



INTERNAL REGULATIONS
RULES OF PROCEDURE OF THE PARENT-TEACHER COUNCIL

10 October 2018

Nr. 13

Adopted in accordance with Part Four, Section 31 of the Education Law

I. General Provisions

1. The Parent-Teacher Council of Exupery International School (hereinafter referred to as the PTC) is acting on the basis of the regulatory enactments of the Republic of Latvia, the By-law of the Exupery International School (hereinafter referred to as the School) and the Present Rules of Procedure.
2. The PTC is established to encourage the wider community to support and take an interest in the activities of Exupery International School.
3. The PTC shall comply with the principles of co-operation, creative activity and ethics.
4. The PTC shall be non-educational and will not seek to influence, direct, or control the administration or its policies.
5. The PTC shall be non-commercial and will not seek profit.
6. The PTC shall be non-partisan and will not seek endorsement from or provide support for any political interest or candidate.
7. The Director of the School is entitled to make decisions based on the proposals put forward by the PTC, which shall take effect on the date of issue of the respective order.

8. The PTC shall not be entitled to interfere with the work processes of the School without the approval of the Director of the School.

II. The Objective of the Council

1. To Encourage parents to share their time, talents, and interests with the students and school community
2. To encourage the wider community to support and take an interest in the activities of Exupery International School
3. To bring to the attention of the school any concerns or ideas expressed by the wider parent community and propose solutions
4. Provide or coordinate the provision of extra resources that cannot be obtained through the annual school budget
5. To submit proposals, review and approve amendments to the By-law and the Rules of Procedure of the School.

III. Composition and Procedures for Election of the PTC

1. The PTC consists of one parent representative delegated by each class at Exupery International School who is dedicated to representing the interests of all parents in that class.
2. The PTC consists of faculty representatives delegated by the faculty of Exupery International School.
3. The Director, the Principal and the representative of the founder of the educational establishment may be included in the PTC.
4. The chairman of the Council shall be elected for one study year from the representatives of parents during the first Council session of the study year by simple majority vote.
5. The chairman of the Council:
 - a. Approves the agenda of PTC sessions, chairs PTC sessions;
 - b. Makes proposals for the activities of the PTC;

- c. Gives a review on the work of the PTC at the General Parents' Meeting of the School;
 - d. Shall be entitled to request and receive information on the work of the School in the area of the education process and results thereof, as well as on the conditions of work organisation at the School from the Director, the Principal and the Founder.
6. The same representatives of parents and teachers may be elected to the PTC repeatedly.

IV. The Tasks of the PTC

- 1. To submit proposals for the development of the School Culture and Community.
- 2. To support the organization, planning, and implementation of events held by the school.
- 3. To promote the cooperation of the School with the public.
- 4. To facilitate or coordinate extra-curricular activities for the school community.
- 5. To support the dissemination of information from the School to the parent community

Director

Veronika Skripačova