

## **The School Community Council of Riverside Community School**

### **1. Mission Statement**

Four Walls Surrounding our Future . . .

Riverside Community School is a hopeful, respectful and empowering force built on the principles of Community Education. Our mission is to ensure high levels of learning for all students so they may discover and develop their full potential. Families, community members and partners learn and teach together, gather and give back to achieve learning excellence and well being for the entire community.

### **2. Vision Statement**

- 2.1 Our school community is hopeful, believes in success and has a “can do” attitude. As a result the community is successful.
- 2.2 We believe learning takes place in the home, community and school. Our community believes in teaching the whole child: academically, spiritually and creatively. Through adaptive programming we enhance children’s academic potential. We teach the importance of values and ethics in order to help the child grow spiritually. To encourage the creativity of the child we provide enrichment activities such as sports, arts, music, drama and woodwork. We recognize that we are lifelong learners, we all teach and we all learn.
- 2.3 We recognize that the best learning takes place in an atmosphere of encouragement, excitement, room for new ideas, praise, friendliness, fun and tangible evidence of accomplishments.
- 2.4 We see our school as a gathering place, which is designed to provide a safe, accepting and nurturing environment. It encourages and respects the uniqueness of each individual.
- 2.5 We see a kaleidoscope of different cultures sharing and developing talents where different languages are heard, the needs of others are identified and racism is eliminated.
- 2.6 The physical welfare of our children is imperative to achieve academic success.
- 2.7 Availability of human, financial and material resources is necessary to provide our children with facilities for academic, physical and cultural education. Equally important are manageable class sizes, nutrition programs and after school activities.
- 2.8 We see our school as a positive and empowering force in our community.

### **3. Goals of the School Community Council**

- 3.1 To provide a place and opportunities for parents, children and the community to plan and participate in educational, social, cultural and recreational activities.
- 3.2 To encourage community involvement in the day to day operations of our school.
- 3.3 To provide an atmosphere of learning for all age groups.
- 3.4 To provide activities which encourage racial and cultural understanding among the many different groups within the neighbourhood.

### **4. Goals of Riverside Community School**

- 4.1 To provide opportunities for all learners to improve their understanding of math concepts.
- 4.2 To ensure a safe, caring, culturally affirming and respectful environment.
- 4.3 To establish effective communication that encourages teamwork, sharing and collegiality within our school.
- 4.4 To be a gathering place, build relationships and encourage community members to become involved in a variety of ways.
- 4.5 To work as an effective, high performing team.

### **5. Membership**

#### 5.1 Representative Membership

The School Community Council will have the following Representative Members:

- 5 parent and community members elected at the Annual General Meeting

#### 5.2 Permanent Members

The School Community Council will have the following Permanent Members:

- The School Principal
- A teacher
- The Community School Coordinator
- The Vice-Principal

### **6. Officers**

5.1 The following School Council Officers will be elected annually from among the Representative Members (Parent, Community, Student and First Nations Members):

- 2 Co-Chairpersons
- Vice-Chairperson
- Secretary

The roles and responsibilities of officers can be found in Appendix A of this constitution.

## **7. School Community Council Meetings**

### **7.1 Annual General Meeting**

The Annual General meeting will be held between May and October of each year. During this meeting School Community Council members will be selected and officers will be chosen.

### **7.2 The School Community Council will meet 8 times per school year.**

### **7.3 Model of Governance**

#### **The Town-Hall Model**

In this model members are elected to the School Community Council but regular meetings are open to the entire school community. Any member of the school community can participate in the meeting and be involved in the decision making process of matters brought before the SCC.

### **7.4 Voting**

On matters requiring a formal vote, Permanent Members of the School Community Council may not vote.

### **7.5 Quorum**

A quorum of the School Community Council shall be a majority of the Representative Members.

## **8. Public Consultation and Communication**

The School Community Council will consult and communicate with the school community through the following strategies:

- Meeting Minutes
- School Newsletter

## **9. School Community Council Code of Conduct**

The School Community Council will adopt the Code of Conduct of the Saskatchewan Association of School Councils which can be found in Appendix B of this constitution.

## **10. Conflict of Interest**

A School Community Council member may occasionally find him/herself in a conflict of interest position in terms of some issue under consideration by the S.C.C. When this happens, the Member should declare that s/he is in a conflict of interest situation and leave the room for the portion of the meeting, thus refraining from participating in the discussion. The Member should not vote on any decision made on the issue.

## **11. Decision-Making Process**

The School Community Council's preferred decision-making process is the **Majority Vote Model**

The issue is discussed and a vote is taken. The majority vote decides the issue.

## **12. Handling Complaints or Concerns**

### **12.1 Complaints or Concern about an Individual Student or Staff Member**

Any matter concerning an individual student or staff member must be directed to the staff member or Principal. It is not the responsibility of the School Community Council to deal with concerns or complaints about individuals other than to direct the concern to the appropriate individual. Board of Education Policy 2040 Parent and Student Concerns outlines the appropriate procedure to resolve complaints or concerns.

### **12.2 Complaints or Concerns about School Community Council Initiatives or Activities**

#### **12.2.1 Informal Complaints or Concerns**

Provided School Community Council Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about S.C.C. initiatives or activities expressed informally to members of the School Community Council may be addressed immediately by the Member. If a Member is unsure of the appropriate response, s/he should say so but indicate that s/he will check and get back to the individual. If such a commitment is made the Member must follow through. After responding to the complaint or concern the Member should always ask if their response has been satisfactory. If the individual is not satisfied with the response, the Member should explain how the concern or complaint could be brought to the attention of the School Community Council in a more formal manner.

#### **12.2.2 Formal Complaints or Concerns**

Concerns or complaints can be brought to the attention of the School Community Council by addressing the concern in writing to the Chairperson or by requesting that the Chairperson provide the individual with an opportunity to meet with the School Community Council at an upcoming meeting. The School Community Council will provide a written response regarding how they have or will address the concern or complaint.

### **13. Conflict Resolution Process**

The Conflict Resolution Process will be used by the School Community Council to address both internal conflict, which may occur among individuals within the School Community Council and external conflict that may occur between the School Community Council and individuals, groups or organization outside of the S.C.C. The conflict resolution process is outlined in A Handbook for School Community Councils and Principals (p 99).

If reasonable attempts to resolve the conflict have been unsuccessful, the principal or the chairperson will contact the Superintendent of Schools.

### **14. Committees**

The School Community Council will act in a coordination role for committees operating in support of the S.C.C. and the school program.

Committees can be formed as needed. The following standing committees will be established by the School Community Council:

- Finance
- Fundraising

### **15. Amend the Constitution**

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

# Appendix A

## Roles and Responsibilities of School Community Council Officers

The **Chairperson** will:

- conduct meetings of the School Community Council;
- ensure that all members have input to discussion and decisions;
- prepare meeting agendas in consultation with the Principal and other School Community Council Members;
- oversee operations of the School Community Council;
- establish networks that support the School Community Council; and,
- act as a spokesperson for the School Community Council.

The **Vice-Chairperson** will;

- support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend; and,
- perform responsibilities assigned by the Chairperson.

The **Secretary** will;

- take minutes at School Community Council meetings;
- receive and send correspondence on behalf of the School Community Council;
- take charge of any official records of the School Community Council; and,
- ensure that appropriate notice is given for all meetings of the School Community Council.

- **Appendix B**

## **School Community Council Code of Conduct**

1. The School Community Council of Riverside Community School is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. A member of the School Community Council who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a member of a School Community Council:
  - i. Upholds the constitution and bylaws, policies and procedures of the School Community Council.
  - ii. Performs his/her duties with honesty and integrity.
  - iii. Works to ensure that the well-being of students is the primary focus of all decisions
  - iv. Respects the rights of all individuals.
  - v. Takes direction from the members, ensuring that the representation processes are in place.
  - vi. Encourages and support parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
  - vii. Works to ensure that issues are resolved through due process.
  - viii. Strives to be informed and only passes on information that is reliable and correct.
  - ix. Respects all confidential information.
  - x. Supports public education.

Source: Saskatchewan Association of School Councils