

The Centre for Learning@HOME

School Council By-Laws

ARTICLE 1 DEFINITIONS

- 1.1 **School Council** - a group consisting of a majority of parents, a principal, a Teachers' Representative, a Students' Representative, a Community Representative. School council members work together to support and enhance student learning. They provide a way for members of the community to consult with and offer advice to the school principal and school board.
- 1.2 **Principal** - a head of the school, a religious, educational and organizational leader of a Catholic School, is responsible for the school's instructional leadership, day-to-day operations, and promoting cooperation between the school and community. Principals and Vice-Principals are indeed the keepers of the common good as they balance competing interests within the school and community.
- 1.3 **Vice-Principal** – a deputy principal, who assists the Principal.
- 1.4 **Teacher Representative** - is elected or appointed by the teachers of the school. The teacher on School Council works with the school principal to provide information to school council
- 1.5 **Student Representative** – The student shares a student perspective on issues and communicates information from the School Council to fellow students. This position applies to high schools only.
- 1.6 **Chair** - an executive elected by the voting members of the School Council who provides leadership in all matters and activities of the School Council, actively encourages others to become involved in meaningful ways and organizes both programs and people, and is responsible for presiding over meetings.
- 1.7 **Vice-Chair** - a deputy Chair, assists the Chair.
- 1.8 **Secretary/Treasurer** - an executive elected by the voting members of the School Council and is responsible for all matters related to administration and finance, The secretary acts as a recorder at each meeting and ensures meeting minutes are accurate. If the School Council is handling money, the treasurer keeps an accurate record of funds and financial transactions.

- 1.9 **Annual General Meeting** - Annual General Meeting (AGM) of all school parents willing to participate that is held each year in September during the first session of school council, with the purpose to elect a new School Council for the following year.
- 1.10 **WARD** – a WARD consists of the Superintendent (or designate), Principal, School Council Chair, and School Board Trustee. WARD committees meet three times a year. Its purpose is to provide a forum for information related to school and school board priorities to be shared.

ARTICLE 2 MISSION STATEMENT AND VISION STATEMENT

2.1 The mission of the School Council is to act in an advisory capacity to the school administration in fulfilling the goals of the four pillars as mandated by Christ the Redeemer Catholic Schools: Faith, Academics, Safe and Caring Environment, and Stewardship of Resources.

The vision of the School Council is to be an effective voice in enhancing the partnership and communication between the parents, church and school communities, and where appropriate, the community at large.

The School Council will reflect the Christian nature of the School and will incorporate this in all of its meetings and activities.

ARTICLE 3 OBJECTIVES

- 3.1 The objectives of the School Council are as follows:
- a) To provide advice to and consulting with the principal on issues of importance such as school philosophy, mission and vision; and recommendations to meet student needs;
 - b) To promote community support for and participation in the school's activities;
 - c) To foster a spirit of partnership between parents and teachers in the education of the students of The Centre for Learning@HOME;
 - d) To keep the Ward and the School Board informed-in cooperation with the principal-of the needs of the school.

ARTICLE 4

SCHOOL COUNCIL MEMBERSHIP

4.1 The School Council will operate primarily on a Representative Model of Governance

4.2.1 The School Council will have members (representatives), consisting of the following:

- a) Principal (Non voting member)
- b) Vice-Principal (Non voting member)
- c) Teacher Representative (Non voting member)
- d) Four Grade Representatives (parents)
- e) Six Area Representatives (parents)
- f) Two Program Representatives (parents)
- g) One Secondary Student, Grade 12 (Non voting member)
- h) Elected PARENT Representatives chosen at the General Assembly consisting of:
 - I. Grade 1 to 3 representative
 - II. Grade 4 to 6 representative
 - III. Grade 7 to 9 representative
 - IV. Grade 10 to 12 representative
 - V. Calgary and area representative
 - VI. Edmonton and area representative
 - VII. Medicine Hat and area representative
 - VIII. Red Deer and area representative
 - IX. Grand Prairie and area representative
 - X. Lethbridge and area representative
 - XI. Home Education at-large representative
 - XII. Online at-large representative

4.2.2 The Executive of the School Council is chosen from among the Elected Representatives, by the elected representatives consisting of:

- a) One Chair – Executive, Chosen from elected representatives
- b) One Vice-Chair – Executive, Chosen from elected representatives
- c) One Secretary-Treasurer – Executive, Chosen from elected representatives

4.2.3 Election of School Council Positions

- a) School Council representatives will be elected at the Annual General Meeting to be held in September of each year.
- b) Interested parents can let their name stand for the positions as outlined in 4.2.1h above. The First positions to fill are the geographical area representatives, followed by grade representatives, and finally program representatives.
- c) The Chair, Vice-Chair, and Secretary Treasure are chosen from, and by the representatives elected in 4.2.1h. If more than one representative steps forward for the three executive positions, a majority vote shall take place among the elected representative for each positions.

4.3 All members of Council will be voting members. Non-voting members shall consist of Principal, Vice-principal, Teacher Representative and Student Representative. Voting members shall consist of parents of children currently enrolled in The Centre for Learning@HOME. If a vote is taken, the motion must be moved and seconded and passed by a 50% +1 majority.

4.4 Executive positions are fill by elected members of the school council. All Elected Representatives must be held by parent/guardian members who have a child enrolled in the school for the duration of their term of office.

4.5 If vacancies occur during the year, the School Council may appoint replacements.

4.6 The School Council shall adhere to the personal information protection act (PIPA)and shall not use or share personal information for purposes other than School Council business.

4.7 School Council members will adhere to the School Council Code of Ethics.

4.8 TERMS OF OFFICE

- All positions must be filled by Parents as defined in 4.3 above;
- Every parent is eligible to be elected to a position on the School Council; The maximum term of any one School Council position shall be three consecutive years.
- The terms of office are from the close of the Annual General Meeting to the close of the following Annual General Meeting.
- The School Council Representatives will be elected by Parents attending the Annual General Meeting or in the event of vacancies after the Annual General Meeting, elected by the voting Members present at a subsequent School Council meeting;

- A meeting of all elective representatives shall take place 7 days after the Annual General Meeting to fill the three executive positions.
- Any member may resign his/her position by providing written notice to the Chair and Principal;
- Any member may be removed at any time with cause by a majority vote of the Council whenever, in its judgment, the best interest of the School Council will be served;
- Unless authorized at any meeting and after notice for same shall have been given, no Member of School Council shall receive any remuneration for his/her services.
- The Executive will carry out the day-to-day operation of the School Council.

ARTICLE 5 SCHOOL COUNCIL EXECUTIVE and Representatives AND their DUTIES

5.1 All School Council members shall;

- Participate in School Council meetings;
- Act as a communication link between the School Council and the School community;
- Encourage participation of parents/guardians and the School community;
- Be committed to the improvement of the School;
- Shall cast a vote.

5.2 The Chair shall;

- Prepare (in conjunction with the Principal) meeting agendas, circulate these to School Council members (Approximately 1 week prior to each meeting);
- Facilitate/preside over meetings;
- Ensure that decisions taken by the School Council are appropriately addressed;
- Represent the School Council at Ward meetings;
- Present an annual report to the School Board;
- Preside over the first general meeting in the fall;
- Ensure that minutes of the meetings are recorded and maintained;
- Communicate on an ongoing basis with the School Principal;
- Ensure that the School community is kept informed of School Council proceedings and activities;

- Act as a spokesperson for School Council;
- Participate in School Council information and training sessions when available; and
- Address correspondence and communications as required.

The Vice Chair shall;

- Assist the Chair as assigned;
- In absence of the Chair preside over meetings; and
- In the event of the Chair's resignation fulfill the Chair's duties.

The Secretary/Treasurer shall;

- Record and be custodian of the minutes of the School Council meetings;
- Maintain a school-located, accumulated document;
- Maintain and have available at all meetings a record of the minutes for the current school year; and
- Distribute minutes to the School Council members and post an approved copy online with collaboration of the School.
- Submit a brief report at each School Council meeting, or as required;
- Provide at the end of the school year a Financial Report of the School Council's financial activities;
- Ensure access to School Council financial records by the School Council members; and
- Ensure that copies of the records are provided to the School for public access.

The Principal Shall;

- Attend all School Council meetings or send a designate.
- Facilitate the establishment and maintenance of the School Council, and assist in its operation.
- Work in collaboration with the Chair to ensure the School Council fulfills its responsibilities to students.
- Provide a school update at School Council Meetings.

The Vice Principal SHALL;

- Attend all School Council meetings or send a designate.
- Assist to facilitate the establishment and maintenance of the School Council, and assist in its operation.
- Represent the Principal at meetings if the Principal is unable to attend.

The Teacher Representative Shall;

- Assist in identifying the impact on teachers of any undertaking and decisions being considered by School Council.
- Upon request provide information to School Council on educational matters that may directly affect the students.

Student Representative Shall;

- The student is the centre of the education system and, in high school, has an important role to play as a participant on school council.
- A student presents the student perspective on issues, helps with school policies, seeks other students' views to share with school council and communicates school council's information to fellow students.

Elected Parent Representatives SHALL;

- elect the Executive of the School Council
- attend all School Council Meetings
- encourage participation of parents and representatives from the school community
- share their professional knowledge, expertise and life experience encourage feedback and participation from community groups and individuals
- communicate information of interest to the school council and the school community
- share information from school council meetings with the community
- have a clear understanding of the school council objectives
- attend school council meetings and create an inviting environment
- identify possible topics for agendas and recommend training sessions on school council effectiveness

- Vote on matters of School Council that are put to a vote

ARTICLE 6 COMMITTEES

6.1 Committees are formed to perform a particular function and School Council must approve all committees.

6.2 All committees must report to the School Council as requested.

ARTICLE 7 ELECTIONS

7.1 All elected positions on School Council must be filled by parents qualified to run to be a Parent/Guardian member of Council.

7.2 A person is not qualified to be a Parent/Guardian member of Council if he or she:

- a) No longer has a child enrolled in the school; or
- b) Is deemed to be a risk to the safety and/or emotional health of the school community.

7.3 At least 14 days before the date of the election of Parent/Guardian members, written notice will be given of the date, time and location of the election to every parent/guardian of a student who on the date the notice is given is enrolled in the school.

ARTICLE 8 MEETINGS

8.1 School Council shall meet monthly during the school year at The Centre for Learning@HOME via Zoom. Meetings will take place the third Monday of every month, from September to June at 7:00 p.m.

- The September meeting is the Annual General Meeting. Members of the School Council shall be elected at the AGM.

8.2 The Chair may call a special meeting of the School Council and/or executive if required.

8.3 To constitute a quorum at a School Council meeting, there must be at least 1/3rd of the members in attendance.

8.4 The Agenda for each meeting is set 7 days prior to the meeting. All agenda items must be sent to the Chair and Principal for inclusion on the agenda. The Chair will consult with the principal regarding the appropriateness of each agenda item prior to placing on the agenda.

8.5 All parents with students attending The Centre for Learning@HOME may attend school council meetings. Only parents elected to the School Council can vote.

8.6 Agendas for school council are coordinated by the chair in conjunction with the school principal.

Agenda will consist of:

- a) Opening Prayer
- b) Review of previous meeting minutes
- c) Report from the School Council Chair
- d) Report from the Principal
- e) Agenda items set for the current meeting
- f) Agenda items to be considered for the next meeting
- g) Presentations (if applicable)
- h) Adjournment

ARTICLE 9 CONFLICT RESOLUTION

9.1 School Council will abide by the conflict resolution procedures outlined by the School Board.

ARTICLE 10 ANNUAL REPORTS

10.1 The Secretary/Treasurer shall provide the annual financial report to the School Council before the end of June.

10.2 The Chair must provide the Board by June 30 of each year a report summarizing the activities of the school council in the school year including a financial statement.

10.3 School Council must retain copies of the minutes and financial reports for each meeting of the School Council for at least seven years in collaboration with the School.

ARTICLE 11 AMMENDMENTS

11.1 The bylaws remain in force from year to year unless amended as specified below:

11.2 The bylaws may be amended by a majority of the parents attending a special meeting called to amend the bylaws; a quorum for any Annual General Meeting to be 2/3 of the members in attendance.

11.3 A written notice must be given of the date, time, and location of the meeting and of the intent of the amendment to every parent/guardian of a student, who on the date of the notice is given, is enrolled in the School. The required notice shall be:

a) Given 14 days prior to the date of the special meeting;

b) The required notice shall be deemed to be delivered by giving the notice online and by posting the notice in the School in a location that is accessible to parents/guardians.

Article 12 Code of Ethics

12.1 CODE OF ETHICS

All School Council members shall:

- Abide by the legislation that governs them;
- Be guided by the mission statements of the School and School Council;
- Practice the highest standards of honesty, accuracy, integrity and truth;
- Recognize and respect the personal integrity of each member of the School Community;
- Declare any conflict of interest;
- Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- Apply democratic principles;
- Consider the best interests of all students;
- Respect the confidential nature of school business and respect limitations this may place on the operation of the School Council;
- Not disclose confidential information;
- Limit discussions at School Council meetings to matters of concern to the School Community as a whole;
- Use the appropriate communication channels when questions or concerns arise;
- Promote high standards of ethical practice within the School Community;
- Accept accountability for decisions;
- Not accept payment for School Council activities.

Chair

Principal

Secretary

Additional Supporting Resources

Education Act

School Councils

School Council Regulation

Alberta School Councils Association

CTR Catholic School Councils Administrative Procedure