

Fort McMurray Catholic Schools Operating Policies and Procedures

OP 137 – School Councils

Policy

All Fort McMurray Catholic Schools shall attempt to establish school councils. Each school council must include the following members:

- school principal
- teacher(s)
- parents of students enrolled in the school; and
- student(s) (for high schools only)

Parents must form the majority of members. Individual school councils may also decide to include as members, one or more persons who are not parents of students enrolled in the school.

School councils will play an active role in advising and consulting with the Principal on matters relating to the school.

Procedures:

1. Each school that has no school council must hold an establishment meeting not later than **40** days after the start of the school year.
2. Principal shall ensure that the school council is established and operated in accordance with the Alberta School Act, and the Alberta School Council Regulation **113/2007**. **These documents and the “School Council Resource Manual” are available on line.**
3. The roles of the School Council shall be to:
 - a. Establish the school council’s mission, vision and goals;
 - b. Consult with the Principal, so he or she may ensure school performance, programs and priorities meet the school community’s expectations;
 - c. Advise the Principal, the Board, Alberta Education, parents and volunteers;
 - d. Consult with other school councils and Provincial organizations; and
 - e. Share information with the school community, other school councils and Provincial organizations.

4. It is the responsibility of the school council to:
 - a. Actively seek the views of the school community;
 - b. Actively represent the views of the school community and become as influential as possible;
 - c. Inform the school community;
 - d. Involve the school community;
 - e. Encourage all forms of parental involvement and support;
 - f. Work within the policies of the local school Board;
 - g. Become well informed;
 - h. Focus on the best interests of all students; and
 - i. Maintain high ethical standards.
5. School personnel concerns shall not be discussed at school council meetings. Parents are encouraged to present their concerns directly through the appropriate channels (i.e. Teacher/Principal/Superintendent/Board).
6. The operations of the school council are subject to the provisions of the Freedom of Information and Privacy Act.
7. The Board encourages each school council to name one of its executive members as a representative on the Council of School Councils.
8. The Principals shall notify the Superintendent by October 1st of each year of the membership and executive of their school council. A copy of the by-laws and/or amendments shall be kept on file at the school.
9. The Board, or its representatives, and the Superintendent may be invited to attend meetings of the school councils at any time during the year to discuss school and other education related issues.
10. School councils shall submit to the Superintendent, an annual report each school year prior to the end of June, containing:
 - a. the highlights/major activities of the school council during the school year;
 - b. financial statements

11. In the event of an irresolvable dispute between the school council and the Principal on policies proposed or adopted for a school, the Principal or the school council Chair may appeal to the Superintendent in writing. The Superintendent shall appoint a mediator who will attempt to resolve the situation. In the event mediation is unsuccessful, the Superintendent, within a reasonable period of time, shall convene an ad-hoc committee that will review the dispute and make recommendations for resolution to the Board, whose decision shall be final.

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