

SCHOOL ADVISORY COUNCILS

POLICY

CONTENTS

- 1.0 GENERAL PRINCIPLES**
- 2.0 GENERAL OBJECTIVES**
- 3.0 CODE OF ETHICS**
- 4.0 SCHOOL ADVISORY COUNCIL ESTABLISHMENT**
- 5.0 ROLES AND RESPONSIBILITIES OF SCHOOL ADVISORY COUNCILS**
- 6.0 SUPERINTENDENT'S ADVISORY COUNCIL OF SAC CHAIRS**
- 7.0 PARENT CONCERN PROTOCOL**
- 8.0 REVIEW OF SCHOOLS FOR POSSIBLE SCHOOL CLOSURE**
- 9.0 AUTHORIZATION**

1.0 GENERAL PRINCIPLES

- 1.1 The Board believes that education is a shared responsibility among parents/guardians (parents), staff, students, community members and government.
- 1.2 The participation of parents in the life of the school contributes to student learning and success.
- 1.3 Parents and community members have a right to information regarding the general operation of the school system.
- 1.4 Parents and community members deserve the opportunity to contribute to the review and development of the Board's programs, services and policies.
- 1.5 Parents and leaders within our diverse community have an important role to play with regard to policy development and implementation at both the school level and the Board.

2.0 GENERAL OBJECTIVES

School Advisory Councils should function with the following general objectives in mind:

- 2.1 To place the overall interests of students first.
- 2.2 To advise the principal.
- 2.3 To help all parents and partners share responsibility for student success.
- 2.4 To enhance parent and community involvement.
- 2.5 To promote effective relationships among home, school and community.
- 2.6 To provide a forum for discussion on school success.
- 2.7 To help parents and community members share their views.
- 2.8 To promote positive attitudes towards public education.

3.0 CODE OF ETHICS

School Advisory Council members will:

- 3.1 Be non-judgmental, respect confidentiality, hold constructive discussions and reach decisions through consensus.
- 3.2 Respect the rights of students and Board employees.
- 3.3 Avoid discussions about individual persons.
- 3.4 Identify conflicts of interest.
- 3.5 Focus on school-wide issues and in the best interest of the school and students.

4.0 SCHOOL ADVISORY COUNCIL ESTABLISHMENT

- 4.1 The Board's policy on School Advisory Councils (SAC) shall conform in all respects to the Education Act, its Regulations, publications and associated legislation regarding the official role of parents in public education.
- 4.2 Each school shall establish and maintain an active School Advisory Council and the membership shall conform in all respects to the requirements of Section 21 of the Education Act and Department guidelines respecting the establishment of an SAC.

- 4.3 Each SAC shall prepare a Letter of Agreement for submission to the Board and Department of Education for approval.
- 4.4 The Letter of Agreement will conform in all respects to the Board's policies as well as the Department of Education's policies and guidelines on racial, cultural and gender equity and will attempt to reflect in its SAC membership the diversity of the community that it serves.
- 4.5 Subsequent to the Board's approval of the Letter of Agreement, the SAC shall ensure appropriate implementation of the agreement.
- 4.6 The SAC, the Board, and the Minister may, from time to time, amend the Letter of Agreement through mutual agreement.

5.0 ROLES AND RESPONSIBILITIES OF SCHOOL ADVISORY COUNCILS

- 5.1 The School Advisory Council (SAC) shall play an advisory role to the principal and staff of the school.
- 5.2 Specific roles and responsibilities of an SAC shall conform to all of Sections 22 and 23 of the Education Act.
- 5.3 The SAC will advise the principal and staff on school level issues related to curriculum and programs, school policies, ways and strategies to improve and support the extra-curricular program, fund-raising, and parent-school communication.
- 5.4 Each School Advisory Council after consultation with the staff and community of the school shall be responsible for developing a School Improvement Plan (SIP) at least once every four years with an annual update (review) each and every year.
- 5.5 School Advisory Councils, through the Superintendent's Advisory Council of SAC Chairs, will be requested to participate in the selection of the principal of the school by representation on the Selection Committee of the Board as per the Education Act and Board policy.
- 5.6 It is understood and agreed that senior staff of the School Administration Department or staff assigned by the Superintendent will consult with members of the School Advisory Council and the Board Member for the area prior to the assignment, through transfer or promotion, of the principal or vice-principal to the school, with reference to the School Profile Report and the

requirements of the community as determined by the SAC.

- 5.7 The SAC or a committee of the School Advisory Council comprised of parents and/or community members shall form the “School Discipline Committee” in compliance with HRSB Policy-Code: B.013 as well as section 125 (1) (b) of the Education Act.
- 5.8 The SAC, in consultation with the principal, will complete an Annual School Profile Report for the purpose of satisfying the requirements of the Board and to meet the requirements of Section 22(b) of the Education Act.
- 5.9 The Annual School Profile Report shall be considered the Annual Report for the purposes of complying with the requirements of the Education Act & Regulations respecting School Advisory Councils.
- 5.10 The SAC shall not be mandated nor expected to perform managerial or administrative duties that belong to the principal, teachers and support staff or to other school administrators and supervisory staff.
- 5.11 The SAC shall not have the power to hire, suspend, dismiss or discipline an employee of the Board.
- 5.12 From time to time, individual School Advisory Councils will be encouraged to provide advice to the Board on matters of policy and similar matters.

6.0 SUPERINTENDENT’S ADVISORY COUNCIL ON SAC CHAIRS

- 6.1 A Superintendent’s Advisory Council of SAC Chairs will be established for the purpose of providing communication between each independent SAC and subsequently to provide advice to the Board on matters of: policy development, curriculum and programs, student-support services, funding, communication strategies and similar matters.
- 6.2 Training and in-service will be available to members of the Superintendent’s Advisory Council of SAC Chairs and provided by the Board.

7.0 PARENT CONCERN PROTOCOL

- 7.1 Consistent with the responsibility of the School Advisory Council to act in an advisory capacity to the principal, parents expressing concerns to the SAC will be referred to the principal and to the Parent Concern Protocol for review and action.

8.0 REVIEW OF SCHOOLS FOR POSSIBLE PERMANENT CLOSURE

- 8.1 If and when the Board identifies a school for review for possible permanent closure, the SAC will be requested by the Superintendent to serve as the Review Committee, consistent with the policy and procedures of the Board respecting the review of schools for permanent closure (CODE: A.002).
- 8.2 If and when the Board identifies schools or a designated areas of schools for review for possible permanent closure, the SAC will be invited by the Superintendent to appoint a representative of the SAC to the Review Committee.

9.0 AUTHORIZATION

- 9.1 The Superintendent is authorized to issue procedures in support of this policy.