

## Administrative Procedure 110

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# SCHOOL COMMUNITY COUNCILS – DUTIES

## Background

School Community Councils (SCCs) are advisory bodies charged with the responsibility of enhancing supports for learning at the school and community level. This support for learning focus is aligned with the Board Strategic Plan and the Education Sector Strategic Plan.

## Procedures

### 1. Learning Improvement Plans

School Community Councils are to be actively involved in cooperation with the school staff in developing Learning Improvement Plans for their schools. Specifically, they are to:

- 1.1 Collaborate with staff to develop the next cycle of the Learning Improvement Plan each August/September.
- 1.2 Collaborate with staff to determine and support activities related to the Learning Improvement Plan.

### 2. Community Engagement

2.1 School Community Council activities may include but are not limited to:

- 2.1.1 Planning special events at the school,
- 2.1.2 Organizing school volunteers,
- 2.1.3 Providing opportunities for parents, guardians and community members to attend sessions on topics of interest,
- 2.1.4 Creating targeted opportunities for other parents, guardians and community members to be involved in the school,
- 2.1.5 Naming representatives to attend division-wide activities sponsored by the Board.

### 3. Role of the Director or designate

The Director or designate helps SCCs develop strong relationships with others by providing clear expectations, practical support and guidance. The Director or designate shall:

- 3.1 Facilitate ongoing orientation, training, development and networking for SCCs.
- 3.2 Provide guidance to SCCs regarding alignment of activities to Board Policy and Administrative Procedures.
- 3.3 Facilitate SCC self-assessment by providing a process to gather and interpret information about the effectiveness of SCCs, enabling them to strengthen their contribution and continuously improve.
- 3.4 Schedule and monitor all aspects of annual SCC elections.

#### **4. Role of the Principal**

Principals are an integral part of the SCC. Principals support the ongoing success of SCCs. Principals shall facilitate SCC processes as outlined in Board Policy and Administrative Procedures.

Reference: Part V of The Education Regulations

June 13, 2017