



## SD #10 (Arrow Lakes) District Protocol

### DPAC and PAC

#### **Overview:**

The Board of Education believes that parental input, advice and feedback are essential elements in support of student success and building positive relationships between home and school.

In order to encourage broad participation of parents in the school system, a District Parent Advisory Council (DPAC), and Parent Advisory Councils (PAC) for each school are established to advise school administration on parental views concerning school programs, policies, activities, and other matters in accordance with the School Act.

DPAC and PACs are encouraged to maintain active membership with the BC Confederation of Parent Advisory Council and to adhere to BCCPAC guidelines set out in their Leadership manual.

PAC and DPAC executive members are to follow the BCCPAC guidelines in the Leadership manual section on Roles and Responsibilities.

[http://bccpac.bc.ca/sites/default/files/resources/lm\\_role\\_of\\_pac-dpac\\_executives.pdf](http://bccpac.bc.ca/sites/default/files/resources/lm_role_of_pac-dpac_executives.pdf)

Employees of the school district who are also parents are encouraged to attend PAC or DPAC meetings, and remain cognizant of their dual roles. Employees who are also parents have a fiduciary responsibility to their employer and should be mindful the BCCPAC guidelines on Code of Ethics and Conflict of Interest -

[http://bccpac.bc.ca/sites/default/files/resources/lm-tab8\\_code\\_conflict\\_0.pdf](http://bccpac.bc.ca/sites/default/files/resources/lm-tab8_code_conflict_0.pdf)

#### **Guidelines:**

##### **District Parent Advisory Council**

1. The District Parent Advisory Council will be comprised of one representative elected by each Parent Advisory Council in this district, and a Trustee appointed by the Board of Education.
2. Other community representatives may serve for a term of one year or less.
3. The constitution, bylaws or other regulating documents of the District Parent Advisory Council, and any amendments must be approved by the Board.
4. Upon application to the Secretary-Treasurer no later than December in each school year, the District Parent Advisory Council will receive \$250 from the School District to assist with programs for students and DPAC meeting costs (eg. travel expenses or child care costs). A DPAC financial statement showing all revenues and expenses must be sent to the Secretary-Treasurer before the \$250 annual grant is approved.

## **Parent Advisory Council**

5. There will be only one Parent Advisory Council for each school and it shall be recognized by motion of the Board.
6. All parents/guardians of students will be permitted to participate fully in Parent Advisory Councils for the school or schools which their children attend.
7. Parent Advisory Councils may allow other members of the community to participate in the meetings, but non-parents may not vote.
8. Principals and Vice-Principals shall be non-voting members of the Parent Advisory Council for their school and attend each PAC meeting.
9. A constitution and/or bylaws shall be developed by a Parent Advisory Council and must be approved by the Board. Any amendments to these documents must be approved by the Board.
  - i. Bylaws of a Parent Advisory Council must be in accord with the School Act, Section 8 and this protocol.
10. Parent Advisory Councils shall not allow discussion of personnel or individual student issues at a public meeting. In general, issues related to personnel or individual student issues should be addressed following procedures established in Bylaw No. 4, Board of Education Policy 1080 - Inquiries and Concerns, and other pertinent policies.
11. Staff may attend Parent Advisory Council meetings and are encouraged to do so, keeping in mind that they are employees of the District insofar as their participation on Parent Advisory Councils and as advised by BCCPAC. (guideline
12. It is the Principal's responsibility to ensure that all staff are kept informed of Parent Advisory Council discussions.
13. Insurance coverage for PAC members will be only as provided by the District's participation in the School Protection Program Self-Insured Comprehensive General Liability.
14. Upon application to the Secretary-Treasurer no later than December in each school year, a Parent Advisory Council will receive \$250 from the School District to assist with programs for students and PAC meeting costs (eg, child care). A PAC financial statement showing all revenues and expenses must be sent to the Secretary-Treasurer before the \$250 annual grant is approved.