

SCHOOL PLANNING COUNCILS

Background

The District supports the establishment of School Planning Councils for the purposes set out in the School Act.

Where a school is able to supply volunteer representatives as contemplated by the Act, the District will establish a School Planning Council for that school. Where no teacher or parent representatives are put forward within a reasonable period, the District shall consider whether it will make appointments to a School Planning Council for that school.

The District shall consult with the School Planning Council as required by the School Act.

The District recognizes its responsibility to ensure that School Planning Councils function effectively and in accordance with ethical standards and the School Act to represent the school community in the process of school planning.

Procedures

1. School Planning Councils will engage their school community in discussions and consultation towards collaborative decision making in areas and within dates as outlined by Ministerial Regulations, Orders, Legislation and District Procedures including:
 - 1.1 Class size and composition
 - 1.2 Program options and educational services - school and district level
 - 1.3 Approval of specialty academies, including fees as outlined by Ministry regulations and guidelines
 - 1.4 Resource allocations in the school
 - 1.5 School Improvement Goals and Plans
 - 1.6 District Literacy Plan and Achievement Contract
2. The Principal and the members of the School Planning Council will ensure the outcomes of the discussions and consultations are clearly communicated to the wider school community. All members of the school community are welcome to attend School Planning meetings. Only statutory members have voting and decisions making privileges.

3. School Planning Councils will serve for an academic year. By June 30, School Planning Councils will have completed annual elections for the upcoming year, following the guidelines outlined in the legislation and the Ministry Guidelines. School Planning Councils may choose to have alternate members to ensure a full operating council in the event of the absences due to illness, leaves, moving schools, etc.
4. Principals, in collaboration with the Parent Advisory Council and the School Planning Council, will establish and communicate a schedule of School Planning Council meetings to be conducted throughout the year. The schedule will include a meeting within fifteen (15) days of the first day of school to meet the requirements as outlined in the School Act.
5. By April 30, School Planning Councils will inform the District if they intend to adjust any goal areas for the coming year, so this can be included for consideration with the District Achievement Contract
6. By June 30, School Planning Councils will submit the School Improvement Plan to the Superintendent.

Legal Reference: *Sections 8.1, 8.2, 8.3, 22, 65, 85 School Act*
 Achievement Contract Guidelines
 School Planning Council Guidelines