

## Article I – School Name

School Community Council (SCC)

## Article II – Laws

All Utah School Community Councils function under and adhere to the following current laws and statutes:

### Code Ann.

- [Title 53F-2-404: School LAND Trust Program Distribution of Funds](#) (Contingently effective)
- [Title 53G-7-1301-1307: Teacher Student Success Plan](#)
  - o [1301](#) Definitions.
  - o [1302](#) Teacher and Student Success Program created.
  - o [1303](#) State funding distribution.
  - o [1304](#) Program requirements -- LEA governing board student success framework -- LEA distribution -- School allocation -- Reporting.
  - o [1305](#) Teacher and student success plans -- Plan review and approval.
  - o [1306](#) School improvement oversight -- Performance standards.
  - o [1307](#) Teaching Self-Government Skills for Success, Classroom Communication, and Discipline Framework Pilot Program.
- [Title 53G-7-1202: School Community Councils. Duties. Composition. Election Procedures and Selection of Members](#) (5/1/2024)
- [Title 53G-7-1203: School Community Councils. Open and Public Meeting Requirements](#) (5/5/2021)
- [Title 53G-7-1206: School LAND Trust Program](#) (7/1/2025)
- [Title 53G-10-S407: Positive behaviors plan - Positive behaviors specialist stipend - Reports.](#) (Effective 5/7/2025)

### Utah State Board Rule

- [R277-477: Distributions of Funds from the Trust Distribution Account and Administration of the School LAND Trust Program](#)
- [R277-491: School Community Councils](#)
- [R277-114: Response to Compliance and Related Issues](#)

### Canyons School District Policy

- [Policy 700.01 – School Community Councils](#)

## Article III – Standing Rules

1. The SCC must have at least two more parent/guardian members than school staff members, including the principal.
  - 1.1. each school community council for a high school shall have six parent members and four school employee members, including the principal; and
  - 1.2. each school community council for a school other than a high school shall have four parent members and two school employee members, including the principal.
  - 1.3. ~~But not more than (school to determine maximum seats) \_\_\_\_\_ annually provided that:~~  
Council Membership must be exact for each category:  
The council will consist of:
    - Principal
    - Parent member # of seats
    - School Employee # of seats
2. Each school shall establish a time period for the election of parent members of a school community council under Subsection [Title 53G-7-1202\(5\)\(b\)\(iv\)\(B\)](#) that is consistent ~~for at least a four-year period~~.
  - 2.1. An election for the parent members of a school community council shall be held near the beginning of the school year or held in the spring and completed before the last week of school.
  - 2.2. [R477-491-3\(3\)\(a\)](#) A school, school district, or local school board may allow a parent to vote by electronic ballot through a district approved election process that is consistent with the election requirements in Subsection [53G-7-1202\(5\)](#).
  - 2.3. If the number of candidates who file for a parent position or school employee position on a school community council is less than or equal to the number of open positions, an election is not required.
  - 2.4. Except as provided in Subsection [Title 53G-7-1202\(5\)\(f\)](#), a school employee member, other than the principal, shall be elected by secret ballot by a majority vote of the school employees and serve a two-year term. The principal shall serve as an ex-officio member with full voting privileges.
  - 2.5. Except as provided in Subsection [Title 53G-7-1202\(5\)\(f\)](#), a parent member shall be elected by secret ballot at an election held at the school by a majority vote of those voting at the election and serve a two-year term.
  - 2.6. *Terms shall be staggered so that approximately half of the council members stand for election each year. [Title 53G-7-1202.5\(h\)](#)*  
It is then suggested that on your roster you show which members are in their first year or second year: Example:
    - Employee member 1 (2nd year)
    - Employee member 2 (1st year)
    - Employee member - principal
    - Parent member A (1st year)
    - Parent member B (2nd year)
    - Parent member C (2nd year)
    - Parent member D (1st year)
    - Parent member E (1st year)
  - 2.7. A school community council member may serve successive terms provided the member continues to meet the definition of a parent member or school employee member as specified in [Subsection Title 53G-7-1202\(1\)](#).
  - 2.8. At the beginning of each school year, each school community council shall elect:
    - 2.8.1. a chair from its parent members; and
    - 2.8.2. a vice chair from either its parent members or school employee members, excluding the principal
    - 2.8.3. Members may serve in a leadership position during one or both years of their 2-year term
  - 2.9. See [Title 53G-7-1202](#) for additional information

3. Members, parent and employee, have an expectation of attendance.
  - 3.1. If for some reason a member cannot attend, they need to notify the chairman ahead of time to be excused.
  - 3.2. Missing (school to select either two (avg. 29%), or three (avg, 43%)) \_\_\_\_\_ meetings unexcused during a given school year or a member who moves away may be grounds for the respective member (parent or employee) to be removed and/or replaced by the council.
4. A quorum is defined as a qualified majority.
  - 4.1. A majority of the members of a school community council is a quorum for the transaction of business.
  - 4.2. The action of a majority of the members of a quorum is the action of the school community council.
5. The majority of the council must agree to cancel a meeting.
  - 5.1. A council may not close any portion of a meeting.
  - 5.2. An emergency meeting of a council may not be held unless:
    - 5.2.1. an attempt has been made to notify all the members of the council; and
    - 5.2.2. a majority of the members of the council approve the meeting.
6. All meetings will be conducted using Robert's Rules of Order with an expectation of civil discourse.
  - 6.1. <http://www.rulesonline.com/index.html>
7. A school community council may create subcommittees or task forces to:
  - 7.1 advise or make recommendations to the council; or
  - 7.2 develop all or part of a plan listed in Subsection [Title 53G-7-1202\(3\)](#).
  - 7.3 Any plan or part of a plan developed by a subcommittee or task force shall be subject to the approval of the school community council.
  - 7.4 A school community council may appoint individuals who are not council members to serve on a subcommittee or task force, including parents, school employees, or other community members.
  - 7.5 Each subcommittee must be chaired by at least one elected school community council member, which will report monthly on the committee's progress.
8. Required positions of the council will include:
  - 8.1. Chair
    - 8.1.1. Must be a Parent member
  - 8.2. Vice Chair
    - 8.2.1. Must be an elected member of the council
    - 8.2.2. May be a parent or employee
9. Other positions to be considered by membership include:
  - 9.1. Secretary
    - 9.1.1. May be an elected member of the board
    - 9.1.2. If not elected, must be non-voting and ex-officio
  - 9.2. PTA Liaison
    - 9.2.1. May be an elected parent member of the committee, or
    - 9.2.2. An ex-officio non-voting member of PTA's choosing.
  - 9.3. Counselor –Comprehensive Guidance Plan requires participation on SCC
    - 9.3.1. Who serves from counseling is up to faculty vote.
    - 9.3.2. If not voted on faculty members, may serve as ex-officio, non-voting member.
10. The school community council chair shall conduct every meeting. [\(R277-491-5.2\(b\)\)](#)

11. Except as provided in Subsection [Title 53G-7-1202\(3\)\(b\)](#), a school community council shall:
  - 11.1. **create the School LAND Trust Program and LAND Trust plan** in accordance with Section [53G-7-1206](#);
  - 11.2. advise and make recommendations to school and school district administrators and the local school board regarding:
    - 11.2.1. the school and its programs;
    - 11.2.2. school district programs;
    - 11.2.3. a child access routing plan in accordance with Section [53G-4-402](#);
    - 11.2.4. safe technology utilization and digital citizenship; and
    - 11.2.5. other issues relating to the community environment for students;
  - 11.3. provide for education and awareness on safe technology utilization and digital citizenship that empowers:
    - 11.3.1. a student to make smart media and online choices; and
    - 11.3.2. a parent to know how to discuss safe technology use with the parent's child;
  - 11.4. partner with the school's principal and other administrators to ensure that adequate on and off campus Internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel, in accordance with local school board policy and Subsection [53G-7-216\(3\)](#);
  - 11.5. in accordance with state board rule regarding school community council expenditures and funding limits:
    - 11.5.1. work with students, families, and educators to develop and incorporate safety principles at the school; and
    - 11.5.2. hold at least an annual discussion with the school's principal and district administrators regarding safety principles at the school and district level in order to coordinate the school community council's effort to develop and incorporate safety principles at the school; and
  - 11.6. provide input to the school's principal on a positive behaviors plan in accordance with Section [53G-10-407](#).
12. Guests may share appropriate input on subjects that fall under the School Community Council purview. Council purview and responsibilities include:
  - 12.1. Encourage parent engagement and provide meaningful input on school specific issues
  - 12.2. Review and understand data to identify areas where students excel and where they struggle.
  - 12.3. Identify specific academic needs and challenges faced by students in the school.
  - 12.4. Develop a School LAND Trust Plan that outlines how funds will be used to address student needs and improve academic achievement. This includes:
  - 12.5. Defining academic area(s) of focus.
  - 12.6. Setting specific and measurable goals
  - 12.7. Establishing measurement tools to assess goal achievement.
  - 12.8. Outlining action steps.
  - 12.9. Determining expenditures that support classroom instruction and student achievement.
  - 12.10. Receive input from local school community and make recommendations on school related initiatives to their Local School Board and Administration. This includes:
    - 12.10.1. District and school programs
    - 12.10.2. School safety
    - 12.10.3. Safe technology use
    - 12.10.4. Digital citizenship
    - 12.10.5. Issues related to community environment for students
    - 12.10.6. Positive Behavior Plan (discuss and note in minutes)
    - 12.10.7. Curriculum
13. Items not to be discussed by the School Community Council include:
  - 13.1. Any personnel issues
  - 13.2. Individual student information
14. For a patron to bring a topic to the School Community Council they must contact the Council President and ask to be added to the agenda. Council may specify time limits for individuals or groups. For any topic brought to the Council, not on the agenda, the body may then choose to add the topic to an agenda for future discussion. The School Community Council, as a whole, may invite any person/group to make a longer presentation if desired.