

Administrative Procedure 125

Revised: March 2024

SCHOOL COUNCILS

Background

The *Education Act* requires that a school council be established for each school within the division. The *School Councils Resource Guide, 2016*, developed by the Alberta School Councils' Association, is a valuable resource in defining the role and responsibilities of a school council.

Procedures

1. The principal shall become familiar with section 55 of the *Education Act* and the accompanying Alberta Regulation 94/2019.
2. The purpose of the school council will be to:
 - 2.1 Offer advice to the principal and the Board of Trustees about any matter which relates to school and school division operations: including budget, calendar, school rules and school Continuous Improvement Plans.
 - 2.2 Offer advice to the school staff about the delivery of instructional and support programs and services to children.
 - 2.3 Encourage greater parent / guardian participation in the education of their children.
 - 2.4 Promote parent / guardian understanding of the education system and teaching process.
 - 2.5 Provide parents / guardians an organization through which they can express support for education.
 - 2.6 Help foster a total Catholic community.
 - 2.7 Work together to ensure the best possible Catholic education for students in the school and the broader school community.
 - 2.8 Enhance communication between home and school.
 - 2.9 Provide input from parents / guardians in the development of the mission of the school and in the attainment of that mission.
 - 2.10 Receive reports from the principal on the school program, general policies and organization of the school.
 - 2.11 Receive reports and suggestions from parents / guardians and community groups on school related matters.

- 2.12 Deliver annually to the Superintendent:
 - 2.12.1 A report on the school council's activities for the past year. See Appendix A: School Council Annual Report Format.
 - 2.12.1.1 The Office of the Superintendent will provide a summary document of the division school council annual reports and send to Trustees and School Council Chairs.
 - 2.12.2 A financial statement relating to money handled by the school council in the school year.
- 2.13 Perform any additional duty or function that may be delegated to it, through the principal, by the Superintendent.
- 3. Members of the school council must be of the Catholic faith or be those Christians who respect the Catholic faith and subscribe to the Division's Mission Statement and Policies.
- 4. Where, in a school, a program of instruction is offered which supports the linguistic and cultural needs of a recognized minority, the parents / guardians of the minority program will have right of access to the school administration to offer advice on the delivery of the instructional program, and on related matters to school operations that may impact the program of instruction and/or student learning.
- 5. The school council shall observe the protocol of board adopted channels of communications.
- 6. The following items shall be kept on file at the school and housed on the school's website:
 - i. School Council meeting minutes, which shall also be posted monthly in the school newsletter
 - ii. School Council rules and by-laws
 - iii. A copy of the School Council Annual Financial Statement
 - iv. A copy of the School Council Annual Report of activities
- 7. The financial records of the school council shall be open to audit by the Secretary-Treasurer. Funds shall not be raised through loans from banks, financial institutions or other security requirements.
- 8. The Office of the Superintendent to annually provide an updated list of division School Council Chair and Vice Chair names, email addresses, and phone numbers to the Board of Trustees and School Council Chairs.

References: *Education Act*, Section 55
 Alberta Regulation 94/2019, School Councils Regulation
 Alberta School Councils' Association (www.albertaschoolcouncils.ca/school-councils/effective-school-councils)