

ADMINISTRATIVE PROCEDURE

General Administration

School Councils

GEN #05

Reviewed: January 2026

Background

Parents should have meaningful involvement in their children's education. Such involvement includes ensuring that their children are ready to learn as well as being able to choose education programs that best meet their children's learning needs.

Other members of society also have a responsibility to contribute to the education of young people and an important role to play in education. Everyone has a role, and everyone's role is important. In an education system, few decisions can be made by one person or group alone. Parents, students, teachers, principals, superintendents, trustees, government, business, and other community members are all participants in the educational endeavor and have a responsibility to work together, cooperate and communicate with one another.

Section 55 of the Alberta Education Act (Act) and Christ the Redeemer (CTR) Catholic School's Board (Board) Policy #24, School Councils, recognize and reaffirm the right of parents and the school community to have meaningful involvement in the education of their children through school councils. School councils are responsible to the parents and the community they serve.

Regulations

The Act and School Councils Regulation govern school councils. The School Councils Regulation A.R. 94/2019 must be referred to in conjunction with this administrative procedure.

Procedures

1. The general procedures for establishing a school council are set out in the Alberta School Council Resource Guide and the School Councils Regulation noted above.
2. School councils submit to the respective ward committee by September 30th of each, for the preceding school year, copies of: financial statements of any money handled by the school council; a report outlining the activities of the school council; and minutes of each meeting.
3. School Councils are provided an opportunity each year to review the Board's vision, mission, fundamental beliefs, and characteristics of a Christian community in promoting Catholic education.
4. A "Council of School Councils" will be established as a means for school council chairs or designates to have the opportunity to meet to enhance their respective roles as faith communities, share best practices and provide a forum for open and ongoing dialogue and discussion.
5. In accordance with Section 55(8) of the Act, an appeal process or conflict resolution procedure is in place under which the principal or the school council may apply respecting disputes on policies proposed or adopted for a school (attached).

6. The Board may request the Minister to dissolve a school council if the Minister is in the opinion that the school council is not carrying out its responsibilities. The Board may request the Minister to dissolve a school council if one of the following negative conditions prevail: fraudulent, criminal, or unethical behavior; internal dissension affecting morale; adversarial relationship with staff; refusal to follow the policies of the board or to carry out its responsibilities in accordance with the Act and Alberta Learning Regulations; disruption of the educational climate; or unresolved disputes between the school council and the principal.

Appeal Procedures for Disputes over Policies Proposed or Adopted for a School Between a Principal and a School Council

The Board encourages the principal and the school council to utilize the appeal procedure established in this administrative regulation whenever a dispute arises between the principal and the school council regarding policies proposed or adopted for the school.

In the event of such a dispute, either the chairperson of the school council or the principal may submit a written appeal through the Superintendent to the relevant ward committee of the Board regarding the dispute, within a reasonable time from which the dispute arose.

1. When the need to hear an appeal arises, the relevant ward committee shall establish a hearing date, time, and place which allows the parties to the appeal sufficient notice to prepare for the appeal.
2. The chairman of the ward committee shall be guided by the following:
 - 2.1. Introduce the participants to the hearing.
 - 2.1.1. Explain the purpose of the appeal hearing:
 - 2.1.1.1. to provide an opportunity for both parties to make representations surrounding the disputed issues, and in support of their position before a decision is made;
 - 2.1.1.2. to permit each party to hear the other party and to respond to statements as presented by the other party; and,
 - 2.1.1.3. to allow ward committee members to know the facts and disputed issues, and to hear any evidence or information they deem relevant prior to making the decision in respect of the appeal.
 - 2.2. The school council chairperson and the principal will be given an opportunity to review their positions regarding the dispute on the policy proposed, or adopted for the school, and the issues surrounding the dispute. The party making application for the appeal shall proceed first and be given a full and ample opportunity to explain the party's position to the committee regarding the disputed matter.
 - 2.3. The Superintendent shall be entitled to make representations regarding his/her findings and recommendation as to resolution of the dispute.
 - 2.4. Each party to the dispute shall be given ample opportunity to respond to both to the concerns raised by themselves with respect to the dispute, and the Superintendent's proposed resolution of the dispute.
 - 2.5. Ward committee members may question the parties to clarify the facts.
 - 2.6. The ward committee will discuss the matter in the absence of the parties.
 - 2.7. While the ward committee is discerning, the particular principal and school council chairperson and any other members of the executive of the relevant school council who are ward committee members shall absent themselves.
 - 2.8. The ward committee established by the Board will make a decision in respect of the appeal and advise the parties in writing regarding the decision and the reasons for that decision.