GENERAL SCHOOL ADMINISTRATION

School Advisory Councils

Each school shall develop an annual School Improvement Plan describing how it shall work toward achieving the goals set by the Commonwealth of Virginia, the Prince William County School Board, and its own locally generated school goals and objectives. These School Improvement Plans will align with the Prince William County Public Schools (PWCS) Strategic Plan, Goal 3: Family, Community, and Employee Engagement.

Each school shall have a school advisory council consisting of school staff, parents, and possibly community representatives and students. The following are guidelines under which advisory councils shall operate:

I. Advisory councils shall work with the principal in the development of the annual school improvement plan. This plan shall support PWCS Strategic Plan, Goal 3: Family, Community, and Employee Engagement and be the basis for the school's instructional program and site-based budget.

II. School advisory councils shall have a set of written and published bylaws to govern the operation of the council. These bylaws shall:

A. Have the approval of the school advisory council;

B. Define the purpose of the school advisory council;

C. Ensure that council membership be representative of the community served by the school community and ensure that members not be limited to any particular group, and include the Superintendent’s Advisory Council for Instruction representative and alternate (i.e., PTOs, PTAs, or Booster Clubs);

D. Define meeting times and place, and publish by the end of September;

E. Define member selection;

F. Define terms of membership to include rotation of school advisory council members and a reasonable balance of staff and community representatives;

G. Define officers, their duties, and the selection process;

H. Define the method for removal of a member from the school advisory council;

I. Make accommodations for community members who are not members of the council to be able to speak at the meetings, i.e., open Chair standing agenda item;
GENERAL SCHOOL ADMINISTRATION

School Advisory Council (Continued)

J. Make provisions for the annual review, revision, and adoption of school advisory council bylaws; and

K. Adhere to the applicable provisions of the Virginia’s Freedom of Information Act, including notice of and conduct of meetings.

III. Council bylaws meeting times, location, agenda, and minutes shall be published and made available to the public on the school’s website. This includes publishing the availability of member positions.

IV. Members of the school advisory council shall receive yearly training (school-based training either on-site or electronically) related to site-based management and the roles and responsibilities of the advisory council in advising the school principal.

V. Members of the school advisory council shall be free from possible conflicts between their individual job responsibilities and their roles as members on the council. Individual school principals shall determine if conflicts exist.

Principals and Level Associate Superintendents (or designee) are responsible for implementing and monitoring this policy.

This policy and any related regulations shall be reviewed at least every five years and revised as needed.


Adopted: March 17, 1993
Reviewed/Revised: December 19, 2018 PRINCE WILLIAM COUNTY SCHOOL BOARD