

A Guide for  
School  
Community  
Councils

August 2023

## Introduction

SCCs are school-based advisory bodies that involve parents, students, community members and school staff working together on issues that affect student learning and community well-being.

SCCs are required in every school and develop a sense of shared responsibility for student outcomes.

SCCs bring a new appreciation for what can be accomplished collaboratively in a way that suits your own unique community.

SCCs work with parents and community members to:

- share responsibility for the success and well-being of all children and youth; and,
- encourage parent, community and youth engagement in school planning and improvement.

Research shows that students have greater success when parents are involved and engaged at the school level in supporting their child's learning.

## School Community Council Membership

The School Community Council membership includes two types of members, elected and appointed. At a minimum, SCCs consist of:

- Five to nine elected parents and community members. The majority of these members must be parents or guardians of students that attend the school;

Appointed members include:

- o The principal;
- o One teacher; and
- o One or two students from grades 10-12 (if applicable)

## School Community Council Roles and Responsibilities

The roles and responsibilities of SCCs include:

- encouraging parent and community participation in education;
- developing a good understanding of their community, including its needs, resources, supports and goals for student learning and well-being;
- cooperating with school staff to develop school-level plans;
- communicating annually with families and community members about their activities and accomplishments;
- accounting publicly for money they spend;

## SCC Guiding Principles

Representative -School Community Councils are an integral component of School Division governance. They strive through their membership and actions to represent all students attending the school.

## School Community Councils



## School Community Council Finances (AP 112)

The Board of Education helps to offset expenses of School Community Councils through the provision of an annual grant. The yearly grant is one thousand dollars (\$1,000.00) for each School Community Council to a maximum accumulated grant of two thousand dollars (\$2,000.00). Funds are allocated for Council operations only, not for school projects or to enhance the school's decentralized budget.

### Purpose of Operational Grant Funds:

- Member expenses related to events and meetings, including mileage for out-of-town members and childcare. Per diem is not included.

- Staff appreciation and student recognition. Do not give Gift Cards to staff.

- Communication and public relations.

- SCC events and activities.

- SCC Learning Improvement Plan Initiatives.

- SCC resources.

- Memberships in local or provincial organizations.

- Meeting supplies

### Fundraising

## Learning Improvement Plans

Each school is required to formulate a Learning Improvement Plan for its students for the school year. The goals and vision within this plan relate to the Division's overall goals and are tailored for the individual school.

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:

- Collaborate with staff to develop the next cycle of the Learning Improvement Plan each August/September.

- Collaborate with staff to determine and support activities related to the Learning Improvement Plan.

What are the school's Learning Improvement Plan goals?

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How do I see myself contributing as part of the SCC?

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## School Community Council Activity Examples

The following is a list of various activities that SCCs have planned, supported and/or facilitated in Prairie South schools. It is not an exhaustive list, and we would love to continue growing and sharing our ideas!

- Book Exchange / Community Book Drive
- Parent/Student Book Clubs
- One School, One Book
- Sponsor an author visit or author residency
- Reading and Writing Challenges / Contests
- Book and Breakfast or Lunch and Learn activities with parents/community members
- Supporting writing goals – providing writing folders and pencils with words of encouragement on them
- Reviewing OurSchool Survey and finding ways to help address possible areas of growth
- Hosting parent information nights
  - o Literacy / Math / Mental Health / Mindfulness / Social Media
- Family Nights
  - o Movies / Games / Carnival / Author Visits / BBQs
  - o Reading / Trivia / Creative Writing / Math Games / STEAM Challenges
- Community Day (outdoor winter activities, spring BBQ & carnival)
- Scavenger Hunts
  - o Clues are spread throughout a community in relation to a book, school goal, physical fitness, etc.. (family scavenger hunt)
- Fairs
  - o Health Fair / Career Fair / Cultural Fair / Math Fair
- Clubs
  - o Cooking / Beading / Card making / Reading / Creative Writing
- Inclusion and Diversity awareness activities
- Organizing weekly gym nights for parents and students to participate together
- Babysitting service for meetings/events
- Developing partnerships (community and beyond)
- Helping schools understand the context of the community
- Attending Conferences
- Outdoor Classrooms
- Yard Beautification
- Staff Appreciation
- Family Fun Challenges
- Library renovation projects
- Outdoor Garden
- Orange Shirt Day

## 2023 – 2024 School Community Council Planning

What are some activities that could support and promote student well-being?

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What are some activities that could support and promote student learning?

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What successes can we celebrate, and what are some challenges we may anticipate?

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