Sweetwater Site Council Handbook

Revised Fall 2017

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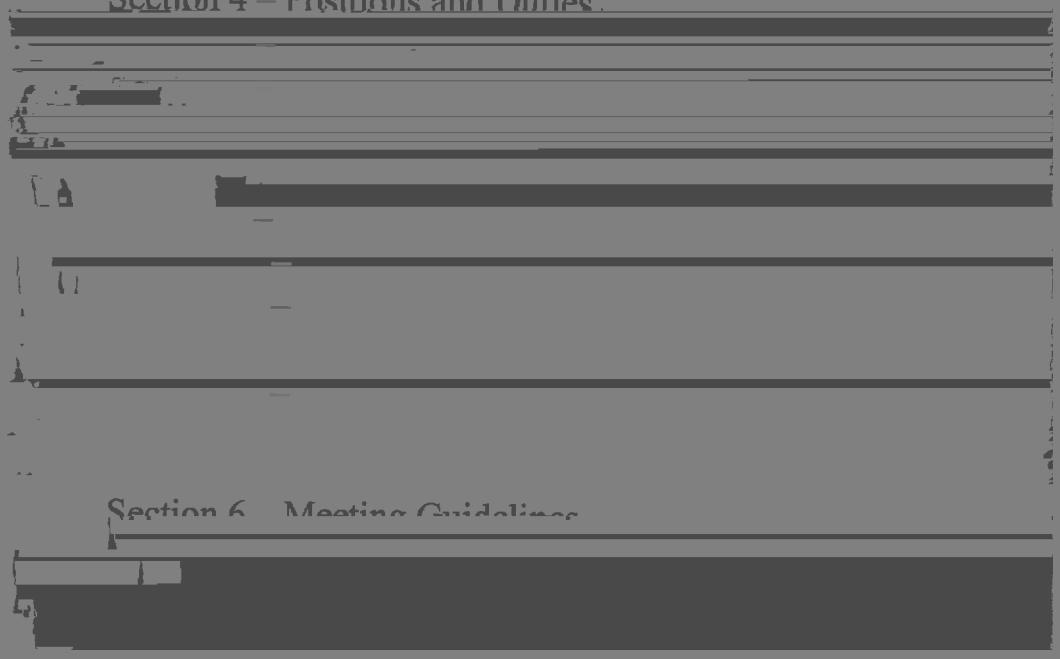

I. ARTICLE I. BELIEFS AND MISSION

Section 1 Beliefs

The beliefs of the Sweetwater School Site Council (SWSC) are as follows:

- We believe that a safe, orderly environment enhances student success.
- We believe that high expectations produce high achievement for all.
- We believe that achievement and personal growth should be valued and recognized.
- We believe that no one should be discriminated against based on race, sex, color, national origin, or handicap.
- We believe that an effective learning environment places importance

Section 2 - Mission Statement

The mission of Sweetwater Site Council is to work collaboratively with students, staff, parents and community in a diverse environment to develop productive citizens and independent life long-learners.

ARTICLE II. RESPONSIBILITIES AND PROCEDURES

Section 1 - Responsibilities

1. To participate in short-term decision making activities within the parameters of the SWSC responsibilities.
2. To review and augment the implementation of the School Improvement Plan.
3. To facilitate the interview process and [illegible]
4. To promote effective communication among staff, community, students,

d. If the request is denied, the facilitator will notify the originator of the rationale for denial.

2. SWSC Member
   a. SWSC members need to contact the facilitator so a decision can be made whether an issue is in the parameters of the SWSC responsibilities so it will be placed on the agenda.
   b. If the request is denied, the facilitator will notify the originator of the rationale for denial.

B. Resolution
The SWSC will discuss the topic and provide a response to the originator after reaching consensus. If the issue is placed on an agenda, the resolution will be published in the minutes.

II. Long-term Planning and Implementation

The SWSC may provide ideas in the planning, development and

III. Effective Communication

A. Communication between the school, home and community is essential in the operations of an effective school. The SWSC will maintain open communication with the parents, staff and the community to ensure that

1. Oral communication
2. Newsletters and memos
   a. Weekly staff bulletin
   b. School/PTO
3. Meetings
   a. Staff
   b. SWSC
   c. PTO
4. Parent-Teacher Conferences
5. Phone Calls/Phone Master Out-dials
6. School marquee
7. School events and programs

C. School and Community Issues

The SWSC will provide the opportunity for non-members to address questions, concerns and general input through the following:

1. SWSC monthly meetings
2. Phone messages
3. Written school surveys

D. Pertinent information will be relayed through agenda items to the SWSC.

E. Minutes from each site council meeting will be in the school office and made available to the public upon request.

F. Pertinent information will be summarized and printed in the school newsletter and/or weekly staff bulletin.

IV. Involvement and Team Building

A. Involvement and team building are essential qualities needed amongst the members of the SWSC.

1. Facilitate cooperation between community and school in order to provide a productive learning environment.
2. Be a model citizen that makes a positive contribution to the community.
3. Work to achieve the goals of the mission and belief statements.
4. Present ideas to the council.
5. Become informed participants who contribute and make decisions in the process through research, investigations and involvement in the school and community.
6. Promote community participation in the educational process for all students

B. The SWSC will be introduced each year through the school newsletter.

Section 1. SWSC Composition

A. The SWSC will consist of a maximum of nineteen members, each with a voice in consensus. A change in this number will require an amendment

Section 4 - Positions and Duties

A. The positions of the SWSC will consist of the following:
   1. **Facilitator-** Sets the agenda and conducts the meeting.
   2. **Secretary-**Takes meeting minutes and publicizes information pertaining to SWSC.

B. SWS will annually elect/approve parent, teachers and/or support staff member to serve on district committees or councils. These representatives will seek input as needed from the SWSC.

Section 5 - Sub Committees

A. Sub-committees may be formed or dissolved at the discretion of SWSC (consensus).

B. Sub-committees will be formed to handle a one time specific issue.

J. Attendance:

1. If a voting SWSC member misses three consecutive regular

meetings, the current Facilitator will contact the member to

A. A quorum will be defined as ¾ of the SWSC active membership, when

the SWSC is fully staffed.

B. Items requiring a vote will be postponed until the next scheduled

meeting if a quorum of the SWSC is not present.

Section 11 - Public Input

A. All SWSC meetings are open to the public.

B. Each agenda will include an item entitled "Citizen Comments" (usually the first fifteen (15) minutes of each meeting), at which time non-SWSC members may state their opinions, suggestions or concerns during this

Section 13 - Amendments

A. Amendments to the SWSC Handbook must be submitted to SWSC members.

B. If the proposed amendment is to become an agenda item, it must be submitted ten days prior to the next meeting for consideration at that meeting.

C. The proposed amendment will be attached to the agenda for discussion