

Saskatchewan Rivers School Division No. 119 Policy Manual

Policy Name:	School Community Councils
Policy Type:	School and Community Partnerships
Number:	9001
Date Approved:	June 4, 2007
Legal Reference:	<i>The Education Act, 1995</i> : Sections 140.1 to 140.5

The Board of Education believes that School Community Councils are an integral, purposeful and valued component of the Saskatchewan Rivers School Division.

Guidelines

Establishment of School Community Councils

The Board of Education will establish a School Community Council at each school in the school division.

Some schools currently have more than one Parent and Community Advisory Group. When the School Community Council is established, the SCC will replace all other advisory groups.

In many schools, committees have been established to support specific activities such as graduation or the band program. The School Community Council will act in a coordination role for committees operating in support of the S.C.C. and the school program.

Merging School Community Councils

School Community Councils wishing to merge should make application to the Board of Education. The Board of Education may then recommend to the Minister of Learning that the applicant School Community Councils be merged.

Membership

Representative Members

Representative Parent and Community Members

The following individuals are eligible to run to become a Representative Parent and Community Member:

Parents of students who are enrolled in the school (including parents who do not reside within the attendance area of the school); and, electors that reside within the school attendance area. These provisions specifically do not limit or restrict the election or participation in voting of parents of students who may be employed by the School Division and work in the particular school.

The constitution of each School Community Council outlines the number of Representative Parent and Community Members. The number of Representative Members range from 5 to 9 persons, of which the majority must be parents of students attending the school.

Representative Secondary Students

For schools offering a Grade 10, 11 and 12 program, the SCC constitution outlines the number of Student members (1 or 2). Student representatives will be selected by the Student Representative Council (SRC) for a one year term.

Representatives from First Nations

The constitution of each SCC will outline which, if any, First Nation representatives are members of the SCC. First Nations are eligible to have representatives on the SCC if there are students who live on reserve and attend a school within the Saskatchewan Rivers School Division. The First Nation will select one representative member for a two year term.

Permanent Members

The School Principal

A Teacher

The teacher member will be appointed by the principal. It is acceptable for various teachers to share this role on a rotating schedule.

Other Permanent Members

The constitution of the SCC outlines Other Permanent Members as suggested by the School Community Council and approved by the Board of Education.

Election Procedures

One-half of the Representative Parent and Community Members of School Community Councils will be elected each year. In the first year, one-half of the members should be elected for two-year terms with the remaining representative members being elected for one-year terms to establish the staggered terms.

Upon the recommendation of the each school principal, the Board of Education will appoint an employee, other than any member of that school community council, to be returning officer for the election of members of the school community council. The Superintendent of Schools responsible for the Parent Advisory Council will act as returning officer for the school division. This role involves ensuring a returning officer is selected for each school and the appropriate training has been delivered.

Election procedures for Representative Parent and Community Members are outlined in the School Community Council Election Manual.

If, following the nomination process, there are vacant positions on a School Community Council, the Board of Education can reduce the number of members of that SCC. However, if there are fewer than five (5) members, the Board of Education

can appoint members to fill the vacant positions.

For the initial election no special procedures will be used to ensure the Representative Parent and Community Members are representative of the student population. If following the initial election the Board of Education notices that some School Community Councils are not representative of the student population, this concern could then be addressed through an amendment to this policy.

Constitution

An initial constitution was developed for each School Community Council. The School Community Council may amend its constitution by sending suggestions for change in writing to the Board of Education.

Operations

Minutes of each School Community Council will be kept and forwarded to the Education Centre and made available to members of the Board of Education.

Funds held by Parent and Community Advisory Groups will be transferred to the new School Community Council when it is created.

The School Community Council will prepare an annual budget. All funds will be administered using the procedures outlined in the School Community Council Funds: Operations and Procedures Manual.

Roles and Responsibilities

Undertake activities to enhance its understanding of the community's economic, social and health needs, aspirations for pupils' learning and wellbeing, and resources and supports for the school, parents, guardians and community.

School Community Councils participate in the Continuous Improvement Framework by focusing on the same outcomes that are established by the province, the school division and each school represented by the School Community Council. For example, if the school has a focus on improving student literacy, the School Community Council will consider ways of assisting parents and the community to improve student literacy.

School Community Councils will communicate annually to the parents, guardians and community members about its plans, initiatives and accomplishments;

School Community Councils will account publicly for the expenditure of funds related to the operation of the school community council;

Members of School Community Councils will participate in orientation, training, development and networking opportunities in order to enhance its capacity to fulfill its responsibilities; and,

Members of School Community Councils will not discuss or be given access to personal confidential information about or complaints about any pupil, family member or guardian of any pupil, teacher, administrator or other employee of or member of the board of education.

School Community Councils may provide advice on certain matters including:

- advice and recommendations to the board of education respecting policies, programs and educational service delivery, including fundraising, school fees, pupil code of conduct, grade discontinuance, school closure, religious instruction, and language of instruction but not including educational service delivery by a specific teacher;
- advice to the school staff respecting school programs; and,
- advice to other organizations, agencies and governments on the learning needs and well-being of pupils.

Support

Senior Administrative Contact

A Superintendent of Schools will be assigned duties to facilitate the Parent Advisory Council, supervise the election process and plan and implement division-wide development opportunities for members of School Community Councils. If an individual School Community Council wishes to see a Superintendent of Schools, the school principal will invite the Superintendent responsible for that school to become involved.

Financial Support

The Board of Education will provide an annual grant to each School Community Council.