

Rules of the NOAM parent council (short version – the German version only is valid)

A. General

1. Legal basis

The parent council is the parental body of the NOAM and as such provides parental involvement according to the rules on general parental involvement of schools in the City of Zurich.

2. Aims and objectives

Parental involvement integrates parents as a group in the school through the parent council and includes cooperation with and consultation of parents. NOAM has introduced a parent council to promote parental involvement. The parent council is committed to achieving constructive and open cooperation between parents and the school leadership team. The parent council enables regular contact and exchange of information between parents and the school leadership team. Parents can bring their concerns to the parent council, and the school has a partner for its concerns. The parent council promotes mutual understanding and joint projects, and supports school activities.

3. Basics

Parental involvement is in line with the vision and school documentation of the NOAM. Parental involvement covers all school classes in the primary school. The parent council represents all religious orientations and all NOAM parents, no matter which Jewish community they belong to. Involvement is voluntary and will not be paid for. Anyone on the parent council or in a working group who sees confidential information has a duty of confidentiality.

4. Limitations

The parent council has no supervisory or controlling function regarding the authorities, school leadership team or other school personnel. Parents are not involved in personnel or educational decisions. The personal problems of individual students or parents will not be discussed in the parent council.

B. Parent council: organisation and tasks

5. Election of parent representatives

Parent evenings take place between September and October. The school leadership team will announce the elections for parent representatives when parent evening invitations are sent out. All the parents in a class will elect one parent representative and one deputy for the parent council. The election will be for a term of at least one year and can be extended or renewed each year. One parent representative cannot simultaneously represent two classes. There will be an open vote and a simple majority of the parents present will determine the winner. Each parent couple has one vote. Membership of the parent council automatically ends when the child leaves NOAM. Members of the parent council who act against the interests of the parent council can be excluded by a vote by two-thirds of the members present. This decision will be final. Parent representatives who do not comply with the rules of the parent council can be excluded by the school Board without a two-thirds majority. If a parent representative resigns during the course of a school year, the deputy will take

over their role and attend meetings of the parent council. There will not be a replacement election. The parent council organizes the preparation of elections.

The parent representatives together constitute the parent council.

6. Tasks of the parent representative on the parent council

The parent representative receives ideas and requests from parents that go beyond the interests of individual children, and discusses these with the parent council. Requests will be checked for their practicality (and the size of the group involved). If a request does not meet the purpose of the parent council, the parent council is entitled to deny the request of the parents. Requests that meet the aims of the parent council will be collected and prepared for the next meeting with the school leadership team. If requests are urgent or time-sensitive, these can also be presented to the school leadership team before the next meeting. The parent council may also bring its own ideas and requests to the school leadership team. Parent representatives coordinate the cooperation of parents at class level. Deputies will be regularly informed about the activities of the parent council. Members of the parent council agree to place their documentation (rules of the parent council, minutes of meetings, important papers from working groups and on activities in their own class, etc.) in a folder. When the parent representative leaves the parent council, this folder is given to the successor. This is to ensure that as little knowledge as possible is lost, and that new members can be quickly integrated into the parent council.

7. Meetings of the parent council

The parent representatives of all primary classes form the parent council. Deputies only attend meetings when the parent representative is absent. The parent council has at least two meetings a year. The parent council may delegate tasks to working groups, which meet independently. The parent council may, but does not have to be represented, but must be informed by the working group about its work. The parent council normally meets the school leadership team in April and September. The parent council elects a president once a year.

8. Tasks and options for involvement of the parent council

The parent council brings requests and suggestions from the parents to the school and is a discussion and consultation partner to the school leadership team. It is partially involved in the planning process and may be brought in for advice on specific topics. It is regularly informed by the school leadership team and informs the school leadership team and the parents about its work. There is a list of possible areas of involvement in appendix 1. This list can be extended as required in line with these rules. The Board can intervene in and stop any activities that are not taking place through constructive dialogue or do not match the values of the school. The parent council is entitled to consultation.

9. Permanent and temporary working groups

The following tasks of the parent council will be done by permanent working groups:

- 1) Representation of the parent council vis a vis the school leadership team

2) Representation of the parent council vis a vis parents

3) Coordination of support for the organisation of school events

10. Support and finances

The parent council can request a credit from the school leadership team for events or other activities it is organising. The school leadership team can agree to or reject these requests depending on the school budget, and will inform the Board about this. The parent council must account for any money allocated. The school shall provide the parent council with a suitable room if possible. The parent council may ask the school administration to do mailings.

11. Coming into force and changes to the rules

These rules of the NOAM parent council come into force following agreement by the school leadership team (and the Board) for school year 2015/2016. Future changes to the rules require the agreement of the parent council, the school leadership team, and the Board.

These rules were first agreed on 30 June, 2015, by the school leadership team and the Board.

Appendix 1 – tasks and areas of involvement of the parent council

The list below of tasks and areas of involvement is a suggestion and can be shortened or lengthened as required by parents and the school leadership team. The parent council has the right to be consulted on all topics listed. The level of involvement and decision-making must be agreed with the school leadership team for each area.

- Head lice inspections
- Road safety on the way to school (traffic)
- Mensa
- Outside school courses / activities
- Organisation and sponsoring of cultural events (e.g. museum visits)
- Planning of holiday dates
- Support for newly arrived families
- Various activities (e.g. book sales)
- Help with sports day / first day of school / last day of school
- Help with organising parent *tfila*
- Parent satisfaction survey (after discussion with school leadership team)
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