

The Division encourages and promotes the establishment of School Councils in its schools in accordance with the Education Act.

The Division encourages the involvement of parents in the affairs of schools and the school system through participation in School Councils to facilitate interaction among parents, educators and students to better serve the Catholic community and support the Division's mission and vision.

Procedures

1. The Principal is responsible for the management and operation of the school as assigned by the Education Act, Board policy and administrative procedures.
2. The School Council must include the Principal and at least five parents enrolled in the school and may include the following members:
 - 2.1 At least one teacher at the school;
 - 2.2 If the school includes a high school program, at least one student enrolled in the high school, elected or appointed by the students enrolled in the high school;
 - 2.3 Members of the school council may establish a process to appoint as members of the school council one or more persons who are not parents of students enrolled in the school but who have an interest in the school.
3. In addition to purposes stated in statute and regulation, the purposes of the School Council shall be to:
 - 3.1 Offer advice and consultation to the Principal, the Superintendent and the Board about any matter relevant to school operations;
 - 3.2 Encourage greater parent participation in the education of their children;
 - 3.3 Promote parent understanding of the education system and teaching and learning processes;
 - 3.4 Provide parents an organization for expressing their support for education;
 - 3.5 Foster a total Catholic school community;
 - 3.6 Work together to ensure the best possible Catholic education for students in the school and the broader school community;
 - 3.7 Enhance communication between the home and the school;
 - 3.8 Provide input from parents in the development of the mission of the school and in the attainment of that mission;

- 3.9 Receive reports from the Principal on the school program, general policies and organization of the school;
- 3.10 Receive reports and suggestions from parents and community groups on school-related matters.
- 4. School Councils are required to adhere to Board Policy, Division administrative procedures, and the School Council Regulation in all aspects of their operation.
- 5. The School Council may make its own bylaws and rules with respect to the operation of the council.
- 6. The School Council shall provide to the Board for information, through the Superintendent, a copy of any bylaws or rules of operation.
- 7. The School Council shall provide its annual activity summary report and detailed financial report to the Board on or before June 30.
- 8. The School Council shall retain at the school a copy of the minutes for each meeting of the School Council and make them available to the board or the public on request. The School Council must retain the minutes for each meeting of the school council for the last 7 years.
- 9. The accounts and financial affairs of the School Council will be subject to audit from time to time by the Secretary-Treasurer or designate.
- 10. Establishment:
 - 11.1. The Principal shall assist with the establishment of a School Council.
 - 11.2. A school council must have a chair and any other members of the executive determined by the persons attending the establishment meeting.
 - 11.3. Where a school is unsuccessful in establishing a School Council, the Principal shall make every effort to establish a parent liaison committee for that year.
 - 11.4. Where a quorum of the School Council is not reached pursuant to the regulations, the operation of the School Council will be suspended until the following school year. The Principal shall attempt to establish a parent liaison committee for the remainder of that year.
- 12. Dispute Resolution

Where an irresolvable dispute arises between the School Council and the Principal, or within the School Council, the following will apply:

- 12.1. The dispute resolution process shall be conducted in a timely manner.
- 12.2. Each party to the dispute shall submit the nature of the dispute, in writing to the Superintendent.

