



# *Christ the Teacher Catholic Schools* **Board Policy**

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**Policy Title:** School Community Councils

**Code:**

BP 18

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## **Background**

The Board supports the formation and operation of School Community Councils in all schools in the school division. School Community Councils serve in an advisory capacity. School Community Councils provide assistance in enhancing supports to learning. The Board helps offset expenses of School Community Councils through the provision of an annual grant.

Specifically,

### 1. Establishment of School Community Councils

- 1.1. School Community Councils in the school division are established in accordance with Section of *The Education Act, 1995*.
- 1.2. Eligibility for membership will be as detailed in the *School Community Council Operations Manual*.
- 1.3. The terms of office for all members of a School Community Council will be as detailed in the *School Community Council Operations Manual*.
- 1.4. If a vacancy occurs in an elected School Community Council position, the Board may appoint an individual to that position.
- 1.5. A member of a School Community Council is required to vacate his/her office if the member is:
  - 1.5.1. Convicted of an indictable offence.
  - 1.5.2. Absent from three or more consecutive meetings without council authorization.
  - 1.5.3. Ineligible pursuant to Board policy.
- 1.6. Every School Community Council is expected to:
  - 1.6.1. Facilitate parent and community participation in school planning.
  - 1.6.2. Provide advice to the Board.
  - 1.6.3. Provide advice to school staff through the principal.
  - 1.6.4. Comply with Board policy.

*Believe ... Belong ... Become*

## 2. Linkage to the Board

- 2.1. To facilitate communication, the Board and the Director will develop procedures that allow for all School Community Councils to communicate with the Board or designated Board member at least once each year.
- 2.2. The Board values School Community Councils and to foster the flow of information within and across the school division, in keeping with approved lines of communication, the Board approves of individual Board members attending School Community Council meetings in order to:
  - 2.2.1. Enhance communication with School Community Councils.
  - 2.2.2. Enhance the development of educational governance across the school division.
  - 2.2.3. Create, develop and maintain an effective network between the various groups that are part of the school division.
  - 2.2.4. Help clarify and reinforce the Board's role, school division protocols, Board directions and initiatives.
- 2.3. When individual trustees attend School Community Council meetings they do so as observers and do not have the authority to speak for the Board, unless provided with such authority by motion of the Board.
- 2.4. To further facilitate communication:
  - 2.4.1. The Director will encourage principals to inform parents and community members of School Community Council meetings through their school newsletters.
  - 2.4.2. School Community Councils always have the opportunity to address the Board using the Board's procedure to meet with delegations.
  - 2.4.3. School Community Council advice is to be provided to the Board corporate.

## 3. Responsibilities of School Community Councils

- 3.1. School Community Councils work co-operatively with the schools in developing mission and vision statements that align with the school division mission and vision. Specifically, they are to:
  - 3.1.1. Provide input into the school's mission and vision.
  - 3.1.2. Promote Catholic Education
  - 3.1.3. Develop a School Community Council Parallel Plan that supports and aligns with the School Level Plan.
  - 3.1.4. Communicate annually with parents, guardians, and community members about its plans, initiatives, and accomplishments.
  - 3.1.5. Account publicly for the expenditure of funds related to the operation of the School Community Council.

- 3.1.6. Participate in orientation, training and development opportunities to enhance capacity to fulfill its responsibilities.
  - 3.1.7. Provide a representative to participate in scheduled Board-School Community Council liaison meetings.
- 4. School Community Councils may provide advice to the school concerning:
  - 4.1. Student behaviour expectations.
  - 4.2. Fundraising activities, within the parameters noted in school division administrative procedures.
  - 4.3. The development of student fees, within the parameters noted in Board policy.
- 5. School Community Councils may provide advice to the Board concerning:
  - 5.1. Language of instruction.
  - 5.2. Grade discontinuance.
  - 5.3. School closure.
  - 5.4. Any other matter on which the Board seeks the perspective of the community.
- 6. Student Fees & Fundraising
  - 6.1. The principal will annually review student fees with the School Community Council.
  - 6.2. The principal will review fundraising activities with the School Community Council.
- 7. Review of School Activities
  - 7.1. School activities are to be reviewed and approved by the principal and shared with the School Community Council.
  - 7.2. Information on curricular, co-curricular and extracurricular activities is to be shared on an ongoing basis.
  - 7.3. School Community Council input is to be sought on specific activities such as graduation, extended school trips and excursions.
- 8. Meeting Procedures
  - 8.1. Minutes of annual meetings of School Community Councils are to be forwarded to the Superintendent as soon as is practicable after the meeting.
  - 8.2. The principal is to be in attendance at all meetings. If the principal is unable to attend a meeting s/he is to inform the Chair of the School Community Council and a designate may be named for that meeting.

## 9. School Community Council Grant

### 9.1. Allocation of Funds

- 9.1.1. The Board annually establishes a grant, which provides operational funds for School Community Councils.
- 9.1.2. The grant is in the form of an established dollar level per School Community Council per year.

### 9.2. Purpose of Funds

- 9.2.1. Vehicle expense allowance for events and meetings.
- 9.2.2. Communication and public relations.
- 9.2.3. Conference attendance and professional development.
- 9.2.4. Incidental expenses such as postage and printing.
- 9.2.5. Support School Level Plans and SCC-related initiatives.

Reference: Sections 140.1, 140.2, 140.3, 140.4, 140.5 Education Act

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