

Jayshree Periwal High School, Jaipur
PTA Handbook

Objectives:

The objective of the PTA is to build strong working relationships among parents, teachers & schools in support of students.

Guidelines for Membership of PTA:

1. Parents / legal guardians of all students can become members of PTA. The fees is Rs.50/- per student / per parent.
2. All teachers can become members of PTA.
3. Only those parents and teachers, who deposit the membership fee of Rs. 50/- will be eligible as members.
4. Membership is valid for 1 year only.

Roles and Responsibility of the PTA:

1. Information about the school fees for the current session as decided by the School Level Fee Committee will be shared.
2. Completion of syllabus as per planning will be informed.
3. Assist school for execution of the planned Co-Curricular activities by volunteering.
4. Suggestions for any further need of co-curricular activities.

Note: PTA's role is limited to the above mentioned roles and responsibility. PTA is not permitted to intervene in Day to Day affairs of the school Management.

Code of Conduct:

1. All communications will be through myskoolapp and the school notice board.
2. All PTA meetings will be held in school.
3. No meeting will be held under the auspices of PTA, outside the school or in a public place without the approval of School Management.
4. The name of the PTA and the names of any members, in their official capacities, shall not be used in connection with any commercial concern or for purpose not related to promotion of the objectives of the PTA.
5. No PTA member will communicate with any outside organization or persons in their official capacities without expressed permission of the school management.
6. The PTA is not expected to violate policies or decisions of the School Management.

7. At no times will obnoxious, aggressive behavior, abusive language or character assaults will be permitted. In the event that such practices are indulged in, the PTA management committee member will not be permitted to attend any further PTA meetings.
8. The PTA is not a platform for personal advancement or as a means to score favours with the Management & Teachers.
9. PTA and the SLFC are not to interfere in the affairs and management of the School.
10. That the PTA and the SLFC are not to interfere in the appointment, selection, recruitment, training of teachers.
11. That the PTA and the SLFC will not protest against the appointment and discharge of duties by any teacher and the Principal will exercise all control in the affairs and management of the selection, training and recruitment of Teachers and employees of school.
12. That the PTA will seek such direction and approval of the Principal to ensure smooth functioning of the Transport Committee, Canteen Committee and other committees.
13. The PTA will not communicate with the media or any other agency to bring disrepute to the management of the School.
14. The Principal will be allowed to take such action as authorized against the PTA and it's members to guard the interests of the school.
15. The PTA will not be allowed to protest or challenge any action of the Principal.
16. Members will follow ALL the rules and observe ALL the regulations laid down by the school and listed in the school Handbook, as well as those implied tacitly or explicitly by the school authorities- such as entry into the school, timings for meeting teachers, coordinators, principal, director, trustees etc. Parents should be modestly and appropriately attired at all times in the school.
17. If any classes are taught or workshops conducted by members, then it is done purely voluntarily with no monetary or other remuneration expected.

PTA Meetings:

1. PTA Meetings will be held as per the rules and when the need arises.
2. Prior notice period of 1 (one) week for the meeting will be given to all members.
3. Point not in the purview of roles & responsibilities will not be discussed during the meeting.
4. Quorum must include the Chairperson, Secretary and 10 percent of the members.

Finance:

1. The PTA is a non-profit making body and all funds raised or held by the PTA are solely used for meeting the objectives of the PTA. All committee members and appointed or elected officials acting in an honorary capacity, and no member of the PTA shall receive any remuneration or payment.
2. All expenditures of the PTA fund need to be approved by the School Managing Committee.

Alterations to Constitution:

No alterations to this constitution shall be proposed or adapted by the members without prior written approval of the School Management.

Dissolution of PTA:

1. The PTA will be automatically dissolved at the end of the academic year.
2. The PTA accounts and records to be handed over to the Principal of the school for safe keeping.