

Administrative Procedure 110 - School Councils

Background

The Division encourages School Councils (SCs) to participate as active partners in the operation of their schools to build a supportive school community and to act in an advisory capacity to the Principal.

Procedures

1. Each school shall have a School Council (SC) formed and constituted in a manner consistent with the requirements of the Education Act and the School Councils Regulation.
2. As per [Board Policy 3 Role of the Trustee](#), the designated trustee may attend the SC as a non-voting representative of the Board.
3. The SCs, through their designated trustee, shall also have the opportunity to provide input to the Board and Alberta Education on matters pertaining to the school and other educational issues. SCs may also make direct representation to the Board.
4. The Principal shall notify the Superintendent by September 30 of each year of the membership and officers of the SC.
5. The SC shall submit to the Superintendent by September 30 an annual report for the previous year using the template in [Administrative Procedure 110-1 Appendix A - School Council Annual Report](#).
6. The SC shall retain, at the school, a copy of the minutes for each meeting and make them available to any member of the public on request. These minutes shall be retained for at least seven years.
7. Each school may establish a separate advisory group for parents of children enrolled in an Early Childhood Services program at the school, or the SC may establish a process for these parents to be members of the SC.
8. In order to facilitate any fundraising activities for the school that require a non-profit status, the SC may choose to work with a registered society.
9. School Councils, registered societies, and principals are encouraged to work collaboratively on Principal-approved initiatives.
10. Principals shall approve the acceptance of funds provided to the school.

11. The SC provides parents and the school community with a means to consult with and provide advice to the Principal on matters pertaining to the school and its operations, including the School Education Plan, subject to the provisions of the Education Act.
12. The SC may carry out other school-related functions as identified by the Principal or the Superintendent and agreed to by the SC.
13. The Principal shall be the primary administrative resource for the SC. The Principal shall assist the SC Chair in establishing meeting agendas.
14. The Division encourages the inclusion of representatives of other school community groups on SCs.
15. In the event of a disagreement between the SC and the Principal, the SC Chair may appeal to the Superintendent in writing.
 - 15.1. The Superintendent shall attempt to mediate.
 - 15.2. In the event mediation is unsuccessful, the Superintendent shall convene an ad hoc committee to make recommendations for resolution.
 - 15.3. The decision of the Superintendent shall be final.
16. SCs shall not distribute materials related to a particular political cause or agenda.
17. Students and student work shall not be used for political purposes.
18. SCs shall not distribute promotional materials on behalf of businesses, non-profit organizations, or service organizations unless approved by the Principal as per [Administrative Procedure 153 - Third Party Distribution](#).
19. SC communication materials shall be reviewed by the Principal prior to distribution.
20. As per [Board Policy 2 Role of the Board](#), school personnel or individual student concerns shall not be discussed at SC meetings.

Reference: Section 33, 52, 53, 55, 197, 222, 251 Education Act
School Councils Regulation AR 113/2007
School Council Resource Guide (2016)
School Councils Handbook (1999)
Societies Act

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