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## **Background**

The Calgary Girls Charter School views the School Council as a means for parents and community members to work together with the School to support and enhance student learning. Its purpose is to:

- Provide a vehicle whereby the home and the School can work together for the benefit of the child.
- Enhance communications between the School and its community.
- Provide a forum for the discussion of the School's philosophy and to assist the School in meeting its goals.
- Assist parents in understanding the roles and responsibilities of the people who work in the School.

## **Procedures**

1. The School will form a School Council to meet the responsibilities set out in the Education Act and the School Councils Regulation.
  - 1.1 Once the School Council for the new school year has been elected, the following information shall be provided to the Superintendent:
    - Name of the Chair;
    - Mailing address;
    - Phone number(s);
    - E-mail address.
  - 1.2 Charter Board Highlights, policy updates, letters and notices will be forwarded electronically to the School Council Chair.
2. The School Council is encouraged to develop operating procedures or bylaws as outlined in the Alberta School Council Resource Manual.
3. The School Council may elect to be a member of the Alberta Home and School Councils Association.

4. The School Council must adhere to the Personal Information Protection Act (PIPA) and develop a privacy policy for handling personal information. For a summary of Frequently Asked Questions and Answers for School Councils and Fund Raising Societies, please visit: <http://www.servicealberta.gov.ab.ca/pipa/documents/SchoolFAQs.pdf>
5. The School Council may advise and consult with the Principal on matters specified by the School Councils Regulation.
  - 5.1 The Principal will inform parents who are new to the school of the opportunity to participate in School Council.
6. A transparent financial and accounting system is to be in place consistent with School expectations as determined by the Secretary-Treasurer and the School Councils Regulation.
7. The School Council will provide a written annual report of its activities and finances to the Superintendent by July 15<sup>th</sup> of each year.
8. If necessary, the School Council may access dispute resolution processes available through the Superintendent's Office.

Reference:

Education Act s. 27, 52, 53, 54, 55 and 197  
Personal Information Protection Act (PIPA)  
School Councils Regulation 94/2019  
School Council Resource Guide (2007)