

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 education plan and assurance plan;
 - 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. The Board will also support professional development (PD) for School Councils to a maximum of \$5,000 annually division-wide (i.e. presentation for multiple schools). (Use Exhibit 3.)
7. 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).
8. 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.
9. 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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