

Coast Mountains School District 82

5000 Governance

5205 **School Parent Advisory Councils**

Date Adopted: Nov. 1997

Policy

The Board of School Trustees attaches a high priority to the development and support of an effective School Parent Advisory Council at each school, and expects school administrators to take the appropriate initiatives to establish a Parent Advisory Council.

Regulations

A School Parent Advisory Council is intended to:

1. promote the free exchange of ideas among parents, school administration and staff, students, and the Board of School Trustees with respect to school programs and policies;
2. provide the principal and staff an opportunity to consult people who are affected by the decisions they make;
3. give parents an opportunity to examine educational and school philosophies and policies and to suggest alternatives.

Establishment and Structure

1. A School Parent Advisory Council should consist of an elected parent executive, parents in attendance, a school administration representative, and teacher representatives. A student representative is optional.
2. A trustee designated by the Board of School Trustees may attend Council meetings to provide continuing liaison between the Council and the Board.
3. All parents and guardians of students at the particular school are eligible to vote and must be given that opportunity in the selection of the parent executive.
4. The chairperson of a School Parent Advisory Council shall be the parent or guardian of a student at the particular school, but shall not be a teacher or administrator of that school.
5. School Parent Advisory Councils are free to choose any appropriate name for their group and to change it at any time. However, for Board administrative purposes, the designation "School Parent Advisory Council" will be used.
6. School Parent Advisory Councils shall develop operational guidelines.

Procedures

1. All meetings of School Parent Advisory Councils shall be open to the public.

2. Individuals, staff, or students shall not be discussed at Council meetings.
3. Recommendations and decisions made by the Council shall be clearly stated in the minutes. Any member of the Council who disagrees with a recommendation or decision has the right to have that recorded in the minutes.

Functions

The functions of a School Parent Advisory Council are primarily, but not necessarily restricted to:

1. present suggestions in respect to the learning experiences for which the school is responsible;
2. recommend changes in respect to school policy or procedures;
3. assist in evaluating innovative programs and procedures introduced in the school;
4. assist people wishing to make enquiries in order that they may obtain information about processes and procedures affecting their children;
5. contribute to a sense of community within a school neighbourhood;
6. be informed of events that affect the educational program in the school;
7. recommend alterations and renovations;
8. advise on adult activities at the school;
9. review curriculum to obtain an understanding of school programs;
10. assist in the development of a code of student conduct;
11. advise on the utilization of community agencies;
12. co-operate in establishing programs for parents through which they may become informed of the developments within the school.
13. become involved in the development of educational and organizational programs such as:
 - a) programming events which can enhance the learning opportunities for both students and parents;
 - b) advise on means to ensure racial and cultural understanding within the school neighbourhood;
 - c) assist in ensuring that the safest possible environment in respect to the student's well being is maintained in the neighbourhood;

- d) assist in establishing program priorities;
14. Advise the school on its public communication program and assist in evaluating its effectiveness.

Expectations and Responsibilities

School Parent Advisory Councils can expect to:

1. receive information on school programs, policies and procedures;
2. have their input given reasonable consideration prior to final decisions being made;
3. be provided with a suitable meeting place and such services as are necessary to the smooth operation of the group (e.g., duplication and distribution of minutes of meetings and agendas).

School Parent Advisory Councils are expected to:

1. become knowledgeable about their particular school and offer advice on the basis of such knowledge;
2. respect the administration's responsibility to make decisions;
3. foster co-operation and communication between parents and the school community;
4. keep the school informed about the outlook and concerns of parents;
5. support and assist the school.

The Board of School Trustees undertakes to:

1. support School Parent Advisory Councils by providing School Board personnel to assist parents and staff to understand the educational developments within School District 82 (Coast Mountains) and to provide any other assistance that may promote and foster such groups.