

NUMBER:	ADM 224
EFFECTIVE:	10/25/2000
REVISION:	11/13/2014
PAGES:	2

Statement of.....

Policy and Responsibility

SUBJECT: SCHOOL COMMUNITY COUNCIL

I. Organizational Requirements

- A. Each school must organize a school community council as required by Utah Code Annotated §53A-1a-108. The purpose of this council is to improve student achievement by developing a plan based on district goals to include:
 - 1. school profile data
 - 2. the school's identified most critical academic needs
 - 3. a recommended course of action to meet the identified academic needs
 - 4. a specific listing of any programs, practices, materials, or equipment that the school will need to implement its action plan to have a direct impact on the instruction of students and result in measurable increased student performance,
 - 5. how the school intends to enhance or improve academic excellence at the school

II. Purpose of this Council

- A. The school community council must develop a school improvement plan. It may be a multi-year plan, but must be presented and approved annually by the Board.
- B. The councils for elementary schools must develop a reading achievement plan.
- C. The council is responsible to develop the school trust lands program.
- D. The council is responsible for the development of a child access routing plan (safe walking route).
- E. The council is responsible for assisting in the development and implementation of a comprehensive, and long-term plan for staff professional development.
- F. The school community council may appoint individuals to serve on subcommittees to assist in the development of the plans listed in §§IIA-E.
- G. The school shall:
 - 1. implement the plans that are developed by the council and approved by the Board.
 - 2. provide ongoing support for the council's plans.
 - 3. meet the Board's reporting requirement regarding performance and accountability.
 - 4. publicize to its patrons and the general public its plan to enhance or improve academic excellence at the school, including the results of those efforts, and through its council, prepare and present an annual report to the Board at the end of the school year.
- H. A sub-committee of the council, appointed by the principal, comprised of members of the council (The principal may utilize the entire school community council), shall serve in an advisory capacity and may provide input to the administration with regard to school-level policies and procedures. The purpose of the advisory sub-committee

shall be to:

1. discuss and review local school problems and make recommendations to the principal.
2. discuss and review District and State problems as they relate to the local school and make recommendations to the principal.
3. function as a resource to the school principal. In that capacity the committee shall provide an active sounding-board when the principal seeks their advice on any given school issue.
4. study issues related to educational needs and service to the school.
5. provide a forum for school advisory discussion of educational concerns. They should encourage citizens to express their views about educational issues and problems.
6. approve school fund raising activities.

III. Organizational Structure

- A. Each council shall consist of school employees, the school principal, and parents/guardians of students who are attending the school. Parents who are employed at the school may not be a parent representative. The council shall have two more representatives from the parent/guardian group than the group of school employees (including the principal).
- B. Each school community council for a high school shall have a minimum of six parent or guardian members and four employee members, including the principal. All other schools shall have a minimum of four parent or guardian members and two employee members, including the principal.
- C. The council will meet monthly during the school year (excluding December and May). All meetings of the school community council are open to the public.
- D. The employee and parent/guardian member shall be elected by a majority of their respective group and serve a two-year term (at an election held at the school). There is no term limit, as long as the member meets the eligibility criteria. The members' terms will be staggered so that no more than 50% of the council will stand for election in any given year.
- E. Only parents /guardians of students attending the school may vote in the election. Written notice of the election will be made at least two weeks prior to the election. The election must be held at the school.
- F. If a parent or guardian position on a school community council remains unfilled after an election is held, the other parent and guardian members of the council shall appoint a parent or guardian who meets the qualification of this section.
- G. If an employee position on a school community council remains unfilled after an election is held, the other employee members of the council shall appoint an employee who meets the qualification of this section.
- H. Each school community council shall elect a chair and vice chair from its parent or guardian members and elected employee members. The principal shall serve as an ex officio member with full voting privileges.