

Parent Teacher Association (PTA) Handbook

Qingdao No. 1 International School of Shandong Province



PTA Welcome Letter

家校委员会欢迎函
PTA 환영사

Dear QISS Families & Teachers:

尊敬的 QISS 家长和老师们:

QISS 가족 및 교사분들께:

It is a pleasure to welcome you to the Parent Teacher Association at Qingdao No. 1 International School of Shandong Province.

非常荣幸地邀请您加入山东省青岛第一国际学校的家校委员会。

QISS PTA (학부모 교사 연합회)에서 환영의 말씀을 드리는 것을 매우 기쁘게 생각합니다.

Membership into the QISS PTA is automatically granted to all parents and guardians of enrolled QISS students, as well as all staff.

和国际学校教职员工一样, QISS 的注册学生家长及监护人自动获得资格成为家校委员会成员。

본교의 직원 및 재학생들의 학부모 및 가디언 분들은 자동적으로 QISS PTA 회원으로 가입이 됩니다.

Through the collaboration of parents and teachers, the purpose of the PTA is to:

通过家长和老师间的合作, 家校委员会的目标如下:

PTA 의 학부모님과 교사들의 연합의 목적은 아래의 내용을 위함입니다:

1. **Develop a closer connection between school and home by encouraging parent involvement.**
通过鼓励并促进家长的参与度, 建立学校与家长间更加紧密的联系。
학부모님들의 참여를 북돋아 학교와 가정간의 긴밀한 발전을 요합니다.
2. **Enhance the educational experience by supporting academic and enrichment activities.**
通过支持学校的学术教育, 丰富学校的活动, 增强教育教学经验。
학업 및 풍부한 활동의 지원을 통한 교육적 경험을 향상 시킵니다.
3. **Improve the environment at our school by providing volunteer and financial support.**
通过家长义工及财物上的支持, 改善促进更好的学习环境。자원봉사 및 재정적 지원을 제공함으로써 학교환경을 발전시킵니다.

The PTA handbook outlines the ways in which the PTA will strive to reach our goals outlined above. Please read through the handbook to become familiar with:

学校手册里已经对于家校委员会如何达到上述目标作了概要讲述。请仔细阅读手册以了解详情:

본 대략적 안내는 위에 제시한 개요의 목적에 도달함을 위함입니다. 안내서를 잘 읽어보시기 바랍니다.

1. A general overview of PTA activities.

*Parent Teacher Association (PTA) Handbook:
Qingdao No. 1 International School of Shandong Province*

家校委员会各种活动概览

PTA 대략적 활동

2. How to get involved.
如何参与其中
참여방법
3. How the PTA is funded.
家校委员会如何筹集资金
PTA 자금마련

Given the large number of community events at QISS each year, QISS PTA participation is crucial and event committee volunteers are regularly needed. We encourage all parents to get involved in one way or another. There are many volunteer opportunities requiring a range of time commitments. Whether you can only commit a small amount of time, or you can help to organize larger events, all participation is highly valued and appreciated. 鉴于 QISS 每年众多的社区活动, 家校委员会的参与至关重要, 经常需要活动委员会的家长义工协助。我们鼓励家长积极参与其中, 不管以何种方式。有很多志愿服务机会, 需要家长奉献出一定的宝贵时间。不管您能抽出多么有限的时间或是可以帮助组织大型活动, 任何形式的参与对我们来说都是弥足珍贵, 不胜感激的。

올해 QISS 다양한 커뮤니티 행사를 위해 QISS PTA 회원들의 참여가 매우 중요하며 각 행사별 위원회의 지속적인 도움이 필요합니다. 저희는 많은 학부모님들께 다양한 방법으로 학부모님들의 참여를 기다리고 있습니다. 학부모님께서 시간을 할애하시어 다양한 자원봉사에 참여하실 수 있습니다. 작은 시간이라도 자원봉사해주시거나 큰 행사에 도움을 주실 수도 있으며 모든 참가의 도움을 감사히 기다리고 있습니다.

If you need assistance or have questions or suggestions, you are welcome to contact me or any member of the PTA Executive Board at any time. We are all part of the same QISS family!

如果您需要帮助或是有任何疑问和建议, 欢迎随时跟我或是家校执行委员会的任何成员联系。我们都是 QISS 大家庭的一员!

질문이 있으시면 언제든지 PTA 임원회에 연락하십시오. 저희 모두 QISS 가족일원입니다!

Warmest regards,

诚挚的问候,

따뜻한 안부 전합니다

Shima Kobayashi – QISS PTA President

QISS 家校委员会主席

QISS PTA 회장 쉬마 코바야시

shimakobayashi@hotmail.com

Piers Matthews – QCIE Program Coordinator and QISS Community Representative

QCIE 项目主管 & QISS 社区代表

QCIE 프로그램 코디네이터, QISS 커뮤니티 대표

pmatthews@qiss.org.cn

Contents

PTA Welcome Letter	2
Parent Teacher Association – PTA Overview	5
What is the PTA?	5
Why does the PTA exist?	5
What is the purpose of the PTA?	5
Who are the members of the PTA and what do they do?	5
The Role of the PTA:	6
PTA Executive Board:	7
PTA Events, Commitments and Meetings:	8
PTA Funds and Fundraising:	9
How can you support the QISS PTA?	9
What will the PTA use donated funds for?	9
PTA Student Grant Program:	9
Planning and Funding of PTA Social Events	9
Purchase refreshments	10
Jump Start the QISS Spirit Wear line:	10
Volunteer Information:	10
Committees:	10
International Day:	10
Halloween:	10
Décor Committee:	10
Refreshment Committee:	10
PTA Gala & Silent Auction Committee:	10
Teacher Appreciation Committee:	10
Sports Day Committee:	11
In the Classroom:	11
Room Parent:	11

Parent Teacher Association – PTA Overview

What is the PTA?

The Parent Teacher Association at Qingdao No. 1 International School of Shandong Province (QISS) is a volunteer organization made up of all parents/guardians and staff at QISS.

Why does the PTA exist?

The PTA at QISS exists in order to provide positive support for educational excellence, while celebrating our cultural diversity and fostering a spirit of community.

What is the purpose of the PTA?

The purpose of the QISS PTA is to:

1. Develop a closer connection between school and home by encouraging parent involvement.
2. Enhance the educational experience by supporting academic and enrichment activities.
3. Improve the environment at our school by providing volunteer and financial support.

Who are the members of the PTA and what do they do?

PTA General Members- All parents/guardians of enrolled students at QISS and staff are automatic members of the PTA. All general members are welcome to attend the quarterly PTA General Assembly meetings.

PTA Executive Board Members - The PTA Executive Board Members meet at least once a month to discuss ongoing planning of social events, discuss issues raised by PTA General Members and decide on grant proposals. *(Note: PTA Executive Board meetings are not a venue for discussing issues that could otherwise be submitted in Expressed Concern forms)*

The Role of the PTA:

The PTA DOES:	The PTA does NOT:
Support the educational programs and extracurricular activities of QISS.	Run QISS.
Encourage parents' involvement in their individual children's lives, education, class and school.	Force parents to participate in PTA and/or school activities.
Provide feedback and suggestions for QISS programs.	Set policy regarding QISS programs.
Coordinate programs and projects that will support or enrich the curriculum.	Define the curriculum at QISS.
Encourage/Fund the increased exposure of students to technology.	Dictate the technology platforms and/or software used by QISS.
Provide feedback/assist with increased and awareness of school safety and security issues.	Define or interfere with the security program and policies at QISS.
Organize fundraising efforts to support enrichment programs, equipment, and services not covered by the QISS budget.	Control the QISS budget.
Support the educational goals of QISS and assist with attaining those goals through parent and community volunteering.	Set the educational goals, testing requirements or compliance factors of QISS.
Recruit volunteers and coordinate volunteer efforts to staff PTA functions and assist with school programs.	Have jurisdiction or authority over school staff, teacher and other employees.
Support the QISS community in a positive, encouraging manner.	Perpetuate negativity in the QISS community.

PTA Executive Board:

Position	Name	Title / Community Relationship	Email Address
QISS Representative	Piers Matthews	<ul style="list-style-type: none"> • QCIE Program Coordinator and QISS Community Representative • Grade 1 parent 	pmatthews@qiss.org.cn
President	Shima Kobayashi	Grades 3 and 5 parent	shimakobayashi@hotmail.com
Vice President (Chinese Rep)	Yuan Li	Grade 2 parent	yuanli_2012@aliyun.com
Vice President (Korean Rep)	Park, Dawon And Kwon, Joonhee (Lia)	Grades 4 and 10 parent Grades 8 and 11 parent	bruzizes@naver.com jhds1225@hanmail.net
Vice- President (Western Rep)	Jolanta Poprawska	Pre-K and Grade 1 parent	jolantapilawska@yahoo.com
Secretary	Jacqueline Floro-Pierre	Grades 1 and 3 parent	bilingualnyc@yahoo.com
Treasurer	Jennifer Ho	Grade 8 parent	jen_ho2000@yahoo.com

PTA Events, Commitments and Meetings:

For event dates in a specific year, check the QISS website: www.qiss.org.cn

PTA Community Events	
What	Description / PTA Responsibility
New Student Orientation / Community Meet and Greet	An event hosted and funded by PTA to welcome new and returning students and community members.
International Day	An annual QISS event celebrating our cultural diversity
QISS Sports Camps	Refreshments
Halloween	Assisting Lower School in their annual celebration of Halloween.
PTA Gala and Silent Auction	PTA Fundraising event for all PTA members to have a formal evening filled with great friends, food, and fun. PTA is responsible for Silent Auction Items.
Talent Show	Refreshment Stand
Winter Program	Refreshment Stand
China Day	Refreshment Stand
Festival of Words	To be Decided
Teacher Appreciation Day	A day to allow PTA parents to show appreciation for the staff at QISS.
Graduation	Provide farewell gifts for graduating students.
Spring Concert	Refreshment Stand
Sports Day	Refreshments for students and staff

PTA Meetings	
Meeting Type	Frequency
PTA Executive Board Meetings	Monthly
PTA General Assemblies	Quarterly

PTA Funds and Fundraising:

The PTA is funded through donations from QISS families, school events/activities and potentially corporate sponsorship.

We raise funds to support these goals:

1. Provide funding for learning opportunities and resources that enhance and enable our students' development.
2. Foster an active sense of community between all participants in QISS.
3. Promote awareness of our cultural diversity.

How can you support the QISS PTA?

1. Quickest – You may leave a monetary donation in the QISS front office in an envelope clearly marked for the QISS PTA. Even small donations are incredibly useful and will be appreciated. Please remember that PTA funds are used to improve school life for QISS students and staff, so all donations will be used for a worthwhile purpose.
2. Involve Yourself – Attend QISS PTA fundraisers and enjoy refreshments at school events to support our PTA. Offer to help organize and run events. Be an active member of the QISS school community.
3. Most Spirited – Purchase QISS Spirit Wear when they become available. Show your Shark Pride with T-Shirts and other QISS logo items.
4. Involving the Community- use your place in the community to encourage your company or some of your favorite local businesses to sponsor the QISS PTA. All companies that sponsor our PTA will receive a certificate of appreciation and be noted on our QISS PTA website.

What will the PTA use donated funds for?

The funds raised throughout the year by the PTA are used for the following:

PTA Student Grant Program: Students and teachers are able to submit a PTA Grant Proposal, which will be taken to the PTA Executive Board for consideration. Successful grant proposals will be funded through the PTA Grant Fund. The PTA aims to end each year with 10,000RMB in the grant fund for use in the following academic year.

Planning and Funding of PTA Social Events such as the Welcome Social, PTA Gala & Silent Auction, Teacher Appreciation among other events.

Purchase refreshments needed to supply the refreshment stand at QISS events.

Jump Start the QISS Spirit Wear line: Each year a variety of event related, QISS branded clothing and apparel is designed by staff at QISS. Wherever possible, PTA funds can be used to make initial purchases of “Spirit Wear”, with the understanding that costs should be recouped and profits should be donated to the PTA.

Volunteer Information:

As a way to further enrich your child’s education, please consider volunteering with the QISS PTA. There are many opportunities throughout the year to volunteer, some requiring more time than others. You may volunteer on a regular basis or just occasionally as your schedule permits.

Below you will find descriptions of various activities that need volunteer support of the PTA. There are many ways of assisting and I hope that you find something that interests you. This is a great way to meet parents, teachers and staff of QISS, while creating a positive and welcoming atmosphere at QISS.

Committees:

International Day: QISS PTA is looking for parent volunteers who would like to assist QISS teachers in executing our lively day of celebrating our cultures. International Day is a huge success at QISS and grows larger each year. As it grows we need more volunteers. Please consider getting involved with this very valuable event.

Halloween: Parent volunteers are needed to assist QISS teachers in Halloween activities.

Décor Committee: Volunteers are needed to help deck out QISS to make the school a festive environment for various holidays. The Décor Committee is strictly responsible for decorating the school during various times of the year to be determined by the committee.

Refreshment Committee: Volunteers for the refreshment committee are responsible for purchasing (with approved PTA funds) or obtaining donated refreshments and selling these refreshments at various QISS school events.

PTA Gala & Silent Auction Committee: Volunteers of this committee will be responsible for organizing and obtaining items for the silent auction and in assisting with the planning of the annual QISS Gala, with members of the staff committee.

Teacher Appreciation Committee: This committee is responsible for determining how the PTA wants to honor the teachers and staff of QISS for their efforts

throughout the year.

Sports Day Committee: This committee is responsible for preparing and serving refreshments to students and staff during sports day.

In the Classroom:

Room Parent: It would be ideal for each grade level to have a parent volunteer to help in communications between the teacher and parents. Responsibilities of a Room Parent are:

1. Maintaining an up-to-date class contact list as students come and go throughout the academic year.
2. “Reaching out” to incoming students and their families to connect them with school events, other members of the community and the PTA.
3. Communicating upcoming class events with other class parents, to assist the teacher with planning and event preparations (birthday parties, special occasions etc.)
4. Potentially planning class social events outside of school throughout the year (for example: laser tag, bowling, etc.).