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| Section: | School Administration |
| Title: | School Parent Advisory Council |

The Board of Education believes that the student, the family, the school staff and the community create the educational partnership and share responsibility for learning success. As a goal, the Board of Education has committed to increasing the number of parents who feel welcome and valued in schools and who consider themselves to be partners in learning.

The Board will encourage:

- Parent interest and participation in their children's education.
- Cooperation between the home and school.
- Involvement of parents and community members in schools.
- Ongoing communication between the school, the board, and the community to develop an awareness of directions in education.

Role of the School Parent Advisory Councils

The School Parent Advisory Council's role is to provide advice and assistance to the school with respect to any matter relating to programs and services in order to help the school attain its goal of providing each child with the best education possible. For example, the Council may:

- Assist by providing input into the development of educational priorities for the school.
- Offer advice on a variety of school issues.
- Promote and encourage parent and community participation in the school.
- Provide volunteers and fundraising activities to enhance the school experience for students.
- Provide a communication link between the school and the community.
- Help identify the concerns of students, parents, and community members and assist in developing solutions.

Organization of the School Parent Advisory Council

- Parents or guardians whose children attend the school are eligible to serve as members of the advisory council.
- Each parent group will determine the number of executive positions they wish to have on the advisory council and the term of office for each position.
- Each Parent Advisory Council will establish a constitution and accompanying bylaws, and these will be filed with the Board of Education.

- Elections and meetings will be held in accordance with the PAC Constitution and Bylaws.
- A parent or guardian whose children attend the school shall be chair or co-chair of the council.
- Minutes of executive and general meetings shall be kept, and all parents shall have access to them.
- Accounting procedures outlined in the [Fundraising Administrative Procedure](#) regarding Parent Advisory Council Trust Accounts will be adhered to.

Roles and Responsibilities

In accordance with the *School Act*, many groups and individuals play a role in and have responsibility for educating children. While these roles are interrelated, they are also specific.

Ministry of Education

- The Ministry of Education in Victoria is responsible for the overall direction of education in British Columbia. The Ministry executes this authority through the *School Act*, which is changed from time to time in the Legislative Assembly.
- The Ministry recognizes the value of parental involvement in the education of children. The Ministry has stipulated in the *School Act* that a Parent Advisory Council will be established in a school if requested by parents of students attending the school.

Board of Education

- The Mission Board of Education operates within the guidelines of the *School Act* and is responsible for setting district policies and procedures. The Board is responsible to the community through the electoral process.
- The Board supports the concept of School Parent Advisory Councils through its policies and will encourage their establishment in all district schools.
- The Board will also ensure that whenever requested by parents, School Parent Advisory Councils will be established.
- The Board will ensure there is open communication between itself and all individual School Parent Advisory Councils.

Superintendent of Schools

- Operating under the authority of both the *School Act* and the Board of Education, the Superintendent of Schools is responsible for carrying out the provisions of the *Act* and the policies of the Board.
- The Superintendent will maintain a climate of support and encouragement for all School Parent Advisory Councils in the District.

- The Superintendent will ensure that appropriate information is provided to parents and administrators about the role and function of School Parent Advisory Councils. The district will arrange in-service activities for parents and administrators.

Principal

- The principal is responsible to the Superintendent for the operation of the school, the education program at the school, and the well-being of the students.
- The principal will assist with the establishment of a School Parent Advisory Council when a council has been requested by parents.
- The principal will maintain a climate of support and encouragement for the School Parent Advisory Council.
- The principal will maintain open communication by sharing information with parents about the general operation of the school as well as about a variety of educational issues.
- The principal will encourage and facilitate involvement and discussion with the council.
- The principal will act as a resource person for the council.

Parents

- Parents have the shared responsibility for the education of their children. Parents, as an important resource to the schools, have a variety of skills and abilities, as well as a level of energy to contribute. As partners with the school in the education of their children, they are encouraged to advise and assist the school in dealing with areas of mutual concern and interest.
- Parents also have the responsibility to communicate questions or concerns appropriately and to maintain confidentiality in personnel matters.
- Active participation on the School Parent Advisory Council will provide parents with an opportunity for positive and meaningful participation at their school and school district.

Date Adopted: May 2001 (formerly AP 3.17.1, #312)

Legal Reference: School Act, Section 8

Cross Reference: [District Parent Advisory Council Administrative Procedure](#)
[Fundraising Administrative Procedure](#)

Resources: [School District Mission Statement, Vision, and Values](#)