



Arab Schools

فدارس العرب

OUR COMMITMENT IS QUALITY EDUCATION

Parent Council Policy

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Rationale

The Arab International Schools (AIS) Parent Council is a group of parents selected by members of the parent community to represent the school. AIS operates with two councils: Girls' Campus Parent Council, and a Boys' Campus Parent Council.

Purpose

The purpose of the AIS Parent Council is to develop united efforts between educators and the school community, and to ensure all AIS students receive the highest advantages in intellectual, physical, emotional, and social education wellbeing, and spiritual awareness. The Council plays an important role in ensuring AIS students' education is enriched by their parents' valuable life experiences, personal skills, and unique knowledge of their children.

AIS Parent Council shares ideas and feedback to support school development. However, ultimately, the school leadership team is responsible for decision-making and the management of all aspects of the school.

Role of AIS Parent Council

Parents play an essential role both in their own child's learning and in their school. The Parent Council helps parents become more actively and effectively involved in their children's education. The Parent Council and AIS have a mutual commitment to seek parents' views and ideas, and to ensure that this input makes a significant difference to the daily work and life of the school.

The Parent Council:

- Fosters parent-school-community cooperation, communication, inclusion & partnership
- Creates an environment where all parents know that their views matter, and where they feel confident and comfortable putting them forward
- Provides a voice for parents on issues that are important to the school community
- Provides information on how to effectively involve parents in their children's learning and school life



- Supports AIS and School Leadership Team (SLT) in developing effective and strong home/school partnerships
- Support AIS in its development and improvement, and in connecting with the greater community
- Expresses parent views on existing school policies and encourage the proposal of new policies
- Formulate AIS priorities for improvement (AIS Improvement Plan)
- Works closely with the SLT to meet school improvement targets, shares ideas, problem-solve & provide feedback about community issues
- Captures the unique and varied skills, interests, knowledge, and experience parents offer
- Supports AIS academic pursuits and extracurricular student activities (ECAs)
- Participates, as necessary, with school administration to provide suggestions for existing educational programs or for the adoption of new programs, which may be responsive to the changing needs of the AIS student body.

Membership

- All parents/guardians have the right to apply for the Parent Council, and to nominate themselves for council roles.
- All parents are invited to elect members to the Parent Council.
- Selected faculty members and administration are assigned to support the Parent Council.
- AIS Girls' Parent Council is comprised of the following:
 - Chairperson, Vice Chair, and Secretary
 - Four (4) ES, Two (2) KG, one (1) MS, Two (2) HS.
 - One (1) AIS administrator
 - One (1) AIS representative from each stage
- AIS Boys' Parent Council is comprised of the following:
 - Chairperson, Vice Chair, and Secretary
 - Two (2) ES, one (1) MS, and Two (2) HS.
 - One (1) AIS administrator
 - One (1) AIS representative from each stage

Membership Roles and Responsibilities

The Chairperson:

- Presides at all AIS Parent Council meetings.
- Ensures production of an Annual Report, to be published to all parents in May. This Report includes details about activities, achievements, and upcoming plans.
- Publishes an annual Action Plan & Annual Calendar.
- Represents the AIS Parent Council and its liaison with the parent and greater community.
- Assigns roles within the Parent Council.

The Vice Chairperson:

- Assists the Chairperson in decision making about the group.
- Assumes the responsibilities of the Chair in his/her absence or upon request.
- Assists the Chair in performing his/her duties.
- Accepts extra duties as required.

The Secretary:

- Prepares meeting minutes of all official Parent Council meetings and maintain a file of these minutes.
- Issues notices and general publicity.
- The Administration Representative:
- Advises the Parent Council and ensure that AIS Parent Council abides by its constitution.
- Attends all formal meetings, however, he/she is a non-voting member.

Selection

AIS Executive Director sends an invitation to the parent community via email for all who are interested to submit their completed nomination form. The nomination is closed a week from the date of invitation.



An informational meeting is held for new or interested candidates in a Parent Council position.

Candidate names and their brief biography are published to the parent community for voting. The voting is closed a week after the nomination process.

AIS Senior Leadership Team convenes to validate the votes and announce the results of the election.

At the first Parent Council meeting, the Chairperson is selected and assigns roles/responsibilities to members.

Guidelines

- Meetings require at least a two-week notice.
- According to member attendance at each meeting, key decisions are made with a majority vote.
- The Council may amend this policy by written approval of five members and AIS approval.
- An individual can serve on the Council for no more than two consecutive years.
- A council member may submit a written resignation to the Chairperson at any time during the member's term in office.
- The Chairperson shall suggest a replacement for any leaving member that may occur during the school year.
- The committee must approve of the nominee by a two-thirds vote. He /She must stand for election at the end of the year.