



**BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

**POLICY COMMITTEE  
AGENDA**

Tuesday, March 28<sup>th</sup> from 11:30-1:00 p.m.  
School Board Office – Gibsons, BC

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- 1) Preamble
- 2) Role of DPAC / PAC

**PREAMBLE**

Submitted by Trustee Baxter

Over several years, School District No.46(Sunshine Coast) has developed and amended these policies to ensure the best use of resources and educational practices to deliver public education in our community. The Board of Education recognizes that we operate under the auspices of the School Act and our authority flows from that legislation. We also recognize that the resources to fully fund public education in the K - 12 sector are the responsibility of the provincial government through the Ministry of Education and no policy herein changes those responsibilities and authorities.

## **403 Parents' Advisory Councils**

Revised: September 25, 2001

Revised: May 23, 2006

Revised: February 16, 2016

### **Policy**

Parent participation in the public school system is an entitlement specified in the *School Act*. Such participation can be of significant assistance to individual schools and to the School District as a whole. The Board believes that the establishment of a Parents' Advisory Council in each of the School District's schools is an effective means by which parent participation in school affairs can be accomplished.

The Board as a matter of policy recognizes the School District Parents' Advisory Council made up of representatives from individual school Parents' Advisory Councils. In addition to educating and advising District parents, the District Parents' Advisory Council (DPAC) may also advise the Board on matters related to education in the School District. To this end, the DPAC liaises with community and provincial organizations and meets with the Superintendent or designate.

### **Procedures**

#### **Governance and Membership**

- There shall be only one Parents' Advisory Council (PAC) for each school
- The Council's membership shall include parents or guardians of children in the school
- The Council, in consultation with the principal, shall make bylaws governing its meetings, the business, conduct of its affairs, and its dissolution.

#### **Mandate**

- The Parents' Advisory Council should deal with broad policies, programs, and issues rather than with specific details of school operation. The Council should avoid discussion of individual staff members, parents, or students
- The Parents' Advisory Council shall serve as a source of information and advise on matters relating to the school
- The Parents' Advisory Council (PAC), through its elected officers, may advise the Board and the principal and staff of the school respecting any matter relating to the school. The principal and staff shall continue to carry formal responsibility to the Board through the Superintendent for decisions concerning the school and its effective operation.

#### **Communication**

- PAC communications provide an important vehicle serving the school community and in promoting two-way communication
- PAC communications are the joint responsibility of the parent committee members and the school principal
- The school principal also has the additional obligation to provide guidance to the PAC to insure that such communications and activities do not contravene School District policies and procedures.

### **Third Party Liability Insurance**

The School District's insurance coverage through the *Schools Protection Program*, extends third party legal liability insurance coverage to Parents' Advisory Councils:

- Where the Parents' Advisory Council has been recognized by the Board; and
- When Council members are engaged in activities approved by the principal and the School District.

Principals are responsible to communicate to Parents' Advisory Councils:

- Liability risk management practices with respect to the type of activity planned by the Council
- The School District's reporting procedures for any incidents that may occur and any claims that may arise.

If a principal considers a proposed Parents' Advisory Council's activity to be unacceptable due to its inherent risks, and is unsuccessful in influencing the Council to modify the proposed activity, then the principal shall disconnect the Council activity from the School District and so notify the Board.



**POLICY NO. 1210  
PARENTS' ADVISORY COUNCIL**

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**POLICY**

The Board of Education believes:

**THAT** opportunities for children to develop to their fullest potential will be enhanced by increasing and improving the involvement of parents and members of the general public in schools.

**THEREFORE**, the Board of Education strongly encourages the formation of Parents' Advisory Council whose purpose shall be to provide a regular opportunity for each school and its community to consult on issues of general interest which effect the education of children, including the annual School Plan for Student Success.

Legal Reference: The School Act, Section 8, 65 2(b)



## **REGULATIONS**

1. The primary role of the Parent Advisory Council is to act in an advisory capacity on matters of school policy rather than specific details of school operation. In particular, Councils shall not discuss individual students or school personnel.
2. The Board of Education of School District No. 6 (Rocky Mountain) will recognize a specific Parents' Advisory Council as the only such Council for a specific school upon a letter of application that includes the following:
  - a statement, signed by the Principal, indicating that s/he has been consulted in the making of the bylaws that govern:
    - the Council's meetings;
    - the business and conduct of its affairs; and
    - its dissolution.
  - a copy of its bylaws.(See attached sample bylaw from the BCCPAC (B.C. Confederation of Parent Advisory Councils).)
3. If a Parents' Advisory Council is established in a school:
  - the Principal will be responsible for assisting with the drafting of bylaws to govern its operation and for holding the initial election of officers;
  - the Principal will be an ex-officio member; and
  - voting membership will be limited to parents/guardians of students in the school.
4. If a Parents' Advisory Council is established at the District level:
  - the Superintendent will be responsible for drafting interim bylaws to govern its operation;
  - the Superintendent will be an ex-officio member; and
  - voting membership will be limited to one representative appointed by each school's Parents' Advisory Council.
5. Functions and Procedures:
  - 5.1 A Parents' Advisory Council, through its elected officers, may give advice to the Principal and staff respecting any matter relating to the school, including the annual School Plan for Student Success.
  - 5.2 The Principal and staff continue to carry formal responsibility to the Board through the Superintendent for decisions concerning the school and its effective operation. The role of a Parents' Advisory Council is to act in an advisory capacity in matters of school policy rather than specific details of school operation. In particular, Councils should not discuss individual school personnel or students.
  - 5.3 In the event that the advice of a Parents' Advisory Council requires a decision by the Superintendent of Schools or the Board of Education, the matter shall be brought to the Superintendent's attention by the Principal of the School.

## **Parent Advisory Council**

### **Policy 2110**

**April 26, 2005**

**Revised: September 23, 2014**

**May 26, 2015**

*School Act Reference – Part 2; Division 2; Section 8*

The Board of Education of School District #81 believes that parents are partners in our educational system. The Board believes that parental involvement helps to promote a positive learning environment, and promotes open and two-way communication between parents, schools, the District and the Board. This parental input, advice and feedback are essential elements in the development of a positive relationship between home and school.

### **PARENT ADVISORY COUNCILS**

1. There shall only be one Parent Advisory Council (PAC) for each school.
2. All parents or guardians whose children attend the school are members of that school's PAC.
3. The PAC, through its elected officers may:
  - a. advise the Board and the principal and staff at the school respecting any matter relating to the school other than matters assigned to the School Planning Council; and
  - b. at the request of the School Planning Council, assist the School Planning Council in carrying out its functions under the School Act (School Act: Section 8(4)).
4. PACs shall not discuss individual students, school personnel, parents or other members of the school community.
5. Each PAC, in consultation with the Principal, shall have a Constitution and Bylaws governing its meeting and the business and conduct of its affairs. Bylaws governing amendments to the document, and procedures regarding the dissolution of the PAC should also be mentioned.
6. The constitution and bylaws of every PAC shall be filed with the Board.
7. Each PAC should strive to be as inclusive and communicative as possible to its members.
8. Copies of the minutes of PAC meetings are to be kept on file at the school and be available to members of the school community.

9. Representatives from the School Board, District Administration, School Administrators' Association, Teachers' Association, Support Staff, and other Community Organizations with an interest in education, may be invited or may request to attend meetings as non-voting members of the PAC.

### **DISTRICT PARENT ADVISORY COUNCIL**

The Board recognizes School District #81's, District Parent Advisory Council (DPAC) as representing individual school parents' advisory councils. Such recognition is subject to the understanding that:

1. The DPAC must make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution of a DPAC.
2. Membership and participation in the DPAC and its activities is open to all PACs established pursuant to this policy.
3. Each PAC may elect annually one of its members to be a representative on the DPAC for a term of not more than one year.
4. The Superintendent of Schools for the District, a designate of the Superintendent or a Trustee of the School District may attend any meeting of the DPAC.
5. The provision of this policy relating to PACs also applies to DPAC.
6. The DPAC's activities will be carried out at the District level, rather than at the local school level.
7. Individual school PACs have the right and authority under the School Act to approach the Board directly.

### **School District #81, District Parent Advisory Council Function**

The stated objective of the School District #81 DPAC is to encourage cooperation and communication among parents, students, educators, and School District appointed and elected representatives. In meeting this objective School District #81 DPAC, as the recognized District representative group, shall:

1. Promote the interests of the public school system throughout the district.
2. Liaise with the Board, District staff assigned this responsibility by the Board, or the Superintendent and other partner groups.
3. Liaise with the British Columbia Confederation of Parent Advisory Councils.
4. Advise the Board on District-wide matters relating to the education and well-being of students.



5. Provide a vehicle for communication among PACs and provide assistance to PACs as requested.

### **Board Support for the District Parent Advisory Council (DPAC)**

1. The Board shall provide access to copy services to support the publication of newsletters and other materials.
2. The Board shall provide access to the School District mail system to DPAC to enable them to distribute mail to and from schools and the District Office.
3. The Board shall provide to the DPAC, without charge, a copy of all Regular Board meeting agendas and a copy of the Board Policy Manual with amendments as necessary.
4. An annual amount will be designated by the Board after the DPAC presents its plan of activities for that year.

### **District Committees that Include Parent Members**

1. District committees that call for parent members will include the following:
  - (a) Representatives appointed by the DPAC;
  - (b) School based standing committees
    1. Policy Committee
    2. Calendar Committee
    3. Finance Committee
    4. Green Committee
  - (c) Other parent representatives as determined by the Board's terms of reference for a specific district committee.

The number of each to be determined by the Board upon establishment of each new committee.

2. The DPAC shall appoint representatives to District committees for a one-year term.
3. Where applicable, a PAC shall appoint representatives to District committees for a one-year term.
4. Where possible, appointments should be made by September 30 of each year.
5. With the DPAC's endorsement, a PAC representative may also serve as the DPAC representative on District committees.

**Parent Advisory Council (PAC)**

**Policy No. 1002.2**

The Board of Education, School District No. 91 (Nechako Lakes), recognizes the positive contribution parent organizations make to individual schools.

The Board encourages the development of Parent Advisory Councils for all schools for the purpose of advising the school Administrative Officer and the Board on general educational matters and by providing liaison between the school and the parents.

Upon receipt of a written application to form a Parent Advisory Council by parents of students attending the same school in School District No. 91 (Nechako Lakes), the Board shall authorize the establishment of a Parent Advisory Council for that school.

There shall be only one Parent Advisory Council for each school.

Membership in a Parent Advisory Council shall be open to all parents of students attending that school. The administrative officer(s) of said school, or designate, shall be an ex-officio(s) of the Parent Advisory Council.



## Section Seven: Community Partnerships

*“Together We Learn”*

### 705 – RELATIONS WITH PARENTS OF STUDENTS

#### Introduction

The Board of Education supports parental involvement in education.

#### Policy

1. As the Board believes that the best possible educational program for students will most likely be developed when parents and educators become partners, the Board encourages parent involvement in such activities as:
  - District Parent Advisory Council;
  - school-based parent advisory councils;
  - school-based classroom visits as recommended by the principal;
  - school or district-level committees;
  - parent/teacher conferences; and
  - volunteer activities.
2. The Board believes in and supports the following principles for the formation and operation of a school-based parent advisory council:
  - 2.1 Parents/guardians of children in the school are full voting members of the parent advisory council.
  - 2.2 Parent advisory councils are expected to operate in a democratic manner.
  - 2.3 Parent advisory council meetings should be open to all parents/guardians of children at that school.
  - 2.4 Parent advisory councils, in consultation with the principal of the school, shall develop bylaws governing their meetings and the business/conduct of their affairs; these bylaws should include a democratic procedure for the election of officers and a definition of the duties and powers of those officers.
  - 2.5 Parent advisory councils may want to communicate with their members to gather and disseminate information. Therefore, where the communication is delivered via students, the communication shall:



## Section Seven: Community Partnerships

*“Together We Learn”*

- 2.5.1 comply with PAC policy;
- 2.5.2 be for legitimate PAC purposes;
- 2.5.3 be non-discriminatory;
- 2.5.4 be non-defamatory.

The principal or designate will review any open document to be sent home via students or through the district/school faxes, websites and/or e-mail, using the above criteria. If the principal deems the material does not adhere to the criteria and the PAC disagrees with the principal’s decision, it will be referred to the Superintendent for a decision. If the Superintendent deems the material is inappropriate for distribution, the Board will be notified. As with all staff decisions, the parent may choose to appeal the decision to the Board.

At times the PAC may wish to communicate with its members other than through the above process. To facilitate this, the principal and the PAC shall develop a process to obtain parental consent for release of contact information to establish a distribution list.

- 2.6 Each year the principal shall inform parents that they have the right to participate in the existing parent advisory council, or that they have the right to form one if none exists.
  - 2.7 Applications to establish a parent advisory council shall be submitted to the Board in accordance with the School Act.
  - 2.8 Principals shall make a reasonable effort to inform parents of parent advisory council meetings through school newsletters.
- 3. At least two parent/teacher conference schedules shall be established for each student during the course of the school year.
  - 4. The Board realizes that not all decisions made by teachers or administrators will receive the full support of students or parents. Therefore, in the event that either party disagrees with the decision of a principal or a teacher, they shall be informed of their right to appeal using Appeals Bylaw 460.