

SANCTIONING ORGANIZATIONS BY BOARD OF EDUCATION

Establishing Guidelines for the Sanctioning of Student Achievement Programs and Parent-Teacher Associations and Organizations

The Board of Education of the Edmond School District believes that student achievement programs and parent-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the School District. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, Okla. Stat. tit. 70, § 5-129.

Sanctioning Procedure for Student Achievement Programs and Parent-Teacher Associations and Organizations

- A. The School District may sanction student achievement programs and parent-teacher associations and organizations that, according to the Board's determination, advance the educational objectives of the School District, are beneficial to students and meet the requirements of this policy.
- B. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the School District, the Board of Education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the School District curriculum; (2) if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association or organization assists student clubs, organizations and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.
- C. An application by a student achievement program or by a parent-teacher association or organization to the Board of Education for sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how the School District and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; and (4) a set of financial statements performed on such program, association or organization.

- D. The application shall be submitted to the Superintendent/Designee for review. After the program, association or organization's application has been reviewed by the Superintendent/Designee, the Superintendent/Designee shall make a recommendation to the Board of Education. The Board of Education may review the application, and shall sanction or decline to sanction the applicant in its discretion. The decision of the Board of Education is final and nonappealable.

The Superintendent/Designee shall inform organizations applying for sanctioned status that among requirements to be met for an organization to be considered for sanctioning are the following:

Organizations must affirm compliance with the following provisions:

- Provide a current set of bylaws or other organizational documents/statements that note the organization's purpose, structure, and rules.
- Conduct an annual internal financial review/audit of accounting records by a member or other qualified person other than an officer or engage a review or audit by a Certified Public Accountant.
- Disclose gifts and/or compensation to staff
- Hold annual election or affirmation of officers
- Provide full financial disclosure to the organization's membership

- E. Upon receipt of a satisfactory application and a recommendation by the site administrator and Superintendent/Designee, a newly formed program, association, or organization will be eligible for probationary sanctioning by the Board of Education. Sanctioned organizations with probationary status will be required to have at least one mid-year review during the probationary period. The Superintendent/Designee shall review financial and organizational details for compliance with Board policy and procedures. Additional review(s) may be required at the discretion of the Board of Education or the Superintendent/Designee. The probationary period is typically one school year, but could be extended at the discretion of the Board of Education or the Superintendent/Designee. Once an organization has satisfactorily completed the required review(s), the organization will be eligible for non-probationary sanctioning. Probationary status only differs from regular status in the requirements for mid-year review(s). All other procedures, requirements, and guidelines are applicable.

- F. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, the program, association, or organization shall provide for review an annually submitted application in a format prescribed by the District. The administrative designee shall then review the application and determine if the program, association, or organization should be recommended for sanctioning by the Board of Education in accordance with this policy.

- G. The Board of Education may, at any time it deems warranted, request records maintained by the program, organization, or association. Records must be promptly provided upon the request of the Board or Superintendent/Designee.

- H. The Board may, at its discretion, withdraw sanctioning at any time it deems it in the best interest of the School District. Any decision of the Board of Education to withdraw sanctioning is final and non-appealable.