

**KING TRADITIONAL ELEMENTARY SCHOOL  
PARENT ADVISORY COUNCIL CONSTITUTION  
JUNE 2016**

SECTION 1: NAME

- 1.1 The name of the organization shall be the King Traditional Elementary School Parent Advisory Council, per BC School Act, Bill 67, Division 2 Section 8(1). Hereafter noted as the PAC.
- 1.2 The Council will operate as a non-profit organization with no personal financial benefit accruing to members.
- 1.3 The business of the Council will be unbiased in respect of race, religion, gender, politics and physical or mental ability.

SECTION 2: PURPOSE

- 2.1 The purpose of the PAC shall be to actively promote, nurture, facilitate and support: education, the students, the educators, and the parents in order to contribute a sense of school community at the KING TRADITIONAL ELEMENTARY SCHOOL.

SECTION 3: OBJECTIVES

- 3.1 Enhance communication between the parents, students, community, School Board, administration, and school staff.
- 3.2 Provide a formal means of evaluation, consultation and recommendations for: School budgetary matters, curriculum offerings, new instructional programs, facilities and equipment, learning resources, disciplinary issues and goals and philosophies.
- 3.3 Promote cooperation between the home and the school in providing for the education of the children.
- 3.4 Promote the involvement and sense of belonging of all the students in the school.
- 3.5 Contribute to the effectiveness of the school by promoting the involvements of parents and other community members.
- 3.6 Organize and provide additional resources to the school through volunteer activities.
- 3.7 Support the philosophy that parents in a public school should have the opportunity to choose how they want their children to be taught. The PAC's goal, therefore is to support the traditional model program. The objectives shall also include the attached "Statement of Philosophy, Goals and Objectives" as set forth by the parents at KING TRADITIONAL ELEMENTARY SCHOOL and as adopted by the SCHOOL BOARD OF TRUSTEES OF DISTRICT #34.

SECTION 4: MEMBERSHIP

- 4.1 Voting members  
Only parents and guardians of students registered and attending at KING TRADITIONAL ELEMENTARY SCHOOL shall be voting members.
- 4.2 Non-voting members
  - 4.2.1 Administrators and staff (teaching and non-teaching) of KING TRADITIONAL ELEMENTARY SCHOOL may be invited to become non-voting members of the Council.
  - 4.2.2 Members of the school community who are not parents of students registered in the the public school system may be invited to become non-voting members of the Council.
  - 4.2.3 At no time will the Council have more non-voting than voting members.

#### 4.3 Administrators and Staff as Voting Members

Frequently Administrators and Staff at King Traditional Elementary School are also parents of students registered at the school (hereafter referred to as a Staff-parent). This presents a unique opportunity for the PAC to gain an understanding of Staff's perspective on PAC issues which is appreciated in our culture of co-operation.

##### 4.3.1 Staff-parents will be prohibited from voting on PAC financial issues. 4.3.2 A

Staff-parent will be expected to abstain from voting as a parent member of the PAC on any PAC issue in which they are in a position of conflict of interest as determined by the Chairperson.

#### 4.4 Compliance with bylaws

Every member will uphold the constitution and comply with these

### bylaws. SECTION 5: EXECUTIVE POSITIONS

5.1 The members shall elect a slate of officers from the voting members for each school year. All executive members are expected to attend monthly the executive meetings. The executive shall be representative of the PAC. The Executive shall formulate policies and make recommendations to the PAC and will manage the Council's affairs between general meetings. The Executive is responsible to the PAC.

5.2 The Executive consists of the following positions: Chairperson, Co-Chairperson, Recording Secretary, Treasurer, DPAC/TAC Representative, Fundraising Coordinator, Communications Coordinator, Assistant Treasurer, and Hot Lunch Coordinator.

5.3 Any voting member of the Council is eligible to serve on the executive, except where the voting member is an elected official of any school district or the Ministry of Education or part of the Administration or Staff of this school. A Staff member who is also a parent of a student currently enrolled at this school may hold only the following executive positions: Secretary, Fundraising Coordinator or Hot Lunch Coordinator.

5.4 The executive for the next school year will be elected at each annual general meeting in May.

5.5 Elections will be conducted by the chair of the Nominations Committee. (See Section 11).

5.6 No executive member may be remunerated for serving on the executive or may profit financially in any way from their involvement on the Executive, but may be reimbursed for pre-approved expenses reasonably and necessarily incurred while engaged in the Council's affairs upon submission of a vendor receipt to the Treasurer.

5.7 An executive member or representative must avoid using his or her position on the Council for personal gain.

#### 5.8 Representing the Council

Every executive member and representative must act solely in the interests of the parent membership of the Council.

#### 5.9 Privilege

Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information. 5.10 Disclosure of Interest

An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive. Such an executive member or representative must avoid using his or her position on the Council for personal

gain.

5.11 All Executive positions shall be voting positions except that the Chairperson shall be entitled to vote only in the event of a tie.

#### 5.12 CHAIRPERSON

5.12.1 Shall convene and preside over all membership, special and executive meetings.

5.12.2 Shall ensure that an agenda is prepared and presented.

5.12.3 Shall appoint committees where needed to do so.

5.12.4 Shall take such action, or ensure that such actions are taken by others, to achieve the the objectives and purpose of the PAC.

5.12.5 Shall be responsible for all correspondence that is issued or received on behalf of the PAC.

5.12.6 Shall be the official spokesperson for the PAC and may appoint alternate representative.

5.12.7 Shall organize tours of the school upon principal's request or appoint a volunteer to field this responsibility.

5.12.8 Shall be one of the signing officers of the Executive as per Section 12.3. 5.12.9 Shall attend or send a delegate to Traditional Advisor Council meetings. 5.12.10 In the event that a position is vacant during the year the Chairperson will either act as or appoint a coordinator as required throughout the year

#### 5.13 CO-CHAIRPERSON

5.13.1 Shall assume the responsibilities of the Chairperson in the Chairperson's absence or resignation.

5.13.2 Shall maintain the PAC bulletin board in the school including but not limited to posting the agenda for general PAC meetings as required in section 12.4.

5.13.3 Shall ensure that all Executive and Committee Coordinators sign the Code of Ethics.

5.13.4 Shall accept extra duties as required.

5.13.5 Shall provide support and assistance to other executive members and committee coordinators as necessary.

5.13.6 Shall ensure that committee sign-up sheets are displayed in an appropriate way for the first week of school and to distribute them to the appropriate committee coordinator by mid September.

#### 5.14 RECORDING SECRETARY

5.14.1 Will record and publish the minutes of the membership, special and executive meetings.

5.14.2 Shall assist the chairperson in correspondence.

5.14.3 Shall ensure a copy of all minutes are filed in the designated area at the school at least annually.

#### 5.15 TREASURER

5.15.1 To be nominated for this position the nominee must have bookkeeping knowledge and experience.

5.15.2 Shall be responsible for, and report on, the financial accounts of the PAC.

5.15.3 Shall be one of the signing officers of the Executive as per Section 16.3. 5.15.4 Shall prepare a financial report as per Section 16.5.

5.15.5 Shall assist the executive with a draft budget and tentative plan of expenditures as per Section 16.1.

5.15.6 Shall prepare a financial report for all PAC Executive and general meetings. 5.15.7

Shall ensure that Money Handling Procedures are distributed and reviewed at the October general meeting.

5.15.8 Shall work with the Fundraising coordinator to aid in collection and deposit of funds.

5.15.9 Shall provide financial information to executive and committee coordinators as requested on specific events or budget lines (ie. Decorating expenses).

5.15.10 Shall monitor all spending against approved budget and monitor cash flow. 5.15.11 Shall apply for the BC Gaming Access Grant each April and ensure the Annual Summary Report is completed and submitted to the Gaming Commission by November 30th each year.

5.15.12 Shall be responsible for any gaming licenses obtained by the PAC ensuring that all gaming rules are followed and all reports submitted.

5.15.13 Shall ensure that all financial information is organized and stored annually in the designated area at the school.

5.16 DISTRICT PARENT ADVISORY COUNCIL (DPAC) REPRESENTATIVE \_One representative to the DPAC may be elected annually from among the voting members who are not employees or elected officials of any school district or the Ministry of Education.

5.16.1 Shall represent the PAC and may appoint an alternate representative from the Executive at all regular monthly and extraordinary DPAC meetings.

5.16.2 Shall report District information to the executive and shall report to General Meeting of the PAC as required.

5.16.3 Shall keep up to date on current events or decisions from the Ministry of Education of BC or School District 34 (Abbotsford) affecting the school, parents, or students and report on these.

5.16.4 Shall provide reports for newsletters as required.

5.16.5 Shall take questions or concerns from the Executive to the DPAC for input.

#### 5.17 FUNDRAISING COORDINATOR

5.17.1 Shall coordinate all PAC fundraising activities and shall keep apprised of financial status of fundraisers.

5.17.2 Shall be responsible for recruiting fundraising committee members. 5.17.3 Shall work closely with the Treasurer in arranging for counting and depositing of funds raised in a timely manner.

5.17.4 Shall present all fundraising campaign proposals to the General PAC for voted approval.

5.17.5 Shall be responsible for communications to students and parents re participation in campaigns.

5.17.6 Shall be responsible for fundraising sales follow up ie. "customer service".

5.17.7 Shall communicate to families the success of the fundraiser.

#### 5.18 COMMUNICATIONS COORDINATOR

5.18.1 Shall help to format an information booklet each January for prospective Kindergarten parents and to coordinate this information with that in the Parent Handbook and Student Planners.

5.18.2 Shall be the liaison person between the PAC and the principal in keeping the parents handbook up to date.

5.18.3 Shall be responsible to produce, in coordination with committee coordinators and

other Executive members, the monthly PAC newsletter.

5.18.4 Shall be responsible to communicate any PAC information to be posted on the school web site to the appropriate person and ensure that all PAC information on the school web site is kept current.

5.18.5 In the event that this position is not filled, these duties will revert to the Recording Secretary position and the Co-Chair position to be shared respectively.

#### 5.19 BRITISH COLUMBIA CONFEDERATION OF PARENT ADVISORY COUNCILS (BCCPAC) REPRESENTATIVE

5.19.1 Shall attend the annual General Conference and Leadership Conference of the BCCPAC if the KTES PAC has paid the prescribing BCCPAC membership fee in any given year.

#### 5.20 ASSISTANT TREASURER

5.20.1 To assist the treasurer and fundraising coordinator with various duties as necessary.

#### 5.21 HOT LUNCH COORDINATOR

5.21.1 Shall be responsible for arranging regular and special hot lunch days during the school year (usually once per month) including setting amounts to be charged to ensure costs are covered, distributing order forms and collecting and tallying orders.

5.21.2 Work with the Treasurer to coordinate counting money and deposits. 5.21.3 Shall be responsible for keeping up to date on any Ministry or District guidelines regarding food served within the school (i.e. Healthy Eating Policy) and ensure the guidelines are followed.

5.21.4 Shall act as main contact for any use of the PAC kitchen and as such must be currently certified with the "Food Safe" course.

5.21.5 Shall be responsible for the stock and cleanliness of the PAC kitchen including a thorough cleaning at the end of each school year. 5.21.6 Work with the Teacher Appreciation Committee Coordinator to coordinate the teacher appreciation luncheons (as the Certified Food safe Rep) 5.21.5 Shall be responsible for organizing Sports Day concession and recruiting volunteers in conjunction with the P.E. Teacher.

5.21.6 Shall be responsible to ensure prices charged for items at the concession will cover costs.

### SECTION 6: EXECUTIVE MEETINGS

6.1 Executive meeting times shall be set by the Executive.

6.2 Executive meetings shall be called by the Chairperson.

6.3 Executive meetings shall be held a minimum of 6-8 times per year.

6.4 A quorum for the executive meetings will be a majority (50% plus 1) of the members of the Executive.

6.5 All matters requiring a vote will be decided by a simple majority (50% plus 1) of the votes cast.

### SECTION 7: VACANCY ON EXECUTIVE

7.1 If any Executive position becomes vacant between the elections in May and the October General Meeting, an election will be held to fill this vacancy at the next general meeting. 7.2

If any Executive position becomes vacant after October 31st, the PAC Executive may appoint someone to fill the vacant position until the next election.

## SECTION 8: REMOVAL OF EXECUTIVE

8.1 The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible member to complete the term.

8.2 Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

## SECTION 9: COMMITTEE COORDINATORS

Committee Coordinators will work together and with the Executive for the success of various events throughout the year. Each Coordinator is responsible for recruiting members to their committees. All Coordinators shall attend monthly general PAC meetings.

### 9.1 DECORATING COMMITTEE COORDINATOR

9.1.1 Shall be responsible for coordinating decoration for social events and the various meetings and events throughout the year as requested by either the PAC or the principal.

9.1.2 Shall be responsible for coordinating seasonal decoration for the front entry of the school.

9.1.3 Shall be responsible to ensure that decorating expenditures do not exceed the budgeted amount for the school year.

### 9.2 SAFETY COORDINATOR

9.2.1 Shall be responsible for ordering safety kits in May for new students entering King in September.

9.2.2 Shall be responsible for checking all safety kits each September to ensure there are enough in each class and all items are in each kit.

9.2.3 Shall be responsible for the linens in the sick room in the school office.

### 9.3 DRESS CODE COMMITTEE COORDINATOR

9.3.1 Shall be responsible for coordinating the dress code committee. 9.3.2 Responsible for the Dress Code Consignment Shop by receiving and reselling gently used dress code items.

9.3.3 Responsible for collecting information and keeping up to date on uniform suppliers and coordinating supplier dates for sale at the school.

9.3.4 Responsible for monthly Dress Code Inspections and compliance. 9.3.5 Responsible for ensuring that financial books of record are kept accurately and up to date and reported monthly to the PAC Treasurer.

### 9.4 TEACHER APPRECIATION COMMITTEE COORDINATOR

9.4.1 Shall be responsible for teachers with regards to birthdays, treat days, and special luncheons (together with the Hot Lunch Coordinator as the Certified Food Safe Rep). 9.4.2 Shall be responsible to ensure that appreciation expenditures do not exceed the budgeted amount for the school year.

### 9.5 CLASS MOM/DAD COMMITTEE COORDINATOR

9.5.1 Coordinator responsible for recruiting a committee representative for each class.

9.5.2 Coordinator shall be contact person for dissemination of information through committee reps.

9.5.3 Coordinator responsible for providing guidance, support and ideas to committee coordinators

9.5.4 Committee reps shall be responsible to communicate, in a timely manner by email or phone, to parents with emergency information i.e. School closures.

9.5.5 Committee reps shall be the communication liaison between teachers and parents and between PAC executive and parents.

9.5.6 Committee reps shall assist the teacher upon request in organizing parent helpers for field trips, special events, or special projects.

9.5.7 Committee reps shall compile at the beginning of the school year a class list with student and parent names, phone numbers and email addresses for the represented class.

9.5.8 Committee reps shall organize special appreciation for the class teacher(s) for Teacher Appreciation week (in May)

9.5.9 Committee reps shall be responsible for no more than one class, unless in extenuating circumstances where after earnest in seeking a volunteer has not come forward. 9.5.10 Committee reps shall track and collect receipts for all money collected throughout the year.

#### 9.6 YEARBOOK COMMITTEE COORDINATOR

9.6.1 Shall be responsible for putting together the design and content of the school's yearbook annually.

9.6.2 Shall be responsible for recruiting volunteers & collection ads.

9.6.3 Shall be responsible to inform students and parents of book cost and supply and collect order forms.

9.6.4 Shall be responsible to work with Treasurer on fee collection, deposit and invoice payment.

9.6.5 Shall be responsible for the distribution of yearbooks.

9.6.6 Shall be responsible to ensure that the price set per book is sufficient to cover all costs related to the yearbook.

#### 9.7 GRADE 5 FUNDRAISING/EVENT COORDINATOR

9.7.1 Shall be responsible for coordinating all activities of the committee with the Executive including fundraising campaigns.

9.7.2 Shall be responsible for recruiting committee members.

9.7.3 Shall be responsible to meet with parents to discuss event and fundraising ideas.

9.7.4 Shall be responsible to work with Treasurer on collection of funds, deposits and invoice payments.

9.7.5 Shall be responsible to ensure all costs are covered and/or expenditures do not exceed approved budgeted amounts.

### SECTION 10: COMMITTEES

10.1 Shall be responsible to, and report to, the Executive. All committee coordinators and all members must sign The Code of Ethics.

10.2 All committees will be established by the Executive in September for the period of one year. Committees and committee coordinator positions will end June 30th of each year. 10.3 Committee coordinators will be recruited by the PAC Executive. Coordinators will find volunteers from the general PAC population to staff their committee.

10.4 School staff may be offered representation on committees. Such representation is natural for staff-parents who are also members of the PAC.

10.5 Members may be appointed to special committees by the Chairperson after consultation

- with Executive.
- 10.6 Special committees and representatives to outside organizations shall be established by Executive or upon recommendation of the general membership of the PAC. The Executive shall establish specific guidelines for each committee.
  - 10.7 Job descriptions of Executive Positions and Committee Coordinators shall be recorded in the KING TRADITIONAL ELEMENTARY SCHOOL Handbook.
  - 10.8 A vacancy in a committee representative position must be advertised as soon as possible and filled preferably by a person who is not on a committee. If this person is not found, the Executive may appoint someone to fill the position.
  - 10.9 No Committee Coordinator shall preside over more than one committee and a Committee Coordinator cannot also hold an Executive position except in a case where Committee Coordinators cannot be found then a volunteer can be a Committee Coordinator of more than one committee (committees may be amalgamated) and/or can an Executive member also be a Committee Coordinator.

## SECTION 11: ELECTIONS

- 11.1 The length of term for the executive shall be one school year.
- 11.2 Retiring officers shall be eligible for nominations and re-election during the Spring Election, except that the chairperson, co-chairperson and treasurer cannot remain in their positions for more than three consecutive terms.
- 11.3 In extenuating circumstances where after earnest seeking a volunteer has not come forward to replace an Executive member who has served three consecutive terms in the same position, the Executive member may stay for one additional term if agreed by the general PAC by vote. The position will be considered open for a replacement volunteer up to the general PAC meeting in October after which time the returning Executive member will be expected to complete the additional one year term.

## ELECTION PROCEDURES: NOMINATIONS

- 11.4 A Nomination Committee shall be appointed by the PAC executive at each March PAC General Meeting.
- 11.5 A letter notice for nominations including the names of the nomination committee, shall be distributed to all families in the school at least thirty days prior to the May General Meeting.
- 11.6 Nominations may be received up to and during the May General Meeting until declared closed by the Chairperson.
- 11.7 If only one nomination is received for an open position the position shall be acclaimed by the nominated member at the close of nominations.
- 11.8 If more than one nomination is received for an open position a vote of the members at the May General Meeting shall decide with a majority vote of 50% plus 1.

## SECTION 12: MEETINGS OF MEMBERS

- 12.1 General meetings will be conducted with fairness to all members.
- 12.2 There shall be a minimum of five (5) General Meetings per school year as set by the Executive. One of those meetings will be the Annual General Meeting to be held in May each year.
- 12.3 Extraordinary meetings may be called by the Executive with a minimum of two (2) days notice.
- 12.4 Notice of General Meeting must be given at least two (2) weeks prior to the meeting and



the Agenda is to be posted three (3) days prior to the meeting.  
SECTION 13: CONSTITUTIONAL AMENDMENTS

Amendments to the Constitution and bylaws of the King Traditional Elementary School PAC, may be made at any General Membership Meeting at which business is conducted, with the exception of Section 15 - Dress Code only to be done at the April General PAC Meeting provided the following criteria are met:

- 13.1 Requested amendments to the Constitution must be submitted to the Executive in writing.
- 13.2 Written notice of the meeting has been given to all members (Fourteen (14) days minimum).
- 13.3 The notice of the meeting shall include the specific amendments proposed.
- 13.4 A two-thirds (2/3), majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws, with the exception of the dress code which will require seventy-five percent (75%), majority of the referendum votes cast being required to amend the constitution.
- 13.5 Amendment(s) to the Constitution and By-laws should be submitted to the School Board of Trustees of School District #34 (Abbotsford) for such amendment(s) to be considered in effect.

#### SECTION 14: PROCEEDINGS AT GENERAL MEETINGS

##### Quorum

14.1 The voting members present at any duly called general meeting shall constitute a quorum when three (3) executive officers and three (3) or more voting members are present. 14.2 If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

##### Voting

- 14.3 Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
- 14.4 Members must vote in person on all matters. Voting by proxy will not be permitted.
- 14.5 Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
- 14.6 A vote will be taken to destroy the ballots after every election.

#### SECTION 15: PROCEDURE AND CODE OF CONDUCT

- 15.1 Meetings shall be conducted efficiently and with fairness to the members present.
- 15.2 If procedural problems arise, "Roberts Rules of Order" shall be used to resolve the situation, unless they are in conflict with the guidelines in the Constitution.
- 15.3 The Constitution and By-laws of this school PAC shall be filed with Board of School Trustees for School District #34 (Abbotsford) upon application for recognition.
- 15.4 The PAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the School community.
- 15.5 An executive member who is approached by a parent with concern relating to Section 15.4, is in a privileged position and must treat such discussion as confidential.
- 15.6 All correspondence on behalf of the PAC must be approved under the direction of the PAC Executive.
- 15.7 The Council will refrain from partisan political action or other activities that do not serve

the interests of the school or the public school system.

#### SECTION 16: FINANCES

- 16.1 A budget and tentative plan of expenditures shall be drawn up by the Executive and presented for approval at a General Meeting prior to the end of the year.
- 16.2 All funds of the PAC will be deposited in a Chartered Bank or Credit Union or any establishment registered under the Bank Act.
- 16.3 The Executive shall name three (3) or four (4) signing officers, one of whom will be the Treasurer, for banking and legal documents. Any two (2) of the signatures will be required for these documents.
- 16.4 All monies spent above and beyond \$750.00 per purchase shall be first presented to, and voted on, by the Executive, and then approved by a majority at a General Meeting. 16.5 A Treasurer's Report shall be available to all members upon written request. 16.6 An audit of the PAC finance records shall be performed by an independent auditor or accountant appointed by the Executive every three years or when a new Treasurer has been elected, whichever comes first.
- 16.7 It is advisable to set aside a certain amount of money (\$3000) received during the year to be held over for start-up operating costs for the following year.

#### SECTION 17: DISSOLUTION

- 17.1 Upon winding up or dissolution of the KING TRADITIONAL ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations registered under the provision of the Income Tax Act (Canada) as may be determined by the members of the KING TRADITIONAL ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL at the time of winding up or dissolution. This provision shall be unalterable.
- 17.2 All records of the PAC shall be placed under the jurisdiction of School District #34 (Abbotsford) in person of the school.

#### SECTION 18: OTHER DUTIES

- 18.1 The PAC Executive shall review the philosophy, goals and objectives of KING TRADITIONAL SCHOOL each May with the principal to evaluate the extent to which they were met. (See Appendix A).
- 18.2 The PAC Executive, in consultation with the principal, shall report all student based academic testing outcomes to the parents as soon as these results and evaluations are available. District and class average comparisons only, not individual student test results, will be reported.

#### SECTION 19: DRESS CODE

- 19.1 KING TRADITIONAL ELEMENTARY SCHOOL expects students to attend school in the prescribed dress code as described and detailed in the parents' handbook, and approved by the PAC membership at a general PAC meeting.
- 19.2 It is the responsibility of the parent/guardian and student attending KING TRADITIONAL ELEMENTARY SCHOOL to uphold and support the school dress code.
- 19.3 The administration and staff support the student dress code and will encourage full participation by all students.

19.4 Any color or style change to the dress code or crested items must be presented in writing to the executive by March 1, to be presented at the April general PAC meeting as a proposal. Discussion of the pros and cons of the proposed changes will take place and will be listed and sent out to the full membership in writing with a full and binding referendum, of one vote per *student*. The results of the referendum will be announced at the May general PAC meeting. A 75% majority of the referendums returned is required for the changes to be in effect.

## SECTION 20: GENERAL

### Written Notices

20.1 Any written notice required to be given by these by-laws shall be deemed to have been sufficiently given, if handed to the students to take home.

### Property in Documents

20.2 All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member, must be surrendered when a committee member or executive member ceases to perform the task to which the paper relates.

20.3 All minutes and financial records must be kept a minimum of 7 years on the premises of the King Traditional School. Gaming event documents may be destroyed after 5 years. A central location for storing such documentation shall be maintained by the PAC Executive. It is the responsibility of each Executive member to ensure that documents in their care are filed in this central location at least annually.

## **APPENDIX 'A'**

### **STATEMENT OF PHILOSOPHY, GOALS AND OBJECTIVE**

#### **FOR**

#### **KING TRADITIONAL ELEMENTARY SCHOOL**

1 .King Traditional Elementary School is an alternate program which operates within the Public School System, therefore the prescribed curriculum and regulations of the British Columbia Ministry of Education will be followed.

2. As an alternate program of the Abbotsford School District, this school will emphasize:

- a consistent, structured approach to instruction
- clearly defined standards of academic achievement
- clearly defined standards of behavior

3. Specific rules of conduct and behavior shall not be arbitrarily imposed on pupils without provision being made for them to understand the reasons for the purpose of those rules. Our goal is to provide a safe and comfortable learning environment for all students. To help us do this we need to have a code of conduct that our students understand.

We believe that discipline should:

- show students what they have done wrong,
- show students how they are responsible for their actions
- show students that there are consequences
- show students that they can create solutions

-keep student's dignity intact

We believe that the school and the home must work together as partners for the benefit of our children.

4. The philosophy of the program shall include:

a) Respect for fellow students, teachers and parents

Every student has the right:

- to learn
- to hear and be heard
- to be respected and supported
- to be safe
- to privacy and his or her own personal space
- to be supported to set and attain achievable personal goals.

b) Responsibility for one's actions:

It is important that the KTES community (Parents and staff) support each student in upholding the following student responsibilities:

- to be on time
- to be prepared
- to listen to instructions
- to do assigned work
- to work in a way that does not infringe on the learning of others
- to listen and not interrupt those who are speaking
- to respect and support others
- to avoid humiliating or belittling others, even if the intent is humor
- to treat others in a way that does not hurt them or cause them to be afraid
- to respect the personal property of others and to accept their right to privacy

c) Concern for others:

Each member of the KTES community has the responsibility to become knowledgeable about and assume responsibility for conducting themselves in a manner that demonstrates their adherence to the aforementioned rights and responsibility guidelines.

d) Purpose:

The educational team of staff, parents and students at King Traditional Elementary School will work towards the common goals described above (see Section 2.). Mutual respect and communication are the keys to ensuring that this partnership effectively provides the best educational experience for all our children. It is vital that all parties understand and support the philosophical stance of the school so that the team can effectively work together. This partnership will assist students in acquiring the skills to help them set worthwhile goals for themselves and to recognize that effort towards such goals is essential and satisfying.

e) Personal Development

Our goal is to foster the self-esteem of our students through a consistent and positive approach to developing positive attitudes, appropriate behaviors, and individual personal growth. To promote school spirit and encourage a positive learning environment, we support a school dress code. This dress code will help students to avoid the pitfalls of competitive dress and develop an awareness of the unique contribution they can make to society, by fulfilling their capacity for clear, honest thinking, bodily fitness and appreciation for non materialistic concepts such as beauty, truth, creativity and sensitivity to the needs of others.

**APPENDIX 'B'**

**MISSION STATEMENT**

We believe that children will become responsible citizens, capable of achieving their goals if given a consistent, structured education, with high academic standards, in an environment that supports traditional values of home and society.

**ADOPTED BY**

**KING TRADITIONAL ELEMENTARY SCHOOL**

**PARENT ADVISORY COUNCIL**

**AT ABBOTSFORD, BRITISH COLUMBIA**

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Date

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Chairperson

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Recording Secretary

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Fund Raising/Constitution Committee  
Coordinator

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DAPC Representative