

CASA ESPERANZA MONTESSORI CHARTER SCHOOL
Parent Organization Policy

The Casa Esperanza Montessori Charter School (CEMCS) Board of Directors (Board) encourages the development and participation of parent organizations that support the goals of the Board and CEMCS. The Board recognizes that parent organizations are an effective means of involving parents in their child's educational experience.

Conditions for Establishing Parent Organizations

Parent organizations, including the PFA, PTOs and Booster Clubs, are not considered a part of CEMCS. However, because these organizations and their activities reflect upon CEMCS, all parent organizations must comply with the following conditions in order to operate in conjunction with CEMCS.

1. All parent organizations must provide the Board, with a copy to the CEMCS Head of School, with a written description of the purpose of the organization and the general rules and procedures by which it will operate. Any later modifications to the organization's purpose or general rules and procedures also must be provided, in writing, to the Board and CEMCS Head of School. At every regular June Board meeting and at any other time requested by the Board, an officer of the parent organization shall appear before the Board and present a detailed written financial report of expenditures and revenue and a summary of operating activities.
2. Parent organizations must obtain prior approval from the CEMCS Head of School or Board for (a) any fund-raising event to be held at CEMCS; (b) any purchase for CEMCS; (c) any function involving the participation of students during school hours; or (d) any event that is likely to reflect upon CEMCS.
3. Fliers and other literature displayed or distributed by parent organizations must comply with the mission of CEMCS, all policies and procedures of CEMCS, and all applicable laws.
4. Parent organizations are responsible for maintaining their own financial records and are prohibited from comingling their funds with CEMCS funds. Employees of CEMCS are not permitted to serve as officers or directors of a parent organization or to assume any role or responsibility for financial transactions or financial activities of a parent organization.
5. Parent organizations shall not use CEMCS' tax exempt status or employer identification number for any of their activities. Such organizations must obtain their own tax exempt status and employer identification numbers.
6. Parent organizations are expected to consider the cultural diversity and economic differences of students and parents in planning CEMCS-related functions.
7. This policy takes effect on August 1, 2018.

Parent Organizations that do not comply with Board policies or practices and procedures may have approval to operate within the CEMCS revoked by the Board.

Adopted by the CEMCS Board of Directors on February 15, 2018.