



Abu Dhabi Grammar School (Canada)

School Advisory Council Letter of Agreement

The purpose of this agreement is to establish the term of reference for the partnership between the Abu Dhabi Grammar School (Canada) and the council.

1. Duration of the Agreement

The agreement begins on the *date of signing*. The agreement will be reviewed annually, by the School Advisory Council, before *date of review*.

2. Structure of the Council

a) The membership of the School Advisory Council will include the following:

- Principal or designate
- 3 parents
- 3 teachers plus Arabic/Islamic teacher
- 1 support staff
- 1 community member

Efforts will be made to include individuals who reflect the diversity of the community of the school.

b) Each component of the School Advisory Council (parents, students, and staff and community members) will serve for three year term for a maximum of two elections.

3. Abu Dhabi Grammar School (Canada) will make decisions in the following ways:

- All decisions will be made by consensus
- If consensus cannot be reached, the decision will be delayed until the next meeting
- Only decisions that have the full support of the advisory council will go forward to the school principal
- Information on important decisions will be distributed one week prior to the meeting

4. School Advisory Council Commitments

Abu Dhabi Grammar School (Canada) will be responsible for the following:

- Advising the principal and staff on the school-level issues related to curriculum and programs, school practices and policies such as; parent-school communication
- Providing all partners with a voice in decision making
- Consultation with all school staff in developing a school development plan
- Assisting with advice in developing school policies which promote academic excellence and a positive learning environment
- Maintaining effective communication among the partners by holding regular meetings and circulating information through the school newsletter and the web page
- To establish a school sub-committee to review the student code of conduct
- Preparing an annual report that describes school improvement activities undertaken during the year, specific achievements and factors that influenced the results

5. Parties to the Agreement

We clearly understand and agree to follow through on the commitments made in this letter of agreement.

Abu Dhabi Grammar School (Canada)
Advisory Council Chair

Date

Abu Dhabi Grammar School (Canada)
Principal

Date

Abu Dhabi Grammar School (Canada)
Director

Date

Appendix A
Abu Dhabi Grammar School (Canada)
By-laws

Membership

The School Advisory Council for Abu Dhabi Grammar School (Canada) will have fourteen members including three parents of children enrolled in the school; three students; three teachers; one Arabic/Islamic teacher and one support staff. The chairperson for the School Advisory Council and the co-chair will count as the thirteen members. Not more than one-third of the membership will be from any one of the above groups. The principal will serve as a permanent member. Efforts shall be made to include individuals who reflect the diversity of our community.

Election

Parent representatives will be elected at a public meeting. The school will have a cross representation of mentioned above. Community representatives will be invited to serve on the SAC (individuals who do not have students enrolled in the school) based on recommendations of the members of the SAC. Teachers and support staff will elect their members. Students will elect student members.

The executive of the SAC (chairperson, secretary and co-chair) shall be elected annually from among the SAC members. The election will occur at the first meeting of the school year.

Filling vacated positions

Vacated positions will be filled by appointing a person for the remainder of the term of the person leaving. Vacated positions must be filled by the same member category as the person leaving the position.

Meetings

The meetings will be held on the last Monday of the month from 8:00 – 9:00 a.m. in Ms. Maysoun's room on the second floor of the new section. There will be at least six meetings held each year. All meetings are open to the public as observes. Presentations may be made to the SAC with one month prior notice. Membership disputes which cannot be resolved at the local level will be referred to the school board for advice and /or mediation as requested.

Agendas

The agendas will be prepared by the secretary in consultation with the principal and the SAC chair. The agendas will be distributed a week prior to the meeting.

Minutes

Minutes will be kept for each meeting and included in the school's official records. The minutes will be available to the public included on the website and in the school library.

Quorum

Seventy percent of the SAC members will constitute a quorum, with representation from each member group.

By-laws

By-laws will be adopted or amended by a consensus decision of SAC members as required.