

## **Parent Teacher Association**

### **PTA Handbook**

MANARAT AMERICAN SCHOOL is proud to announce the introduction of "2012-2013 PARENT TEACHER ASSOCIATION (PTA)". We are sure that this association will be beneficial to all who will become involved. We aspire to have the involvement of parents, teachers, and our community to ensure that the best education is being offered to each child.

#### **WHAT IS PTA?**      *(The voice of the children.)*

PTA (Parent Teacher Association) is a powerful, engaged voice for your children. The voice of the PTA will work towards a goal of quality education in a nurturing environment for each child. The MANARAT AMERICAN SCHOOL is "mission specific". This means that the PTA is geared towards minimizing the short comings found within parent/teacher relationships in order to provide each student with excellent education, setting them on the path of a bright future.

#### **PTA MISSION**

##### The Mission of the PTA

*(Making your child's potential a reality, by ENGAGING AND EMPOWERING families and communities to advocate for their children.)*

- To promote the welfare of children and youth in the home, school, and community.
- To raise standards of home life where education is involved.
- To secure adequate rules for the care, protection and education of children and youth throughout the school year.
- To bring into close relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public, such united efforts to secure for all children and youth the highest advantages in physical, mental, social and spiritual education.
- To assist parents in developing the skills they need to raise and protect their children.
- To encourage parent and public involvement in the school system.
- To offer family language workshops to help to ensure that the parents and teachers have the ability to communicate effectively with one another, for the sake of their children's educational success.
- To work together as a team to ensure that each child grows knowing that they are unique, special, and capable of achieving all that they put their minds to.

## **PTA Role**

Parent Associations: A Foundation for Parent Involvement

Parent-Teacher Associations are one important way for parents to support the school, the public education through charity events and government twins program and the school's local communities through community service activities.

The primary role of the Parent-Teacher Association is to provide a forum through which parents can become more involved in the education of their children.

The PTA may fulfill this role in a number of ways, including:

1. Conduct outreach to its members to determine the needs and interest of membership;
2. Plan activities designed to attract and recruit more parents to build a robust parent involvement program;
3. Help to provide access to information and available educational resources to all the parents in the school;
4. Identify issues of concern and work with educators to address these issues;
5. Provide opportunities for professional development for its parent membership;
6. Partner with other members of the school community (e.g., Parent Coordinator, Learning Leaders) to offer services to families and share resources;
7. Engage in the school-based decision making process involvement and active participation on School Leadership Teams;
8. Hold and support fund-raising activities to benefit the children and association;
9. Sustain parent involvement and participation in school activities;
10. Establish multiple communication systems (e.g., newsletters, e-mail account, websites, phone trees) to ensure regular contact with members

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## **THE OFFICES COMPOSITION**

### ➤ **PTA EXECUTIVE COMMITTEE**

**(Note: All involved should be dedicated and committed to their office for the entire period elected for.)**

- The Executive committee is composed of **President, two Vice Presidents, a Treasurer and a Secretary.**
- Three Teachers from the elected teachers will represent that school staff in the PTA Executive Committee meetings.

### ➤ **THE BODY OF THE PTA**

- Every class elects one representative to be a part of the PTA body.

### ➤ **THE ADVISORY COUNCIL**

#### **Objectives and functions:**

1. To work towards the realization of the objectives of the PTA through the most effective utilization of the resources of the Community.
2. To keep the Board of Directors and the School Administration informed of council meetings' deliberations, opinions and proposals.

#### **The Advisory Council is composed of:**

1. Three representatives from the parents (one per school).
2. Three representatives from the school staff.
3. The Representative of the Board of Directors.
4. The Superintendent
5. The School Principal

### ➤ **SUB-COMMITTEES**

There are many committees that can be formed from the PTA, and this will be formed by the Executive committee after its elections.

## ***Elections Process***

### **First:**

#### **I. Election of class representatives.**

Each class can elect one parent representative. In the event of a representative being repeatedly absent, the Executive Committee will have the authority to take whatever measures are appropriate to ensure that the class is represented at the meetings (this includes the replacement of this member by the nearest one in the conducted elections).

A parent can only represent one class.

#### **II. Elections of the Teachers Representatives.**

Teachers will be elected for the PTA as follows:

1. Two teacher from the KGs
2. Two teachers from the elementary School
3. Two teachers from the middle and high school

Three of them will represent the school staff in the Advisory Council.

The other three will represent the school staff in the Executive Committee.

### **Second:**

#### **Elections of the Advisory Council**

Three parents are selected from the class representatives and by them to join the advisory council.

Elected teachers will select three to join the advisory council after the conclusion of the class representatives and teachers elections.

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**Third: Elections of the PTA Executive Committee.**

After the conclusion of the Advisory Council elections, an Election Committee made up of three members, will conduct elections for the positions of PTA President, two Vice Presidents, a Treasurer and a Secretary, who will make up the Executive Committee.

Each member of the school community will cast one vote, on separate ballot forms, for each of aforementioned Executive Committee positions. The Vice Presidential candidate with the greatest number of votes, or in the case of a tie, the candidate with the most seniority (children enrolled for longer period of time) Further more (has more children in many grade levels) in the school, will hold the position of senior Vice President.

All deliberations regarding the modality of the presentation of candidates and their individual goals will be decided by the Advisory Council during the same session.

**How often will we meet?**

Meeting will be held once a month.

**How Can You as a Parent Become Involved?** *(The voice of the children.)*

Engagement and Empowerment – where a few voices represent all. There will be two parent representative per class.

- A parent can only represent one class/grade.

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## Positions description

### ➤ **President**

- Manage overall objectives and strategies of PTA
- Act as liaison between parents and principal / staff
- Manage and Lead all PTA Committee Chairs
- Create agenda and facilitate monthly PTA meetings
- Create agenda and facilitate about 3-4 PTA board meetings
- Write a periodic PTA News bulletin for the *Manarat Newsletter*
- Create school calendar and budget with Principal and Treasurer
- Speak at School Orientation Nights and other events

### ➤ **Treasurer**

- With the president, generate the PTA budget.
- Inform committees of budgeted funds.
- Pay bills and reimbursements as required.
- Oversee ongoing PTA finances, ensure adherence to approved PTA budget.
- Prepare and present budget report for each PTA meeting.

### ➤ **Recording Secretary**

- Take minutes at PTA meetings.
- Forward to president for review, and then submit minutes for inclusion on website and on bulletin boards.
- Make copies of the minutes for the next PTA meeting so that the members can approve it.

### ➤ **VP- Academics & Discipline Coordinator**

- Coordinate with the parents to support the students.
- Overview the discipline policy and suggest adjustments in coordination with the PTA.
- Keeps a record of the parents who are interested in education and arrange meetings with them.
- Leads the academic committee of the PTA to overview the students' performance through the guidance for standardized tests and the reading and analysis of its results.
- Search for the best academic programs that can enhance the students performance and discuss it with the committee, then the school Administration.

### ➤ **VP- Programs & Volunteer Coordinator**

- Recruit committee of helpers and focus on making all parents feel welcome and invited to be a part of the Manarat American PTA.
- Coordinates and organizes Manarat PTA-sponsored parent education evening events or programs during the PTA meetings throughout the year.
- Serve as a year-round clearinghouse to fill PTA volunteer needs.
- Coordinate volunteer recruitment for a back-to-school process and registration with tables, information people and signup sheets.
- Maintains database of volunteers and provides these to board members and chairs as needed.
- Help other chairperson coordinators to coordinate the schedules and demands on their volunteers.
- This position also includes hosting several events during the school year including a back-to-school

reception and volunteer requests for event throughout the year.

- Recruit and support committee chairs for key fund-raising events.



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