

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: COMMUNITY

TITLE: SCHOOL ADVISORY
COUNCILS

ADOPTED: JUNE 16, 2016

REVISED:

920 SCHOOL ADVISORY COUNCILS	
1. Purpose	The School Reform Commission recognizes that active and engaged organized family advisory groups strengthen both schools and communities, improve school climate, provide opportunities for effective family involvement in school decision-making, and improve student achievement.
2. Authority	<p>All District schools shall have an active and engaged School Advisory Council (SAC) defined by the following characteristics:</p> <ol style="list-style-type: none"> 1. Shall meet monthly or at least every other month. 2. Shall consist of a membership that is made up of majority family members, the school principal, teachers or other school-based staff, students (at the middle school and high school level), and community members. 3. Shall be selected in a democratic manner with guidance from the School District's SAC implementation plan. 4. Shall notify all stakeholders of the nomination and election process in a timely manner in order to ensure widespread participation. 5. Shall elect family members and teachers/other school-based staff by their representative groups. All family members shall have the opportunity to vote for their family member representatives. 6. Shall elect replacement SAC members by their respective groups (family member and teachers/other school-based staff) at the same time as SAC member elections. 7. Shall hold elections by the spring of the previous school year and the installation of new members shall follow at the start of the next school year. Schools establishing first year SAC's shall hold elections within the first sixty days of the start of the school year. 8. Shall collaborate with the Principal and school staff to develop, implement, and annually revise a vision/mission for the school and an action plan for school improvement and effective family engagement practices. 9. Shall review the school budget and provide input on discretionary spending. 10. Shall review school-based policies. For example, policies governing school culture and climate, school safety, discipline, truancy, extracurricular activities, family member engagement, and student supports. 11. Shall play a major role in strengthening effective school-community relations,

improving communication between school and home, encouraging community input, and sharing information on advisory work and decisions with larger school community.

12. Shall play an active role in supporting, promoting, and recommending school-based programs and initiatives.
13. Shall examine data on the effectiveness of school-based programs and services and periodically inform Action Plan strategies and recommendations to ensure continued progress toward school goals.
14. Shall receive mandatory community-based trainings from the School District at least but not limited to once a year on a series of topics (including sessions on budgeting, interpreting school data, meaningful engagement, and more).
15. Shall complete beginning and end of year SAC self-assessments which reflect goals, activities, and achievements.
16. Shall acknowledge democratic principles and accept the consensus of the SAC when making decisions. A quorum must exist during all decision-making by the SAC.
17. Shall request the intervention of the School District's Office of Family and Community Engagement for disputes within the SAC which cannot be resolved internally at the school level to facilitate resolution to conflict.

Additionally, the SAC:

- May identify additional projects agreed to by consensus on the SAC.

Joint responsibilities:

- Creating a collaborative, inclusive, and transparent process to inform school-level decisions.
- Fostering a cooperative and collaborative environment.
- Fostering family member, staff, student, and community support around school priorities.

The school Principal shall support active and engaged SACs by:

- Ensuring that the SAC is in place within the first sixty days of the start of the school year.
- Providing support for the effective functioning and management of the SAC with support from fellow SAC members.
- Attending all SAC meetings, unless this responsibility has been delegated to a designee who will have decision-making power.
- Considering each recommendation made by the SAC and communicating actions taken in response to the recommendation to all SAC members.
- Making the names of the members of the SAC known to the families of the students enrolled in the school and to the School District of Philadelphia.
- Engaging family members and community members in decision-making opportunities at the school through timely and ongoing communication.

<p>Accountability:</p>	<ul style="list-style-type: none"> • Acting as a resource to the SAC by obtaining information relevant to the functions of the SAC, including information relating to the School District of Philadelphia’s policies and procedures. <p>The School District shall support active and engaged SACs by:</p> <ul style="list-style-type: none"> • Developing policies and procedures that support the effectiveness of SACs. • Maintaining educational materials and resources to assist SACs in fulfilling its duties and responsibilities. • Providing community-based trainings workshops and/or conferences to SAC (including sessions on budgeting, interpreting school data, understanding the School Progress Report, meaningful engagement, and more). • Providing annual mandatory trainings to principals and school-based staff on developing SACs in their schools (including recruitment strategies, roles and responsibilities of the SAC, and supports available to them). • The School Reform Commission will invite SAC leadership from each school to an annual Summit to collect input and keep the Commission informed with regard to school specific issues and initiatives. <p>The School District’s Office of Family and Community Engagement shall support SACs by:</p> <ul style="list-style-type: none"> • Supporting SAC performance and reporting summary information to the Superintendent and/or designee. • Maintaining a copy of active SAC membership for each District school. • Advising on or resolving conflicts within SACs in regards to membership, election of SAC members, and adherence to the SAC by-laws in a fair and transparent manner. <p>As part of the current principal/school leader evaluation, School District of Philadelphia Framework for Leadership Domain 4a: Maximizes family & community involvement and outreach, principals will be evaluated on whether there is evidence of an established active and engaged SAC at their school.</p> <p>School principals/leaders are ultimately responsible for the organization and management of the school.</p> <p>In schools without an existing advisory group, the school community must establish a SAC. However, the SRC recognizes that the SAC is not the only type of group that fits the requirements set by this policy; and that some schools may have already established other groups that fit the requirements set by this policy.</p> <p>The School Reform Commission believes that education is a shared responsibility among families, staff, students, and the community. The participation of all</p>
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stakeholders in the life of the school contributes to student learning and success. It is expected that SACs will encourage and involve other family/community groups to work in collaboration to collectively improve student achievement and foster a strong sense of community at the school.

References:

School Code –

Home Rule Charter –