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Parents' Council Regulations of the German International School in Abu Dhabi came into force on 09.06.2015

### **1. Parents' evenings and parent representatives**

Parents' evenings can be convened and led by the respective parents' representative or at the beginning of a new school year by the class teacher. At the request of one quarter of the parents, the head of the school or the class teacher, a parents' evening must take place within two weeks.

The invitations must be sent out at least one week before the parents' evening and must contain the agenda.

Class teachers should attend the parents' evenings. The headmaster or his representative and the other teachers of the class may attend.

At the parents' evening, the main events in the life and work of the class and school should be discussed.

The guardians of the pupils of a class or the guardians of the children of a kindergarten group each elect a parent representative and his or her deputy from among their number.

### **2. Election of the parents' representative**

The legal guardians of the respective class have a quorum if the majority is present.

The election of the parents' representative and his or her deputy must take place within four weeks of the start of school.

The legal guardians appoint an election supervisor from among their number. The election is made in writing, by agreement of all, also openly in the presence of the candidates.

The legal guardians have one vote for each child. Teachers of the school, kindergarten teachers, members of the School Society Board and family members of this group of people cannot be elected as parents' representatives. Each family can only have one parent representative per class.

The candidates who receive the most votes are elected. In the event of a tie, a run-off vote is held and re-election is permitted. Those elected declare whether they accept the election. If an elected person does not accept the election, the candidate with the next highest number of votes takes his place. Parents' representatives work on an honorary and unpaid basis.

### **3. Tasks of the parents' representatives**

- Encourage the participation of the parents in the life and work of the class and the school.

Parents' representatives have the duty towards the parents of the classes they represent to pass on

information of general importance, which they obtain through their activity as parents' representatives.

- Advice on requests and suggestions from parents which are of general importance beyond the individual case and forwarding them to the school or the parents' council.
- Promoting the understanding of parents and guardians for questions concerning school life and the organization of lessons.
- Participation in the improvement of the external school conditions, e.g. student transport, creation of sports facilities, design of classrooms, class trips, establishment of voluntary work groups, etc.
- Participation in measures in the field of the protection of minors and the organization of leisure activities, insofar as they affect the life of the class.
- The parents' representative gives the legal guardians the opportunity for information and discussion. Participation in the meetings of the parents' council.
- Even after termination of membership, the class representatives must maintain secrecy towards third parties with regard to the expressly confidential matters that have come to their knowledge in the course of their work as parent representatives.

#### **4. Duties of school management and class teachers**

- Timely information on matters relevant to the class.

Perceiving and implementing the wishes of parenthood, insofar as the conditions for this can be created.

#### **5. Parents' council**

The parent representatives are the parents' council.

The headmaster convenes the first meeting of the elected parent representatives within six weeks of the start of school. At the first meeting, the chairman of the Parents' Council and his deputy are elected. The Parents' Council as a whole appoints an election supervisor from among its members to lead the election.

There is one vote per class; if the parent representative is unable to attend, his or her deputy has full voting rights.

All members of the German School Abu Dhabi will receive a copy of these Parents' Council Regulations.

#### **6. Elections**

The parents' council elects a chairman and his or her deputy in their presence. The election takes place in writing in separate ballots, by mutual agreement also openly.

Each class has one vote.

Candidates who receive the most votes are elected. In the event of a tie, a run-off vote shall be held; re-election shall be permitted. Those elected declare whether they accept the election. If an elected person does not accept the election, the candidate with the next highest number of votes takes his place.

#### **7. Tasks of the parents' council**

The Parents' Council is a democratic body and is intended to deepen the relationship of trust between parents and school, to represent the interests of parents and guardians and to support the school in the upbringing and education of young people.

The parents' council bundles the wishes and suggestions of the parents' interests and passes these on to the school management and the board of directors.

The school association board and the headmaster can submit questions and tasks that affect the school as a whole to the chairman of the parents' council.

The Chairman represents the Parents' Council vis-à-vis the School Association Board and the Principal and, upon invitation, may participate in certain meetings of the Board and in the Teachers' Conferences as an advisory and non-voting member.

The Parents' Council can comment on issues affecting the school, make suggestions and make proposals, especially regarding

- the establishment or amendment of the school rules,
- the maintenance of an orderly school operation,
- the improvement of the spatial conditions of the school,
- equipping the school with teaching materials and books,
- Questions of school route safety and school transport,
- School events (e.g. bazaar, school festivals),
- planning additional extracurricular activities outside the school,
- general questions of cooperation with:
- other schools abroad
- educational institutions of the country
- cultural institutions of the country
- other authorities and institutions.

If measures are to be taken which are of general importance for school life, the Parents' Council must be informed in good time and consulted in advance.

This applies in particular to:

- a change in the type of school, a division of the school and other measures which bring about a substantial change in the school or its teaching activities,
- a postponement of the teaching time,
- The introduction and modification of teaching subjects.

The school association board and the headmaster provide the Parents' Council and the information necessary for its work.

The Parents' Council, Board of Directors and school management work together and keep each other informed of their activities.

The Parents' Council can set up committees and commissions to deal with specific issues and tasks, such as festive committees. The Parents' Council can assign committees or

The Parents' Council can set a deadline for the committees or commissions to finish their work and demand reports.

## **8. Meetings of the Parents' Council**

Parents' representatives and/or their deputies take part in the meetings, as well as head teachers, board of directors upon invitation.

If possible, each class should be represented.

The meetings are held in German. If one of the participants is not able to speak German, a translation will be provided.

The meetings of the parents' council are convened and chaired by the chairman, or if he is prevented from doing so, by his deputy. At the request of a quarter of its members, the board of directors or the headmaster, a meeting must be held within two weeks.

The invitations must be sent out at least one week before the meeting and must contain the agenda. The Parents' Council meets approximately four times per school year.

The meetings of the Parents' Council are not public. However, the Parents' Council may invite other people to attend individual meetings.

Motions for the agenda must be submitted in writing five days before the meeting. Motions on the agenda received later can be put on the agenda as urgent motions if the meeting decides so at the beginning of its meeting.

Each meeting of the Parents' Council must be protocolled. The person taking the protocol is determined beforehand. The resolutions and results of each meeting are recorded in the protocol. The protocol should be forwarded to the members of the meeting at the latest two weeks after the meeting.

The protocol will be translated into English and distributed to the parents via the parents' representatives after they have been approved by the participants of the meeting.

## **9. Votes**

The Parents' Council has a quorum if the majority of its members are present.

In principle, the vote is open. Votes must be carried out secretly if requested by a member. The simple majority of the votes decide. In case of a tie, the motion is rejected.

## **10. Term of office of the parents' representatives and the parents' council**

The term of office of the parents' representatives and of the Parents' Council is valid until the new election in the following school year.

A new election of a parents' representative must take place within 12 weeks if he or she resigns during his or her term of office.

## **11. Changes**

These rules may be amended on application by a two-thirds majority of the Parents' Council. Such an amendment requires the approval of the Board.

The above Parents' Council Regulations were discussed by the Parents' Council on 21.10.2014 and came into force by resolution of the Board of the German International School Association in Abu Dhabi on 09.06.2015.