



Section Seven: Community Partnerships

704 – PARENT ADVISORY COUNCILS (PAC)

Introduction

The Board of Education supports the voice of parents/guardians as partners in education through the organization of Parent Advisory Councils (PAC).

Policy

1. The Board believes in and supports the following principles for the formation and operation of a school-based Parent Advisory Council:
 - 1.1 Parents/guardians of children in the school are full voting members of the Parent Advisory Council.
 - 1.2 Parent Advisory Councils are expected to operate in a democratic manner.
 - 1.3 Parent Advisory Council Meetings should be open to all parents/guardians of children at that school.
 - 1.4 Parent Advisory Councils, in consultation with the Principal of the school, shall develop Bylaws governing its meetings and the business and conduct of its affairs; including Bylaws governing:
 - a. democratic procedure for the election of officers and a definition of the duties and powers of those officers;
 - b. election by secret ballot of a member to represent the Parent Advisory Council on the District Parent Advisory Council (COPAC)
 - c. the dissolution of the Parent Advisory Council
 - 1.5 The Parent Advisory Council is expected to follow the Code of Ethics and Conflict of Interest Guidelines of BCCPAC. Board Policy 390 – Conflict of Interest and Confidentiality will apply when parents/guardians are also employees of the School District.
 - 1.6 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:
 - 1.6.1 comply with PAC policy;
 - 1.6.2 be for legitimate PAC purposes;
 - 1.6.3 be non-discriminatory;
 - 1.6.4 be non-defamatory.



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The Principal or designate will review any open document to be sent home via students or through the District/school faxes, websites, e-mail or digital communication, 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 of Schools/CEO for a decision. If the Superintendent of Schools/CEO deems the material is inappropriate for distribution, the Board will be notified. As with all staff decisions, the parent/guardian 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/guardian consent for release of contact information to establish a distribution list or an alternate communication mechanism.

- 1.7 Each year the Principal shall inform parents/guardians 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.
- 1.8 Applications to establish a Parent Advisory Council shall be submitted to the Board in accordance with the *School Act*.
- 1.9 Principals shall make a reasonable effort to inform parents/guardians of Parent Advisory Council meetings through school newsletters.