

# **Schmidt-Schule Parents' Advisory Committee (PAC)**

## **“Internal Bylaws”**

### **1) Introduction**

The school community of Schmidt-Schule consists of students, teachers, parents and administration. All these elements cooperate and share responsibilities in order to improve the overall performance of the school, and to make the Schmidt-Schule a distinguished and a better school.

Frequent and open communication between parents and school can only serve to reinforce the bond of mutual cooperation that is deemed essential for any student's continued educational growth. Parents' meaningful participation enriches and strengthens the life of the school.

The Parents' Advisory Committee is the structure through which parents in a school can work together for the best possible education for their children. The PAC works with the Head of School, staff and the board of management to build effective partnership between home and school.

In order to organize its efforts to contribute to the achievement of the school's goals, the PAC gives itself the following internal bylaws, in accordance with the PAC Internal Bylaws, in their actual version (currently of Dec 13<sup>th</sup>, 2005, approved by the Mother Superior of the Congregation Jesu, Rome). These bylaws will become effective after the consent of the school board.

### **2) PAC Goals:**

- a. Build constructive communication between parents and school administration.
- b. Strengthen the trust between parents and school administration.
- c. Represent and demonstrate parents' interests in educational, pedagogical and social aspects.
- d. Help incorporate parents' proposals and requests through advising the school administration for future planning.
- e. Be an active part in school activities, support an initiate, where appropriate, activities that advance the aims and objectives of the school, whilst ensuring that such activities will not interfere with the process of management of the school.
- f. To assist the administration and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
- g. To liaise with other partners and organizations.

### 3) PAC Structure:

- a. PAC members are the elected parents' spokesperson and their deputies for each class. The PAC will be represented by three selected speakers.
- b. Within four weeks of the beginning of the school year, the class teacher shall call for a parents' meeting to elect the parents' spokesperson and a deputy for each class. Elections can be conducted if at least 50% of the parents are present. A parent can only be a spokesperson for one class. Any parents can run for elections, except parents who are part of the teaching community, school administration, member of school staff or school board. The elected class spokesperson and his deputy should have a flexible schedule to accommodate PAC meetings and school events when needed.

The parents' spokesperson and the deputy shall represent the parents of the relevant class in PAC meetings. They also represent them in meetings with the class teacher, topic teacher, head departments or school administration for general discussions or proposals for their specific class. Their main duty is to help the parents and teachers communicate in general topics or issues and sort out general disputes. The interest and willingness of the class spokesperson and his deputy in holding such a responsibility and performing such a voluntary work is very essential to the success of the PAC and the interest of the students.

- c. All parents' spokespersons will automatically be members of the PAC and will participate in the PAC elections and meetings.
- d. The Head of School shall call for the first PAC meeting within six weeks of the beginning of the year. At this meeting, the Head of School, his deputy and the teachers' speaker shall be present. The previous PAC speakers will present the PAC's achievements, last year's performance and next year's goals. They will then resign and new elections will be conducted if at least 50% of the PAC members are present. The new PAC members will elect three speakers, who will represent the PAC in the current academic year.
- e. The PAC with its full capacity will meet four - six times per year other than the election meeting, and also on request of the PAC speakers, the school board, Head of School or 25% of the members. The school administration will be invited to all PAC meetings. Any class spokesman and his deputy, who are both absent for three consecutive meetings, will be deemed to have resigned. The PAC speakers will contact the relevant class parents for new class spokesperson elections.
- f. The date and timing of the meeting shall be sent to the PAC members and the school administration at least two weeks before the meeting. The meeting agenda will be at least sent four days before the meeting.
- g. Within ten days of concluding meeting, meeting minutes shall be distributed so all PAC members and copies to the other relevant attendees such as Head of School, the deputy or the teachers' speaker.
- h. The PAC members will share the meeting outputs with their relevant class to ensure proper communication between PAC and parents.

- i. During the school year new elections shall be conducted if one of the speakers quits his position or when 50% of the PAC members ask for it.
- j. These Internal Bylaws can be changed, amended or modified during PAC meetings with the approval of more than 50% of the PAC members and needs the consent of the school board before becoming effective.

#### 4) PAC Speakers' Responsibilities:

- a. Represent parents' interest in the school's steering committee.
- b. Organize and coordinate PAC meetings, including invitations, preparation of paper work, distributing agendas and all other relevant documentations.
- c. Send meeting minutes to PAC members and other relevant persons.
- d. Communicate and meet with school administration to explore ways of cooperation and discuss topics raised by parents.
- e. Initiate activities based on social, educational, pedagogical or national needs.
- f. Maintain a fair and sound relationship between parents, students and school administration.
- g. Ensure that PAC activities are consistent with the purpose to achieve the goals.
- h. All three speakers will attend school meetings and should have a flexible schedule to accommodate PAC and school events when needed. They will share responsibilities as follows:
  - **Administration:** One speaker will be the only contact person to school Administration and will be responsible of all school administration correspondences.
  - **PAC Members:** One speaker will be the contact person to PAC members and will be responsible of all PAC members' correspondence, e.g. informing about meetings and coordinating with them dates and timing, receiving feed backs on agendas and meeting minutes, consulting on decisions and other related issues.
  - **General Issue:** One speaker will be the contact person to other relevant bodies such as students, teachers, outsources, unions, other schools and coordinating activities and general assemblies.

The three will hold a separate meeting after the elections and will decide on their roles and then inform the PAC members and school administration officially. These tasks could be interchanged between the speakers during the academic year for the best interest of the PAC either by agreement or vote.

**PAC role in the school community is very important. Taking into consideration the turbulent political situation that the occupied Palestinian territory including Jerusalem is living under. Hence a full cooperation of PAC and school administration will facilitate and secure a safe academic atmosphere and a healthy educational approach.**

**PAC is not a forum to discuss individual students / staff problems and conflicts.**

Our Motto is:

**“WE SERVE THE BEST INTEREST OF THE STUDENTS”**

Last amendment on the 20<sup>th</sup> of February 2016.