



May 2019

# Participation Guidelines 2019/20

## **German ISD Elternbeirat** (established Oct 2018)

### 1. Elternbeirat Definition

The German word "Elternbeirat" translates best as a designated group of parents. It is also known as the PTA (parent teacher association).

### 2. Elternbeirat & German ISD Mission

The Elternbeirat plays a vital role in German ISD's community-building efforts and educational objectives. It is the joint mission of the school and the Elternbeirat to build a responsible, global-minded community and ignite the "spark of genius" in every child. Being a parent of German ISD makes you already a member of the Elternbeirat.

**The Mission of the German International School of Dallas** is to provide enrolled children aged 18 months to 5 years with an environment in which they will experience loving care, receive a child-centered education, and obtain German language skills following a German immersion program. The language concept for elementary classes (ages 6 to 10 years) is based on the principle of the Full Immersion Method. German ISD strives to provide excellent conditions that increase the chances of acquiring a language in an effortless, child-friendly environment while inspiring and supporting student success.

### 3. Elternbeirat Purpose & Support

- To encourage parents' involvement at German ISD
- To actively encourage parents in supporting the conscientious fulfillment of school duties and requirements
- To advocate for children, families and teachers within the community
- To partner with German ISD administration and teachers as an advocate and resource for our school
- To promote advertising German ISD within the community
- To develop, promote, and participate in fundraising events

- To assist with the organization of school events
- To strengthen the family through school/community partnerships
- To sponsor family-oriented events and activities
- To raise awareness of issues affecting children inside and outside our community
- To encourage the exchange of ideas and thoughts by connecting with staff and other parents

#### **4. Elternbeirat Positions**

The Elternbeirat positions are honorary positions. The Elternbeirat acts in an advisory capacity representing German ISD parents.

##### **4.1 The Elternbeirat President**

The Elternbeirat president shall convene and preside over the Elternbeirat meetings in accordance with the meeting guidelines. The president shall represent the Elternbeirat to the German ISD school board. The president and the director work within the framework of decisions and instructions mandated to him/her by the Elternbeirat. The president shall inform the school board and the Elternbeirat of the administration's activities, suggestions, and concerns during the public sessions of the Elternbeirat meetings. If the president of the Elternbeirat is unavailable, the substitute of the next, highest ranking shall act on his/her behalf (Vice President).

##### **4.2 The Elternbeirat Vice President**

The vice president is an elected member of the Elternbeirat . The primary responsibility of the vice president is to assist the president and help lead the Elternbeirat toward specific goals chosen by its members.

##### **4.3 The Elternbeirat Secretary/Communications coordinator**

The secretary acts as a correspondent, communicating information at meetings and responding in writing if necessary. He or she is responsible for keeping records of the Elternbeirat meetings and proceedings.

Proposes and coordinates with the school administration the communication from the Elternbeirat to be posted into the GISD closed group facebook page.

##### **4.4 The Elternbeirat Class Representatives**

They are the primary contact between the parents and teachers, they coordinate different class activities, such and not limited to birthdays, field trips, crafts, and helps recruiting candidates for the next election.

They also serve to fulfill a vital role for the success of the Elternbeirat such:

1. Welcome GISD club: supports and welcomes new members (as required); responsible for managing and including new members in the email directory and distribution list to receive emails, invitations and volunteer options. Consolidates the school parents' database.
2. Volunteer opportunities coordinator: responsible for managing sign up genius for volunteer opportunities according the school requirements, keeps records of

- volunteer hours per family and responds any question or concern related to volunteer opportunities.
3. Children's Events coordinator: responsible for the planning and execution of 3 children's events: Halloween, Easter, end of the school party
  4. Parent's Events coordinator: responsible for the planning and execution of the Parents dinner party at the beginning of the school year and Christmas event.
  5. Treasurer: responsible for processing payments for events and reimbursements.
  6. Coordinator of school improvement project: responsible for developing an action plan identifying resources and cost associated to the yearly school project (library). Also, coordinates the volunteers working on that project.

## *German ISD Elternbeirat: A chance to get involved!*

### **5. Election**

At the end of the school year, a board interest form will be submitted to the GISD families, the candidate must indicate their interest by signing to be Elternbeirat representative for her/his kid classroom and providing a small profile and introduction

There is no limit on candidates per classroom but only one member per family can be part of the Elternbeirat.

Each classroom is given two options to vote for their two classroom representatives, one using the traditional poll during the election meeting or an online version. Each family member has one vote and the classroom teacher(s) has one vote each.

The candidate having received the most votes will be elected. If two or more candidates receive the same number of votes, a second vote will be cast for the tied candidates, this second vote will be held only during the election meeting. If voting remains undecided, the winner will be decided by the drawing of lots.

The representatives of the Elternbeirat shall elect the following positions in their first meeting:

1. A President
2. A Vice President
3. A Secretary

Each class representative can decide to be a candidate for the president, vice president, secretary positions or taking one active role for the Elternbeirat

### **6. Term of Elternbeirat**

The term begins with the announcement of the election results. It automatically ends with the conclusion of each school year, when his/her office as an Elternbeirat representative terminates, if the children of the representative no longer attend the school, or when the representative resigns from the Elternbeirat by giving notice in writing to the president.

#### **6.1 Eligibility**

Only current German ISD parents or legal guardians can be elected as representatives. This excludes German ISD school staff, board members, and relatives. A parent can be a representative for only one class within the school. Only one parent per family can serve on the Elternbeirat at the same time.

## 7. Elternbeirat Ethics, Chances & Activities

### 7.1 Commitment

The Elternbeirat is dedicated to children's educational success, health, and well-being through family and school engagement. The Elternbeirat acts in an advisory capacity and strives to foster trust between parents and German ISD. Representatives participate in planning and coordinating school events and volunteering opportunities.

### 7.2 Diversity

The Elternbeirat acknowledges the potential of everyone without regards (including, but not limited) to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental or physical ability, national origin, organizational position, parental status, political ideology, race, religion, sexual orientation, and work experience.

### 7.3 Respect

The Elternbeirat values the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our goals.

### 7.4 Accountability

All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our school's initiatives.

### Activities organized by the Elternbeirat

*The following list is based on the volunteer work we received and events we held during the past years at German ISD*

- **Book Fairs:** Supervise and organize German book fairs.
- **Classroom Support:** Assist with classroom activities and holiday parties.
- **End of the Year Party:** Following the Pre-K graduation.
- **Family Fun Nights:** Oversee evening events held throughout the year with various themes.
- **Field Day:** Recruit volunteers and provide snacks.
- **Field Trip Support:** Assist with any field trips throughout the year.
- **Grand Friends Day:** Encourage and facilitate communication with school families.
- **Halloween Party:** Recruit volunteers to plan and organize the event for students.
- **Handymen/Handywomen:** Recruit volunteers for small maintenance tasks at the school.
- **Holiday Bazaar/Weihnachtsmarkt:** Collect items for raffle/silent auctions. Find volunteers to plan and organize the event (prep work, during event & clean up).

- **Landscaping:** Maintain the landscaping and playground.
- **Mother's Day:** Help in each classroom and assist the teachers.
- **Open House:** Advertise our school to the community.
- **Sanitizing classroom furniture/toys:** Completed weekly by volunteers.
- **Spirit wear:** Sell German ISD spirit items (e.g., t-shirts, bags) at the school and events.
- **Summer Meet & Greet/Easter:** Organize German ISD annual gatherings for families.
- **Teacher/Staff Appreciation:** Organize staff recognition and appreciation events.

## 8. Elternbeirat Meetings & Practices

### Elternbeirat Meetings

The Elternbeirat president shall convene meetings as required, or once per month. A meeting must be held within two weeks if requested by:

1. At least one-fourth of its members;
  2. The board of directors; or
  3. The school's director.
- All members of the Elternbeirat must receive a written notice by the president informing them about the time, place, and agenda prior to the meeting. Members shall be given the opportunity to submit agenda topic items.
  - The Elternbeirat president may invite parents, students, teachers, school administrators, or other guests as observers. Only the elected Elternbeirat members can vote to finalize any decisions.
  - The Elternbeirat shall consider the questions submitted to them by the school or any parents, giving emphasis to the best interests of parents in general.

### General Elternbeirat Practices

- Welcome all families, school staff, and community members in a way that values their unique strengths, abilities, and interests.
- Communicate effectively by listening and understanding the perspectives of families, teachers, and administrators; communicate frequently through a variety of methods to include personal outreach and receive feedback.
- Identify and advocate for specific school improvements. Elternbeirat leaders serve as a resource for parents, helping them navigate the school.
- Create an Elternbeirat that works as a team: growing the volunteer pool with different perspectives, resolving conflicts in a positive, productive way, and leading by example in a way that demonstrates to the children how teamwork can make their world a better place.

## Amendments

These Guidelines can be amended upon submitted request by the Elternbeirat, director of the school, or the German ISD school board. The amendments become effective when the following conditions are met:

1. A two-third majority of the votes cast by the parent representatives of the Elternbeirat approves the amendments by a secret ballot.
2. The German ISD school board and the director of the school confirm their assent.

## Guidelines

These Guidelines are intended to set forth the basic functions of the Elternbeirat, but are not inclusive of all functions in which members may be asked to participate. The information set out in this document does not constitute a contract between the school and the parents of the school who are not in the Elternbeirat, the Elternbeirat, or any member of the Elternbeirat.

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**German ISD Elternbeirat President**

*Name printed:*

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**German ISD Director**

*Name printed:*

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**German ISD School Board President**

*Name printed:*

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DATE: \_\_\_\_\_