

**Excellence Christian School  
Parent Teacher Organization  
(PTO) Handbook**  
*“Enabling Excellence”*

**2019-2020**



**9010 Frank Tippett Road  
Upper Marlboro, MD 20772  
301-868-1873**

**Dr. Treesa Elam-Respass, Principal**

*Last updated on 8/30/2019*



**Dear ECS Parents, Grandparents, and Caregivers,**

On behalf of the ECS Parent-Teacher Organization (PTO) welcome to the 2019-2020 School Year! It is our prayer that you will have a productive and fun school year. The PTO is designed to serve as a vehicle by which parents can actively engage in the school community and support the school’s vision through volunteering, fundraising and social activities. The PTO Executive Board leads the charge in implementing programs; however, we require the support of the entire ECS family to be truly successful. This includes support from parents, grandparents, caregivers and everyone involved in the education of our scholars.

The PTO believes our scholars also need to develop integrity and character, and, as such, will provide several service-oriented opportunities throughout the year for both parents and students to engage with. Our theme for the year is ***“Enabling Excellence”***. As a school family, we are wonderfully blessed to have teachers and staff that care for our children. Philippians 4:8 reminds us: ‘Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.’

In 2019-2020, our request to each of you is remain ENGAGED! As you will see in the enclosed handbook, we have several exciting activities planned for the school year but none of them will reach their full potential without you! We pray that you will join us in making this an amazing year.

**Enabling Excellence!**

**PTO Executive Board 2019 – 2020**

Mark Dozier President	Dr. Markeeta Barnes Vice President	Kesha Williams Secretary	Valencia Wilds Treasurer
--------------------------	---------------------------------------	-----------------------------	-----------------------------

## 2019-2020 School Year Parent Teacher Organization Handbook

As a school community, we partner and engage with our parents to ensure that all students can thrive and succeed. As we work collaboratively, our goal is to see our students excel academically, emotionally, socially and spiritually. The Parent Teacher Organization (PTO) plays a key role in helping ECS fulfill its mission *to assist parents with their child's pursuit of academic excellence while cultivating a biblical perspective that will intrinsically motivate them to make positive contributions to society.*

To provide a clear understanding of the PTO and our efforts for the 2019-2020 school year, we have provided an overview of the PTO's objectives, officers, parent representatives, and planned activities for the year.

The identified objectives for the 2019-2020 school year are to (1) engage parents and support teachers in ensuring Excellence Christian School remains a top performing school in academics, and in developing scholars with integrity and character (2) to promote a spirit of good will and cooperation among the parents, faculty and administration of ECS (3) enhance the educational experience for students by supporting and supplementing the needs of teachers to promote academic and enrichment activities and (4) promote and increase parent volunteerism and involvement.

### 2019-2020 PTO Executive Board Officers

Name	Role
Mark Dozier	President
Markeeta Barnes	Vice President
Kesha Williams	Secretary
Valencia Wilds	Treasurer
Britne Brown	Parent Representative Member-at-Large
Jasmine Johnson	Teacher Representative Member-at-Large

## **2019-2020 Parent Representatives**

Parent Representatives serve as the liaison between the Teacher and Parents for classroom-wide activities. This includes disseminating information from the Teacher or the Parent Teacher Organization (PTO), organizing class events and activities as well as providing support for the class and new families.

<b>Grade</b>	<b>Parent Representative</b>	<b>Teacher</b>
K3A	Andrienne Johnson Julee Ray	Mrs. P. Brown Ms. B. Jackson (TA)
K3B	Seun Williams	Ms. B. Holmes Ms. B. Jackson (TA)
K4A	Gretel Coverdale	Ms. K. Winston Ms. D. Thornton (TA)
K4B	Stacey McRae	Ms. T. Melvin Ms. L. Weaver (TA)
K5A	Tierra Brooks Ebony Atkinson	Mrs. A. Ramalingam Ms. D. Thornton (TA)
K5B	LaTanya Drayton Margie Dorsey	Mrs. K. Miller Ms. L. Weaver (TA)
1st Grade A	Jasmine Nelson	Mrs. B. Lloyd Ms. L. Kibler (TA)
1st Grade B	Deanna King Cassandra Graves	Mr. J. Pittman Ms. A. Singh (TA)
2nd Grade A	Donna Scales Krystal Thompson	Ms. J. Thompson Ms. S. Brennan (TA)
2nd Grade B	Tiffany Simon Lavita Heatley	Mrs. F. Dyer Ms. S. Brennan (TA)
3rd Grade	Donna Armstrong	Mrs. R. Campbell Ms. A. Twyman (TA)
4th Grade	Robin Green Tameka Chatmon	Mrs. J. Johnson
5th Grade	Amber Howell	Ms. Coverdale
6th Grade A	Melinda Pickering	Ms. Mangrum
7th Grade A	Crystal King	Mr. A. Henao
7th Grade B	Alicia Richardson	Mrs. Parker
8th Grade	Millicent Smith	Mrs. Concepcion

### **2019-2020 PTO Meeting Dates**

The PTO will host four meetings throughout the school year. The meetings will be from 6:00-7:30PM in the ECS cafeteria, unless otherwise noted. Parent attendance at PTO meetings is highly encouraged. We also encourage you to solicit attendance from your fellow parents. *Did you know that prizes are awarded to the class with the greatest participation?*

*\*\*Childcare for ECS students will be provided during the meeting. \*\**

<b>2019-2020 PTO Meeting</b>	<b>Date</b>	<b>Time</b>
1st Quarter Meeting	September 5, 2019	6:00PM-7:00PM
2nd Quarter Meeting	November 7, 2019	6:00PM-7:00PM
3rd Quarter Meeting	February 6, 2020	6:00PM-7:00PM
4th Quarter Meeting and Officer Elections	May 14, 2020	6:00PM-7:30PM

### **Guidelines for Volunteer Services and Fundraising Activities**

ECS offers a wide variety of volunteer and fundraising opportunities to support the vision of the school. Our goal is to actively engage as many families as possible without overwhelming any of our volunteers. ECS strives to provide an exceptional instructional program in a safe and nurturing Christian environment. Tuition only covers a portion of the school's operating costs. By supporting our fundraising and volunteer initiatives, we can offer families alternative ways to contribute to the operations of ECS.

#### **Volunteer Service Requirements**

Each family is required to complete **5 hours per student annually**. Time in excess of 5 hours per student cannot be transferred to another family or held for future use. Accrual of hours is August 27, 2019 through May 10, 2020. Adult family members, such as parents or grandparents, may contribute to a family's requirement. The PTO will record and track each family's volunteer time. Hours are acquired by volunteering at PTO-sponsored events and/or serving on a planning committee for a school-sponsored event. Only activities outlined in the PTO handbook, will count towards the time commitment. Sign up options will be available prior to each event.

Volunteer hours are not awarded for:

1. Attending PTO Meetings or school-sponsored field trips, plays, concerts, or sporting events; or
2. Donating items to sponsored activities.

The responsibility to fulfill your volunteer commitment is separate from fundraising obligations. As such, families who choose to "Opt-Out" of fundraising are not exempt from their volunteer hour commitment.

## **Volunteer Opportunities**

Teamwork makes the dream work and this is particularly true with the PTO. In order to provide quality activities, the PTO needs the support, contributions, and talent of our parents. Volunteers are needed to assist in the planning and development of the below 2019-2020 school year activities. Descriptions of each activity is on the following page.

<b>Activity</b>	<b>Event Date</b>	<b>Donations Needed (Y/N)?</b>	<b>Volunteers Needed (Y/N)?</b>
Back to School Meet and Greet	Aug 23, 2019	N	Y
Claire's Gourmet Fundraiser (\$\$)	Sept.12, 2019 Kickoff	N	N
Drive-in Movie Night (\$\$)	Sept 20, 2019	N	Y
Read-A-Thon (SS)	Oct 14, 2019 Kickoff	N	N
Fall Social/Harvest Festival (\$\$)	Oct. 18, 2019	N	Y
Chick-fil-A Spirit Night (SS)	Nov 6, 2019	N	Y
Q1 Box Tops (\$\$)	Oct 21, 2019	Y	N
Q1 Service Project: Military Care Packages	Nov 8, 2019	Y	Y
KidStuff Coupon Books (\$\$)	Nov 4-15, 2019	N	N
Big Raffle (\$\$)	Nov 18 - Dec 17, 2019	N	N
Q2 Service Project: MLK Day of Service	Jan 20, 2020	Y	Y
Chick-fil-A Spirit Night (\$\$)	Jan 29, 2019	N	Y
Q2 Box Tops (\$\$)	Feb. 7, 2020	Y	N
Q3 Service Project: Project Hygiene	Mar 19, 2020	Y	N
Spring Dance (\$\$)	April 30, 2020	N	Y
Q4 Box Tops (\$\$)	May 1, 2020	Y	N
Teacher/Staff Appreciation Week	May 4 – 8, 2020	Y	N

*Activities with \$\$ indicate fundraisers*

## **Volunteer Opportunities Descriptions**

To keep Excellence Christian School at the forefront of educational and technological advances, it is important that we have volunteers to: support ECS teachers & staff, promote programs & activities, and raise funds for needed items for our students. We welcome and encourage all parents, guardians, grandparents and community members who would like to volunteer.

### ***FUNDRAISERS:***

- **BIG Raffle** – During the weeks leading up to the Christmas production, raffle tickets will be sold offering ECS friends and family, a chance to win several awesome prizes, just in time for the holidays. Tickets are \$5 each and winners will be announced during the Christmas production.
- **Box Tops** – Box Tops for Education is a super-easy way to raise funds for ECS at NO additional cost to you. There will be two Box Top Collection periods (November 2019 and April 2020). Volunteers are needed to sort and count Box Tops.
- **Chick-fil-A Sprit Night** – The Chick-fil-A Spirit Night is a popular and easy ways to raise money for our school. The restaurant will donate a percentage of the sales made during our Spirit Night event to ECS. The more participation we have, the higher the donation from Chick-fil-A will be. Volunteers are needed to sign in all ECS families and pass “dress down” passes. In addition, volunteers are asked to assist Chick-Fil A staff in servicing ECS families.
- **Claire’s Gourmet** – Claire’s Gourmet fundraising will help ECS meet their goals! Claire’s is known for their delicious holiday desserts. ECS students are asked to participate through raising money through sales of Gourmet Desserts, Cookie Dough & Treats, Pizza, Popcorn, in the Holiday Shop. Volunteers are needed to assist ECS students in sales and working with the PTO to distribute purchased items to ECS family and friends.
- **Drive-in Movie Night** – Bring your lawn chairs and blankets to enjoy a movie on the big screen. One entry ticket per car/truck with concession available for purchase. \$25/vehicle (up to 5 persons in a vehicle/ \$5.00 per additional person). Volunteers are needed for concession stand support, set-up, parking, ticket sales, and clean up.
- **Harvest Festival** – Enjoy a fun filled evening of games, music, painting, food and much more activities and fellowship. The cost per person child is \$10/\$5 for adults. \$15 per person at the door. Volunteers needed to assist with setting up stations and activities, concessions support, set up /clean up.
- **KidStuff Coupon Books** – Families love saving with hundreds of valuable coupons! You can use local and national coupons while you shop, play and eat close to home or when traveling! YES, even across the country! Use just a few coupons and save more than the \$25 cost and the new KidStuff Coupon App is included with every book!
- **Read-A-Thon**– Family and friends from all over can support your child’s literacy and school



by donating to the Annual Read-A-Thon! Students will engage in fun-filled reading activities during the event to meet their reading goals.

- **Spring Dance** – The Spring Dance “**A Night at the Masquerade**” - join the ECS students in their *First Ever* masquerade ball! Encourage homemade masks with prizes for the most creative. ECS students will enjoy food, music and fun for ages. Volunteers needed to chaperone, serve food, support set up /clean up.

#### **EVENTS:**

- **Back to School Meet & Greet** –The Back to School Meet & Greet is the PTO’s annual kickoff event to welcome new and returning parents to ECS. The PTO will sponsor an ice cream truck filled with delicious sweet treats for all to enjoy. This event is complimentary to parents and ECS students.
- **Teacher/Staff Appreciation Week** – During this week, the PTO recognizes the contributions of our teachers and staff. The classroom’s Parent Representative(s) will lead in-class demonstrations of appreciation. Volunteers are not needed; however, donations are encouraged to show our appreciation to faculty and staff for their hard work and dedication to the ECS scholars.

#### **SERVICE PROJECTS:**

- **MLK Day of Service-** Taking place each year on the third Monday in January, the MLK Day of Service is the only federal holiday observed as a national day of service – a "day on, not a day off." The MLK Day of Service is a part of United We Serve, the President's national call to service initiative. The PTO will partner with another organization on this Day of Service to help commemorate the life and legacy of Dr. Martin L. King, Jr. Registration required. Volunteers are needed to pack lunches to be delivered to homeless shelters in the local area.
- **Military Care Packages** - Receiving a care package from home can be a real morale booster for a deployed service member. Choosing and packing the contents of the package will help families support our troops that are serving far from home. Donations of appropriate supplies will be needed along with volunteers to pack prior to Veteran’s Day.
- **Project Hygiene** – Project Hygiene is a non-profit organization established to support underprivileged youth, ages 10-18 by promoting health and wellness while denouncing bullying. Donations include deodorant, toothpaste, toothbrush, body wash etc. Volunteers are not needed; however, donations are needed to support underprivileged youth. A donation box will be placed in the front lobby for ECS families to donate items.
- **Ongoing Service Projects** – Teaching children through example is the best way to instill a servant’s heart in our scholars. The PTO will identify and organize service-oriented opportunities throughout the year for both parents and students to engage with and be of service to the community. Registration required.

**Fundraising to Support our School:**

Throughout the school year, ECS families participate in school-sanctioned fundraising activities that are separate from the PTO. These activities include but are not limited to the following: Bake Sales, Fun Fridays, Chick-fil-A Nights, Basket Raffle, Golf Classic, Honey Baked Ham and the ECS Fun Run.

**Opt-Out Fundraising Requirement**

Recognizing that buying and/or selling items is not optimal for every family; ECS provides an alternative to support the vital programs and events without having to solicit friends and family. To “Opt Out” of fundraising activities, please submit the form attached and remit payment of \$300 payable to Excellence Christian School. This upfront cost relieves families of all fundraising commitment except the Annual ECS Fun Run, held every May. All students are required to participate fully in the ECS Fun Run. Of note, you will receive fundraising information through the school’s communications system. If you have submitted the Opt Out form and payment, you may disregard.

# Volunteer Commitment

*“God is not unjust; He will not forget your work and the love you have shown Him as you have helped His people and continue to help them.”  
(Hebrews 6:10 NIV)*

We will be positive role models for our children by demonstrating service to God, through service to our school. We pledge to support ECS by fulfilling our 5 hours per student commitment.

**PLEASE PRINT**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_ Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

# Fundraising Opt-Out Form

Fundraising is a necessary part of most organizations. Excellence Christian School cannot operate solely on annual tuition and fees; therefore, it is imperative that all families actively participate in the fundraising initiatives. Recognizing that buying and/or selling items is not optimal for every family; ECS provides an alternative to support the vital programs and events without having to solicit friends and family. To “Opt Out” of fundraising activities, please return this completed form and payment of \$300 to your child’s homeroom teacher or the Assistant Principal, Rev. Letrice Weaver by **October 12, 2019**. Make checks payable to Excellence Christian School and write “ECS OPT OUT” on the envelope. This upfront cost relieves families of all fundraising commitment except the Annual ECS Fun Run, held every May. All students are required to participate fully in the ECS Fun Run. Please note, that you may receive fundraising information through the school’s communications system.

Thank you for being such an integral part of ECS.

**PLEASE PRINT**

Student’s Name: \_\_\_\_\_

Grade: \_

Teacher’s Name: \_\_\_\_\_

Check #: \_\_\_\_\_

Amount: \$300 per family

**Payment of \$300 due upon form submission by October 12, 2019**

*\* Please note that the “Fundraising Opt-Out” does not relieve families of their requirement to fulfill 5 volunteer hours per student. \**