

JESC OBJECTIVES

To carry out:

The duties set out in the School Council By-laws,
The functions described in the School Council Statement of Philosophy,
A number of general and specific objectives.

Specific objectives:

Improving communications and interaction between JESC and our feeder schools (eg. Lakeview and North Glenmore Nursery Schools).

Increase the communication and interaction between JESC and other School Councils in the area (eg. Clem Gardner, Bishop Pinkham).

Increase the communication and interaction between JESC and other groups within the school (eg. Jennie Elliott Parent-run Lunchrooms and Before-and-After School Care).

Increase parental awareness of and participation in JESC, especially by encouraging at least one parent representative per classroom to attend the monthly meetings.

General objectives:

General administration:

To conduct effective monthly meetings that include business items and discussion topics of interest to the school community,

To respond to government requests for information,

To stay abreast of relevant political developments,

To participate actively in relevant CBE meetings / committees.

Fund-raising:

To collaborate with JEPSA as stated in the School Council Statement of Philosophy (Section D 12).

Communication:

To encourage and support effective communication by:

-providing parent representation on school-based committees by invitation from the school,

-publishing regular reports about our school in community newsletters.

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Programs:

To carry out the following programs during the school year, in conjunction with the school:

- Christmas charity
- Courtyard garden maintenance
- Extracurricular activities
- Fall picnic
- Grade 6 farewell
- Mutual Appreciation event
- School Patrols parent liaison
- Student Enrichment
- Parent Library
- Winter social event
- Spring family dance

I. CERTIFICATION OF ESTABLISHMENT

SCHOOL: JENNIE ELLIOTT ELEMENTARY SCHOOL

ESTABLISHMENT DATE: JANUARY 24, 1996

NAME OF SCHOOL COUNCIL: JENNIE ELLIOTT SCHOOL COUNCIL

The Principal and President (or secretary) by their signatures certify the establishment of a School Council, formed by way of a properly constituted Establishment Meeting held on January 24, 1996 at which:

- a) an Executive for the School Council was elected;
- b) seven or more Parents were in attendance and a majority of Parents voting:
 - decided upon the size of our School Council and the qualifications for membership on our School Council, which is attached as Schedule A;
 - decided upon an annual term of office for each Member of our School Council; and
 - recognized Parents of Students enrolled in our School as members of our School Council.

DATED as of January 24, 1996 and certified to be true and correct by our signatures.

K. Black
Principal

Barbara Collette
President

SCHEDULE A
SIZE OF SCHOOL COUNCIL AND CATEGORIES FOR MEMBERSHIP

CATEGORIES	NUMBER
Principal	1
Community Representative appointed by the School Council	1
Teachers; a maximum of two Teacher Representatives who shall be appointed by the Teachers of the School	2
Executive; Parents elected by Parents at the Establishment Meeting and subsequent September Annual General Meetings to serve as the Executive	14
Parents; any person who is the parent, guardian or legal custodian of a child registered in Jennie Elliott School	Determined by Registration

II. STATEMENT OF PHILOSOPHY

A. OUR MISSION

To support our School in providing an excellent education for children through an active partnership between students, teachers, parents, staff and community members.

B. OUR VISION

Our vision is of mutual trust, respect and effective communication among all members of our School Community will guide us in providing an excellent education for our children in an ever-changing world. We want our children to achieve their potential as successful learners and to be responsible citizens.

C. OUR GUIDING PRINCIPLES

The shared principles and values which will guide all activities of our School Council are as follows.

1. We believe that Students are most likely to be successful learners when all the concerned participants of our School Community work together as partners to support, enable, enhance, and promote the effectiveness of our School.
2. We believe that each of these partners has a distinct and different role to play in education, and that the best possible education for the Student cannot be attained unless each of the partners works together to honour, support and facilitate each other's role.
3. We believe that the success of our School is dependent upon all of the partners sharing a common vision for our School and working together to define and achieve that common vision.
4. We believe that our School's common vision must:
 - a. focus on the collective needs of all of the Students in our School;
 - b. be based on current and meaningful information which is gathered with integrity and understood by all; and

- c. address the education needs unique to the Students in this School, within the parameters of the regional and provincial standards and curriculum.
5. We believe that, with the reasonable exception of confidential Student and personnel matters all Members of our School Council should have full and open access to all School, Board, and Alberta Education information on all aspects of public education.
6. We believe an effective partnership is built on understanding, trust, and mutual respect and is best fostered by honest and open communication between all of the concerned participants of our School Community.
7. We believe that effective communication among Students, parents, teachers and administrators is central to a successful School. Effective communication involves:
 - a. listening and understanding;
 - b. providing timely, direct and specific information and feedback using plain language;
 - c. focusing on issues, usually involving a child or children, and not on personalities;
 - d. choosing the appropriate people, time and place to raise specific concerns; and
 - e. promoting trust.
8. We believe that collaborative decision-making increases the involvement, accountability and commitment of parents, staff and community members and that a clear decision making process increases the likelihood of successful outcomes.
9. We believe that all members of the School Community are role models for

children in all the actions that they take including communication and decision making.

10. We believe that the Principal should:
 - a. promote a collaborative approach to decision-making;
 - b. support the Council in its operation;
 - c. keep the School Council informed about School activities and in as much as possible identify areas for Council's information, areas for Council's advice and consultation and areas for Council's full collaboration;
 - d. communicate to our School Council the reasons and justifications for School-related decisions made and the principles upon which those decisions were based;
 - e. provide advance notice of decisions and provide opportunities for discussion; and
 - f. listen to and consider feedback from the School Council.

11. We believe that it is the responsibility of each parent to act as an advocate for their children. However, when decisions are made to reflect the best interests of the majority of Students in a classroom or the School, the parents shall strive to abide by those decisions and to act in the best interests of all of the Students and our School.

12. We believe that fundraising activities are an important contribution to the enrichment of the education of the Students of Jennie Elliott School and that such efforts should strike a balance between current-year expenditures and long-term capital investments for the School.

D. OUR FUNCTIONS

The functions of the Council, in keeping with the School Act and the Regulations, are as

follows:

1. To communicate the official position of the School Council with respect to any School related matter, to the Principal and the Board;
2. To review and comment on school related matters as needed;
3. To stimulate continuous growth in involvement of all members of the School Community;
4. To facilitate communication and collaboration among all members of the School Community and assist in the resolution of any concerns as appropriate;
5. To develop and encourage:
 - a. ongoing effective communication that builds trust among all members of the School Community;
 - b. two-way communication that involves a balance of listening to what others consider important and presenting ideas in ways that respond to other people's concerns; and
 - c. a School Community which is responsible for its own communication;
6. To support an approach in which decisions are made collaboratively and with those parties most directly affected;
7. To facilitate the development of a common vision for our school and to participate in planning and activities that will make that vision reality;
8. To develop, encourage and organize volunteers to support the School Community;
9. To support Staff in their efforts to focus Teachers' time and school resources on the essential tasks of education;

10. To facilitate a formal performance evaluation of our School Council and to provide the results to the School Board and the School Community;
11. To keep the School Board informed, in cooperation with the principal, of the needs of the School;
12. To collaborate with JEPSA regarding fundraising by:
 - a. sharing meeting times and places when required;
 - b. electing as the Treasurer of the Council the person who will also serve as Treasurer of JEPSA; and
 - c. ensuring good communication through committee membership and otherwise as necessary and appropriate.

JENNIE ELLIOTT SCHOOL COUNCIL

DECISION MAKING POLICY

OBJECTIVES:

1. To promote a collaborative approach to decision making.
2. To increase involvement, accountability and commitment to decisions made by Jennie Elliott School Council.
3. To increase the clarity of the decision making process at Jennie Elliott School Council.

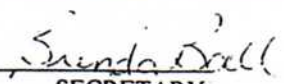
STEPS IN THE DECISION MAKING PROCESS:

STEPS	TASKS AND RESPONSIBILITIES
A. Identify and clarify the issue	<p><i>Any School Council or Staff Member may identify an issue.</i> The individual identifying the issue:</p> <ol style="list-style-type: none"> 1. Develops a statement regarding the topic or concern 2. Presents the issue to the Principal, the President, the Executive or at a School Council Meeting. Specific items can be added to the School Council agenda at the request of any Member by contacting the President in advance of the meeting.
B. Determine level of involvement	<p>The Principal, the President or the Executive discuss the issue and determine whether it is an area:</p> <ol style="list-style-type: none"> 1. that is not the School Councils responsibility by law, for example, personnel issues, confidential matters, individual matters. If School Council is not to be involved a reply will be made directly to the individual who identified the issue. 2. that is not the School Councils responsibility by choice 3. for information of the School Council only 4. for input/advice/consultation of the School Council. The School will make the decision. 5. for collaborative decision making. 6. for School Council decision making only.
C. Determine timing	<p>The Principal, President, Executive determine the date by which the decision must be made.</p>
D. Determine who should be involved	<p>The Principal, President or Executive:</p> <ol style="list-style-type: none"> 1. Identify the major stakeholders. 2. Select a working group (a small group, committee, the Executive or School Council) to address the issue. It may be appropriate for a small group, a committee or the Executive to work through the decision making process to the end of Step "E" and then present the issue to School Council for a decision. 3. Ensure all perspectives are considered.
E. Discuss the issue and generate solutions or ideas for input/advice/consultation.	<p>The working group:</p> <ol style="list-style-type: none"> 1. Gathers background information. 2. Identifies constraints. 3. Suggest ideas for solving the problem/issue.
F. Make a decision or a recommendation if it is an area for input/advice/consultation	<p>A decision or recommendation is made by consensus (consensus should be defined for issue under discussion) or a simple majority vote of the working group or School Council.</p>
G. Develop an action plan if required	<p>When a decision has been made or a recommendation requires it, the working group determines:</p> <ol style="list-style-type: none"> 1. The steps in the action plan. 2. Who will be responsible. 3. Timelines for each step in the action plan. 4. Who will provide feedback.
H. Feedback	<p>The working group, Principal, President or Executive communicate to concerned participants of our school community the reasons and justifications for any decision made.</p>

DATE APPROVED

PRESIDENT

SECRETARY


 Sinead O'Neil

JENNIE ELLIOTT SCHOOL COUNCIL

COMMUNICATION GUIDELINES

Objective

The School Council is committed to facilitating open, honest and direct communication in our school community. It is important that all Members know who to contact, where and how to make contact and how to solve problems. The following communication process is therefore offered:

(a) Who to Contact

When you have concerns, contact the person/persons most closely related to the area of concern, as suggested in the following table:

AREA	SOURCES OF INFORMATION
<ul style="list-style-type: none"> • Any concerns directly related to your child in the school setting including progress, behaviour and social/emotional and physical needs 	<ul style="list-style-type: none"> • Primary source: Teacher • Other sources: Parent-teacher interviews or meetings Report Cards
<ul style="list-style-type: none"> • Curriculum, curriculum implementation, classroom resources, expectations 	<ul style="list-style-type: none"> • Primary Source: Teacher • Other Sources: Curriculum orientation meeting Parent-teacher interviews or meetings Curriculum newsletters
<ul style="list-style-type: none"> • Planning, school goals and objectives, budget, programs, policy, staffing, reporting, classroom placement 	<ul style="list-style-type: none"> • Primary Source: School Administration • Other Sources: School Council Executive School Council meetings and minutes School Council newsletter and notices School information binders
<ul style="list-style-type: none"> • School council constitution and by-laws, policy, level of involvement, agenda, agenda items, special events, student enrichment, fundraising, school council decisions 	<ul style="list-style-type: none"> • Primary Source: School Council President, President-Elect • Other Sources: School Council meetings and minutes School newsletter and notices School information binders

(b) How to Make Contact

It is important to choose an appropriate time and place to talk to your child's teacher or School Administration. Staff members cannot always pay adequate attention to your concerns if you approach them casually in the hallway or in the classroom. The preferred method is to contact teachers and school administration by leaving a message in the school office. They will contact you as soon as possible and set up meetings as required.

School Council Executive can be contacted by telephone and meetings can be set up as required.

(c) Initial Discussion

An initial discussion that focuses on the issue and clarifies the facts, intentions or results is often all that is required.

(d) Problem Solving

In the event that the issue persists and assuming that there is a willingness to find mutually beneficial solutions the following problem solving tool is provided:

STAGES	TASKS
Plan	<ul style="list-style-type: none">• identify the person(s) or group relevant to the issue• take time for planning• identify underlying concerns• try to see other points of view• establish a meeting time and place
Create a Climate for Problem Solving	<ul style="list-style-type: none">• set a positive tone• establish trust and rapport
Talk It Out	<ul style="list-style-type: none">• define the problem• understand issues from different perspectives• discuss emotions• identify needs and interests• focus on common issues, that is, the child or children's needs
Create Solutions	<ul style="list-style-type: none">• freely suggest ideas for solving the problem/issue• withhold judgment
Choose Solution	<ul style="list-style-type: none">• determine criteria for a successful solution• identify constraints• think about probable consequences• narrow down suggestions for solutions that are mutually satisfactory and the most promising for a lasting resolution

(e) Mediation

If a mutually acceptable solution cannot be found then the people involved may wish to request that the School Council President provide them with a mediator to assist in resolving the issue.

If a mediator is provided, all School staff and School Council Members will participate as reasonably required in a process determined by the mediator and will act in good faith and in ways that are appropriate to resolve the issue.

(f) Conflict Resolution

If the mediation process does not resolve the conflict then the School Council shall seek resolution through the formal conflict resolution process established by the Board.

Feb 26, 1997
(Date Approved)

Karin Bethett
(Secretary)

Stacy Hunter
(President)