



## **IJPS Parents Council Policy**

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*International Jubilee Private School  
American Syllabus 2012-2013*



## **IJPS Parents Council Policy**

Thank you for agreeing to be a member of your school's Parent Council. The time and effort you give is much appreciated and will make a difference to IJPS and the education that it provides for all its pupils.



### **What does Parents Council do?**

Parent council helps facilitate the development of a common vision for the school. Members work together to facilitate communication, planning, and resource allocation regarding priorities and programs that are needed in the school community.

Parent council does not manage the day-to day operations of the school.

Parent council respects the roles of the school staff. Parent council neither governs the school, nor involves them directly in determining professional practices.

At a meeting that has no elected executive, the principal must decide who is to act as the chair and who is to act as the secretary.

### **PARENT COUNCIL MEMBERSHIP**

The Parents council must consist of Parents of the children attending the school (both Arab and Non-Arab), Teachers, Local Parents and members from Administration of MOE and American Section. The Parents Council will have 12 members (neither more, nor less) according to the ADEC policy.

### **What will it involve?**

Being a member of the parent council will mean:

- Attending parent council meetings
- Meeting with other parents
- Being a representative of other parents' views
- Collating parents views in various ways e.g. questionnaires
- Sharing those views with the parent council
- Being committed to improving the school
- Having a positive attitude to change
- Finding solutions to problems.

## Why are you here ?

- Because parents are important and makes a real difference to the child's learning.
- To work together with everyone involved in school life – Parents, Learners, teachers, School staff and the wider community – to support the school.
- To make sure that all parents have a say in their children's education – and are able to express their views and wishes.
- To build links and involve parents with the wider learning community.

### **How your parent's council can make the difference**

#### **Learning begins and continues at home**

Parents and Families are children's first teachers and continue to make a difference to children's learning as they grow older. Information and support can help parents make the most of family activities to help children learn and develop. How can parents help their children? As a Parent Council you may want to support events and activities where families and children can learn and have fun together.

#### **Parents and School as Partners**

There are lot of ways in which schools , parents , families and the community can work together to give children and young people the best possible education. Schools are most effective when they develop positive relationship between the parents and the community they serve.

#### **Giving Parents a Voice**

IJPS provides Parents the right to receive information about their children's education and to be represented and have their views expressed through the Parents Council.

### **THE MAIN FUNCTIONS OF A PARENTS COUNCIL ARE TO :**

- ✓ Support the school in its work with pupils and parents
- ✓ Represent the views of the parents
- ✓ Promote contact and communication between the school, parents, pupil, the community and other providers.

## **International Jubilee Private School PARENT COUNCIL BY-LAWS**

### **a) Checklist for Enabling, Implementing and Maintaining Parent Council**

Parent council must maintain the following:

- A friendly school environment.
- Administrative commitment and support.
- Well-defined communication structure.
- Enabling school board policy.
- Positive school experiences.
- Knowing how to be involved.

### **b) Parent Councils Purposes**

Parent council members consider these factors in their work to enhance the Educational experience for students, and allow the school to achieve success.

- Meaningful parent involvement.
- A positive and supportive learning environment.
- Enhanced opportunities for staff development.
- Community involvement.

### **c) Practices to Avoid**

Parent councils should avoid such practices as:

- Making policies that violate school board policy.
- Taking on the role of the teacher, principal or school board, each one has professional and legal responsibilities within the school system.
- Overstepping the limits of their assignments or their expertise.
- Discussion of parent council issues on school grounds if a parent council meeting is not in session.

### **d) Members of Parent Council**

Each parent council must consist of the following members:

- The principal.
- At least one teacher from the school.
- Parents of students enrolled in the school.

### **e) Right to Vote at a Meeting**

All members of the Parents council have the right to vote at a Meeting. The voices of all the parents of the children in school will be heard via the parent members of Parents council.

### **f) Meetings**

Parent council must have 5 school voting parents in attendance to have an actual meeting and any business conducted at that meeting is deemed official and binding. No business may be conducted if the number present is less than

5. During the course of the first Parents Council meeting, the Ground Rules for all meetings will be established and agreed by all the Parents Council Members.

**g) Parent Council Attendance**

If a member is not available for a meeting of parent council, he / she should sent prior notice to the Administration. If the member continues to remain absent for more than 2 meetings, the Parents Council may suspend the operation of the parent.

**i) Responsibility of Advising and Consulting**

At times the School authority or Administration may ask for parent council's ideas and opinions to assist them in making decisions. The exchange of ideas and opinions is a very important part of parent council. The School officials and Administration make decisions based on what is best for all students. They have the authority to overrule council but will inform council of the basis of their decision when doing so.

Advice and consultation may be asked on the following items:

- Parent volunteers
- School policy
- Parent Council policy
- Calendar for events
- Time schedule
- Possible selection criteria for school staff
- Methods of reporting
- Methods of communicating with the public
- Promotion of the school in the community
- Programs and clubs to be offered in the school
- Extracurricular activities offered in the school

Parent council may not incorporate itself. The school is incorporated and parent Council is intended to work together with the school.

**j) Majority Decision**

Parent council must reflect what the majority wants. Parent council does not make unilateral decisions about what happens in the school. They are participants in the decision-making process along with teachers, the principal and the school board. Ultimately the principal and the school board must ensure that decisions made are in the best educational interest of all the students in the school.

**k) Fees Prohibited**

No parent council shall be charged a fee for the use of the school or school facilities for the purpose of holding a meeting of the parent council.

## **I) Conflict Resolution**

Conflicts are bound to occur in any tight knit family, such as our family here at IJPS. When a conflict occurs, a set procedure is in place.

The individual that you have a conflict with is the first point of contact. When you contact the person the conflict is with, you will follow the following conflict resolution process.

1) **Ask permission** – you must ask the person or persons for permission to talk about the item that is causing the conflict. eg. “I have an issue that I need to discuss with you. When would be a good time?” It is acceptable for that person to say “not right now, but 3:45pm would be good.” A time must be set.

2) **State only the facts** – Say what happened as you saw it. No feelings are to be brought up. Sometimes you do not have the facts correct, or they are perceived differently.

3) **State how this makes you feel** . You may not make accusations during this time. You may only state how it made you feel. eg: “It made me feel angry when I saw you had my papers. I felt like you had stolen from me.” or, “I feel concerned when you come into the meeting and look upset. I feel worried that I am doing something wrong.”

**All motions must be seconded and adopted by a majority vote unless otherwise noted.**

All motions may be debated unless otherwise noted.

**Written by : Afzeen Ansar**

**Reviewed by : Miss Solafa Qandil**

**Signed by the Coordinator : Miss Dalia**

**Approved by the Principal : Mrs. Rahma Abdusalam**

**Date :**

**Date of next review : End of School Year 2016**