

**Holy Name Catholic School Advisory Committee
Statement of Purpose and Guidelines**

**ARTICLE I
Name**

The name of this body is the Holy Name Catholic School Advisory Committee (SAC)

**ARTICLE II
Establishment**

In line with Archdiocesan Policy #8100, adopted September 21, 1978, and revised as Policy #8001 in 1995, (see Appendix I attached as Policy # 8100), the School Advisory Committee is established with the approval of Holy Name Parish's Pastor ("pastor") and with the assistance of the principal of Holy Name Catholic School ("principal").

**ARTICLE III
Purpose and Function**

SECTION A

The School Advisory Committee will consult with the principal and pastor and will advise them on matters presented to the School Advisory Committee. It will:

1. Provide advisory assistance to Holy Name Catholic School on an ad hoc basis when the principal and/or pastor request such assistance; and
2. Communicate with the principal and/or pastor about school administrative matters and advise the principal and/or pastor of and about such matters

SECTION B

Specific subject matter about which the School Advisory Committee may advise includes:

1. School policy relating to students and their educational needs
2. The organization, scheduling, and implementation of events and activities involving the students, parents, or staff of the school
3. Any other school related matters the principal/pastor may choose to discuss with the committee

School Advisory Committee will exist and act in compliance with the regulations of the Archdiocesan School Office.

ARTICLE IV
Membership

SECTION A

Ex officio members of the School Advisory Committee are the principal, pastor and assistant principal

SECTION B

The term of membership for both selected and appointed members is three (3) years, or portion thereof, if a selected member is filling a vacancy on the School Advisory Committee. A service year on the School Advisory Committee extends from the first meeting of the current school year until the new School Advisory Committee is convened in the subsequent school year. A second consecutive three (3) year term is permitted for selected and appointed members. It is recognized that it is not always possible to stagger School Advisory Committee terms. In the event that School Advisory Committee is comprised of all new members, best efforts will be made going forward to stagger terms. No members may serve more than two (2) consecutive three (3) year terms.

SECTION C

1. The weekly school notes and parish bulletin will announce each year when a position becomes available on the School Advisory Committee. Any parent or guardian of a student at Holy Name Catholic School may submit a letter or an email to the principal for selection to the School Advisory Committee. The announcement of the available position on the School Advisory Committee will be made prior to the time Parish Council members are selected or at another time determined by the principal and pastor.

2. A person is ineligible for membership on the School Advisory Committee for parish, regional, or vicariate school if:

- a. S/he is a spouse/child/parent (living in the same household) of an active School Advisory Committee member
- b. S/he has a conflict of interest
- c. S/he does not accept the teaching of the Church on the role and importance of the Catholic school

SECTION D

CODE OF ETHICS FOR SCHOOL ADVISORY COMMITTEE

As a member of the School Advisory Committee, I

- acknowledge that Catholic schools are a significant expression of the teaching mission of the Catholic Church;
- will become more knowledgeable about the mission of Catholic education, as expressed in this school, and will promote it;
- will recognize the need for continuing education about my responsibilities and know that I will not represent the committee officially unless explicitly authorized to do so;
- will be prepared for each meeting by doing the required meetings and necessary tasks for committee work and reports;

- support the pastor and principal in authorized functions and avoid intruding in administrative details unless requested to do so;
- will be loyal to committee decisions even though personally opposed to the final recommendations and decisions;
- will be alert to alternative solutions to problems by keeping an open mind;
- will disqualify myself from discussion on an issue where there is conflict of interest with my family or business interests or if the outcome will grant me any financial or material benefits;
- will pray for other members of the committee, Holy Name Catholic School, and the community it serves

ARTICLE V
Meetings

SECTION A

1. Regular School Advisory Committee meetings will be held on the school premises quarterly or as needed with the presence of the principal and/or pastor
2. Special School Advisory Committee meetings may be called by the principal and pastor and will take place on the school premises
3. The ordinary order of business is as follows:
 - a. Opening prayer
 - b. Approval of minutes from the prior meeting
 - c. Reports, if any
 - d. Unfinished business, if any
 - e. New business, if any
 - f. Adjournment and closing prayer

SECTION B

Parents/guardians, who raise issues of school policy with the principal, may have their issues considered by the School Advisory Committee at meetings of the School Advisory Committee, if the principal determines that it is appropriate for the School Advisory Committee to consider the issue. The procedure for parents/guardians to raise issues of concern regarding school policy matters is outlined below:

- a. All school policy matters must be directed to the principal in writing. It is with his/her discretion that these matters are presented to the School Advisory Committee
- b. The School Advisory Committee will consider the issue presented and offer counsel. The principal will decide the issue, taking into consideration the recommendations of the School Advisory Committee and any recommendations made by the pastor
- c. Written response by the principal will be given in a timely manner

ARTICLE VI
Rules and Policies

All school rules and policies discussed by the School Advisory Committee will be in writing, and will become enacted on the approval of the principal and/or pastor. The principal is responsible for implementing and enforcing these rules and policies as documented in the school's handbook.