



Board Relationships with Organizations Formed for the School Policy

Purpose: This policy is to provide clear guidance on organizations formed on behalf of the school to protect the safety and security of students while encouraging the involvement of school organizations.

1. Any group that would like to form an organization, such as a PTO, Booster Club, etc. on behalf of the school must submit their request to the Managing Director.
2. The Managing Director will take the request to the Board of Directors for approval.
3. Volunteers within the School organization must comply with the ACS Volunteer policy.
4. The School organization will work in partnership with, under the supervision of, and at the request of the School administration and staff.
5. The School organization volunteers are expected to abide by all Board policies, procedures, and School rules when performing their assigned responsibilities. The Director or his/her designee shall make the School organization volunteers aware of all applicable policies, procedures, and rules.
6. If there is a safety concern or an emergency situation, the School organization volunteer/s must immediately communicate that to someone in authority at ACS.
7. School organization volunteers shall not use information learned or acquired in the course of the organization's work or volunteering for any reason other than in furtherance of their volunteer efforts at ACS. For example, if a School organization volunteer is a member of the PTO and is a class grade parent and receives parent email information to communicate with parents, the PTO volunteer shall not share parent email addresses with others and shall not use such email addresses to communicate with parents about anything other than for the purpose of serving as class grade parent.
8. School organization volunteers are to serve as a positive role model and abide by the ACS Volunteer Policy.
9. School organization volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher, coach, or staff member.
10. School organization volunteers are prohibited from administering medications of any kind to students.
11. The School organization and their volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of the School administration/personnel.

Board Approved: 11/18/19



12. The School organization volunteers are expected to be prompt and dependable. The School organization should notify the School administration/office if an illness or emergency prohibits them from attending a School organization event/ volunteer assignment.

13. School organization volunteers may not take students off School property without the written permission of parents and approval of School personnel.

17. School organization volunteers must leave children not enrolled School at home when volunteering/working on School functions/tasks during School hours.

18. The School does not tolerate any kind of discrimination or harassment by School organizations, volunteers of ACS and it is expected that all School organization volunteers will comply with ACS's policies related to such matters.

19. All fundraising, grants, and monies intended to be raised for the School by any School organization must be pre-approved by the Managing Director. Only the Managing Director or his/her designee has the authority to approve such requests.

20. All activities, events, and projects for the School conducted by the School organization must be pre-approved by the Managing Director. Only the Managing Director or his/her designee has the authority to approve such requests.

21. The School organization and the Managing Director or his/her designee shall work together to ensure that any project, event, fundraiser, etc. meets the needs and the philosophy of the School.

22. The School organization will provide reports regarding the organization's activities, fundraising, etc. The Managing Director will share these reports with the Board.