

## **POLICY JC – School Councils**

**The Board recognizes the importance of School Councils and will provide support and resources to enable them to fulfil their advisory function.**

### **PURPOSE**

To encourage and enable communication and collaboration between parents, the community and the school in support of education.

### **GUIDELINES & PROCEDURES**

1. The Board encourages and supports the important contributions that parents make toward the education of students.
2. School Councils will be provided an opportunity to provide advice on the development of the school’s:
  - a. foundation statements, if any, respecting the school’s vision, principles and beliefs;
  - b. policies;
  - c. annual school assurance plan and Annual Education Results Report (AERR);
  - d. site budget.
3. The Board will provide the School Council access to timely, accurate and publicly available board information on the PWPSD public web site, including:
  - a. board policies;
  - b. minutes of board meetings;
  - c. results for the school from provincial assessments and an interpretation of those results;
  - d. accountability reporting that is disseminated to students, parents or electors.
4. The Board will provide membership in the Alberta School Councils’ Association (ASCA) for all of its School Councils.
5. The Board may provide financial support for two representatives from each PWPSD School Council to attend the Annual General Meeting (AGM) of the ASCA. This support covers reasonable costs associated with registration and accommodation. In addition, the Board provides group transportation to the AGM.
6. Each school council will receive \$500 annually for parent education.
7. The Board will also support professional development (PD) for School Councils to a maximum of \$2,000 annually division-wide (i.e. presentation for multiple schools) (use Exhibit 2).
8. For any school year, the first meeting of the school council must be held within 40 days after the start of the school year or as specified in the bylaws of the school council (School Council Regulation section 15).
9. The School Council Regulation requires the chair of a School Council to provide the Board with annual reports. The minutes of the school council meetings that are maintained at the school shall serve as the report.
  - a. If applicable, the receipt, handling and use of any money by the school council must be documented in the minutes.
10. Copies of the minutes of each school council meeting must be maintained at the school and available for access by the public and the Board.

- a. Schools shall maintain copies of the minutes in the records centre for at least 7 years.

## **REFERENCES**

### **Cross References:**

[Exhibit 1](#) – *School Councils Timeline for Principals*

[Exhibit 2](#) – *Request Procedure*

[Policy CAA](#) – Site-Based Decision Making

[Policy FL](#) – Closure of School or Division within School

[Policy GC](#) – Professional Staffing

[Policy HGAC](#) – Religious Education

[Policy HIAF](#) – Instructional Resource Fees

### **Legal Reference:**

[Education Act](#) – Section 12, 55, 67

[School Council Regulation](#)

[Personal Information Protection Act](#)

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