

# SCHOOL COUNCILS

## Background

School Councils can enhance student learning by engaging parents, staff and community members to advise the Principal and the Board on matters concerning school improvement planning. The Division views each School Council as a means for parents and community members to work together with the school to support and enhance student learning.

## Procedures

1. School Councils will be formed in each Division school to meet the responsibilities set out in the Education Act and the School Council Regulations.
2. School Councils are encouraged to develop operating procedures or bylaws as outlined in the Alberta School Council Resource Manual.
3. School Councils may advise and consult with principals on matters specified by School Councils Regulation.
4. School Principals will include the School Education Plan as a discussion item on all School Council Agendas (see AP 102, Appendix A).
5. School Principals will include Division Learning Sessions in the School Council meetings.
6. School Principals will prioritize use of a particular agenda format (see Appendix A).
7. School Councils are invited to participate in the Division Council of School Councils (COSCC).
8. Each School Council will provide a written annual report to the Superintendent prior to June 30 each year.
9. Each School Council will be provided with relevant information and encouraged to provide input related to a variety of school and school system initiatives, including, but not limited to, the following:
  - 9.1 School and Division Three Year Education Plans/ Annual Education Results Reports;
  - 9.2 School and Division policies;
10. If a School Council chooses to engage in fundraising, a transparent financial and accounting system is to be in place consistent with Division expectations and which adheres with the School Councils Regulation.
11. School Councils must adhere to the Personal Information Protection Act (PIPA).

12. School Council members are encouraged to consult the following information to help guide their work (please see Appendix C).

13. If necessary, a School Council may access dispute resolution processes available through the Superintendent's office (Appendix B). This process includes the following steps:

When a complaint arises, the School Council Chairperson is requested to meet and speak first with the Principal involved in an attempt to resolve the issue. It is expected that meetings will be:

- a) in person
- b) one to one, and
- c) focused on resolving the matter

Concerns and complaints must be made in a respectful manner, at an appropriate time and place and should not be:

- a) in the presence of students;
- b) during instructional time; or
- c) in the presence of an employee's co-workers or other School Council members

1. If satisfactory resolution to the concern is not achieved, the next step is to meet the employee's immediate supervisor (Assistant Superintendent).

2. If the School Council Chairperson is reluctant to speak first to the Principal, the Chairperson should contact the Superintendent to help to resolve the issue.

2.1 Advice and support will be given to ensure that the concerns of all parties are reviewed in an appropriate manner where the concern is given respectful attention while upholding the integrity of the educational system.

2.2 The Chairperson will be informed that the Principal will be advised of the Chairperson's concern.

14. When deemed necessary, School Councils shall be dissolved in accordance with the procedures in the School Councils Regulation or in the event that the disputes resolution process results in the Board recommending to the Minister of Education that a School Council be dissolved.

15. In the event that a School Council cannot be sustained in a school, an Advisory Committee may be established by the Principal upon approval by the Superintendent.

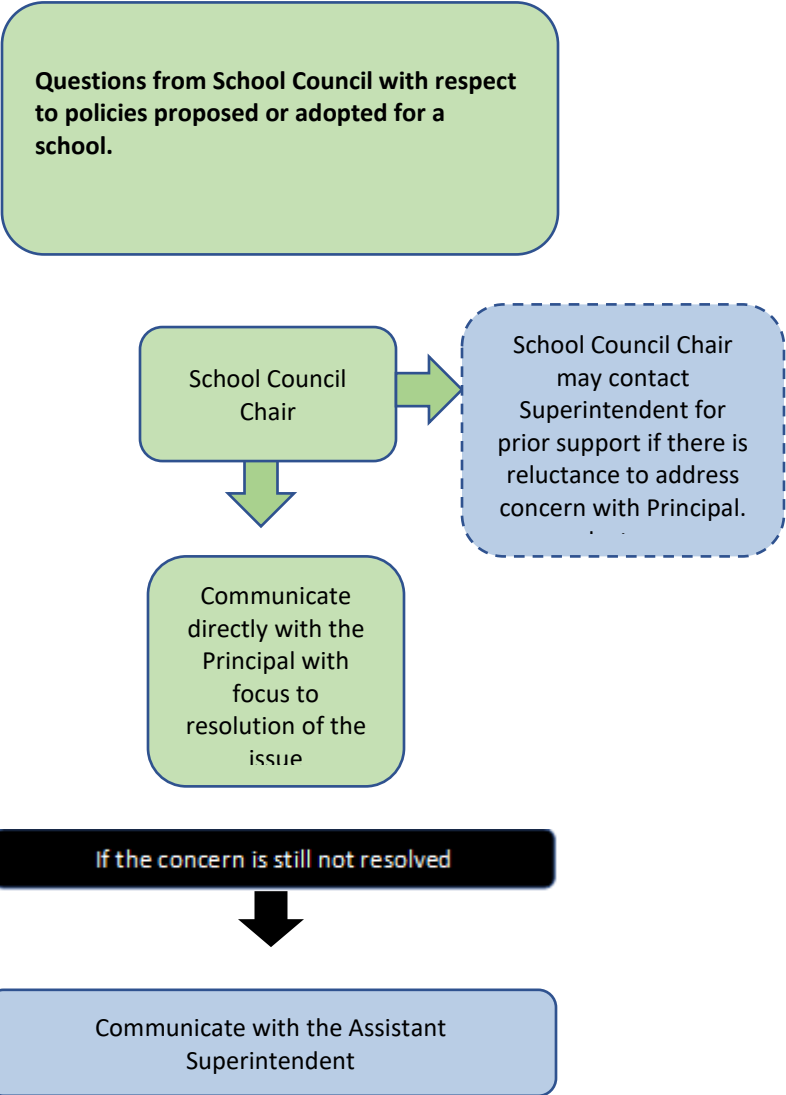
Reference: Relevant Legislation & Guidelines

**Suggested Agenda Format**

The following is a suggested Agenda format:

- New Business
- School Trustee Report
- School Leadership Report (AP 102 – Appendix A)
  - School Education Plan (Presentation/Progress)
  - New Data/Evidence
  - Learning Sessions
  - Parent Questions/Wonders
- Calendar of School/Division Events
- Community Report, Fundraising

Dispute Resolution Process



[AP111 – Council of School Councils](#)

[Alberta School Councils' Association](#)

[School Councils Mandate](#)

[School Fundraising](#)