

REGULATION OF THE PRINCIPAL

Category: **STUDENTS**

Issued: 6/28/17

Number: EDU-R-330

Subject: PARENT ASSOCIATIONS AND THE SCHOOLS

SUMMARY

This regulation requires Fei Tian Academy of the Arts Middletown (FTAA-MT) to have a parent association (PA) or parent-teacher association (PTA).

INTRODUCTION

The Principal recognizes that parent leadership is the cornerstone of schools. PA/PTAs are autonomous and self-governing. School officials' oversight of PA/PTAs is limited to what is necessary to implement and enforce laws, policies, rules and regulations, and to protect the rights of students, parents and staff.

DEFINITIONS

The following definitions apply for purposes of this regulation and other applicable regulations:

1. A PA is an organization of the parents of students at FTAA-MT created and established by the parents' vote. A PA encourages the meaningful participation of its members. A PA adopts bylaws, elects officers, and holds regular meetings.
2. A PTA is established when the parent members of a PA vote to amend their bylaws to extend membership to staff. In addition to teachers, a PTA may include other categories of staff.
3. A school is a self-contained autonomous organization of students under the leadership of a principal. A school has its own staff and uses its own budget to provide a full instructional program.
4. Bylaws refer to the governing document that establishes the PA/PTA or Presidents' Council and outlines the rules that must be followed. The executive board and the parent members cannot suspend the bylaws.
5. The term "office" refers to an elected position on the executive board of a PA/PTA. The mandatory offices are the following: president, recording secretary and treasurer. PA/PTAs may amend their bylaws to create additional offices.

6. The term parent, for purposes of this regulation, means the student’s parent or guardian, or any person in a parental or custodial relationship to the student. The definition of parent includes: birth or adoption parent, stepparent, legally appointed guardian, foster parent, and “person in parental relation” to a child currently attending a school.
7. The term “person in parental relation” refers to a person who has assumed the care of a child because the child’s parents or guardians are not available, whether due to, among other things, death, imprisonment, mental illness, living outside the state, or abandonment of the child. Any determinations about who constitutes a person in parental relation must be based on the individual circumstances surrounding guardianship and custodial care of the particular child. A person who provides temporary care for a child (e.g., a babysitter, nanny, or non-custodial relative) does not qualify as a person in parental relation under this regulation. The principal, when necessary, will determine whether an individual is a person in parental relation based on documentation presented at the school.
8. The term “calendar days” is inclusive of weekdays and weekends. When counting calendar days for the purposes of written notice sent by backpack or email, count the day the notice is distributed as the first day. For written notice sent by postal mail, the day after the notice is mailed counts as the first day.

II. PARENT ASSOCIATIONS

PA/PTAs are representative of all parents within the school, including parents of children receiving special education services, children who are English Language Learners, and children eligible for Title I. PA/PTAs must have bylaws to establish a formal structure, and must solicit participation and support from the parent community. (See Section I.G.1). PA/PTAs must comply with all laws, policies, rules and regulations in a way that respects the rights of students, parents and staff.

There can only be one officially recognized PA or PTA at FTAA-MT.

A. Establishment of PA/PTAs in New Schools

- The principal is responsible for convening a meeting of parents to establish a PA or PTA in a new school.
- The meeting to establish a PA/PTA must be held no later than September 30.

- The principal must notify parents of the meeting to establish a PA/PTA by means that will reach all parents (e.g., backpack, postal mail, automated call, email). Multiple means of communication may be necessary to ensure that all parents are notified.
- Notice of the meeting to establish a PA/PTA must be provided at least 10 calendar days prior to the meeting. At least 8 parents should be present at the meeting to establish a PA/PTA.
- Parents must formalize their interest by signing the PTA Sign Up Form. (Exhibit A)

B. Re-Establishment of PA/PTAs

- If the PA/PTA has ceased to function for any of the reasons listed in Section I.C., the principal is responsible for convening a meeting of parents to re-establish the PA/PTA.
- If the PA/PTA ceases to function during the school year, the meeting to re-establish the PA/PTA must be held no more than 14 calendar days after the PA/PTA ceases to function. If the PA/PTA ceases to function over the summer, the meeting to re-establish must be held by no later than September 30.
- The principal must notify of the meeting to re-establish a functioning PA/PTA. Notice must be conveyed in writing.
- Notice of the meeting to re-establish a PA/PTA must be provided at least 10 calendar days prior to the meeting.
- An expedited election must be conducted in order to re-establish the PA/PTA.
- At least 8 parents should be present to re-establish the PA/PTA.

C. Reasons PA/PTAs Cease to Function

1. Failure to Elect Mandatory Officers

The PA/PTA ceases to function on July 1 if it has not held elections or fails to elect officers in all three mandatory offices – president, recording secretary, and treasurer – by June 30.

2. Failure to Hold an Expedited Election

The PA/PTA ceases to function if it fails to hold a timely (within 10 days) expedited election to fill a vacancy in one or more mandatory offices.

3. Failure to Conduct Business

The PA/PTA ceases to function if it fails to conduct business for two (2) consecutive months.

D. PA/PTA Membership Eligibility

- A parent of a student on the FTAA-MT register is automatically eligible for membership in the PA/PTA.
- A PA/PTA may not extend membership to individuals who are not otherwise qualified for membership such as honorary members, student members, former members, or former officers.
- A PA may vote to amend its bylaws to extend membership to school staff. The parent members of a PTA may vote to revert back to a PA.
- A PA that votes to include school staff becomes a PTA. In addition to teachers, a PA may amend its bylaws to extend membership to categories of staff (e.g. paraprofessionals, school aides, school secretaries, food service workers.)
- School supervisory staff (principal, director of academic affairs, director of student affairs, etc.) may not be members of the PTA.
- School employees may not serve as members of the executive board or nominating/election committee of the PA/PTA.

Cross Reference: NY CR 100.11

INQUIRIES

Inquiries pertaining to this regulation should be addressed to:

Telephone:	Tysan Lerner	Email:
1+ (845) 341-1935	42 Jason Place	TysanL@feitianacademy.org
	Middletown, NY 10940 USA	

EXHIBIT A

FTAA-MT PTA VOLUNTEER AND MEMBERSHIP FORM

Please fill out this form and return it to the school office.

Child's Full Name: _____

Grade: _____

2nd Child's Full Name: _____

Grade: _____

3rd Child's Full Name: _____

Grade: _____

Parent/Guardian Name: _____

e-mail: _____

Parent/Guardian 2 Full Name: _____

e-mail: _____

Language(s) Spoken at Home:

Phone Number(s): home: _____ work/cell: _____

cell#2: _____

Check here if you would like to be on a general volunteer list (we will make sure you have ample time to respond) _____

Do you speak other languages? If so, can you help with translation? please check here

Which languages? _____

At FTAA-MT, we consider ALL of our families to be members of the FTAA-MT PTA.