



SECTION:	K - School-Community-Home Relations
POLICY TITLE:	School Community Councils
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1. AUTHORIZATION

Utah Code Ann. § 53A-1a-108(2) provides that each public school, in consultation with its local school board, shall establish a School Community Council (the "Council") at each school building level.

2. PURPOSE AND PHILOSOPHY

The purpose of the School Community Council shall be to build consistent and effective communication among parents, employees, and administrators; allowing parents an opportunity to be actively involved in their children's education, helping to establish and implement educational goals for their respective schools. The primary focus of the School Community Council is to develop, approve, and assist in implementing School Improvement Plans to have a direct impact on the instruction of students and result in measureable increased student performance. The authority of the Council does not supersede the authority of the principal, the Superintendent, or the Board of Education.

3. COMPOSITION OF THE COUNCIL

Each School Community Council shall consist of school employee members, parent or guardian members, and the principal, in accordance with the provisions of U.C.A.,



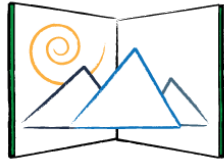
§53A-1a-108(4). Elections shall be conducted in accordance with the provisions of U.C.A., §53A-1a-108(5).

3.1. School Community Council Members

- 3.1.1. The School Community Council shall consist of elected school employees, elected parents/guardians, and the principal.
- 3.1.2. Parents or guardians employed at the school may serve in a parent/guardian capacity on the council if employment does not exceed six hours per week.
- 3.1.3. Each high School Community Council shall have a minimum of six parent or guardian members and five school employee members, including the principal.
- 3.1.4. Elementary and middle School Community Councils shall have four parent or guardian members and three school employee members, including the principal.
- 3.1.5. A School Community Council may have a smaller or larger membership than outlined in "3.1.3" and "3.1.4" above, provided that the number of parents/guardians members exceeds the number of school employees and at least two school employee members are on the school community council.

3.2. Elections for School Community Council Members

- 3.2.1. All schools in the Canyons School District shall follow the same schedule for School Community Council elections.
- 3.2.2. The principal or his/her designee shall oversee the elections.
- 3.2.3. Elections for School Community Council Members shall occur in the month of September. Elections shall occur at Back to School Nights or Secondary Parent-Teacher Conferences. In the organizational year, half of the terms shall be for one year and half for two years. In subsequent years, all terms shall be for two years. Terms shall run from October 1 to September 30.
- 3.2.4. Each school employee member, except the principal, shall be elected by secret ballot by a majority vote of the employees and serve a two-year term. The principal shall serve as an ex officio member with full voting privileges.
- 3.2.5. A parent or guardian qualifies to be a candidate for election if at any time during the initial term of office the parent or guardian's student is enrolled at the school. The parent or guardian shall be elected by secret ballot by a majority vote of those voting in the election and



serve a two-year term. Only parents or guardians of students attending the school may vote in the election for parent members.

- 3.2.6. The principal of the school, or the principal's designee, shall provide notice of the available community council positions to school employees, parents, and guardians at least 14 days before the date that voting commences. The notice shall include the date and time of the election, a list of council positions that are up for election, and instruction for becoming a candidate for a community council position. Ballots cast in the election shall be deposited in a secure ballot box. Results of the election are to be made available to the public if requested. Uncontested races do not require elections.
- 3.2.7. Should a parent or guardian position on a School Community Council remain unfilled after an election, or a vacancy occur during the year due to the resignation or of a member, the other parent or guardian members of the council shall appoint a parent or guardian who meets the qualifications of the position. Should an employee position remain unfilled following an election, or a vacancy occur during the year due to the resignation or termination of an employee member, the other employee members on the council shall appoint an employee to fill the position or complete the term of the member who resigned. Such appointees shall serve the remainder of the two-year term.
- 3.2.8. Council members may serve up to three successive terms.
- 3.2.9. The chair of the community council is to notify the school board of each appointment made to the community council (See, U.C.A., §53A-1a-108 (5)(e)(iii)). The chair shall see that community council rosters are submitted annually to the District where they will be compiled and distributed to the Board. The chair shall see that council membership updates are sent to the District so that community council contact information is current.

3.3. School Community Council Officers and Committees

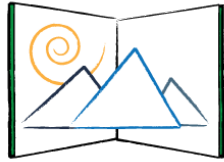
- 3.3.1. The School Community Council shall elect a chair and vice chair from its parent and guardian members and elected employee members.
- 3.3.2. Parents and guardians may not serve as both chair and vice chair, nor may employee members serve as both chair and vice chair.

4. RESPONSIBILITIES OF THE COUNCIL

In accordance with U.C.A., §53A-1a-108, Canyons School District School Community Councils shall:



- 4.1. Develop an on going, comprehensive **School Improvement Plan** designed to improve student achievement in accordance with U.C.A., §53A-1a-108.5. The **School Improvement Plan** shall include, at a minimum:
 - 4.1.1. An evaluation of the school's **U-PASS test results**; (Note: Access to data that reveal the identity of students is not allowed.)
 - 4.1.2. An identification of the school's most critical academic needs;
 - 4.1.3. A recommended course of action to meet the identified academic needs;
 - 4.1.4. A list of programs, practices, materials or equipment the school will need in order to implement an action plan that directly impacts the instruction of students and results in measurable increased student performance;
 - 4.1.5. A statement as to how the school intends to enhance or improve academic achievement, including how financial resources available to the school (such as the School LAND Trust Program monies received in accordance with U.C.A., §53A-16-101.5, and state and federal grants) will be used to improve academic achievement. The school principal shall make available to the School Community Council the school budget as needed to develop the School Improvement Plan (e.g., CSIP funds, LAND Trusts funds, and textbook budgets) in accordance with U.C.A., §53A-1a-108.5.
 - 4.1.6. Meet the requirements for a **Reading Achievement Plan** for elementary school grades K-3 in accordance with U.C.A., §53A-1-606.5;
 - 4.1.7. Meet the requirements for the development and implementation of a **Professional Staff Development Plan** in accordance with U.C.A., §53A-3-701.
 - 4.1.8. In accordance with U.C.A., §53A-1a-108(3)(a)(v) the School Community Council shall advise and make recommendations to school and school district administrators and the local School Board regarding the school and its programs, district programs, and other issues relating to the community environment for students.
 - 4.1.9. The School Community Council may create subcommittees to advise and make recommendations to the council. Any plan or part of a plan developed by a subcommittee is subject to the approval of the School Community Council.



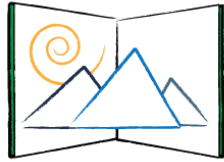
- 4.2. Develop the **School LAND Trust Program** as outlined in U.C.A., §53A-16-101.5 and R277-477-1, et seq. The School LAND Trust proposal becomes part of the School Improvement Plan.
- 4.3. Develop and submit annually to the local school Traffic Safety Committee a **Child Access Routing Plan** in accordance with U.C.A., §53A-3-402. This requirement applies to elementary and middle schools.
- 4.4. The School Community Council shall annually present its School Improvement Plan to the Board of Education for approval. Multiyear plans may be developed, but annual approval by the Board is required.
- 4.5. The administrators, teachers, staff, and councils of each local school are to:
 - 4.5.1. implement the School Improvement Plan as developed by the School Community Council and approved by the local school board;
 - 4.5.2. provide ongoing support for the council's plan;
 - 4.5.3. meet Board reporting requirements regarding performance and accountability;
 - 4.5.4. publicize the plan and how it is designed to enhance or improve academic excellence, as well as the results of these efforts; and
 - 4.5.5. submit an annual report to the Board of Education at the end of the school year.
- 4.6. The School Community Council is an advisory, not a policy-making, body. The Board of Education makes all decisions in governing the school district, with the superintendent and principals acting under the direction and in behalf of the Board in all areas of governance, including implementing approved School Improvement and School LAND Trust Program plans. Issues outside the scope of the School Community Council's authority shall include state laws, district policies, student discipline, curriculum, personnel, and any issue which is the specific responsibility of another educational organization.

5. MEETINGS

- 5.1. Meetings shall be regularly scheduled according to the needs of the school.
- 5.2. Meetings shall be held at times which are convenient for a majority of the members.
- 5.3. Meeting agendas shall be prepared by the chairperson and the principal in advance of each meeting.



- 5.4. The School Community Council chair, assisted by the school administrator, shall act in compliance with the Utah Open and Public Meetings Act, U.C.A., §52-4-1 et seq., including:
 - 5.4.1. posting upcoming agendas and meeting locations;
 - 5.4.2. posting minutes of the most recent meeting;
 - 5.4.3. posting the agenda and location of the upcoming meeting on the school's Web site at least one week prior to the meeting;
 - 5.4.4. posting the agenda and location of the upcoming meeting on the school's access door on the day of the meeting;
 - 5.4.5. providing timely written minutes of the meeting;
 - 5.4.6. making an audio recording of the meeting; and
 - 5.4.7. other required or appropriate activities.
- 5.5. School Community Council responsibilities do not allow for closed meetings.
- 5.6. School Community Councils shall become familiar with and consider:
 - 5.6.1. satisfying the meeting recording process with sensitivity for parents and community members whose primary language is not English; and
 - 5.6.2. the limitations of open and public meetings in secure or locked school settings and facilities.
- 5.7. Each local School Community Council shall provide a proposed School Community Council meeting schedule for the year (during the first two weeks of the school year), a summary of the School Community Council's actions and activities during the first half of the school year (at the mid-point of the school year), and a summary of the school's annual LAND Trust report (at the beginning of the following school year).
 - 5.7.1. The School Community Council shall provide this information by posting it on the school's Web site and providing individual delivery to each household that has a student attending the school by one or more of the following methods:
 - 5.7.1.1. mailing the information;
 - 5.7.1.2. delivering a voice message describing the information and explaining where to obtain the full information;
 - 5.7.1.3. sending an e-mail message containing the information;
 - 5.7.1.4. providing the information in a packet that is to be delivered to the student's parent or guardian; and
 - 5.7.1.5. distributing the information during the school's annual registration period, or with the student's report card.



5.7.2. A copy of this information shall be submitted to the District for inclusion in the individual School Community Council file.

6. ROLE OF THE PRINCIPAL

- 6.1. Primary authority and accountability for all activities of the school resides with the principal.
- 6.2. The principal will work with the chairperson and vice-chairperson in order to provide for efficient and effective operation of the Council.
- 6.3. The principal or his/her designee shall insure that the School Community Council acts in compliance with the Utah Open and Public Meetings Act., U.C.A., § 52-4-1, et seq.

7. ROLE OF THE CHAIRPERSON AND VICE-CHAIRPERSON

- 7.1. The Council shall elect a chairperson from among its parent/guardian or school employee members. The Council shall elect a vice-chairperson from among its parent/guardian or school employee members. The vice-chairperson shall not be a part of the same representative group as the chairperson.
- 7.2. The chairperson will work with the principal and the Council facilitator to schedule meetings and to develop the agenda.
- 7.3. The chairperson shall conduct the monthly meetings.

8. APPENDIX

DEFINITIONS:

"Parent member": means a parent or guardian of a student who is attending the school. A parent member of a school community council may not include a person who meets the definition of a school employee member unless the person's employment at the school does not exceed an average of six hours per week, consistent with U.C.A., § 53A-1a-108(1)(a)(ii).

"School Improvement Plan": means a plan to focus on the school's most critical academic needs but may include other actions to enhance or improve academic achievement and community environment for students. (See U.C.A., § 53A-1a-108.5(3)).

"School employee member": means a person employed at the school for more than an average of six hours per week by the school or school district; the principal is one school employee member.



CANYONS
School District
*"Celebrating the Highest
Standards of Educational Excellence"*

**CANYONS SCHOOL DISTRICT
POLICY MANUAL**

REFERENCES:

Utah Code Ann., §52-4-1, et seq.
Utah Code Ann., §53A-1-606.5
Utah Code Ann., §53A-1a-108
Utah Code Ann., §53A-1a-108.5
Utah Code Ann., §53A-3-402
Utah Code Ann., §53A-3-701
Utah Code Ann., §53A-16-101.5
Utah Administrative Code, R277-477-1, et seq.
Utah Administrative Code, R277-491-1, et seq.

FORMS:

None

DOCUMENT HISTORY:

Adopted October 20, 2009