculty and staff, and the School Board.
- Encouraging and supporting faculty, staff, and the Leadership Team to do their work effectively.
- Promoting academic, spiritual, and social development in our student body.
- Enhancing parental participation.

Excellence in Education from a Christian Worldview

The purpose of the Southside Christian School Parent Teacher Fellowship is to support the mission of SCS by establishing and nurturing a relationship between parents, faculty, staff, and students. The purpose is met by the PTF fostering the SCS core values, which are:

Core Values

Absolute Truth

- Students will be taught that the Bible is the ultimate and final authority in all decisions. Biblical principles will be integrated into every subject for the purpose of training students to develop a biblical worldview. Students will learn how to use this worldview as a lens through which to interpret events, set goals, and gain wisdom.

Excellence

- Students will be taught to pursue excellence in every aspect of their lives. Realizing that every work is to be an act of love and service to the Lord, mediocrity in attitude, work, or effort will not be accepted. This spirit of excellence will be seen in the students' relationships, use of resources, and acts of service, thereby developing a lifelong pattern of excellence.

Servanthood

- Students will be taught the importance of serving others. Just as God values all life, regardless of ethnicity, abilities, or age, so the students will learn to value all humanity as a gift from our loving heavenly Father. This attitude will be developed through learning effective and loving communication and by actively serving others.

Outreach

- Students will be taught that people are created for the purpose of bringing glory and honor to God, that salvation through the blood of our risen Lord Jesus Christ is the only way to obtain eternal life, and that the message of salvation must be brought to a lost and dying

world. Students will learn by example how to effectively communicate that message and to defend their faith in the world in which they live.

Integrity

- Students will be taught by example how to live a consistent Christian life, both on campus and off, showing integrity in all areas of their lives.

In addition, the PTF will have/be:

Collaboration: The PTF will work diligently to build strong partnerships both internally and externally to enhance the ability of the organization to provide the necessary resources and tools for the education and support of both students and faculty/staff.

Communication: The work of the PTF will be transparent, incorporating input from parents, faculty and staff. Scheduled reports will be made available regarding activities and subsequent results of their actions. Non-biased forums will be established to provide an avenue for parents, students, and faculty/staff to offer input and feedback regarding the PTF's and school's needs and activities.

Supportive: The PTF will provide assistance to our school by supporting opportunities for educational enhancements, establishing and carrying out appreciation events, and praying regularly for SCS.

The PTF will provide assistance to parents/students by providing engagement opportunities through school and community activities.

Accountability: The PTF will be accountable to the Head of School and seek to honor Christ in all activities, knowing that our efforts impact eternal consequences in the lives of children. In addition, the organization holds itself accountable to the faculty, staff, parents and students to provide a resource to engage and empower the educational mission of the school. To that end, the PTF will strive to do all things with the goal of promoting excellence in education and spiritual growth for the students of Southside Christian School.

2.0 Membership

Membership in the PTF (including Officers) is open to parents or guardians of current, fulltime students of Southside Christian School in grades K4-12. Prospective members are required to complete a membership application form (attached) and submit to the PTF Officers. In addition to three serving officers, the PTF may have up to a total of 10 members (not including SCS Administration).

3.0 PTF Officers

The PTF Officers are made up of two Co-chairs and Secretary. The Officers seek guidance from the SCS Head of School and Leadership Team regarding direction of efforts for the PTF, budget, etc.

3.1 Duties and Responsibilities

Co-chairs: Preside over PTF meetings, serve as liaison between the school administration and the PTF, approve budget and budget expenditures, and work with the Officers to ensure appropriate oversight of PTF activities. They also work with the Officers to map out annual plans, activities, and other events. Maintain a presence at SCS activities and events as well as representing the PTF at SCS activities as requested by the Head of School.

Secretary: Record and distribute minutes of PTF meetings, communicates with PTF membership regarding meetings, activities, events, school requests, etc. Maintains the Policies and Procedures Handbook and financial reports for the PTF. Works with the Co-Chairs to map out annual plans, activities, and other events. Maintains a presence at SCS activities and events.

3.2 Term of Office

PTF Officers will be elected to serve a maximum of 2 years (school calendar term) to begin in August prior to the beginning of the school year and ending in June. Term in office is also restricted to members with children currently enrolled in SCS grades K4-12.

3.3 Nomination and Election

Active members of the PTF may nominate other members in April to the Head of School for service the next school year. The PTF Co-chairs will meet with the Head of School to review, vet, and interview potential PTF members.

Officers for the next school year will be elected from those serving in the current year who are returning to serve on the PTF. Officers will not be elected from new members until such members have served at least one year on the PTF.

3.4 Officer Vacancy

If an officer position is vacated prior to the end-of-term, candidate nominations will be solicited from membership and follow the same election process as outlined in 3.3 above to cover the remainder of the term vacated. Elections will then follow standard protocol.

3.5 Attendance

Officers are expected to attend membership meetings monthly as given in the PTF calendar; Officers may miss no more than 3 meetings in a school year. In cases where unforeseen circumstances prevent attendance, the Officer communicates their absence to other Officers prior to the meeting.

3.6 Officer Meetings

Officer meetings will be scheduled as necessary but a minimum of twice per school year. Regular updates may be communicated to other Officers via email, phone, and text as required.

4.0 PTF Member Responsibilities and Activities

The PTF is made up of parents or guardians of current, fulltime students in grades K4-12 and SCS teachers/staff. Membership of an active member does not expire except in the case of: (1) the student(s) graduating or leaving SCS for other reasons, (2) misconduct within the PTF, and (3) at the request of the member.

4.1 Participation and Activities

Meetings. PTF members are expected to attend monthly meetings from August to May. A calendar will be developed and distributed based on the school year and anticipated activities at the first meeting of the year. Adjustments may be made based on unforeseen circumstances. The Secretary will email meeting reminders to members prior to the date.

Special Committees. As necessary, the Officers may request special committees and volunteers to develop, coordinate, and support activities of SCS. These may include fundraisers, special events, Spirit Week, beginning/end-of-school activities, etc. As these opportunities arise, they will be communicated to the PTF either during regular meetings or via email. The full membership will be available for support to these special committees.

Active Participation. Members are expected to actively participate in the work of the PTF as schedules permit. It is understood that work schedules may prohibit daytime attendance but other means of participation will be considered. Opportunities will be provided and communicated well in advance of the activity/event.

4.2 Decision Making

The SCS PTF is a volunteer group of individuals who do not have authority to make decisions for the school outside of its stated purpose. This means that PTF decisions shall be limited to all areas of service that are approved by the Head of School and Administration. If needed the Head of School will present areas of service for board consideration and vote.

4.3 Agenda and Meeting Minutes

The Secretary will record, maintain, and distribute minutes of previous meetings to the membership; members will be asked for agenda items to be included, usually via email. Members are encouraged to make their own notes in meetings for future reference and to offer additions, deletions, and/or corrections to minutes as presented.

5.0 Financial Procedures

The annual budget for PTF is established by the Head of School and reported to the Officers. Funding is intended to cover expenses incurred during the specific school year, August – May.

5.1 Accounting Procedures

The Officers are responsible for ethical use of the PTF budget and appropriate accounting procedures established for documentation of that use. Procedures address the proposed budget, use of funds, reimbursement, donations-in-kind, and financial reports.

5.2 Expenditure Process

Anticipated expenses to be charged to the PTF budget must be presented in writing or via email to the Co-chairs prior to purchase for approval. The Co-chairs will “sign off” on the request and the purchase may proceed. Once the purchase is made, a receipt must be presented via the Reimbursement Form (attached) to the Co-chairs to be forwarded to the SCS business office for reimbursement; *the business office cannot accept receipts from members for reimbursement without a Co-chair’s signature.*

If the member requires cash up-front for a purchase, a request should be submitted to the Co-chair a minimum of one week prior to the expected purchase to give the business office time to prepare a check. Receipts are still required for the purchase in order that it be appropriately charged to the PTF budget.

5.3 Donations-in-kind

If a member seeks no reimbursement for expenses related to an activity or event, still submit the cost of the item to the Officers for annual budgeting purposes. These expenditures can be submitted via email to a Co-chair.

5.4 Financial Reports

The PTF budget expenditures will be tracked via reports maintained on a monthly basis (or as appropriate) by the Secretary. Reports will be available to the school administration as requested. The reports include the overall budget, monthly expenditures (as required), donation-in-kind expenditures, and reimbursement forms.

6.0 Policies and Procedures Review and Amendment

The PTF Policies and Procedures Handbook will be reviewed by the membership and SCS Head of School and Leadership Team at least once annually; subsequent amendments will be presented to the Officers for review and inclusion/deletion/adjustment to the SCS PTF Handbook.