

Schedule B

By-Laws of the School Advisory Council for Forest Heights Community School

1. General

- 1.1 Terms used in these By-Laws have the some meanings as defined in the Letter of Agreement.
- 1.2 If there is any conflict or inconsistency between these By-Laws and the Letter of Agreement, the Letter of Agreement will prevail. In case of any conflict or inconsistency between the By-Laws or the Letter of Agreement and the Education Act, the Education Act shall prevail.

2. Membership and Eligibility

- 2.1 The SAC shall consist of 10 members. The community school coordinator and the school principal will serve as permanent members. The school principal is a non-voting member.
- 2.2 Eligibility for membership is governed by Section 21 of the Act.
- 2.3 A vacancy on the SAC does not impair the authority of the remaining Members to act.

3. Elections

- 3.1 Elections of Members will take place in September of each year.
- 3.2 A portion of the elected Members shall be elected annually.
- 3.3 All elections will be conducted by secret ballot on a designated election day at FHCS.
- 3.4 Nominations for elections must be
 - (a) made in writing and received by the Principal at least one week prior to date set for the election,
 - (b) made by a person who is eligible to vote for the candidate under By-Low 2.2 and
 - (c) accepted by the candidate.

- 3.5 Community Members will be appointed by the SAC.
- 3.6 The candidate with the majority of the votes shall be declared elected and a runoff vote may be required in order to elect a candidate with a majority of votes.
- 3.7 If there is a tie vote for any position a second vote shall take place with only the names of the tied candidates on the ballot.
- 3.8 Teacher representatives on the SAC shall be elected by teachers on the staff of FHCS.
- 3.9 Support staff representatives on the SAC shall be elected by support staff at FHCS.
- 3.10 Student representatives shall be members of the Student Government and be students in good standing.
- 3.11 Parent representatives on the SAC shall be elected by parents who have children at FHCS and shall not be employed at FHCS.
- 3.12 If after being elected a Member ceases to meet the eligibility requirements under Section 20 of the Act, or has been continually absent, without acceptable excuse, for more than three monthly meetings, his or her position shall be declared vacant.
- 3.13 If a vacancy occurs on the SAC, the SAC may appoint a person to serve out the term of office of the Member whose position is vacant provided:
- (a) The person appointed to fill the vacancy must be selected from the group represented by the Member whose position is vacant.
 - (b) The candidate is the person who received the next largest number of votes for the vacant position in the previous election
 - (c) The unexpired term for which the appointment period is less than one year. If the unexpired term of the vacancy is a year or more, the vacancy shall be filled by election and the normal election process will apply.
- 3.14 Elections shall be run by the Principal and/or Vice Principal.

4. Community Members

- 4.1 The SAC will develop a list of individuals interested in serving as community representatives on the SAC through personal contacts and by advertising. Interested

individuals may put their names forward to the SAC for consideration.

4.2 The SAC will consider all forwarded names and make the Community Member appointment for the following school year no later than June of each year.

5. SAC Executive

5.1 The Executive of the SAC shall be the Chairperson/Co-Chairpersons Vice Chairperson and Secretary who will be elected annually by the SAC from among the Members at its first regular meeting following the elections.

(a) The Chairperson, Vice Chairperson and Secretary may serve two consecutive one year terms in executive positions.

5.3 The Vice Chairperson will represent and perform the duties of the Chairperson in the absence of the Chairperson.

5.4 The Principal is a non-voting member of the executive.

6. Procedure for Decision Making

6.1 The SAC shall only make decisions within the mandate of the SAC as established in the Letter of Agreement and these By-Laws.

6.2 The SAC will make decisions in the following way:

(a) All decisions will be made by consensus after all relevant, available information has been gathered, distributed to Members and discussed at regular SAC meeting.

(b) All reasonable efforts will be made to distribute relevant available, information to Members at least one week prior to the meeting at which the matter to which it relates will be decided.

(c) If consensus cannot be reached on a matter to be decided. Member(s) who do not agree with the majority are expected to give reasons for their dissent or to offer alternatives for discussion and the SAC may request any additional information that it believes may be necessary or helpful in evaluating an alternative or alternatives for purposes of making a decision at the next meeting to be held within thirty days.

(d) If consensus cannot be reached on a topic after the Chair decides in his or her sole discretion that all reasonable efforts to do so have been made the Chair shall direct that the SAC shall decide the matter by vote.

(e) If a vote is held to decide a matter a quorum must be present and 70% of those present must vote in favor of a motion for it to be passed.

(f) Where the matter on which a vote is held concerns any advice or recommendation to be given by the SAC the advice or recommendation of the SAC shall, at the request of the minority or dissidents, include minority or dissenting views which shall be forwarded together with those of the majority to the person or body to whom the advice or recommendation is being given.

6.3 A quorum of the SAC shall be one representative from each membership group plus the school principal or his/her designate.

6.4 The Principal shall give all recommendations advice and requests of the SAC full and fair consideration and give the SAC timely reasons for any variation of, or refusal to accept, its advice recommendations or requests.

7. Duties, Conflict, Conflicts of Interest and Confidentiality

7.1 A Member has duty to:

(a) faithfully, honestly, impartially and to the best of his or her judgment and ability perform his or her duties as a Member of the SAC:

(b) disclose to the SAC any conflict of interest he or she may have with respect to any matter being dealt with by the SAC or a commitment of the SAC and to leave any meeting while the matter which gives rise to the conflict of interest is being dealt with:

(c) treat and deal with other Members, all members of the School Community and FHCS's Partners courteously, with respect and in good faith:

(d) be accessible and available to receive concerns from the School Community seek the advice and input of the sector of the School Community which he or she represents and to be honest and candid in advancing the interests and views of the sector of the School Community which he or she represents:

(e) advance and promote the interests of the School Community as a whole and the quality of education at FHCS:

(f) not to hold him or herself out as representing the SAC or to speak on any issue for the SAC unless a position has been agreed to by the SAC and he or she has been authorized to act as spokesperson

7.2 The SAC recognizes the need to try and resolve any conflicts or personal antagonisms that may arise through discussion at a meeting of the SAC.

7.3 If a conflict or antagonism is not resolve through discussion by the SAC.

(a) the Chair may refer the matter to the School Board facilitator, and if the facilitator is unable to assist the antagonists and the SAC to resolve the matter.

(b) the facilitator may request the department of Education to try to mediate a resolution of the conflict.

7.4 The Chair may expel from a meeting any Member or observer who is acting in on actively antagonistic or abusive manner and by doing so is disrupting the proceedings of the SAC,

7.5 without restricting the generality of By-Law 7.1(b), a Member has a conflict of interest if he or she is interested in a contract with FHCS as described in section 41 of the Act except that wherever the phrase school boards is mentioned in that section it shall be replaced by FHCS for purposes of this By-Law.

7.6 Regardless of anything in By-Laws 7.1(b) and 7.5, the Principal and a Member who is a teacher, member of the support staff or a student shall not be considered biased or to be in a conflict of interest solely because he or she is the Principal, a teacher, member of the support staff or student.

7.7 All issues of specific name, student discipline and principal hiring will be confidential and be dealt with by the SAC at in-camera meetings.

8. Regular School Advisory Council Meetings

8.1 All meetings of the SAC will be open to the public with the exception of in-camera meetings described in By-Law 7.7.

8.2 Minutes of all meetings except in-camera sessions will be taken by the Secretary and kept at FHCS.

8.3 The SAC will make all reasonable efforts to inform the public of the date, time and place of all SAC meetings and shall make the agenda of all meetings and the minutes of all public meetings available to the public at FHCS.

8.4 The final SAC meeting of each school year will be considered the Annual General Meeting. The SAC will make all reasonable efforts to inform the public of the date, time and place of the AGM providing notice as in 8.3 above.

8.5 The SAC will hold a minimum of six meetings a year with the frequency and the

length of time between meetings to be decided at the first SAC meeting of the school year.

8-6 Nothing prevents the SAC from convening meetings in addition to those described in By-Law 8.5.

8.7 The SAC Executive will develop meeting agendas in consultation with the Principal and other members and the agenda will be distributed to all Members prior to the meeting.

8.8 A member of the School Community with a concern or issue within the mandate of the SAC may submit the issue or concern to the SAC in writing at least one week prior to a meeting or bring the matter to the attention of a Member.

8.9 The SAC may in its sole discretion determine whether a matter described in By-Law 8.8 will be put on the agenda of a SAC meeting for discussion and, if so, will notify the individual(s) concerned of the date, time and place that the matter will be considered and invite the individual(s) to meet with the SAC.

8.10 At all public meetings time will be allotted for members of the School Community to address the SAC on issues or concerns directly related to FHCS and the SAC may, in its sole discretion debate issues or concerns that are raised, decide not to deal with them, or take them under advisement for further study.

8.11 If a matter is taken under advisement under By-Law 8.10 it shall be placed on the agenda of a future meeting and the individual(s) who initiated the issue will be notified of the date, time and place the SAC will deal with the issue.

8.12 The chairperson has at all times a discretion to ask a particular speaker or group to limit their remarks in order that one person or group does not dominate a meeting, and may request that the person or group be rescheduled for a future meeting so as to facilitate better and more complete discussion.

9. Sub-Committees

9.1 The SAC may establish sub-committees from time to time as it deems appropriate.

9.2 A sub-committee shall be established for the sole purpose of a specific duty.

9.3 A sub-committee shall continue in existence for such term as may be established by the SAC which may also end the term or dissolve a sub-committee at any time.

9.4 The Members may appoint non-SAC members to serve as sub-committees with the exception of the Suspension Review and Recommendation Sub-Committee.

9.5 At least one member of a sub-committee shall also be a Member of the SAC.

9.6 A sub-committee shall elect one of its members as chairperson.

10. Discipline

10.1 FHCS will promote appropriate behavior and instill in students a strong sense of responsibility to themselves and society, and discipline policies and procedures at FHCS shall be consistent with this aim.

10.2 Discipline will be implemented according to the Education Act as outlined in Section 123(3), 124(3), 125(lb), School Board policies, the Agreement, the FHCS Code of Behavior and any other applicable federal and provincial laws.

10.3 The FHCS Code of Behavior will be made available to each student and to all parents/guardians of students at the beginning of each school year. Specifically, the Code will be made available on the school website and in the student handbook. A hard copy of the code will also be available and demand by parents and students in the office. The FHCS Code of Behavior will outline behavioral expectations, consequences and the review process.

Powers and Functions of the SAC

10.4 The SAC shall establish a Suspension Review and Recommendation Sub-Committee under By-Law 10 and this By-Law and the SAC will have overall responsibility for this committee.

10.5 The SAC will:

- (a) develop ways of supporting, encouraging or rewording behaviors that show responsibility and are appropriate and are consistent with discipline policies.
- (b) provide advice, and assistance to the Principal and Suspension Review and recommendation Sub-Committee on student discipline matters,
- (c) provide advice about the Code of Behavior and any changes or additions to it,
- (d) provide advice and recommendations to the School Board on its discipline policy after hearing the recommendations and views of the Suspension Review and Recommendation Sub-Committee,
- (e) appoint the Suspension Review and Recommendation Sub-Committee.
- (f) receive and consider reports from the Principal and Suspension Review and Recommendation Sub-Committee.
- (g) include a summary report on discipline in the annual report in the annual

accountability report.

(h) liaise with the School Board and the Department of Education on discipline related matters and policies.

Suspension Review and Recommendation Sub-Committee

10.7 The Suspension Review and Recommendation Sub—Committee will be comprised of minimum of three Members.

10.8 No more than one member of the teaching staff may serve on the Suspension Review and Recommendation Sub-Committee.

10.9 Students are not eligible to be members of the Suspension Review and Recommendation Sub-Committee.

10.10 An alternate Member will be selected for the Suspension Review and Recommendation Sub-Committee who will serve as a full member when a Member is absent.

10.11 No Member or member of the Suspension Review and Recommendation Subcommittee shall participate in a disciplinary proceeding if he or she has had direct involvement in the matter which is the subject of that proceeding or has any other conflict of interest related to the proceeding or any of the parties involved in the proceeding.

Powers and Functions of Suspension Review and Recommendation Sub-Committee

10.12 The Suspension Review and Recommendation Sub-Committee will hear all student suspension reviews in accordance with School Board and provincial policies and guidelines and may confirm or revoke any recommendation of the Principal that a student be suspended for less than five school days

10.13 All discipline proceedings shall be held in-camera and be kept confidential unless the student or parent requests a hearing in public.

10.14 Decisions of the Suspension Review and Recommendation Sub-Committee shall be made by majority vote and for that purpose each member has one vote except the Chairperson who shall only vote in the event of a tie.

10.15 The Suspension Review and Recommendation Sub-Committee will regularly report summary of discipline cases at FHCS to the SAC.

Duties of the Principal

10.16 The Principal will promote responsible behavior the FHCS Code of Behavior, implement discipline rules and procedures and assume primary responsibility for all disciplinary matters at FHCS.

10.17 The Principal and the chairperson of the Suspension Review and Recommendation Sub-Committee will give regular reports to the SAC summarizing significant behavior successes and problems mid all disciplinary action that takes place in the school.

General

10.18 Students and parents/guardians may request a review of discipline decisions according to the Education Act.

10.19 The School will support and help the SAC and Suspension Review and Recommendations Sub-Committee in carrying out their duties and exercising their powers including, providing funds, resources and representation when necessary.

11. Communication and Information Guidelines

11.1 The SAC will endeavor to use various mediums such as the school newsletter, the school website, and school notices, to inform the School Community of SAC activities, current issues and meetings.

11.2 Media relations on official SAC matters will be handled by a Member appointed by the SAC who may, after consultation with the Executive, issue appropriate press releases on matters of public interest,

11.3 Members will attend relevant school functions such as Parent/Teacher night, awards and graduation ceremonies where SAC activities can be communicated and parent/community/school concerns can also be addressed.

11.4 The Chairperson or a Member appointed by the SAC for that purpose will be responsible for communicating with the School Board in timely written reports and/or oral presentations when warranted.

11.5 The Chairperson or a Member appointed by the SAC for that purpose shall meet with SACs feeder schools on matters which jointly affect the feeder school mid FHCS.

11.6 The Annual Accountability Report will be presented annually to the School Board. Upon acceptance of the School Board the SAC will make it available to the School Community.

12. Amendments to the Agreement and By-Laws

12.1 Any Member of the SAC may propose an amendment to the Agreement or the

By-Laws or the dissolution of the SAC.

- 12.2 A proposal under By-Law 12.1 shall require a written Notice of Motion to be presented at least two regular meetings of the SAC prior to the Annual General Meeting.

12.3 The Notice of Motion shall be publicized by the SAC.

12.4 The proposal shall be considered at the Annual General Meeting of the SAC,

12.5 Any member of the School Community may address the Annual General Meeting regarding the Notice of Motion during the time allotted by the SAC at the Annual General Meeting for that purpose,

12.6 The proposal may be approved with or without amendment or rejected by consensus of the SAC or, if the Chair decides in his or her sole discretion that consensus cannot be achieved within a reasonable time at the Annual General Meeting, by a two thirds majority vote.

12.7 A quorum of the SAC for on Annual General Meeting shall be one representative from each membership group plus the school principal or his/her designate.