YOU - The Parent

SCHOOL
- Classroom helper
- Driver
- Fundraiser

PAC (Parent Advisory Council)
- Advisory role on any matter related to school
- Executive
- Committees
- Advocacy for students
- Informational Activities

COPAC (District Parent Advisory Council)
- District Issues
- Liaise with other Education partners i.e. CUPE, COSSA, COTA, BOARD
- PAC, Local, District and Provincial Issues

EXECUTIVE
- Superintendent
- School Board

S.D. # 23 COMMITTEES
- Superintendent
- School Board
- Partner Groups

Representatives to Regional Committees
- zonal meetings
- ministry meetings

BCCPAC DISTRICT ASSOCIATE
- liaison with BCCPAC on educational issues
- identify parents for Ministry committees
- gather parental views/concerns
- disseminate BCCPAC information

*At all levels parents are encouraged to participate in their child's education and to be involved in decision making. It is up to each individual parent to choose their own level of involvement.
SECTION 6: SUPPORT FOR STUDENTS AND STAFF

Before School, Noon Hour, After School
The library will be open before school, during lunch hour, and after school for students who wish
to complete assignments, read or select novels and magazines, or do other LRC-related work.
Students who use the library at these times should be independent and well-behaved library
users.

Office Services

The following guidelines will help keep everything running smoothly:

1. Please submit money collected from students and/or activities to the head secretary. A 3-part
deposit slip available at the office, indicating student names and amounts collected, is to be
completed and submitted in an envelope with all cheques and cash.

2. If a teacher has a request for typing, duplicating, etc. that cannot be completed during a prep
time, please notify the head secretary directly. She will schedule and delegate such office
work accordingly. Please fill in a “Work Request” slip available from the head secretary at
the Office and attach it to the work.

3. Please be diligent in completing requested forms by appropriate deadlines. Forms from
students which are to be kept in the office should be submitted as a class set.

4. When in doubt on where to find an office item, or what form is required, etc. refer to your
handbook first, then ask if still in doubt.

5. Notify the office if the photocopier or fax needs toner, ink or other maintenance. Please do
not hesitate to ask for assistance in dealing with paper jams.

6. Make your request for supplies to the head secretary, who will ensure a proper inventory is
on hand.

7. The front office is not a place for socializing or dealing with students. Please respect it as a
work area.

Parent Advisory Council

The purpose of the KLO Parent Advisory Council is to communicate with parents about school
programs, policies and activities. The PAC has a regular system of communication which
includes the newsletter, information mailings to parents and monthly meetings which are open to
all parents and staff. (The Parent Advisory Council would appreciate a staff representative who
is available to attend these meetings.) The role of the PAC is also to advise parents on how to
present their individual concerns to the school and to ensure that an appropriate procedure is in
place so that these concerns are heard at the school or if required, at the district level.

Teachers are welcome to bring requests for support to the PAC Executive, as long as these are
first discussed with the principal.
PARENT ADVISORY COUNCIL

The Parent Advisory Council (PAC) is the officially recognized voice of parents at the school level. The PAC is composed of all parents registered in the school. PAC discusses school issues of concern and organizes presentations and topics of interest to parents. The PAC meeting schedule is included in the calendar. The meeting dates are also published in the KLO monthly newsletters and sent out to our email list every month.

HOW CAN YOU GET INVOLVED?

There are many opportunities for parents to become meaningfully involved in the educational process at KLO. Any of the following areas would benefit from increased parent involvement:

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The role of the PAC is also to advise parents on how to present their individual concerns to the school and to ensure that an appropriate procedure is in place so that these concerns are heard at the school or if required, at the district level. For your information the following process should be used:

**APPEAL BYLAW #501**

Parents and guardians of a student who is entitled to an educational program in SD#23 may appeal the decision of an employee of the school board which significantly affects the education, health or safety of a student. The following steps should be followed:

1. Parent will meet with employee to solve the problem, e.g. teacher.
2. Parent will meet with the employee’s supervisor to solve the problem, e.g. principal.
3. Parent will meet with the superintendent or designate to solve the problem, e.g. director.

If at this point, the issue remains unsolved and the parent is not satisfied, the parent has the right to a final appeal to the Board. Details of this process are available at the school.

This district policy is in place to help ensure that effective communication is part of the problem solving process and that parents and schools work as partners in providing quality education to their students.

SCHOOL PLANNING COUNCIL

The School Planning Council (SPC) is made up of the principal, a teacher and three parent representatives who have been elected by our PAC. The SPC is an advisory body. The major responsibility of the SPC is to consult with the school community in developing, monitoring and reviewing school plans for improving student achievement. School Planning Council parent representatives are elected at the September PAC meeting.

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Please contact the school if you would like to get involved with one of the many programs, clubs or groups. New volunteer opportunities are communicated via the parent email list on an on-going basis.