

Tisdale Middle and Secondary School Community Council Constitution



	Adopted : Amended: June 2024
External References: <ul style="list-style-type: none">• Education Act: Sections 140.1, 140.2, 140.3, 140.4, 140.5• SSBA Handbook – A Handbook for School Community Councils and Principals	Internal References: <ul style="list-style-type: none">• AP201 Establishment and Maintenance of a School Community Council

1. Membership

1.1 Representative Membership

The School Community Council will have the following Representative Members:

- 5 – 9 parent and community members elected at the Annual General Meeting
- 1- 2 secondary student(s)

1.2 Permanent Members

The School Community Council will have the following Permanent Members:

- The School Principal
- A teacher
- A representative from the Kinistin First Nation

2. Officers

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

- Chair
- Vice-Chair
- Secretary
- Treasurer

The roles and responsibilities of SCC officers are listed in the NESD SCC Handbook and Orientation Guide

3. School Community Council Meetings

3.1 Annual General Meeting

The Annual General meeting will be held in June 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 10 meetings per school year, in addition to the annual meeting.

3.3 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 discussion of matters brought before the SCC.

3.4 Voting

On matters requiring a formal vote, only Representative Members of the SCC may vote.

3.5 Quorum

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

3.6 Special Meeting

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

4. Public Consultation and Communication

The School Community Council will consult and communicate with the school community through but not limited to the following strategies:

- School Website
- Newsletters
- Minutes of SCC meetings posted on website
- Social media

5. 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.

6. Decision-Making Processes

6.1 Majority Vote Model

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

6.2 Consensus Model

The issue is discussed until consensus is achieved. Consensus decides the issue.

7. Handling Complaints or Concerns

7.1 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. **Administrative Procedure 151 Inquiries, Complaints and Grievances:** outlines appropriate procedures to resolve complaints or concerns.

7.2 Complaints or Concerns about School Community Council Initiatives or Activities

7.2.1 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 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.

7.2.2 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 Chair or by requesting that the Chair 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 their concerns or complaints.

8. Committees

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

9. Amend the Constitution

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

Tisdale Middle and Secondary School Community Code of Conduct



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1. An individual who accepts a position as a member of the Tisdale Middle and Secondary School Community Council:

- 1.1 Upholds the constitution and bylaws, policies, and procedures of the TMSS School Community Council.
- 1.2 Performs his/her duties with honesty and integrity.
- 1.3 Works to ensure that the well-being of students is the primary focus of all decisions.
- 1.4 Respects the rights of all individuals.
- 1.5 Takes direction from the members, ensuring that the representation processes are in place.
- 1.6 Encourages and support parents and students with individual concerns and works to ensure that issues are resolved through due process.
- 1.7 Strives to be informed and only passes on information that is reliable and correct.
- 1.8 Abides by the decisions made by the Council.
- 1.9 Respects all confidential information.
- 1.10 Supports public education.

2. The TMSS School Community Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. The TMSS School Community Council provides an opportunity for members of the community to have input and influence related to the policies of the school and school division for the betterment of children and education in Tisdale.

3. A member of the TMSS School Community Council who is approached 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.