



Department: Superintendent of Schools
Section: Board Governance

To ensure the Board adheres to its strategic parameters and policy as outlined in BP 100.2, the following communication strategies for parent/guardian school organizations and school advisory councils have been established:

General

The parent/guardian school organizations and school advisory councils will work in consultation and cooperation with the school principal. Information pertaining to policy development relevant to these organizations will be distributed to both the principal of the school and to the Chairs of the parent/guardian school organizations and school advisory councils.

Specific to Parent/Guardian School Organizations

To ensure a parent/guardian school organization has opportunity to seek clarification and/or forward suggestions to the Board on educational issues, the organization is welcome through its Chair to:

- invite Board/staff representation to their meeting
- send a letter to the Board by whatever means appropriate
- request a meeting with the Supervisor of School Support Services
- request a meeting with the Superintendent of Schools or a regional office staff member.

A parent/guardian school organization, through its Chair, may request an opportunity to make a presentation before a committee of the Board or the full Board at a regular Board meeting by contacting the Board Secretary. In accordance with the Board's By-laws, it must be stated in writing the reasons for the organization's presence at the meeting, noting any remedy requested of the Board or committee. The parent/ guardian school organization must deliver or send the written notice so that it reaches the Board Secretary at least seven days before the date of the meeting at which the organization wishes to appear.

An issue that develops between a parent/guardian school organization and the school which cannot be resolved at the school level may be addressed as follows:

- with the Principal of the School
- with the Supervisor of School Support Services – if not resolved
- with the Director of Programs and Services – if not resolved
- with the Superintendent of Schools – if not resolved
- the issue may be directed to the Annapolis Valley Regional School Board for Board discussion, direction, and/or further action.

Specific to School Advisory Councils

The Board recognizes its obligations under the *Education Act*, Section 20, Establishment of School Advisory Councils and individual school advisory council's Letter of Agreement. It is essential the Board's responsibilities to school advisory councils are effectively carried out.

To ensure school advisory councils have opportunity to seek clarification and/or forward suggestions to the Board on educational issues, a SAC is welcome through its Chair to:

- invite Board/staff representation to a SAC meeting
- send a letter to the Board by whatever means appropriate
- request a meeting with the Supervisor of School Support Services
- request a meeting with the Superintendent of Schools or a regional office staff member.

The school advisory council, through its Chair, may request an opportunity to make a presentation before a committee of the Board or the full Board at a regular Board meeting by contacting the Board Secretary. In accordance with the Board's By-laws, it must be stated in writing the reason for the SAC's presence at the meeting, noting any remedy requested of the Board or committee. The school advisory council must deliver or send the written notice so that it reaches the Board Secretary at least seven days before the date of the meeting at which the Council wishes to appear.

Monitoring

- The Superintendent of Schools is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: April 21/98

Ref: BP 100.2

Monitoring Date: Annually

Revised: November 5/09, May 4/11, October 16/14; July 7/16