

---

**HORIZON SCHOOL DIVISION NO. 67****POLICY HANDBOOK**

<b>Policy Code:</b>	JMA
<b>Policy Title:</b>	School Councils
<b>Cross Reference:</b>	JG
<b>Legal Reference:</b>	PIPA School Act, Sec. 22, School Councils Regulation
<b>Adoption Date:</b>	June 25, 1997
<b>Amendment or Re- affirmation Date:</b>	Jan. 19/99, May 30/02 Apr. 19/07, <b>Nov. 30/17</b>

---

**POLICY**

THE BOARD RECOGNIZES THE VALUE OF PARENTS AND THE COMMUNITY TO BE ENGAGED IN THE EDUCATION OF CHILDREN, AND EXPECTS SCHOOLS EXCEPT HUTTERIAN COLONY BRETHERN SCHOOLS, TO ESTABLISH A SCHOOL COUNCIL IN ACCORDANCE WITH THE SCHOOL COUNCILS REGULATIONS AND THIS POLICY.

**GUIDELINES**

1. School councils are an important forum through which members of school communities play an advisory role in school improvement planning.
  - 1.1. School councils are a structured group of parents, principals, teachers, secondary students and community representatives whose purpose is to advise the principal and the school board respecting matters relating to the school.
  - 1.2. The actual decision-making authority of the school council is limited to:
    - 1.1.1. determining the school council operating procedures
    - 1.1.2. setting policies to govern school council activities at the school level, as described in the School Act
    - 1.1.3. planning engagement activities that align with school council's legislated purpose
    - 1.1.4. choosing to provide advice to the principal and school board
2. As the primary role of school councils is advisory, school councils are not eligible to incorporate as societies. It is not the primary intent of school councils to fundraise or lobby. Roles that are not to be taken on by a school council include:
  - 2.1. school governance
  - 2.2. employment issues
  - 2.3. school management
  - 2.4. listening to complaints

## **Policy JMA – School Councils – Continued**

### **REGULATIONS**

1. For any school year, the first meeting of the school council must be held within 20 school days after the start of the school year or as specified in the bylaws of the school council.
  - 1.1. If a quorum is not available for a meeting of a school council and the meeting has been re-scheduled on 2 or more occasions, the board may suspend the operation of the school council until the following year.
2. If a school has no school council, the school must hold an establishment meeting within 40 days after the start of the school year.
  - 2.1. The Principal shall
    - 2.1.1. give notice of the date, time location, and purpose of the meeting at least 10 days before the meeting
    - 2.1.2. post in at least 2 or more locations that are accessible to the public in the area around the school, or
    - 2.1.3. be advertised in a publication that is circulated to the general public i.
  - 2.2. Those invited to the meeting shall include:
    - 2.2.1. parents of all students enrolled in the school;
    - 2.2.2. parents of ECS student enrolled at the school (if applicable);;
    - 2.2.3. school staff; and
    - 2.2.4. other members of the school community (at the Principal’s discretion).
  - 2.3. If there are fewer than 5 parents in attendance at an establishment meeting or if an establishment meeting is not successful in establishing a school council, the principal may establish an advisory committee for that year to carry out one or more of the duties or functions of a school council.
3. Membership on School Councils shall at all times consist of a majority of parents of students in the school.
4. A school council must include the following members:
  - 4.1. the principal of the school;
  - 4.2. at least one person who is a teacher at the school, elected or appointed by the teachers at the school;
  - 4.3. if the school includes a senior high school program, at least one person who is a student enrolled in the high school, elected or appointed by the students enrolled in the high school;
  - 4.4. parents of students enrolled in the school.
5. The members of a school council may establish a process to appoint or elect as members of the school

## Policy JMA – School Councils – Continued

council one or more persons who are:

- 5.1. parents of children enrolled in an Early Childhood Services program at the school
  - 5.2. not parents of students enrolled in the school but who have an interest in the school.
6. School councils or their members may not:
- 6.1. receive remuneration for services rendered;
  - 6.2. be incorporated under the Societies or Companies Act; or
  - 6.3. be charged a fee for the use of the school or school facilities for the purpose of holding a meeting of the school council.
7. School Councils are organizations subject to PIPA (Personal Information Protection Act) and, as such, must comply with the PIPA requirements for collection, use, and disclosure of personal information.
8. Each school council may make bylaws respecting the conduct of its business and affairs as per the School Councils Regulation.
- 8.1. Only persons who attend the establishment meeting and are (a) parents of students enrolled in the school, or (b) parents of children enrolled in an Early Childhood Services program at the school are entitled to vote on matters raised at the meeting.
  - 8.2. A school council must retain at the school a copy of the minutes for each meeting of the school council for at least 7 years and make them available to the board or the public on request.
9. School council s opportunity to provide advice on the development of the school’s
- 9.1. mission, vision and philosophy,
  - 9.2. policies,
  - 9.3. annual education plan,
  - 9.4. annual results report, and
  - 9.5. budget.
10. The chair of a school council must prepare and provide to the board by September 30 of each year a report
- 10.1. summarizing the activities of the school council in the previous school year, and
  - 10.2. including a financial statement relating to money handled by the school council in the previous school year, if any, and how the funds were used