

SCHOOL COUNCIL

Background

The Board of Mother Earth's Children's Charter School encourages and promotes parent and community participation in making informed decisions to ensure the best possible education for the children in the school. The Board believes that parents who are informed and committed to their child's education can and do make a difference in the quality of learning - both at home and at school.

School Councils provide valuable advisory assistance to the Principal, the Superintendent and the Board.

The Board, therefore, supports the establishment of a School Council.

Procedures

1. The School Council shall be formed and operate following the policies and procedures set out by the Board.
2. The Principal is responsible for the management and operations of the school, as assigned by the *School Act*, Board policy and administrative procedures. His/her action(s) are to be in compliance with legislative statutes, Board policies and administrative procedures.
3. Purpose(s) of the School Council shall consist of some or all of the following:
 - 3.1 To offer advice to the Principal and the Board about any matter relating to school operations;
 - 3.2 To offer advice to the school staff about the delivery of instructional and support programs and services to children;
 - 3.3 To encourage greater parent participation in the education of their children;
 - 3.4 To promote parent understanding of the education system and the teaching/learning process;
 - 3.5 To provide parents an organization through which they can express support for education;
 - 3.6 To enhance communication between home and school;
 - 3.7 To provide input from parents in the development of the mission of the school and in the attainment of that mission;
 - 3.8 To receive reports and suggestions from parents and community groups on school related matters;
 - 3.9 To receive reports from the Principal regarding the school program, general rules and organization of the school;

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- 3.10 To deliver annually to the Superintendent;
 - 3.10.1 A written report of the School Council's activities for the past year and
 - 3.10.2 Minutes of each meeting of the School Council; and
- 3.11 To perform any additional duty or function which may be delegated to it, through the Principal, by the Superintendent.
- 4. The School Council shall observe the appropriate protocols for channels of communication.
- 5. The School Council may make rules with respect to the operation of the council. A copy of these rules is to be filed with the Superintendent.
- 6. No officers or other members of the School Council shall receive any remuneration for acting as a member of the School Council.
- 7. The financial records of the School Council shall be open to audit by the Secretary-Treasurer. Funds shall not be raised through loans from banks, financial institutions or other security requirements. The School Council Chair shall prepare and provide to the Superintendent annually a written report of its financial statement within 60 days of their fiscal year end relating to money handled.
- 8. No School Council shall incorporate under the *Societies Act* or the *Companies Act*.
- 9. The School Council shall not be charged a fee for the use of schools or school facilities for holding its meetings.
- 10. School Councils shall be established in accordance with *Alberta Regulation 113/2007*.
- 11. Appeal Procedure

Where the School Council and/or Principal disagree relative to policies proposed or adopted for a school, the following appeal procedure shall apply.

- 11.1 A copy of the complaint shall be forwarded to the Superintendent, in writing, giving full particulars.
- 11.2 A second copy shall be given to the other party (School Council or Principal).
- 11.3 Complaints filed on behalf of the School Council shall only be accepted if they represent the views of the School Council voted on at a regular meeting of the Council at which a quorum is present.
- 11.4 The Superintendent will adjudicate the complaint as (s)he sees fit, within fourteen calendar days of receiving it, and advise both parties of his/her decision, in writing.

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References: Sections 20, 22, 60, 61, *School Act*
School Councils Regulation 113/2007
School Councils Resources Manual (1995)
School Councils Handbook (1999)

Adopted: June 2011
Amended:
Due for Review: