

King George School Community Council Constitution

Mission

The King George School Community Council (SCC) will assist to strengthen the capacity of our school to improve learning for children and youth in our community. The King George SCC will make a valued contribution to the learning success of students by helping families to support their children's learning and by gathering the resources of the community to ensure the over all well being of every student. Going forward the SCC will encourage and facilitate parent and community engagement in school planning and improvement process.

Guiding Principles

- **Representative** – the King George SCC, as an integral component of the School Division governance, strives through its actions to be representative of all students attending our school.
- **Inclusive** – in their activities, the King George SCC will engage in processes and ensure all voices in the school community are heard and all perspectives are taken into account.
- **Respectful** – the King George SCC recognizes the importance of both lay and professional perspectives within the community and strives to appreciate all viewpoints.
- **Trustworthy** – the King George SCC will conduct their affairs in an open and transparent manner, honoring the right to privacy of individuals and treat all information made privy to with appropriate discretion and sensitivity.
- **Responsible** – the King George SCC will make every effort to respond to the needs and aspirations of the school community. The King George SCC will consult regularly with students, parents, community members, the Board of Education, the school Principal, school staff and others. In addition to this, the King George SCC will respond to requests for guidance and direction by the Board of Education, school Principal and other community agencies and organizations that support children and youth.
- **Effective** – the attention and efforts of the King George SCC will focus on key matters that make a difference in student learning and well being, keeping in mind the unique needs of the community and aligning work with provincial and School Division goals and initiatives.
- **Committed** – the King George SCC is committed to fulfilling the role as a vital link in school level governance. The King George SCC will evaluate their performance regularly, taking advantage of opportunities to build their capacity and account to the public and the Board of Education on progress.

1. Membership

1.1 Representative Membership

The School Community Council will have the following Representative Members:

- Minimum 5 and maximum 9 parent and/or community members elected at the Annual General Meeting
- The King George School Community Council voted to have a member list of 5.

1.2 Permanent Members

The School Community Council will have the following Permanent Members:

- The School Principal
- A teacher

2. Officers

2.1 The following School Council Officers will be elected annually from among the Representative Members:

Chairperson

> 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.

Vice-Chairperson

> 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

Secretary

> The Secretary will;

- Take minutes at School Community Council meetings;
- Receive and send correspondence on behalf of the School Community Council;
- Take a 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

Treasurer

> The Treasurer will;

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

3. School Community Council Meetings

3.1 Annual General Meeting

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

3.2 The School Community Council will meet a minimum of 5 times per school year.

3.3 Model of Governance - The Representative Model

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

3.4 Voting

On matters requiring formal vote, only Representative Members of the School Community Council may vote.

3.5 Quorum

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

3.6 Special Meeting

A special meeting of the School Community Council shall be called by the chair of the SCC if required to do by the Board of Education or a request in writing signed by no fewer than 25 persons who have a child attending the school or who are electors living in the school's attendance area. Only business pertaining to the roles and responsibilities of School Community Council can be considered at a special meeting.

4. Public Consultation and Communication

The School Community Council may consult with the school community through the following strategies:

- Telephone surveys
- Printed questionnaires
- Personal interviews
- Public meetings and/or workshops

The School Community Council may communicate with the school community and the Board of Education through the following strategies:

> Written Communication

- Board of Education will receive minutes of SCC meetings
- School newsletter
- Newspaper advertisement
- Posters
- School website
- Information pamphlets

> Verbal Communication

- CHAB radio community announcement
- Presentation through organized special meetings

5. King George School Community Council Code of Conduct

See Appendix A for Code of Conduct

6. 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 SCC. 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.

7. Decision-Making Process - Majority Vote

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

8. Handling Complaints or Concerns

8.1 Complaints or Concerns 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 Administrative Policy No. 408 - Student and Parent Complaints and Grievances (See Appendix B) outlines that appropriate procedure to resolve complaints or concerns.

8.2 Complaints or Concerns about School Community Council Initiatives or Activities

8.2.1 Informal Complaints or Concerns

Provided School Community Councils 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 that s/he will check and get back to the individual. If such a commitment is made by 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.

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 the opportunity to meet with the School Community Council at an upcoming meeting. School Community Council will provide a written response regarding how they have or will address the concern or complaint.

9. 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 and organization out side of the SCC. The conflict resolution procedure used:

- Puts the interests and welfare of children and youth above all other issues;
- Is structured to ensure that both parties have a fair opportunity to present their point of view; and,
- Is as simple and inexpensive to administer as possible.

10. Committees

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

The School Community Council will establish committees as required.

Committees will be required to operate under the guidelines of the SCC.

A representative member of the SCC need not sit on the committee.

11. Amending the Constitution

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

12. Evaluating Council Operations

The School Community Council will use various methods of evaluation on a regular basis in order to determine if the goals set by the SCC are being attained and the mission is being achieved.

Appendix A

King George School Community Council Code of Conduct

1. The School Community Council of King George 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 SCC 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 SCC:
 - i. Upholds the constitution and bylaws, policies and procedures of the SCC
 - 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 for the member 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

Appendix B

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 the 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.
- 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 of the Board:
 - i. Complaints may be made directly to the Board in the event 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.