

Glossary

- Accountability** An obligation to answer for the execution of one's assigned responsibilities
- Accountability Pillar** A report summarizing the provincial accountability process created to give school boards a consistent way to measure their success and assess progress using a broad spectrum of measures
- Action Plan** Specifies the tasks required to be done, the person required for the task, the target completion date and the anticipated completion date
- Advising** Information offered as an opinion or recommendation about future action or counsel
- Advocacy** Support or argument for a cause or policy
- Alternative Program** A program that emphasizes a particular language, culture, religion or subject-matter or uses a particular teaching philosophy – but not a special education program and not a religious education program provided by a separate school board
- Authorized Resources** Materials that have been approved by the Ministry of Education as appropriate to support the mandated curriculum
- Board, School Board** Elected governing body of a school district, division or jurisdiction; also referred to as a School Authority
- Bylaw** A law or rule governing the internal affairs of an organization
- Charter School** A school operated by a society incorporated under the *Societies Act* or a company registered under Part 9 of the *Companies Act*
- Code of Ethics** A guide to behaviour of a high moral standard
- Community Representative** A member of the community or a representative of a business that has a link with the school
- Consensus** A decision-making process that finds the highest level of agreement amongst a number of participants
- Consultation** A discussion where participants share their individual opinions or perspectives on a topic(s)
- Credit Enrolment Unit** A funding unit used to calculate base instructional funding at the high school level for school authorities
- Curriculum** All the courses of study offered by an educational institution
- Curriculum Handbook for Parents** replaced by the digital resource “**My Child’s Learning**”, provides details of expected outcomes for each grade/course authorized by ABED
- Dual Credit Strategy** A way in which students may earn post secondary credits with high school course credits
- Dual Track School** A school that has one or more alternative programs, in addition to its regular program
- Early Childhood Services Program** An education program provided to a child who, as of September 1, is younger than 6 years of age; pursuant to Section 30 of the *School Act*.
- Education Partners** Provincial level organizations representing stakeholder groups
- Education Plan / Three (3) Year Education Plan** A three-year education plan, updated annually, developed by both the school and school jurisdiction.
- Financial Plan** A revenue and expenditure summary and a description of how resources will be used to address priorities and implement the education plan
- Freedom of Information and Protection of Privacy Act** Gives individuals a right of access to records that are in the custody or under the control of a school board or charter board, subject to limited and specific exceptions set out in the Act.
- Funding Framework** The guidelines for allocation of funds to school authorities in Alberta (allocated in three blocks: instruction, support and capital)
- Gifted and Talented** Designation of a category of special need student
- Grade Level Achievement** The grade of curriculum a student has mastered
- Governance** The act of establishing and monitoring the long-term direction of an organization through policy



Inclusive Education System A way in which to provide all students with the most appropriate learning environments and opportunities to best achieve their potential; ensuring that each student belongs and receives a quality education no matter their ability, disability, language, cultural background, gender, or age

Individualized Program Plan A precise plan of action designed to address the student's/child's special education needs, based on assessment information that provides the basis for intervention strategies. An **IPP** is mandatory for all students/children identified with special education needs

Knowledge and Employability Program A program of studies for Grade 8 – 12 students incorporating employability skills and knowledge, resulting in a Certificate of High School Achievement rather than a High School Diploma

Legislation A proposed or enacted law or group of laws

Liability Is the responsibility of one person or organization to another, enforceable in law

Lobby Group A group of persons engaged in trying to influence legislators or other public officials in favour of a specific cause

Mandate The legal authorization to act given to a person or organization

Mild, Moderate, Severe Designation of a category of student with special needs

Mission A statement of the organization's educational purpose with a focus on students

Outreach Program A program offered in a stand-alone facility which provides a basic education for students who are unable to attend or benefit from a regular school program

Parental Engagement The act of engaging or condition of being engaged, in education

Program Unit Funding (ECS) A category of funding related to special needs ECS students

Personal Information and Protection Act Protects individual privacy by requiring private sector organizations to obtain consent for the collection, use and disclosure of personal information

Policy A consistent course of action demonstrated through a stream of decision making

Program of Choice A program chosen by parents, such as home education, one with a strong language or cultural focus, or outreach education

Provincial Achievement Test An annual series of tests administered to students in grades 6 and 9 which are intended to assist Alberta Education and school authority personnel in ensuring that high-quality education is provided to all students in the province

Regulations A law, rule, or other order prescribed by authority, especially to regulate conduct.

Results Report / Annual Education Results Report Public documents meant to inform parents and the public of the progress made by their school authority toward achieving the goals and outcomes of their Three-Year Education Plans

School Act A document passed in the Legislature outlining the requirements and expectations of K-12 education.

School Authority Includes school jurisdictions, funded accredited private schools, and private ECS operators

School Community Students enrolled in the school and their parents, children enrolled in an ECS program at the school and their parents, the school staff and other persons who have an interest in the school

School Council A collective association of parents, teachers, secondary students, principals, staff and community representative(s) who work together to effectively support and enhance student learning – mandated under Section 22 of the *School Act*

School Related Matters Undefined by ABED and education partners; specifics may be at the discretion of the School Council and school community

Society Five or more people who share a common recreational, cultural, scientific or charitable interest (a society may not incorporate primarily to carry on a trade or business)

Student Learning Assessment A series of computer-based tests administered at the start of the school year. They will maintain a strong focus on literacy and numeracy, and will also enable students to demonstrate competencies such as creativity, critical thinking and problem-solving.

Trustee In accordance with the *School Act*, a member of a board, as defined as a board of trustees of a district or division



Education Acronyms

AB ED Alberta Education
ACSTA Alberta Catholic School Trustees Association
ACHSC Alberta Coalition for Healthy School Communities
ACYI Alberta Children and Youth Initiative
ADL Alberta Distance Learning
ADLC Alberta Distance Learning Centre
AGM Annual General Meeting
ASBA Alberta School Boards Association
ASCA Alberta School Councils' Association
AERR Annual Education Results Report
ARPDC Alberta Regional Professional Development Consortia
ASBOA Association of School Business Officials of Alberta
ASCA Alberta School Councils' Association
ATA The Alberta Teachers' Association
CALM Career and Life Management
CASS College of Alberta School Superintendents
CEU Credit Enrolment Unit
CHSF Canadian Home and School Federation
CPAC Curriculum Policy Advisory Committee
CPF Canadian Parents for French
COATS Council on Alberta Teaching Standards
COSC Council of School Councils
CSA Council on School Administration (*Principals*)
CTS Career and Technology Studies
DIPs Diploma Examinations
ECS Early Childhood Services
ELL English Language Learner/Learning
ERLC Edmonton Regional Learning Consortium
ESL English as a Second Language
FNMI First Nations, Métis, Inuit
FOIP Freedom of Information and Protection of Privacy Act
FPFA Fédération des parents francophones de l'Alberta
FSL French as a Second Language
FTE Full-Time Equivalent
GLA Grade Level of Achievement
IPP Individualized Program Plan
K&E or **KEP** Knowledge and Employability Program (formerly Integrated Occupational Programming)
LRC Learning Resources Centre
PATS Provincial Achievement Tests
PD Professional Development
PIPA Personal Information Protection Act
PLC Parent Link Centre or Professional Learning Community
PPCSL Professional Practice Competencies for School Leaders
PSBAA Public School Boards Association of Alberta
PUF Program Unit Funding
RAP Registered Apprenticeship Program
SACS Safe and Caring Schools (and Communities)
SALS School Authority Leader Standard (Superintendents)
SHIP Student Health Initiative Program
SLA Student Learning Assessment
SLS School Leadership Standard (Principals)
TQS Teacher Quality Standards



Additional Resources

Alberta School Councils' Association

Provides resources, including school council development and advocacy services for Alberta School Councils. <http://www.albertaschoolcouncils.ca>

Phone: 780-454-9867 **Toll Free:** 1-800-661-3470

Alberta Corporate Registries

Provides related to registered societies <http://www.servicealberta.gov.ab.ca/Societies.cfm>

Phone: 310-0000

Alberta Education

Provides information for parents, students and educators as well as contact information for school boards and schools throughout Alberta. <http://education.alberta.ca>

Phone: 780-427-7219 (For toll-free access within Alberta, first dial 310-0000.)

Alberta Gaming and Liquor Commission

Provides information to registered societies related to gaming activities and licenses <http://www.aglc.ca/>

Phone: 780-447-8600 **Toll Free:** 1-800-272-8876

Alberta Regional Professional Development Consortia

Promotes student learning and achievement, school improvement and parental engagement in education by providing professional development services at the local, regional and provincial levels.

<http://www.arpdc.ab.ca>

Phone: 780-444-2497

Alberta Teachers' Association

Provides additional information for parents. <http://www.teachers.ab.ca/Pages/Home.aspx>

Phone: 1-800-232-7208

Alberta Learning Information Service

Offers career planning, learning and employment resources. <http://alis.alberta.ca/index.html>

Phone: 310-0000

Board Development Program

Provides assistance to not-for-profit boards in the area of governance.

<http://culture.alberta.ca/bdp/default.aspx>

Phone: 780-427-2001 or Dial toll free 310-0000 then the number

LearnAlberta.ca

Provides learning resources for Alberta's Kindergarten to Grade 12 community.

<http://www.learnalberta.ca>



Additional References

A Principal's Guide to Working Effectively with Your School Council, Alberta Learning, 2004;[Limited hard copies available by request through the ASCA office](#)

[Planning resources for School Authorities](#), Alberta Education

[Accountability Pillar](#), Alberta Education

[Alberta School Council Resource Manual](#), Alberta School Councils' Association, 2007

[Alberta School Councils' Association](#)

[Policy and Requirements for School Board Planning and Results Reporting](#), Alberta Education 2016

[Parents' Participation in School Improvement Processes](#), Canadian Education Association 2004

[People for Education](#), Ontario

[Realities, Perspectives and Challenges: A Survey of Alberta School Councils](#), Alberta School Councils' Association, 2008

[Inspired Partnerships](#), Alberta School Councils' Association

[School Act Revised Statutes of Alberta 2000](#), Alberta Education

[School Councils Regulation 113/2007](#), Alberta Education, 2007



Revised Statutes of Alberta 2000 Chapter S-3

Current as of October 1, 2005

School Council

- 22 (1)** A school council shall be established in accordance with the regulations for each school operated by a board.
- (2)** The majority of the members of a school council shall be parents of students enrolled in the school.
- (3)** A board of a separate school district or a division made up only of separate school districts, by resolution, may require that the parents of students enrolled in a school operated by the board who are members of the school council must also be of the same faith as those who established the separate school districts, whether Protestant or Roman Catholic.
- (4)** A school council may, at its discretion,
- (a)** advise the principal and the board respecting any matter relating to the school,
 - (b)** perform any duty or function delegated to it by the board in accordance with the delegation,
 - (c)** consult with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister,
 - (d)** consult with the principal so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent, and
 - (e)** do anything it is authorized under the regulations to do.
- (5)** Subject to the regulations, a school council may make and implement policies in the school that the council considers necessary to carry out its functions.
- (6)** A school council may make bylaws governing its meetings and the conduct of its affairs
- (7)** Subject to the regulations, a board may develop and implement policies respecting school councils.
- (8)** A board shall establish an appeal process or conflict resolution procedure under which the principal or the school council may apply respecting disputes on policies proposed or adopted for a school.
- (9)** The Minister, on the request of the board, may dissolve a school council without notice at any time if the Minister is of the opinion that the school council is not carrying out its responsibilities in accordance with this Act and the regulations.
- (10)** The Minister may make regulations
- (a)** respecting the election or appointment of the members of a school council and the term or other conditions of election or appointment and the dissolution of a school council;
 - (b)** respecting the roles of the principal and the school council of a school and their respective powers, duties and responsibilities;
 - (c)** respecting any other matter the Minister considers necessary respecting school councils;
 - (d)** exempting a school or class of schools from the application of this section.
- 1988 cS-3.1 s17;1990 c36 s6;1994 c29 s8;1995 c27 s3 Source:

Alberta School Council Resource Manual VI Alberta Home and School Councils' Association © 2006, revised 2007.



School Councils Regulation

Alberta Regulation 113/2007

School Act

SCHOOL COUNCILS REGULATION

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Definitions

In this Regulation,

- (a) "Act" means the *School Act*;
- (b) "board" has the meaning given to it in the Act;
- (c) "establishment meeting" means a meeting to be held under section 2 to establish a school council;
- (d) "executive" means the executive of a school council;
- (e) "model of governance" means the process and structure used by a school council to make decisions regarding its business and affairs;
- (f) "school community" in respect of a school means
 - (i) students enrolled in the school and their parents,
 - (ii) children enrolled in an Early Childhood Services program at the school and their parents,



- (iii) the school staff, and
- (iv) other persons who have an interest in the school;
- (g) “school day” means a day scheduled for the purpose of instruction, examinations or other student activities where student-teacher interaction and supervision are maintained.

School council must be established

- 2** If a school that is required to have a school council has no school council, the school must, in accordance with section 3, hold an establishment meeting within 40 school days after the start of the school year.

Notice of establishment meeting

- 3(1)** If a school is required to hold an establishment meeting, the principal must give notice to the following persons of the meeting:
- (a) a parent of each student enrolled in the school;
 - (b) a parent of each child enrolled in an Early Childhood Services program at the school;
 - (c) the school staff;
 - (d) other members of the school community who, in the principal’s opinion, should be given notice.
- (2)** A notice under subsection (1) must
- (a) describe the purpose of the meeting,
 - (b) set out the time, date and location of the meeting, and
 - (c) be given at least 10 school days before the date of the meeting.
- (3)** A notice to persons referred to in subsection (1)(d) must
- (a) meet the requirements set out in subsection (2), and
 - (b) either
 - (i) be posted in 2 or more locations that are accessible to the public in the area around the school, or
 - (ii) be advertised in a publication that is circulated to the general public in the area around the school.

Principal may establish advisory committee

- 4** 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.



Chair and secretary at establishment meeting

- 5 The principal must decide who is to act as the chair and who is to act as the secretary at an establishment meeting.

Agenda at establishment meeting

- 6(1) The persons attending an establishment meeting must
- (a) decide, subject to section 8, on the size of the school council,
 - (b) decide on the model of governance for the school council,
 - (c) decide, subject to subsection (2), on the term of office of each member of the school council,
 - (d) elect, subject to subsection (2), the initial members of the school council referred to in section 8(1)(d),
 - (e) decide, subject to section 9, on the size of the executive,
 - (f) decide on the term of office of each member of the executive, and
 - (g) elect the initial members of the executive.
- (2) For greater certainty, but without restricting the generality of subsection (1)(a), the persons attending an establishment meeting may decide that for the purposes of section 8(1)(d), the school council may include all parents of students enrolled in the school who wish to be members.

Right to vote at establishment meeting

- 7 Despite section 6, 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.

School council membership

- 8(1) A school council must include the following members:
- (a) the principal of the school;
 - (b) at least one person who is a teacher at the school, elected or appointed by the teachers at the school;
 - (c) 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;
 - (d) subject to section 22(2) of the Act, parents of students enrolled in the school.



- (2) The members of a school council referred to in subsection (1) 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) The members of a school council referred to in subsection (1) may establish a process to appoint or elect as members of the school council one or more persons who are parents of children enrolled in an Early Childhood Services program at the school.

School council executive

- 9(1) A school council must have a chair and any other members of the executive determined by the persons attending an establishment meeting.
- (2) A parent of a student enrolled in the school must be elected chair of the executive.
- (3) Despite subsection (2), a member who is not a parent may be elected chair of the executive if no parent is willing to be nominated as chair.
- (4) Subject to subsection (2), every member of a school council is eligible to be elected as a member of the executive.

Faith of school council members

- 10 Unless a resolution has been passed under section 22(3) of the Act, the members of a school council may be of any faith

Remuneration of school council members

- 11 No member of a school council shall receive any remuneration for acting as a member of the council.

Prohibition against incorporation

- 12 No school council shall incorporate under the *Societies Act* or Part 9 of the *Companies Act*.

Responsibilities of board

- 13(1) A board must provide the school council with an opportunity to provide advice on the development of the school's
 - (a) mission, vision and philosophy,
 - (b) policies,
 - (c) annual education plan,
 - (d) annual results report, and
 - (e) budget.
- (2) A board must provide the school council with the school's provincial testing program results and other provincial measures and a reasonable interpretation of those results and measures.



- (3) A board must at all reasonable times allow the school council free and full access to timely and accurate information of the board that is publicly available, including board policies and minutes of board meetings.

Duty to report to the board

- 14(1)** The chair of a school council must prepare and provide to the board by September 30 of each year a report
- (a) summarizing the activities of the school council in the previous school year, and
 - (b) 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.
- (2) A school council must 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.
- (3) School council must retain the minutes for each meeting of the school council for at least 7 years.

Date for first meeting of school council

- 15** 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.

Suspension of school council

- 16(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 the operation of a school council is suspended, the principal may establish an advisory committee to carry out one or more of the duties or functions of the school council until a new school council is established under subsection (3).
- (3) If the operation of a school council is suspended under subsection (1), a new school council must be established within 40 school days after the start of the next school year in accordance with sections 2 to 9.

Bylaws of school council

- 17(1)** Each school council may make bylaws respecting the conduct of its business and affairs including, without limitation, bylaws
- (a) respecting the calling of regular, special or annual meetings of the school council;
 - (b) subject to section 6, respecting the election of members of the school council;
 - (c) subject to section 6, respecting the election of members of the executive;
 - (d) respecting the role of the chair and other members of the executive relating to the conduct of the school council's affairs;



- (e) respecting the number of times the school council must meet each year;
 - (f) respecting the location of school council meetings;
 - (g) respecting the number of school council members that constitutes a quorum at meetings of the school council;
 - (h) respecting a conflict resolution process for internal school council disputes.
- (2)** A Bylaw under subsection (1) does not come into force unless it is approved by a majority of
- (a) parents of students enrolled in the school, and
 - (b) parents of children enrolled in an Early Childhood Services program at the school who vote at a special meeting of the school council called for that purpose.
- (3)** The bylaws continue in force from year to year unless
- (a) they are amended at a special meeting of the school council called for that purpose, and
 - (b) the amendment is approved in accordance with subsection (2).

Fees prohibited

- 18** No school council shall be charged a fee for the use of the school or school facilities for the purpose of holding a meeting of the school council.

Exemptions

- 19** The following are exempt from the application of section 22 of the Act and this Regulation:
- (a) a school for resident students of the Government as described in section 44(7) of the Act that is provided in an institution approved by the Minister;
 - (b) a school for students that is provided in an institution approved by the Minister.

Repeal

- 20** The *School Councils Regulation* (AR 171/98) is repealed.

Expiry

- 21** For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or amended from following a review, this Regulation expires on June 30, 2017.

Coming into force

- 22** This Regulation comes into force on July 1, 2007



Legislation Investigation (Activity)

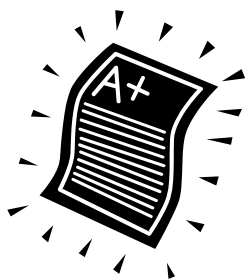
Using the School Act and the School Councils Regulation 113/2007, please find the clauses relating to the questions below. Consider how the sections could be interpreted differently and decide what your interpretation would be. Some answers are not necessarily specifically provided in legislation, but may be interpreted from clauses within the legislation.

Questions

1. Are all parents, with children enrolled in the school, members of School Council?
2. Can the principal be the chair of School Council?
3. Do parents have to create bylaws in the establishment meeting?
4. Does the executive of School Council have to be Catholic in a Catholic school?
5. How does a School Council give input into the mission of the school and to whom do they give the input?
6. When must the annual general meeting be held to be consistent with the legislation?
7. Who may dissolve or suspend a School Council and under what conditions?
8. What is the protocol for calling a special meeting?
9. What documents must be shown to a School Council?
10. Can School Council have their own bank account or must the funds be given to the school as school generated funds?
11. Must the School Council adhere to school board policy?
12. Can anyone speak at a School Council meeting?



Ideal World Dreamsheet



Name: _____

School: _____

What would you LIKE to see?



Parental Engagement:

Meaningful School Council Engagement:

