

<p>STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i></p> <p><i>POLICIES AND GUIDELINES</i></p>	<p>THE SCHOOL COMMUNITY VI-B-2</p>
	<p>School Advisory Councils SETTING UP A SCHOOL ADVISORY COUNCIL</p>
	<p>Adopted: January 8, 1997 Revised: October 4, 2006</p> <p>Page: 1 of 1</p>

STEPS FOR SETTING UP A SCHOOL ADVISORY COUNCIL

1. A request to set up a school advisory council may be made by the Principal, or submitted to the Principal. The Principal will immediately inform the Board, through the Coordinator of School Improvement, of the request.

2. The Principal will organize a public information session to facilitate a discussion about school advisory councils and to provide information regarding:
 - the rationale for a school council
 - membership guidelines and the processes for selecting members
 - typical responsibilities of school advisory councils
 - roles of school council members

3. The Principal will set up a school advisory council formation meeting. Election of parent representatives will take place at this meeting. The meeting will also discuss procedures for the appointment of other community members to the council. Meanwhile, students and staff will elect their representatives through separate processes.

4. The School Advisory Council is now ready to hold its first meeting and get down to the business of electing an executive and chairperson, determining a schedule of meetings, discussing communication strategies, and deciding on a decision-making process.

The successful organization of a school advisory council will require the knowledge and support of parents, community members and local school staff. It is therefore important that the meetings referred to in Steps 2 and 3 are widely advertised 14 days prior to the meetings.

The Board's resources, through the office of the Coordinator of School Improvement, will be available to support and assist the school advisory council and the principal during the setting-up and ensuing processes.

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