



School Council Work Plan

School councils are structured groups of parents, principals, teachers, secondary students, and community representatives who work together to effectively support and enhance student learning.

School councils provide a means for parents and community to work together with administration, staff and high school students to promote the well-being and overall effectiveness of the school community. The main role is advisory.

Parents play a vital role in student success and can participate in decisions that impact student learning through the school council. By contributing knowledge, perspective and ideas at school council or COSC meetings, parents are actively contributing to the school community and school district success.

Established school councils:

- focus on what is best for all students in the school
- consider the interests of all school stakeholders
- develop, maintain and reflect the culture of the school
- represent the parent voice in the school community

[School Council Resource Guide](#)

School Council Work Plan - September

- Advise parents of emergency drills
 - Six Fire Drills Annually (3 in the Fall Semester and 3 in the Winter Semester)
 - [OH&S 08 Emergency Drill Checklist](#) and [OH&S 24 Record of Fire Drills](#)
 - There will be a minimum of one Lockdown Drill (September) and one Hold & Secure (April)
 - [OH&S 25 Record of Lockdown Drills](#), [Lockdown Procedures](#), [Hold & Secure Procedures](#).
 - Set up an outside evacuation/staging area so if students playing on the playground and a lockdown is called over the PA system, these students and staff need to know not to enter the premises but need to know where to go to a secured area away from the school.
 - Establish and confirm yearly location, contact person and information.
- Provide parents with the standardized [Fair Notice Letter](#)
- Provide students/parents a copy of the [Fair Notice Brochure](#) regarding threat assessment
- Distribute to parents the following documents: [Concussion Recognition Tool](#), [Concussion Guidelines for Parents](#) and [Parent Guide to Dealing with Concussions](#)
- At the beginning of the school year, school staff are required to notify parents/guardians that their child will be writing provincial assessments.
During the administration of provincial assessment, Alberta Education collects personal information, including student legal name, Alberta Student Number (ASN) and student responses. The personal information is collected pursuant to Section 33(c) of the [Freedom of Information and Privacy Act \(RSA 2000, C. F-25\)](#).
- Review changes to the [Guide to Education](#)
- Review School [AP 50-09 Student Code of Conduct](#)
- Clearly communicate the school fee waiver procedures to school staff and parents at the beginning of each school year [AP 30-06 Student Fees](#)
- Transportation Fees
- School Fees
- Technology
 - Is the School Council familiar with Division policies regarding technology?
 - Digital Citizenship
 - Cyberbullying
 - Quick Guide to the Learning & Technology Policy Framework
- Ensure school handbook is ready and posted on the website
- Provide methods of communicating to parents and public. I.e., Facebook, emails, newsletters, PowerSchool and/or FreshGrade
- School reporting policies
- Course outlines/year plans
- School Photos
- Budget and Staffing Update
- Meet the Teacher/ Open house (if applicable)
- Parent-Teacher-Student Goal Setting Meetings (if applicable)
- Planning - Annual Education Results report due mid-October
- French Immersion Schools: distribute letter to all families as per [AP60-01 Curriculum – Provincial and Alternate Programs](#) and [Form 6-01-A A Letter to French Immersion Parents](#)

School Council Work Plan - November

- PHSD provincial achievement test and diploma exam results
 - Distribute copies of all division schools data
 - Explain the contents of each row and column
 - Discuss strategies for improvement
 - Discuss the agenda for results analysis day
 - Seek School Council input on results and strategies for improvement
- School Council:
 - Get names and personal emails from Council Members and send them to the Executive Assistant of the Superintendent
 - Complete [Form 3-50 Consent for Use of Personal Information - Staff / Public](#)
- Prepare to meet with parents for student [Form 5-27 Individual Program Plan](#)
- Division policy on use of facilities by the larger community [AP70-03 Access to Buildings...](#)
- School Calendar Input from School Council
- Council of school council meeting follow up
- Advise parents of upcoming Christmas events
- Advise parents of upcoming annual satisfaction administration during January/February

School Council Work Plan - January

- Parent Council AGM
- Upcoming Principal Planning with Board in February - What are your school priorities?
- Review Alternate School Year Calendar (if applicable) or upcoming Division calendar changes

School Council Work Plan - March

- PHPS surveys (Grade 4-12)
- Alberta Education Survey (Grades 4,7, and 10)
- School Base Planning
 - Does the school's plan, mission, and vision still reflect the needs of the school community?
 - Were achievement targets supported? Met? Realistic?
 - What were the results of a special project (ie: literacy program, numeracy program, ect.)
- Student Orientation Plans
- [Fire drill/lockdown](#) Six Fire Drills Annually (3 in the Fall Semester and 3 in the Winter Semester. [OH&S 08](#)
 - [Emergency Drill Checklist](#) and [OH&S 24 Record of Fire Drills](#)
 - There will be a minimum of one Lockdown Drill (September) and one Hold & Secure (April)
- PHPS Satisfaction Survey Results presented to Board - share with School Council
- School Education Plans submitted to Education Services by April 30th
- Commencement of School Budgets for upcoming school year.

- Citizenship Award nominees to Executive Assistant to the Superintendent's Office
 - Last submission can be May 10th
- Council of School Council Meeting is held at Regional Office

School Council Work Plan - May

- School Council of Council Meeting follow up
- School Timetabling/Schedules for the following year
- Staffing for the following year
- Budget for the following year
- Finalization of School Education Plans to be reviewed with School Council prior to submitting to Education Services

[AP 20-03 School Dispute Resolution \(External Communication Protocol\)](#)

Background

The Division is committed to working cooperatively and responsibly with students, parents and the public. At the same time, the Division recognizes that differences in understanding, interpretation and opinion may occur as people interact. Therefore, this Administrative Procedure describes the communication protocol to be followed when an issue arises.

Levels of Review

Student-Related Issues (Programming & Behaviour)		System-Related Issues (Procedures & Practices)		Employee Related Issues (follows the line of authority)	
School	Bus	School	Bus	School	Bus
Teacher	Bus Driver	Principal	Director of Transportation	Employee	Employee
Principal				Principal	Director of Transportation
Director of Student Services		Director of Student Services		Principal	Director of Transportation
Formal Review					
Assistant Superintendent of Education Services		Assistant Superintendent of Education Services	Assistant Superintendent of Human Resources	Assistant Superintendent of Human Resources	
Superintendent		Superintendent	Superintendent	Superintendent	

Alberta School Council Association Resources

[School Council Resource Guide](#) from Alberta School Council Association

[Workshops](#) available from Alberta School Council Association

[Webinar Recordings](#) from Alberta School Council Association

[Video Tutorials](#) from Alberta School Council Association