

Horizon Japan International School Parent-Teacher Association (PTA) Guideline

Objective

The primary objective of Parent Teacher Association (PTA) is to help the school build an enjoyable and fruitful educational environment by facilitating a cooperative relationship between the parents and the school. As the school grows and the number of student increases, the PTA plays an important role in ensuring better communication, cooperation and coordination between parents and teachers in the raising and educating of students.

Primary Activities

The PTA contributes to the school through various volunteer activities. The PTA mainly focuses on helping the school with extracurricular activities such as school events, field trips, etc. The PTA also holds some fund-raising events and donates school supplies to the school based on the school and the parents' requests.

The PTA board members hold a monthly general meeting to plan and discuss those activities. They brainstorm about what can be done and decide on the main points and the outline of the activity plan.

Members

The PTA is consisted of all HJIS parents and teachers. All PTA members are asked to contribute to the PTA activities as well as support the school. Any member can suggest ideas and address opinions in the discussion. However, a member is asked to fund the PTA in order to become an eligible member to vote for making operational decisions of the PTA activities (please refer to the chapter: *Decision Making Process and Voting* for more details.)

Board

To operate the PTA activities and manage administrative works effectively, the PTA Board is formed to have seven primary functions as listed below. Members of the PTA Board are nominated in an open election process. Each member serves a one-year term.

- **President:** The President of PTA is in charge of organizing the overall PTA activities, ranging from planning topics for discussion, calling for PTA meetings, managing the progress of activities, to making proposals to the school. The president also prepares a seasonal newsletter that is published at the end of each term.
- **Public Relations Manager:** The Public Relations Manager is a liaison of the PTA and promotes the volunteer efforts of the PTA. The PR Manager cooperates with the School Representative and the School Secretary to send/receive letters and questionnaires to the parents. The PR Manager also manages the information channel such as the PTA bulletin board, PTA suggestion box and ptayokohama@horizon.ac.jp mail box.
- **Accountant:** The Accountant is in charge of overall PTA budgeting and bookkeeping. The Accountant administers membership fee collection and keeps tracks of operational expenses. The Accountant creates financial reports (i.e. B/S and P/L) at the end of each term.
- **Secretary:** The secretary of the PTA is in charge of preparing written documents including PTA handbooks, proceedings, newsletter, questionnaires and voting sheets. The secretary also manages the board member mailing list which is used for board members communication.
- **Event Coordinator:** The Event Coordinator is in charge of coordinating and supporting the school events. This includes volunteer recruitment, purchase of necessary materials, directing volunteers to prepare for the event.

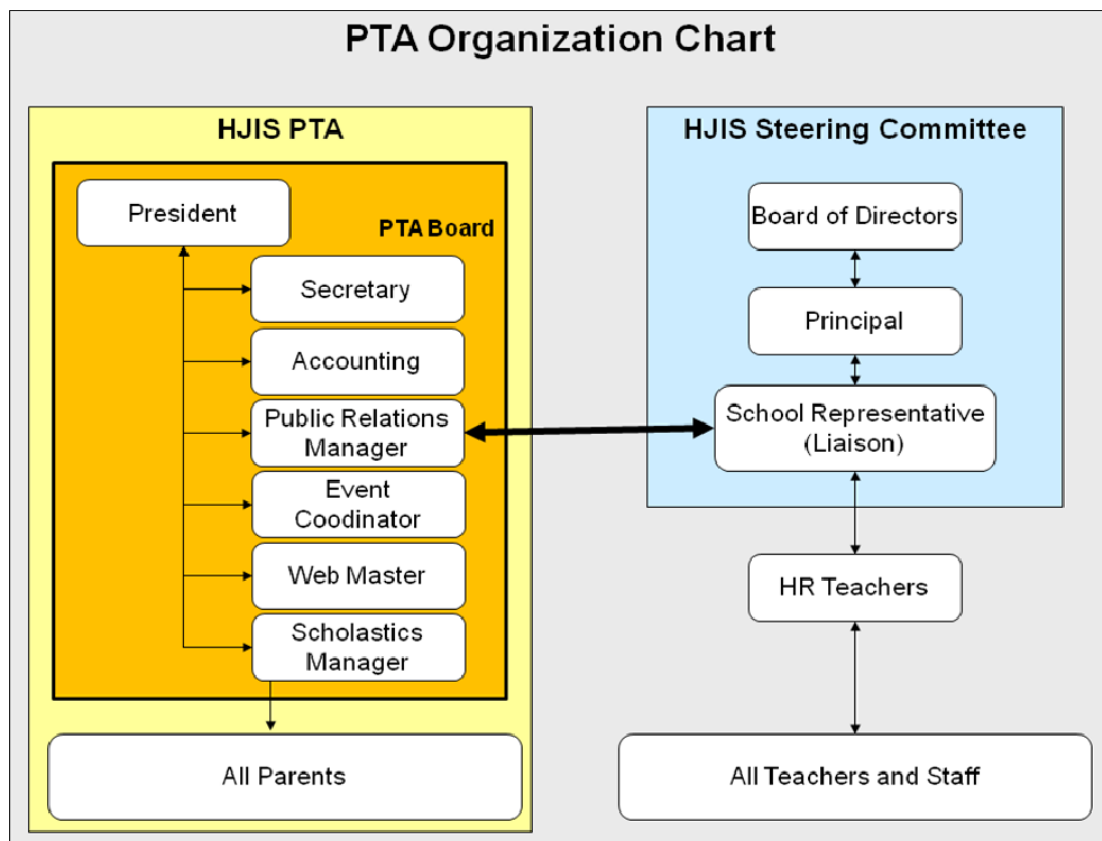
This document is reviewed annually and amended anytime it's needed.

- **Web Master:** The Web Master is in charge of maintaining the board members' mailing list and updating the contents on the PTA webpage.
- **Scholastics Manager:** The Scholastics Manager is in charge of promoting book purchase from the Scholastics Book Order. This includes sending out order catalogues, taking orders and delivering purchased items to each family.

Organization

The chart below describes how the PTA is organized.

The school appoints one of the teachers to act as a School Representative to communicate with the PTA liaison on regular basis.



Budget

The PTA is funded by membership fee from the parents. All parents are requested to pay a reasonable amount in supporting the PTA activities.

Membership Fee

All parents are asked to pay the annual PTA membership fee. The fee is ¥5000 for the first child and ¥2500 for each additional child enrolled at HJIS.

e.g.) 1st child => ¥5,000/year

1st child and 1 sibling => ¥5,000 + ¥2500 = ¥7500

1st child and 2 sibling => ¥5,000 + ¥2500 + ¥2500= ¥10,000

The PTA board members review the activities annually to plan the budget for the next year. The membership fee may change in the future based on the additional need of budget. The possible uses of the PTA budget are as follows:

- Donations to the school (e.g. books, computer software, PE equipments, musical

Updated January 23rd, 2008

- instruments, school furniture.)
- Refreshments, decorations, etc. for school events
- Operational expenses for the PTA-driven fair in spring
- Office supplies for the PTA
- Other necessary activities based upon the school or the parents' requests

The payment has to be completed by the same due date as the school's first term tuition.

If a child is enrolled in the middle of the school year, his/her parent may need to pay partially depending on the enrollment date. Please refer to the guideline as below:

Enrolled in the 1st term: full amount

Enrolled in the 2nd term : nearly 2/3 of the fee (1st child: ¥3,300, siblings ¥1,600)

Enrolled in the 2nd term : nearly 1/3 of the fee (1st child: ¥1,600, siblings ¥800)

* In either case of above, The payment has to be completed by the end of the term the child is enrolled.

General Meeting

The PTA Board holds a monthly board meeting. In the meeting, the board members work on planning and preparing for putting voluntary activities into action. They decide on main points and make an outline of the activity plan.

After the board member meeting, a general meeting is called which is open to all parents. The general meeting is held at least once a term and basically, it is scheduled on the Parents' Day. The board members can call for an extra-ordinary general meeting anytime it is needed. In the meeting, the board members present their activity plan and collect feedbacks from the attendees. They also report the status of ongoing activities and the result of the latest contribution.

Should there be any ideas or opinions to be discussed, they are collected from all parents by means of meeting, letter or emails at ptayokohama@horizon.ac.jp. If needed, the PTA Board sends out questionnaires to all parents for collecting opinions. All discussion items are screened and selected for planning by priority.

Before any decision is made, it is required to be put on a ballot.

Decision Making Process and Voting

When a new initiative is taken, it should go through the school's approval process before it is undertaken. Once it is approved, the PTA Board put it on a ballot. All the eligible parents are asked to vote. The proposal needs to be approved by the majority of the voters to be put into action.

Who are the eligible voters

Those parents who paid the annual PTA membership fee have the right to vote.

How to vote

The PTA Board sends voting slips to all parents via homeroom teachers. Because the teachers are not informed to recognize who are eligible for voting, basically all parents receive the slips. However, only the eligible voters need to return the slip by the time the ballot closes.

Decision Making

The PTA Board collects and counts the votes. The proposal can be adopted by a majority approval. The result is to be announced by means of letter to all parents.

