

# SCHOOL ACT – SECTION 22

## 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,
- advise the principal and the board respecting any matter relating to the school,
  - perform any duty or function delegated to it by the board in accordance with the delegation,
  - 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,
  - 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
  - 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
- 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;
  - respecting the roles of the principal and the school council of a school and their respective powers, duties and responsibilities;
  - respecting any other matter the Minister considers necessary respecting school councils;
  - 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



# SAMPLE

## School Council Annual Report

School: \_\_\_\_\_ Reporting Year: \_\_\_\_\_

**Executive:** *List the members who held positions as officers in the past year.*

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Meeting Dates:** *List the dates of regular school council meetings.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of First School Council Meeting of the Year:** \_\_\_\_\_

**School Council Activities:** *Summarize the major activities of the past year and provide an overview of activities or initiatives planned for the next year.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Financial Statement (attached):** *Summarizes the finances handled by the school council, not the registered fund raising association/society, during the past year, if applicable.*

\_\_\_\_\_  
School Council Chairperson

\_\_\_\_\_  
Date





## Advising Activity

***All participants assume the role of the principal for the activity.***

### **Background: Homework Policy**

You are anticipating some discussion at tonight's school council meeting regarding the amount of homework students are expected to complete. You have done an analysis of the situation, compared other schools – same grades and subjects and have found there is slightly more homework on average being assigned.

You have made the following observations:

**Teachers** are aware of each others' position on homework assignments. Most of the teachers are firm believers in homework and usually assign it daily. One of the goals in the school's three-year plan relates to enhanced literacy (particularly regarding reading comprehension) and there has been a concerted effort to assign more reading with the homework.

**The school board** practice has been to allow each school to set homework schedules – there is not district policy regarding homework.

**The Superintendent** has had some calls from parents upset with the amount of homework their children are bringing home each night and has asked you to handle it.

**The School Council** has been raising concerns parents not only feel there is too much homework being given out at the school, but also regarding the amount of reading expectations placed on students with respect to the assigned homework. They are suggesting the school formulate a homework policy that limits/describes the amount of homework assigned at each grade level. They would like the draft policy to be circulated to all students' parents for input prior to finalizing.

**Students** have been coming to school looking tired, and complaining of not being able to complete homework assignments due to extra-curricular activities such as hockey, dance, soccer, music lessons and in some cases, part-time employment.

### **DECISIONS:**

**Does the principal act on this information?**

**Which group(s) influences the decision?**

**As the principal, do you inform each stakeholder of your decision and the rationale?**

**Is the School Council invited to have input and involvement in the homework policy?**



## Advising Activity

***All participants assume the role of the principal for the activity***

### **Background: Literacy Program**

The school's literacy program began the previous year. When making decisions regarding this year's budget allocation, the principal must decide if funding for the program is to continue.

Input from other partners/participants:

**Teachers:** Teachers from certain grades are requesting teacher assistants in the classroom due to the increased number of students. Other teachers want to continue the literacy program.

**Alberta Education:** There is an initiative from Alberta Education to focus on student literacy.

**School Board:** There is no additional funding allocated for school literacy programs.

**Federal Government:** A funds matching program exists for schools to receive additional funding; however, the amount needed to receive the grant would deplete this school's entire budget for special programs.

**Parents:** Parents have been very vocal about the reading levels of students and have been phoning the principal with their concerns.

**School Council:** The School Council has advised the principal there are concerns about the increase in the number of students in the classroom. School Council would like to have teacher assistants or certain classes divided to reduce those levels.

**Principal:** There have been many other unrelated requests that will affect the budget, including computers and the science program has requested new software and training to fulfill a new curriculum requirement.

**Students:** Recent assessments indicate that not all students are achieving an acceptable standard in Language Arts.

### **DECISION:**

**Does the principal ensure there are funds for the literacy program?**

**Please provide the rationale for the decision and how you made the decision.**



## What CAN School Councils do??

Some concrete examples for school councils to support the learning objectives of the school.

### Goal: Build Citizenship Characteristics

#### School Council Actions:

- Promote multicultural activities; presentations from community leaders, families, students highlighting culture, food, dance, customs, clothing, etc.
- Network with schools/school councils with similar demographics and goals.
- Host family activities in the school: reading nights, potluck dinners, parent reception on first day of school (welcome new and/or Kindergarten parents).

### Goal: Promote Healthy Lifestyles

#### School Council Actions:

- Encourage “Choose always” foods to be used for lunch and snack programs (Hot Lunch, Fun Lunch, etc.)
- Sponsor and promote lunch and afterschool fitness programs (Zumba, Skipping, Hip Hop Dance, sports for fun, etc.)
- Support and encourage intramurals. Provide volunteers, recognition, etc. when possible.
- Host family information sessions on nutrition, mental health, physical health, drug and alcohol abuse awareness, etc.

### Goal: Enhance Student Achievement

#### School Council Actions:

- Organize a Homework or Study Club utilizing student mentors from neighbouring junior or senior high schools.
- Host parent information sessions on core curriculum expectations (math, science, language arts, social studies)
- Promote an Adult Reader Club inviting adults in the community to come read to/with students.
- Promote an Adult Mentor Club inviting adults in the community to mentor students in any area of learning.
- Support home reading: provide books, book exchanges, recognition of reading milestones, etc.

### Goal: Support our School Community

#### School Council Actions:

- Organize a clothing donation drive.
- Contribute to breakfast, lunch and snack programs.
- Collect extra school supplies for distribution to students in need.
- Provide or source translation services.
- Seek additional funding sources and community programs to assist students and families.



## School Council – Decide/Advise/Lobby or Reframe?

A limited number of education decisions are made at the School Council level. Determine if the School Council advises, decides, lobbies or reframes in the following sample items. Multiple answers for one item may be possible depending on specific circumstances.

1. School Fees
2. Field Trips
3. School Community Assessment/Survey related to School Council work
4. Methods of Promotion and Recruitment for School Council
5. Proximity of Overhead Power Transmission Lines
6. Issue Resolutions for ASCA's Annual General Meeting
7. Report Card Format and Timing
8. School Events Schedule
9. Individual Classroom Management / Teacher Quality Concerns
10. Annual General Meeting Date and Protocol
11. Fundraising
12. Traffic and Parking Complaints
13. Educational/Informational Sessions for Parents
14. School Council Orientation and Plan
15. School Dress Policy
16. School Budget
17. Parent/Teacher Interviews
18. Extracurricular Activities Offered in the School
19. School Council Representatives with Other Organizations
20. Student Conduct Issues
21. School Board's Three-year Education Plan
22. Provincial Achievement Test Results, Student Learning Assessments and  
Diploma Exam Results



## Take-Away Assignment

Consider creating your own, personalized, School Council Purpose statement, using the guidelines below. If possible, try to blend it with the legislated mandate of a school council (to advise the principal) and the intended outcome (support and enhance student learning). Examples are on the next page.

### Your School Council Purpose: why is your work important?

The specific purpose of your School Council is an important component of the school culture. The School Council purpose defines why the School Council exists. The purpose of the School Council is not only the answer to the question “What does our School Council do?” which typically focuses on events, activities and volunteers, the purpose is also the answer to the question, “Why is the work of our School Council important?” This may sound like a simple question, but it is greatly significant for the School Council and for each member.

The purpose is the cause that defines the contribution your School Council makes to the school community through its work. When a School Council purpose is meaningful to a member, that person feels a connection to the work that is not only rational—it’s also emotional.

### Your School Council Purpose Statement: be brief in length and broad in scope

A purpose statement is a few, crucial words that inspire and motivate members who care about making that contribution. The purpose of an entertainment company might be: To make people happy. The purpose of your partner fundraising association might be: To provide financial resources that support and enhance students’ education. The purpose statement is brief so members can remember it and use it to guide their daily actions. Additionally, the purpose statement is broad in scope to allow your School Council to adapt over time to a changing world while keeping a constant, consistent central focus. People and activities may change, but the purpose endures. Think of your School Council as a living entity; it is a vehicle for improving individual lives in your school community.

### Defining your School Council Purpose: include everyone in the process

When defining your School Council purpose, be sure to include everyone in the process. Participation in the process builds commitment. Use surveys, workshops or even town hall meetings with small group discussions to come up with possible purpose statements. Then, let everyone respond to a collection of options to see the statement that best conveys the fundamental reason why the School Council exists.

A purpose statement does not have to be unique. Other School Councils doing similar work may have a similar purpose. Your purpose should use words that are meaningful to members and appropriate for your School Council.

### Your School Council Purpose Statement: screen using the six criteria

Be sure your School Council purpose meets the six purpose criteria:

1. It is a contribution to the school community—not a product or service.
2. It answers the question: Why is our work important?
3. It is inspirational and motivational.
4. It uses powerful words.
5. It is brief in length so members will remember it.
6. It is broad in scope to allow for future opportunities and change.

### A source of meaning: unite members with your School Council Purpose

Take the time to unite members around the School Council purpose so that School Council work is more than daily, monthly or occasional tasks. School Council work should be viewed as a contribution to society through the school community and a source of meaning for each member.

Adapted from: <http://sheilamargolis.com/2011/06/17/use-organizational-purpose-to-unite-employees/>



# Take-Away Assignment

Please write down some of your ideas for a personalized School Council Purpose statement.

"As we support and enhance student learning by advising the principal at \_\_\_\_\_  
School, we will

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or

"Through advising the principal at \_\_\_\_\_ School, we support and enhance student  
learning by

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Adapted from: <http://sheilamargolis.com/2011/06/17/use-organizational-purpose-to-unite-employees/>



## 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

**By-law** 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 3, 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  
**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  
**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  
**IOP** Integrated Occupational Programming (now Knowledge and Employability Courses)  
**IPP** Individualized Program Plan  
**K&E** or **KEP** Knowledge and Employability Program (formerly IOP)  
**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  
**SACS** Safe and Caring Schools (and Communities)  
**SHIP** Student Health Initiative Program  
**SLA** Student Learning Assessment  
**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.ca/Corporate\\_Registries.cfm](http://www.servicealberta.ca/Corporate_Registries.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.arpc.ab.ca>

<http://www.arpc.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: 780-427-9999 Toll Free: 1-800-232-7215

### 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 Effectiveness: Summary of Findings of the Provincial Consultations](#),  
 Kaleidoscope Consulting, 2004

[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 2012

[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

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

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

[Survey of School Planning Councils in B.C.](#), Society for the Advancement of Excellence in  
 Education, 2004

Below is a list of School Authorities in Alberta with policies referencing or related to Councils of  
 School Councils (COSCs), or similar collaborative opportunities for their School Councils and  
 School Board/Trustees.

- 1) Calgary Catholic School District: Parent and Trustee Forum Groups.  
[http://www.cssd.ab.ca/files/school\\_council/secH-ptforums.pdf](http://www.cssd.ab.ca/files/school_council/secH-ptforums.pdf)
- 2) Elk Island Catholic Schools: Parent Communication Committee.  
<http://www.eics.ab.ca/htm/main.cfm?content=1066>
- 3) Elk Island Public Schools: Committee of School Councils.  
<http://www.eips.ca/cosc>
- 4) Foothills School Division: Council of School Councils.  
<http://www.fsd38.ab.ca/wp-content/uploads/2012/07/111-Council-of-School-Councils.pdf>
- 5) Grande Yellowhead Public School Division: Council of School Councils. Administrative  
 Procedure 111. <http://www.gypsd.ca/index.php/division/administrative-procedures>
- 6) Medicine Hat School District: District Council of School Councils.  
 Administrative Regulation 901 P 001 <http://www.sd76.ab.ca/Board.php>
- 7) Prairie Rose School Division: Bi-Annual meetings with School Council reps.  
<http://www.prrdweb.com/docs/library/EL13.pdf>
- 8) Wetaskiwin Regional Public Schools: Council of School Councils.  
<http://www.wrps.ab.ca/council-of-school-council-cosc>

