

THE BARRETT SCHOOL



PTO HANDBOOK

Parent-Teacher Organization Academic Year: 2025–2026

Dear Barrett School Families,

Welcome to the Barrett School Parent-Teacher Organization (PTO)! We are thrilled to invite you to be a part of our newly established PTO, where every parent, guardian, and teacher is valued as a vital partner in our students' success.

Our PTO is built on collaboration, inclusivity, and service. Whether you're new to the school or a long-time community member, your voice matters. Together, we can create enriching experiences for our children, support our dedicated educators, and strengthen the bridge between home and school.

We look forward to a fantastic year ahead and to working with you to make Barrett School the best it can be.

Warmly,
The Barrett PTO Executive Committee



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EST. 2024



Mission Statement

The mission of the Barrett School PTO is to foster a strong partnership between parents, teachers, and school administration to enhance educational experiences and support the academic, social, and emotional development of all students. We strive to promote a welcoming and inclusive school culture, encourage active parental involvement, and support school initiatives through volunteerism, fundraising, and open communication.

Goals and Objectives

- Support academic excellence through classroom resources and enrichment programs.
- Facilitate clear, consistent communication between families and school.
- Organize fundraising initiatives to support school-wide and grade-specific needs.
- Recognize and celebrate students, teachers, and staff for their achievements and contributions.
- Provide opportunities for parents to engage meaningfully with the school community.

Membership

Who Can Join:

All parents, guardians, and teachers of Barrett School students are invited to be members of the PTO. The dues are \$25.00 per family with all proceeds going to supporting the Barrett School.



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Member Expectations:

- Attend PTO meetings when possible
- Volunteer for events or committees
- Stay informed through school newsletters and PTO communications
- Uphold the mission and values of the PTO

Meetings

- PTO meetings are held monthly during the school year, typically on the first Thursday of each month at 6:00 PM in the school library or virtually (if needed).

Meeting Agenda Includes:

- Approval of previous meeting minutes
- Updates from school administration
- Committee reports
- Event planning
- Budget and fundraising updates
- Open forum for member input

Voting:

Each attending member has one vote. Decisions are made by majority vote. Voting can occur in-person or virtually.



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Executive Committee

•The Executive Committee oversees PTO activities and operations. Elections are held annually in August.

Roles:

- President: Oversees meetings, sets agendas, liaises with administration.
- Vice President: Supports the President and oversees committee activities.
- Secretary: Maintains records, meeting minutes, and communications.
- Treasurer: Manages finances, prepares budgets, and reports on expenditures.
- Teacher Liaison: Represents faculty interests and provides communication with staff.

Committees

Standing committees may include (but are not limited to):

- Fundraising Committee
- Events and Hospitality Committee
- Volunteer Coordination Committee
- Teacher Appreciation Committee
- Communications & Outreach Committee



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Members are encouraged to join a committee based on interest and availability.



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Code of Conduct

To ensure a respectful and collaborative environment, all PTO members are expected to:

- Treat all individuals with respect and dignity.
- Keep discussions constructive and solutions-focused.
- Maintain confidentiality regarding sensitive school or student issues.
- Support school policies and follow school guidelines during events or volunteer activities.

Fundraising Guidelines

- Funds raised by the PTO support programs, classroom needs, and school improvement projects.
- Types of Fundraising May Include but not limited to::
- •Book Fairs
- •Fun Runs
- •Spirit Wear Sales
- •Silent Auctions
- •Community Dine-Out Nights

Use of Funds:

- Spending proposals may be submitted to the Treasurer. All expenditures must be approved by the Executive Committee and recorded in the meeting minutes.



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Communication

We strive to keep our members informed through multiple channels:

- Monthly PTO Newsletter (emailed and printed)
- PTO section on the Barrett School website
- Remind or similar text notification service
- Social Media (e.g., Facebook Group or Instagram page)

Volunteer Policy

All volunteers must adhere to school volunteer policies, which will include completing a background check and volunteer training.

Opportunities include:

- Assisting in classrooms
- Event setup and staffing
- Field trip chaperoning
- Supporting fundraising events

Conflict Resolution

In the event of a disagreement or concern:

1. Address the issue respectfully with the involved parties.
2. If unresolved, bring the matter to the attention of the PTO President or Executive Committee.
3. The committee will mediate and propose a resolution with input from relevant school administration if needed.



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Amendments to Handbook

Amendments to the PTO Handbook may be proposed by any member and must be approved by a majority vote during a scheduled meeting with quorum present.

Social Media Conduct

PTO members are expected to use discretion and uphold the values of the school when engaging on social media platforms. This includes both personal accounts and interactions on official school or PTO pages.

To maintain a positive and respectful community:

- Do not post, comment on, or share content that could be considered offensive, defamatory, or damaging to The Barrett School's reputation, staff, students, or families.
- Concerns or complaints should be addressed through appropriate school or PTO channels, not public forums.
- Members are encouraged to use social media to positively promote school events, celebrate achievements, and foster community engagement.

Violation of this policy may result in removal from PTO leadership roles or exclusion from PTO activities, as determined by the Executive Committee in consultation with school administration.



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Contact Us

Barrett School PTO Email: pto@thebarrettschool.org

Website: www.thebarrettschool.org

