



School Councils

The Administration recognizes and accepts that parents have a significant role to play in the educational process. As such, the Administration asks that each school establish a School Council in accordance with the requirements of the *School Act* and provincial regulations. School Councils are advisory in nature and will have a role in advising and consulting with the principal on any matter relating to the school.

1. Definition of School Council
A School Council is "a collective association of parents, teachers, principals, staff and community representatives who work together to promote the well-being and effectiveness of all stakeholders in the school community and thereby enhance student learning. A School Council is a means to facilitate collaboration among all education partners in the local school." (School Councils Handbook, Alberta Education, Revised edition 1999)
2. Purpose of School Council
A School Council's purpose is "to provide the structure through which all stakeholders come together to talk about the education of that community's children." (School Council Resource Manual, Alberta Education, June 1995)
3. Role of School Council (from the Feb. '95, Nov. '95 Workshops)
 - 3.1 The role of School Councils is advisory (contributory) in functions that directly impact the school and the school jurisdiction in such areas as planning, developing and delivering programs, budgeting and allocating resources, and communications and community relations.
 - 3.2 School Councils have a primary role (decision role) within provincial and jurisdiction policies and regulations in matters of an internal nature such as School Council bylaws, finances, methods of operation, inservice for School Council members, promoting the school and reporting annually to the School Board.
 - 3.3 School Councils will vary from school to school and should reflect the particular needs and desires of the community. However, the roles performed should be within provincial and jurisdiction policies and regulations.
4. Communication between the Administration and the School Council
 - 4.1 The Administration shall provide any School Council the right to address the Administration on any issue at the request of the School Council Chair.
 - 4.2 The Administration will invite representatives of all School Councils to participate in the annual School Council Workshop each spring and fall. The purpose of the workshop is to review the School System Education Plan and to establish annual school system goals.
 - 4.3 The Administration will invite representatives of all School Councils to participate in an annual School Council forum to be held each November. The purpose of the forum is to address issues of common concern to the Administration and School Councils. Agenda items may come from any School Council or the Administration.
5. Communication between School Councils
 - 5.1 The Administration will circulate a list of names, addresses and contact information among all School Council Chairs and Administration.



- 5.2 The Administration will establish an E-Mail forum for School Councils at each school as needed.
6. Conflict Resolution and Appeal Procedures between a Principal and a School Council
- 6.1 Most disputes can be resolved through open discussion and a clear understanding of roles and responsibilities. The first step in any dispute is for the participants to identify the specific areas of concern and then attempt to resolve them.
- 6.2 In the event that a resolution is not readily available, the Board general appeals policy will take effect.
- 6.3 The communication and conflict resolution channel shall be:
- School Council
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Principal
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Superintendent
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Board
- 6.4 Pursuant to their role, School Councils do not deliberate on specific personnel or student issues.
7. School Council Reporting Requirements are outlined in Section 12 of the School Council Regulations which state:
- 7.1 The chair of a school council must prepare and provide to the Administration an annual report:
- setting out the activities of the School Council in the year,
 - including a financial statement relating to money handled by the School Council in the year, if any, and
- 7.2 The School Council report will be combined with the annual school report to the Administration.
8. Code of Ethics
- 8.1 A member shall be guided by the mission statement of his or her school district.
- 8.2 A member shall be familiar with school policies and operating practices and act in accordance with them.
- 8.3 A member shall practice the highest standards of honesty, accuracy, integrity and truth.
- 8.4 A member shall recognize and respect the personal integrity of each member of the school community.
- 8.5 A member shall encourage a positive atmosphere where individual contributions are encouraged and valued.
- 8.6 A member shall apply democratic principles.
- 8.7 A member shall consider the best interests of all students.
- 8.8 A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- 8.9 A member shall not disclose confidential information.
- 8.10 A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.
- 8.11 A member shall use the appropriate communication channels when questions or concerns arise.



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- 8.12 A member shall promote high standards of ethical practice within the school community.
 - 8.13 A member shall accept accountability for decisions.
 - 8.14 A member shall declare any conflict of interest.
 - 8.15 A member shall accept no payment for school council activities.