

Mortlach School Community Council Constitution

Mortlach School Community Council Mission:

Our mission is to form a strong bond between our school and community to ensure shared responsibility in the security and education of our youth

Guiding Principles

- **Representative** of all students
- **Inclusive** - all members of the school community make a difference
- **Respectful** - all opinions from all community and council members are important
- **Trustworthy** - all affairs handled in open honest manner and right to privacy of individuals is honoured
- **Responsible** - make every effort to respond to the needs of everyone that they represent, regularly consult with community, school and Board of Education and give guidance if asked on issues relating to students
- **Effective** - focus on matters unique to our school community to make a difference in education and security and work along side provincial and School Division initiatives and goals for positive student learning and outcomes.
- **Committed** to fulfilling our role as a vital liaison between the school, community and the Board of Education. Regularly evaluating our performance and account to the school community they represent and the Board of Education on their progress.

1. Membership

1.1 Representative Membership

The Mortlach School Community Council will have the following Representative Members:

- (5) parent and community members elected at an Annual General Meeting
- (2) secondary school students

1.2 Permanent Members

The Mortlach School Community Council will have the following Permanent Members:

- The School Principal
- A Teacher

1.3 In the first year half of the representative members will serve a one year term and the remainder will serve a two year term.

2. Structure and Officers

Mortlach Community Council Roles and Responsibilities

2.1 The following School Council Officers will be elected annually from among the Representative Members (Parent, Community, Student Members)

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

The Roles and Responsibilities of Officers can be found in Appendix A of this Constitution.

3. Schedule of Meetings

3.1 Annual General Meeting

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

3.2 The School Community Council will have a minimum of five meetings per year as well as the Annual General Meeting.

3.3 Model of Governance

The Representative Model

The School Community Council represents the wider school community. Meetings are open to the public upon request but only SCC members may decide on matters brought before the council. The SCC reports to the community using an annual report and the Annual General Meeting.

3.4 Voting

On formal voting matters, Permanent Members of the SCC may not vote.

3.5 Quorum

A quorum of the SCC will be the majority of the Representative Members.

3.6 Special Meeting

A special meeting of the SCC may be called by the chair of the School Community Council if requested by the Board of Education or a written request signed by no fewer than 25 people who have students attending the school or who are electors living in the school's attendance area. Only business pertaining to the roles and responsibilities of the SCC will be considered at a special meeting.

4. Public Consultation and Communication

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

- Bulletin Boards
- Website
- Newsletter
- Minutes of SCC Meetings

5. School Community Council Code of Conduct

The Mortlach School Community Council will adopt the Code of Conduct outlined in the Saskatchewan Association of School Councils model in our School Community Councils; A Handbook for School Community Councils and Principals supplied by the Saskatchewan School Boards Association. It is listed under Appendix C in this document.

6. Conflict of Interest

A SCC member may occasionally find himself/herself in a conflict of interest situation regarding an issue under consideration by the SCC. When this happens the Member must declare that they have a conflict of interest situation and leave the room for the portion of the meeting and cannot participate in the discussion or vote on the decision made on the issue.

7. Decision Making Processes

Majority Vote Model

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

8. Handling Complaints and Concerns

8.1 Complaints or Concerns about an Individual Student or Staff

Member

Complaints and Concerns about Students or Staff Members are not the responsibility of the SCC. All matters are to be directed to a Staff Member or Principal. Please refer to Appendix B, Administrative Policy No. 408 for full details of procedures regarding Complaints and Grievances.

8.2 Complaints or Concerns about School Community Council Initiatives or Activities

8.2.1 Informal Complaints or Concerns

Provided School Community Council Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about SCC 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 the 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 is 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.

8.2.2 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.

9. Methods for Evaluation of Council Operations

Mortlach School Community Council Formal Evaluation Methods

- A time shall be allotted at the end of each formal meeting agenda to address ideas or other business pertaining to Council Operations.
- Periodic formal Meeting Evaluation forms will be completed by Council members to assess progress in order to enhance understanding, cooperation, respect and communication between Members.

Mortlach School Community Council Informal Evaluation Methods

- We shall maintain an open communication between members in between formal meetings via telephone, e-mail, fax or written communications to exchange ideas, relay agenda information and address some concerns to brought up formally at the next scheduled meeting.

10. Committees

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

11. Amending the Constitution

The SCC 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 an official records of the School Community Council; and
- Ensure that appropriate notice is given for all meetings of the school Community Council

The **Treasurer** will;

- Manage the finances of the School Community Council using procedures outlined in the School Community Council Funds: Operation and Procedures Manual.

Appendix B

Prairie South School Division
15 Thatcher Drive East
Moose Jaw, SK S6J 1L8
Phone: 306.694.1200

ADMINISTRATIVE POLICY No. 408

STUDENT AND PARENT COMPLAINTS AND GRIEVANCES

The Board is committed to ensuring a fair and equitable process for hearing and addressing student and parental complaints. The Board is committed to just and careful procedures for adjudicating and resolving complaints.

PROCEDURES

1. General

- a. Complaints are to be addressed in a timely and appropriate manner.
- b. Efforts to address and/or redress complaints are to be carefully documented in order to ensure and enhance a fair and consistent response.
- c. Complaints regarding school operation and treatment of students may be made by:
 - i. A parent or guardian who is acting on behalf of the student.
 - ii. A student who is:
 - Sixteen years of age or older and living independently or,
 - Eighteen years of age or older.
- d. In the event of a dispute at the school, the student's teacher is to be the first person to hear and address any complaint or grievance from a student or parent.
- e. If the complaint cannot be resolved with the teacher, the principal is to be contacted.

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- f. If a complaint cannot be resolved with the principal, the student or parent may contact the designated school superintendent to seek resolution. Complaints may be made directly to the designated school superintendent in the event of conflict of interest with the principal.
- g. If the complaint cannot be resolved with the designated superintendent the student or parent may make a complaint directly to the Director of Education.
- h. If a complaint cannot be resolved with the Director of Education or the Director's designate, the student or parent may make a written statement of the complaint to the Board:
 - i. Complaints may be made directly to the Board in the event of conflict of interest with the Director.
 - ii. Complaints against the Director may be made directly to the Board.
- i. The Board is to determine an appropriate address to the complaint or grievance, and then is to use that method to make a decision that resolves the dispute. The Board's decision is binding on all parties.

Appendix C

Suggested School Community Council Code of Ethics

As a member of the Community School Council and /or volunteer, I shall:

- ! Be guided by the policy, vision, goals and principles of the Community School Program;
- ! Know and work toward the vision for the Mortlach Community School;
- ! Endeavour to be familiar with school policies and operating practices and act in accordance with them;
- ! Practice the highest standards of honesty, accuracy integrity and truth;
- ! Encourage a positive atmosphere where individual contributions are encouraged and valued;
- ! Recognize and respect the personal integrity of each member of the school community;
- ! Apply democratic principles;
- ! Consider the best interests of all students;
- ! Respect and maintain the confidentiality of student information;
- ! Limit discussions at school council meetings to matters of concern to the school community;
- ! Use the appropriate communication channels when questions or concerns arise;
- ! Promote high standards of ethical practice within the school community;
- ! Accept accountability for the decisions of the Community School Council; and
- ! Declare any conflict of interest.