



P.T.O.

**PARENT-TEACHER ORGANIZATION
HANDBOOK**

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SECTION I: INTRODUCTION

Minaret Academy Mission, Vision, and Goals

Our Mission

The mission of Minaret Academy is to provide a unique and exemplary education in an Islamic environment. We instill a love of Islam and learning through a balanced and a comprehensive curriculum that aims to educate the whole child. We strive to inspire our students to become responsible, honest, learned and respectful future leaders.

Minaret Academy places great emphasis on academic excellence through a rigorous program. We encourage each student to achieve his/her personal best. Our caring teachers foster excellence, creativity, independence, and critical thinking. They create environments where students take ownership of their education to become lifelong learners in accordance with Islam.

Minaret Academy is committed to a global vision that is inherent in Islam. We respect the diversity and equality of all human beings, always mindful that Islam is for all people and all times. We aim to foster compassion, cooperation, and integrity in our students so that they will be living examples of the beauty of Islam.

Our Vision

Minaret Academy seeks to develop in each student a positive identity as an American Muslim who is prepared intellectually, socially, emotionally, spiritually, and physically to succeed in tomorrow's world. Minaret Academy students are expected to integrate academic skills, Qur'anic principles, and ethical behavior in order to make positive contributions to the ever-changing global community. Minaret academy aims to develop in each student a balanced character enriched with knowledge, inspired to excellence, and committed to the betterment of family, community, and humanity.

Our Goals

Providing students with a challenging program, high academic standards, and a climate of positive reinforcement that emphasizes the process of learning;

Teaching students to hold high expectations for themselves in striving for academic and personal achievement;

Enhancing the students' understanding of the Qur'an through instruction in the Arabic language;

Guiding students to engage in ethical decision-making and applying Islamic principles in their daily lives;

Helping students to build positive character and to acquire essential life-skills to enable them to live successful lives and to become contributing citizens of a global community;

Instilling in students universal values of honesty, respect, responsibility, and self-discipline and encouraging them to demonstrate these values through their actions;

Inspiring students to become God-conscious leaders guided by justice, supported by ethics, empowered by knowledge, and driven by logic;

Incorporating critical thinking, analytical reasoning, effective communication and problem solving skills in a student-centered environment;

Creating an active learning environment in which experimentation, exploration, intellectual curiosity and self-discovery are encouraged;

Creating a nurturing learning environment in which students are valued as unique individuals and their special gifts are discovered and nurtured to optimum potential;

Nurturing the development of positive social skills by encouraging self-expression, discussion and healthy interaction with peers and adults in a safe environment;

Teaching students that commitment to social responsibility and justice must be balanced with the desire for personal rights and ambitions;

Promoting in students' high self-esteem through academic achievement and a positive self-concepts;

Instilling in students a lifelong love of learning by applying a stimulating, hands-on curriculum;

Establishing through our diverse student body an atmosphere of mutual trust, respect, and appreciation within the school and the large community.*

MINARET ACADEMY SCHOOL BOARD PARENT/FAMILY INVOLVEMENT POLICY

The Minaret Academy Board of Trustees recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school and to educate all students effectively, the school and parents must work as knowledgeable partners.

Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. Minaret Academy in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

To this end, the Board supports the development, implementation, and regular evaluation of a parent involvement program in school, which will involve parents at all grade levels in a variety of roles. The parents' involvement programs should be coordinated between the Parent Teacher Organization and the school administration. They will include, but not limited to, the following components of successful parent involvement programs:

- Communication between home and school is regular, two-way, and meaningful.
- Responsible parenting is promoted and supported.
- Parents play an integral role in assisting student learning.
- Parent's support is expected and assistance is welcome and sought by the school.
- Parents are our partners in education.
- Community resources are welcome to strengthen school programs, family practices, and student learning.

The Minaret Academy Board of Trustees supports professional development opportunities for staff members and parents to enhance their understanding of effective parent involvement strategies. The Board believes that engaging parents is essential to improving student achievement.

The Board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

The School Head is considered an official member and should be informed of all PTO meetings and all committee meetings with the option to join without notice. As the administrative leader of the school, The School Head will:

- be the leader for parental involvement programs
- establish the PTO to carry the tasks of a positive school-home partnership
- develop guidelines and delegate individuals
- supervise the PTO activities and provide guidance when needed

The Chair of the Development committee will act as liaison between PTO, the School Head and the Board of Trustees.

- discuss all special events and fundraising plans of the PTO with the board
- ensure that all activities conducted are in the best interest of Minaret Academy
- ensure school spirit and fundraising are maintained as the primary goals of PTO
- meet with PTO and school head as needed

Building Successful Partnerships

The following information is extracted from the National PTA publication entitled Building Successful Partnerships: a guide for the developing parent and family involvement programs.

The Importance of Parents:

The school, community, and home are interconnected with each other and with the world at large. Successful parent involvement programs share several fundamental beliefs about parents:

- Parents want what is best for their children.
- Parents, regardless of their background circumstances, can be a key resource in their children's education.
- Together, educators, families, and communities can succeed in educating children and preparing them to lead health, happy, and productive lives.

The national PTA has supported the need for effectively involving parents and families in their children's education. The standards set forth by the National PTA are used in establishing quality parent involvement. Each of the following standards addresses a different type of parent involvement:

- **Communicating** - Communications between home and school is regular, two-way, and meaningful.
- **Parenting** - Parenting skills are promoted and supported.
- **Student Learning** - Parents play an integral role in assisting student learning.
- **Volunteering** - Parents are welcome in the school, and their support and assistance are sought.
- **Collaborating** - Parents collaboration with the School Community - Community resources are used to strengthen schools, families, and student learning.

Parent Involvement and Student Success:

Research shows that schools with well structured, consistent parent involvement programs are more likely to experience profound benefits for students, parents, teachers, administrators, and overall school quality.

The most accurate predictors of student achievement in school are not daily income or social status, but the extent to which a student's family is able to (1) create a home environment that encourages learning; (2) communicate high, year reasonable, expectations for the child's achievement and future; (3) become involved in the child's education at school and in the community.

SECTION II: ORGANIZATIONAL GUIDELINES

MISSION

The Parent-Teacher Organization (PTO) is an extension of Minaret Academy families. It is established to support the school's goals and to create an environment that will be nurturing and uplifting to all.

PURPOSE

The purpose of Minaret Academy PTO is to:

- ❖ Support the mission, vision, and philosophy of the school
- ❖ Promote a sense of community, comradery, and school spirit among parents, students, faculty and staff
- ❖ Create opportunities for parent involvement in the school
- ❖ Provide financial support for school's annual needs
- ❖ Provide feedback to the School Head/Liaison on behalf of the parents, students, and faculty regarding any issues that arise regarding the school

MEMBERSHIP

The Parent-Teacher Organization (PTO) of Minaret Academy is a volunteer service organization consisting of parents, teachers, and community members. All families, are required to pay an initial PTO membership fee of \$30.00 at the beginning of the school year as part of the Annual Fees. Followed by the option of either a service commitment of 30 hours or \$300.00 annually (\$10/hour).

RESPONSIBILITIES OF THE PTO

- The PTO shall conduct all business in accordance with its purpose and in cooperation with school administration.
- Any activity undertaken by the PTO must have the approval of the School Head/Liaison.
- The PTO officers shall discuss all projects, activities and proposals together and make decisions on actions based on a majority vote; however, the School Head/Liaison may exert a power of veto over any issue that is deemed to be important for the well-being of the school.

STRUCTURE

The PTO shall be comprised of:

- PTO Officers
- School Head
- School Liaison (Chair of the Development Committee)
- Chairs of Standing Committees (recommended)
- Room parents

NOMINATING COMMITTEE / SELECTION PROCESS

1. The member of the Nominating Committee shall be comprised of the current PTO President, School Head, and School Liaison.
2. The Nominating Committee is responsible to identify, recruit and appoint the most qualified candidate for each of the positions.
3. The current PTO members will solicit names of candidates from teachers and/or parents in April for the following school year. (Appendix A)
4. The Nominating Committees will review the qualifications of all proposed nominees. The Committee will then identify the candidates considered for the appointment.
5. One member from the Nominating Committee will be selected to approach the nominees for their acceptance of a specific position. Upon finalizing appointments, announcement of officers will be made at the last PTO meeting.
6. Following the appointment of Officers, a meeting will then take place to review guidelines and responsibilities in detail. Further meetings will be scheduled with the School Head/Liaison in order to set the calendar of events for the following year.

SECTION III: OFFICERS

1. The officers of PTO shall be President, Vice-President, Secretary, Treasurer, Volunteer Coordinator and School Liaison (Chair of the Development Committee).
2. The officers of the PTO shall be appointed for a term of two years, and no person shall serve in any position for more than three consecutive years.
3. The officers will take office in July 1 of each year and serve until June 30th of the following year.
4. The officers of the PTO may resign their position by giving a written notice to the President of PTO and the School Head/Liaison.
5. Vacancies for the officers shall be designated by the PTO President, in consultation with the School Head/Liaison. Such interim appointments shall terminate at the time of approval of the next year's slate of officers.
6. All PTO activities, present, and future, including but not limited to, financial statements, social events, fundraising activities, fliers and correspondence to parents, officer grievances, etc. shall be communicated and pre-approved by the School Head/Liaison.
7. All PTO officers will equally share the responsibility to lead and gather support for all school wide events on the school calendar. To include but not limited to Special Events, Fundraising, Hospitality, ensuring fulfillment of Parent - Service Contract, Room Parents, PE shirts and Hot Lunch.

PRESIDENT Skills needed: Leadership, teamwork ability, and effective communication skills.

- ❖ Presides over the PTO meetings and shall have the general powers and duties of management vested in the office of the President.
- ❖ Attends regularly scheduled PTO meetings and PTO Officers meetings.
- ❖ Has general supervision, control, and direction of the affairs of the PTO in compliance with school policies.
- ❖ Collaborates with PTO officers to create an annual school calendar that coincides with the school's calendar of events prior to the end of the school year. Then submits said annual calendar of events to the School Head/Liaison for approval prior to the beginning of the school year.
- ❖ Meets with the School Head/Liaison regularly regarding events and any modifications to the calendar. All PTO events must have prior approval of the School Head/Liaison before being conducted.
- ❖ Consults all officers on all matters concerning the affairs of PTO, to include but not limited to Special Events, Fundraising, Hospitality, Parent - Service Contract, Room Parents, and Hot Lunch.
- ❖ Speak on behalf of PTO at all school social events.
- ❖ Assigns and designates, in consultation with the School Head/Liaison, individuals and/or groups to specific committees and/or events as needed.

VICE PRESIDENT Skills needed: Leadership, teamwork ability, and effective communication skills.

- ❖ Shares roles and responsibilities of the PTO President in an effort to support the President while maintaining the structure of PTO.
- ❖ Attends all regularly scheduled PTO officers meetings.
- ❖ Joins the President in meeting with the School Head/Liaison regarding events and any modifications to the calendar. All PTO events must have prior approval of the School Head/Liaison before being conducted.
- ❖ Oversees any and all specific activities assigned to him/her for the school year by the President.
- ❖ Presides over all meetings in the absence of the President.
- ❖ Takes over the position of President in the event of the President's absence and/or non-availability.

TREASURER Skills Needed: Bookkeeping skills, accounting skills, some computer knowledge.

- ❖ The treasurer is responsible for maintaining accurate financial records of all deposits and checks written on PTO accounts.
- ❖ The treasurer shall work with the PTO Officers to develop a budget, and give and prepare an annual financial report.
- ❖ She/he will also be responsible for account balancing, monthly financial reports, receivables, payables, etc.
- ❖ Collects all money from various committee chairs no later than 48 hours after such fund raising event.
 - Any and all such money shall be deposited into PTO's bank account no later than 48 hours upon receipt. Only the treasurer shall take all money out of the school premises with the main objective of immediate bank deposit.
 - All accounts of such money deposited and/or withdrawn from the PTO account shall be provided to the President on a weekly basis.
- ❖ Provides the President and School Accountant with the annual financial report and all financial statements with bank reconciliation on a monthly basis.
- ❖ All purchases from PTO account need to be in written form on a Purchase Order request and pre-approved by the School Head/Liaison and Accounting.
- ❖ Check signing authority: To uphold a checks and balance system only the School Head and the IIOC president are authorized to sign.
- ❖ Treasurer must convey and obtain approval for their accounting methods from the school accountant prior to commencement of their duties.
- ❖ Records must be electronic (ex. Google Sheets) and accessible for sharing at all times and stored in the PTO google drive.

SECRETARY Skills Needed: Computer literacy, fluency in English, strong note-taking abilities.

- ❖ Responsible for organizing all meetings by sending prior notification, in advance to all concerned parties. All meetings shall be with the knowledge and approval of the School Head and PTO President.
- ❖ Attends all officers and monthly PTO meetings. The secretary shall be responsible for recording the minutes of all PTO meetings, officers meetings and for conducting correspondence requested.
- ❖ Is responsible for all written communication like letters, fliers etc. All letters, fliers, etc. must be first signed off by the PTO President then the School Head/Liaison before any distribution.

- ❖ Is responsible for posting all flyers around campus and on removal of the flyers. Also responsible for ensuring notifications are passed on to Parent Groups and information is relayed to Social Media Expert.
- ❖ Shall be responsible for keeping a book of minutes in a timely and organized fashion.
- ❖ Secretary must keep electronic records that are accessible at all times (PTO google drive)
- ❖ The secretary is responsible for sending reminders to the PTO officers and school regarding monthly meetings and impromptu meetings.

VOLUNTEER COORDINATOR

- ❖ Her/his primary responsibility shall be to coordinate all volunteers needed for all school events/functions to include the school calendar and PTO calendar of events.
- ❖ Will meet regularly with room moms to coordinate appropriate number of volunteers for school wide events to include the School and PTO calendar of events.
- ❖ Will track volunteer hours and payout options for all families.
- ❖ Will remind families of their contractual agreement to complete 30 hours or pay \$300 per family annually (\$10/hour) to fulfill said service obligation to the school.
- ❖ Will assist with other tasks as needed.

SECTION IV: COMMITTEES

The creation of Standing Committees shall be subject to the needs of the current PTO officers. At the start of each election year, PTO officers will determine the need or lack of standing committees for Special Events, Fundraising, Hospitality, Hot Lunch, etc. Otherwise the PTO officers have the option to incorporate these tasks into their regular duties or regularly enlist parent volunteers and agree to carry out these duties in addition to the duties listed above in the event volunteers are not available.

The Chairs of all Standing Committees shall be appointed by the Nominating Committee , will work directly with the School Board Chair of the Development and shall serve a term of one year beginning on July 1st of given year.

SPECIAL EVENTS COMMITTEE

Coordinate all school social events included, but not limited to Back-to-School Picnic, Family Iftar, Teacher Appreciation, etc. Calendar of events will be provided prior to the end of the previous school year.

FUNDRAISING COMMITTEE

In conjunction with the School Board Chair of the Development Committee, PTO shall support their efforts during all fundraising events to include but not limited to the annual fundraising banquet and approved fundraising events throughout the year.

Assist the Development Committee Chair in planning and organizing fundraising projects. PTO suggestions are valued and they may plan the most viable, practical and cost-effective fundraising projects approved in the yearly calendar.

Work out the logistics of procuring all market items. Execute advertising, promotion and sales of all items. Upon conclusion of each event balance the books and deliver all documentation and money to Treasurer.

HOSPITALITY COMMITTEE

Organize or assign group of individuals to carry on the task of hosting at different school functions like Back-to-School Night, Science Fair, Open House, Awards Ceremony, and Graduation Etc. A calendar of events will be provided before the end of the previous school year, in which the Hospitality Committee of the previous responsible for providing refreshments.

ROOM PARENTS COMMITTEE

Committee chairs shall select up two parents per classroom to act as Room Parents. The goal of Room Parents is to create an atmosphere in which parents and staff may work together for the betterment of the school and the success of our students. Room Parents work closely with the PTO to establish effective two way communication between school and parents. All room parents shall assist teachers in recruiting parents to assist with fieldtrips and other class activities. No grade level activities may occur without permission of administration and teacher. Room parents may also be instructed by the administration to participate in the activation of the phone tree in event of emergency.

SECTION V: MEETINGS

Officers will meet on a regular basis. With a minimum meeting of once a month. Meetings will be determined with the majority vote of the Officers. If there is a need, additional meetings may be called at the discretion of the President. A quorum shall consist of four PTO officers including the School Head or School Liaison. An agenda will be prepared prior to the meeting; minutes of all meetings shall be recorded and ready 48 hours after the meeting. During the meeting, the President will present a general state of affairs report. Officers and Committee Chairs will present reports needed. Calendar of events shall be reviewed and a determination of action required will be reviewed. Notice of the meeting will be announced in the school's newsletter. A specified portion of the meeting will be open for the general membership to attend. The PTO will present the annual report at the end of the year in the Annual Report Meeting scheduled by the School Head/Liaison.

PTO PARENT MEETINGS

Parent meetings will be scheduled throughout the year. PTO shall consult the School Head/Liaison to determine the number of parent meetings to be scheduled per given year. This will be determined by the calendar of events, as well as need. A minimum of four meetings shall be scheduled. These meetings will focus on topics of interest to parents, as well as parent education issues. It is the responsibility of the PTO to contact and schedule guest lecturers. The calendar of meetings should be included in the master school calendar.

ANNUAL REPORT MEETING:

The PTO will give annual report at the end of the year during the School wide Annual Report Meeting scheduled by PTO in coordination with the School Head/Liaison.

After the official reporting has been completed, the School will host a small reception, at which time the new officers will be announced.



PARENT SERVICE CONTRACT

The Minaret Academy Board believes that children's education is enhanced by a close partnership between home, the school, and the community. Parents and families are expected to be involved in their children education. Each student's family will be expected to dedicate at least 30 hours a year of volunteer time to the school. Attending each PTO meeting will be considered 1 hour of service.

In addition, it is the school's goal that parents will encourage and participate in their children's academic success. Parents should emphasize the importance of students attending school each day, completing work assignments, valuing education, and following through with suitable learning activities at home.

We, (*Father & Mother's Name*) _____

Dedicated parents of Minaret Academy will fulfill our obligation of parent service by providing Minaret Academy with 30 hours of service per family.

_____ Pay a contribution of \$10 per hour for 30 hours.

In order to satisfy my 30 hours of service for the _____ school year, I would like to volunteer for the following activities:

- | | |
|--|---|
| <input type="checkbox"/> PTO Membership Drive | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Book Fair | <input type="checkbox"/> Hospitality Committee |
| <input type="checkbox"/> Room Parent | <input type="checkbox"/> Class Parties/ Potluck |
| <input type="checkbox"/> Science Fair | <input type="checkbox"/> Ramadan Iftar |
| <input type="checkbox"/> Eid ul Fitr Fun Day | <input type="checkbox"/> Back to School Picnic |
| <input type="checkbox"/> Canned Food Drive | <input type="checkbox"/> Eid ul Adha Picnic |
| <input type="checkbox"/> Graduation Ceremony | <input type="checkbox"/> Awards Ceremony |
| <input type="checkbox"/> Open House Assistant | <input type="checkbox"/> Teacher's Appreciation Day |
| <input type="checkbox"/> Field Trip Supervision | <input type="checkbox"/> Homeroom Parent |
| <input type="checkbox"/> Parking Monitor | <input type="checkbox"/> Library Helper |
| <input type="checkbox"/> School Office Assistant | <input type="checkbox"/> Classroom Helper |
| <input type="checkbox"/> Extended Care Assistant | <input type="checkbox"/> Computer Lab Assistant |
| <input type="checkbox"/> After School Activity Supervision | <input type="checkbox"/> Computer Lab Assistant |
| <input type="checkbox"/> Lunch Supervision | <input type="checkbox"/> Other |

Child(ren's) Name _____

Parent Signature _____ Date _____



PARENT-TEACHER ORGANIZATION (PTO)

SERVICE COMMITMENT PLEDGE

I, _____, recognize the important responsibility I am undertaking in serving Minaret Academy through the Parent-Teacher Organization (PTO), hereby pledge to carry out in trustworthy and diligent manner the duties and obligations in my role as PTO officer/Committee Chair.

I acknowledge that my primary role as a PTO Officer/Committee Chair is to:

1. Support the school's mission, vision and philosophy
2. Contribute my time and effort to support the school to achieve its goal
3. Carry out the functions of the PTO as stated in the Organization Manual

I pledge to:

1. Represent the school in a positive and supportive manner at all times.
2. Avoid any conflict of interest between my position as a PTO Officer/Committee Chair, my personal life, and my role as a parent. If such a conflict does arise, I will declare that conflict before the PTO Officers and refrain from voting on matters in which I have conflict.
3. Understand that I may have access to the schools and the school staffs' information, which must be respected as confidential information.
4. Refrain from intruding on administrative issues that are solely the responsibility of the management.
5. Work with and respect the opinions of my peers, who serve in the PTO, and to leave my personal prejudices out of all PTO discussions.
6. Attend all meetings of the PTO and Committees on which I serve.
7. Come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material prior to the meeting.
8. Attend a PTO training session provided by the school.

If for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position as a PTO Officer.

PTO Officer Name (Printed)

Date

PTO Officer Signature

Date