



## School-Parent Advisory Circles

### Background

KTCEA encourages and promotes parent and community participation in making informed decisions to ensure the best possible education for the children in KTCEA schools. Parents who are informed and committed to their child’s education can and do make a difference in the quality of learning – both at home and at school. KTCEA, therefore, supports the establishment of School-Parent Advisory Circles. School-Parent Advisory Circles provide valuable advisory assistance to the Principal, the Superintendent, and the Board.

### Guidelines

1. The School-Parent Advisory Circles shall be formed and operate following the policies and procedures set out by KTCEA.
2. The Principal shall host all meetings of the School-Parent Advisory Circles.

#	Procedures	Roles and Responsibilities
1	Purpose(s) of the School-Parent Advisory Circles shall consist of some or all of the following: <ol style="list-style-type: none"> <li>1.1 Offer advice to the Principal and the Board about any matter which relates to school operations;</li> <li>1.2 Offer advice to the Principal about the delivery of instructional and support programs and services to children;</li> <li>1.3 Encourage greater parent participation in the education of their children;</li> <li>1.4 Promote parent understanding of the education system and the teaching/learning process;</li> <li>1.5 Provide parents an organization through which they can express support for education;</li> <li>1.6 Enhance communication between home and school;</li> <li>1.7 Provide input from parents in the development of the mission of the school and in the attainment of that mission;</li> <li>1.8 Receive reports and suggestions from parents and community groups on school related matters;</li> <li>1.9 Receive reports from the Principal regarding the school program, general rules, and organization of the school;</li> <li>1.10 Perform any additional duty or function which may be delegated to it, through the Principal, by the Superintendent.</li> </ol>	Principal School-Parent Advisory Circles
2	The School-Parent Advisory Circles shall observe the protocol of KTCEA’s channels of communication.	School-Parent Advisory Circles
3	School-Parent Advisory Circles members are elected to positions by community members annually. Membership regulations are outlined in the Terms of Reference.	Principals

	<p>SPAC membership will include:</p> <ul style="list-style-type: none"> <li>• the Principal to act as Chairperson;</li> <li>• One to two Elders/spokesperson as determined by the community and leadership;</li> <li>• School counselor/parent-school liaison;</li> <li>• Two Parent Representatives from the school as lead representatives;</li> <li>• All parents are able to attend SPAC meetings;</li> <li>• One school support staff to act as secretary to record meeting minutes;</li> <li>• Education portfolio holding Councillor as an ex-officio member.</li> </ul>	
4	School-Parent Advisory Circle elected members receive training annually.	Principals
5	The School-Parent Advisory Circles may make rules with respect to the operation of the circle. A copy of these rules is to be filed with the Principal.	<p>Elder and Community Engagement Coordinator</p> <p>School-Parent Advisory Circles</p>

**Definitions:**

Not Applicable

**References:**

- School-Parent Advisory Circle Policy
- School-Parent Advisory Circle Terms of Reference

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Superintendent’s Office.