



School's Mission Statement:

To provide a Christian environment in which God calls His children to develop and use their gifts for joyful service in His kingdom.

**Immanuel Christian Secondary School
School Council By-Laws**

1. NAME

The name of the School Council shall be Immanuel Christian Secondary School Council, which resides at 802 – 6th Avenue N, Lethbridge hereinafter referred as the School Council.

2. AMENDMENTS TO THE BY-LAWS

- The by-laws remain in force from year to year, unless amended at the AGM (Annual General Meeting).
- The by-laws of the school council may be amended by a majority vote of the school council at an AGM.
- Notice of proposed by-law amendments must be circulated with the notice of the AGM.

3. OBJECTIVES AND FUNCTIONS

The objectives of the School Council, in accordance with the policies, regulations and procedures set out by the School Act, the School Councils Regulations and Lethbridge School District 51:

- Provide advice (i.e., input) to the staff, principal and Society Board on importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and directions.
- Stimulate continuous improvement in meaningful involvement by all members of the school community develop and enhance a cooperative Christian relationship between home, school and community.
- Facilitate collaboration among concerned participants of the school community and encourage greater parent participation in and understanding of the education of their children.
- Support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level.
- Facilitate a formal performance evaluation of our school council and communicate the results of the evaluation to the school board (Networks Meetings) and the school community.

- Keep the Society Board informed – in cooperation with the principal – of the needs of the school and by means of a Society/Council liaison.
- Support the school in its efforts to focus teacher's time and school resources on the essential tasks of teaching and learning.
- Provide assistance where necessary in fundraising activities in the school community.

4. GOVERNANCE and MEMBERSHIP – Town Hall Model

The membership of the School Council shall consist of the following:

- The parents of students enrolled in Immanuel Christian Secondary School (ICSS).
- The principal of ICSS.
- The staff representative selected by the staff of ICSS.
- The middle and high school student representatives of ICSS

The positions of the executive committee shall consist of:

- A chairperson, vice chairperson, secretary and treasurer.
- All executive positions must be filled by parents of students enrolled at Immanuel Christian Secondary School.
- Every member of the school council and/or parent of a student enrolled at Immanuel Christian Secondary School are eligible to be elected to an executive position on school council.
- The executive of the school council can be elected by parents of students at Immanuel Christian Secondary School attending the annual general meeting.
- The term of office will be a one year term with a maximum of three consecutive years.

5. QUORUM

Quorum is established when the majority of school council members attending are parents and large enough to transact business (min. 5 attending meeting – 3 parents and 2 others).

6. DECISION MAKING

- Decisions are made by consensus whenever possible.
- Seek not only to deliberate but to discern under the guidance of the Holy Spirit.
- School council members may request a vote if consensus cannot be reached.

- Decisions made by a vote must be a majority vote by school council members that are present.
- Principal and the teacher member each have a vote.
- Any school council member may abstain from discussion and decision-making.

7. POLICIES

School Council may make policies.

8. MEETINGS

- First meeting of the year (Annual General Meeting) shall be held within 28 days of the school's opening and be included in the school calendar.
- A reasonable attempt will be made to meet at least 5 times during the school year.
- Special meetings should have reasonable notice to school community.

9. AGENDA

- Any member of the school community may ask to place items on the agenda and the school council executive will determine which items are appropriate for the agenda.
- The Chairperson and the principal will discuss the agenda before distribution.
- The agenda will be distributed to all members before the school council meeting.

10. COMMUNICATION

The School Council will complete an Annual Report, ensure that all meeting minutes are available for 7 years and ensure that all parents of students in the school will have access to school council business.

11. POSITIONS

School Council Officers are elected at AGM and then appointed if vacancies arise during the year.

Chairperson:

- Spokesperson for the school council unless delegated.
- Will sign letters the school council sends to external organizations.
- Will be the school council representative with ASCA and Lethbridge School District 51 or appoints another executive member in their place.

Vice – Chair:

- Assists the chair with duties, as assigned.
- In the absence of the chair, assumes the duties of the chair.

Secretary:

- Responsible for keeping accurate minutes and records of the meetings taking care of all correspondence and communication.

Treasurer:

- Acts as the treasurer for the School Council's year budget allocation.

Principal:

- Have full voting privileges at School Council meetings.
- Establishes, facilitates, and communicates opportunities for parents and community involvement in school matters.
- Encourages and supports the formation and continuous improvement of School Council.
- Interpret and share the results of provincial tests.
- Provides information on the programs in the school and the needs of the students.

Teacher Representative:

- The teacher representative shall have full voting privileges at School Council meetings.
- There shall be a minimum of one teacher representative on the School Council.
- The teacher representative shall be appointed by the teachers of ICSS.
- It shall be the teacher's responsibility to represent the interests of the teaching staff objectively.
- It shall be the teacher's responsibility to communicate back to the rest of the teaching staff the proceedings from the School Council meeting.

Middle & High School Student Representative:

- The student representative shall have full voting privileges at School Council meetings.
- There shall be one student representative from middle school and one from high school on the School Council.
- The student representatives shall be appointed by the students of ICSS.
- It shall be the students' responsibility to represent the interests of the students and communicate back to the rest of the students of what happens at the School Council meetings.

12. VACANCIES

- With the exception of the School Council position filled by the principal, the School Council may appoint qualified persons to fill vacancies until the vacancies can be filled by the appropriate

constituents or, in the case of new officers, are elected at the next annual School Council general meeting each September.

- Wherever practical, vacancies should be filled in the next Annual General Meeting where elections are held.

13. COMMITTEES

- School council can create committees as needed.
- Committees can report to school council or a designate.

14. PRIVACY

- School Council shall adhere to Personal Information Protection Act (PIPA).
- School Council shall not share personal information for purposes other than those of School Council business, as per Lethbridge School District 51 policy.

15. FUNDS

- Funds (fundraising) are raised through the Society Board and are not a purpose of the School Council.
- The principal/School Council Executives will allocate a budget each year to the School Council to operate with.

16. CODE OF ETHICS

All School Council members shall:

- Abide by the legislation that governs them.
- Be guided by the mission statement of the school and School Council.
 - To provide students with an education based on Scripture, ensuring the Christian perspective is integrated into every aspect of study.
 - To acknowledge the Lordship of Christ and to develop the students' understanding of their own relationship to God as well as their relationship to others and creation.
 - To provide an education which allows children to reach their potential academically, spiritually, emotionally, socially and physically.
 - To direct students in development of Christ-like character.
 - To prepare students to be of service in the community.
- Endeavour to be familiar with school policies and operating practices and act in accordance with them.
- Practice Biblical standards of honesty, accuracy, integrity and truth.

- Recognize and respect the personal integrity of each member of the school community.
- Declare any conflict of interest.
- Encourage a positive atmosphere in which individual contributions are encouraged and valued.
- Consider the best interest of all students.
- Respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council.
- Not disclose confidential information.
- Limit School Council meetings to matters of concern to the school community as a whole.
- Use the appropriate communication channels when questions or concerns arise.
- Promote Biblical standards of ethical practice within the school community.
- Accept accountability for decisions.
- Not accept payment for School Council activities.

These operating procedures were approved at the initial council meeting for that purpose on

_____, 2022 at Immanuel Christian Secondary School,
Lethbridge, Alberta.

X _____
Parent Representative

X _____
SCESA Board Executive Liaison

X _____
Principal