Cache School District
School Community Council Training

The local school board shall provide training for a school community council (SCC) each year.


2. For the chair and vice chair about their responsibilities.

3. School Safety and Digital Citizenship

4. 2019-2020 funding allocation by site

5. School Website

6. Questions
School Websites

Always posted on the website:

- Statement about the opportunity for parents to serve and make decisions about the School LAND Trust funds.
- Amount received each year from the program.
- Rules of Order and Procedures

Other postings on the website:

- One Week prior to meetings:
- Agenda with date, time, and location
- Draft minutes of the prior meeting

By October 20th:

- Yearly meeting schedule
- Council members with phone and/or email
- School LAND Trust summary of the prior year (Fall Report)
recommendations to the district transportation safety committee.

- Review student safety coming to and from school, including access and routing and make recommendations.
- Review student safety related to school safety protocols, incident and digital citizenship.
- Partner with the council to fulfill their responsibilities.
- Ensure that required school websites and forms are posted according to required timelines.
- Assist the council chair in completing the requirements of the board outlined in board rules.
- Provide annual updates to the council about school safety policies, procedures, management and budget.
- *Rule of law policy.*

Support the council in discussing issues of interest that are not inconsistent with the law, board.

- Information on decision topics prior to the meeting.
- Getting information on current and open in the languages of your community.
- Additional information on community engagement and recruitment.
- Engagement in community decision and recruitment.

- Be a model for collaboration, creativity, and community-centered enrichment.
- Ensure that low performing use of the school land fund are followed.
- Making progress.

- Ensuring that data is collected, evaluated, and utilized by the school and the SCC.
- Ensuring that data is collected, evaluated, and utilized by the school and the SCC.
- Ensuring the success of the school land fund distribution program.

- Review the school land fund distribution program.
- Annually review the Teacher and Student Success Plan with the School Community Council.

- Provide notice of the annual SCC election and provide an assurance that

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- Have a working knowledge of 4277-491 School Community Council and 4277-474 Distribution of

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were held in the fall are encouraged to file, run and vote. Choose to hold the election in the spring. All parents who would vote if the election completed prior to the last week of the school year OR near the beginning of the school year and locate the election. The election may be conducted in the spring if it is time and location of the election. The election may be conducted in the spring if it is

- Work with the principal to provide notice of the election at least 10 days in advance to
- the process for their council elections.
- Information about electronic voting if the district allows the school to use
- Order and procedure, or both
- Rules of Order and Procedure, if they incorporate the rules of
- Funding amounts for each year from the School LAND Trust Program
- community council and make decisions about the School LAND Trust
- statement about the opportunity for parents to serve on the school
- prior year.
- Summary of the School LAND Trust Program Final Report each fall for the
- phone numbers
- list of school community council members, including contact email, and/or
- meeting schedule of council meetings for the year
- By October 20th of each year (unless required earlier by the district)
- prior meeting.
- At least one week prior to council meetings - agendas and draft minutes of the
- school office and to parents without access to the internet.
- Provide notice to parents by posting the following information on the school website, in the
- action plans
- On behalf of the council, provide ongoing support for implementation of approved school
- School LAND Trust website.
- Ensure that all meetings are open to the public and encourage participation by parents and
- With assistance from the school administration, the chair shall
Request any conflicts of interest be disclosed. 
• and detail disclosure.

Responsible for including rules outlining parliamentary order and procedure; ethical behavior; local board policies about member and officer elections and other procedures; councils and procedures consistent with local law, board rules, and established written procedures.

Information on school district topics prior to the meeting.

SCC's get meeting information early and often in the languages of your community; share.

Engage in regular communication and feedback from families.

Additional meeting or get informal feedback from families.

SCC reflects the diversity of the school by including parents who are typically present, have developed an inclusive process for incorporating parent and education voices; make sure the.

Create welcoming and community-centered environment.

Community,

Administration and the local school board 
midst board of needs and issues of the school and school 
administer and the local school board of needs and issues of the school and school.

president, presenting and sharing on entitled new plans before they are submitted to

review of current plan implementation and budget progress

information to determine critical academic need

review of school data, assessment (as they are made available) and demographic

plan is determined with the teacher and student success plan and the academic goals defined in

including the following:

the member names voting for, against, and absent. Minutes are prepared for posting on the

the member names voting for, against, and absent. Minutes are prepared for posting on the

School Website.

Conduct School Community Council Meetings, encouraging participation by all members.

Prepare School Community Council Agendas, honor agendas and time constraints, items

Prepares support for School, community council members.

Responisblities of the chair may be delegated to members of the council, as reasonable and

Responsible for carrying out the requirements in the law and board rules.

Responsible for carrying out the requirements in the law and board rules.
School administration should add to the LEA Report (at a minimum):

1. What devices are being used and how are students using them?
2. District capabilities to share filtering settings and management tools based on best practices, technological limitations, and funding. Where applicable, districts could include
   - District capabilities to change filtering settings and management tools based on best
   - District capabilities to change filtering settings and management tools based on best
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3. What is the protocol for students, employees, and parents in district schools when
   - Digital citizenship

4. What is the district doing to ensure that students are equipped with necessary digital
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5. Are there different settings used for different grades and school lev
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6. What filters are being used and how do they work?

7. The LEA Report may include:

8. Summary of Responsibilities for LEAs, School Community Councils and Charter Trust Councils

9. School Safety and Digital Citizenship Responsibilities:

10. Digital Citizenship

   - Opportunities as plans are made

   - Councils may want to engage students in discussions to understand student concerns and

   - Include IT staff, special education, school resource officers, and those providing mental health support. The

   - It is recommended, but not required, that the annual discussion with councils and administrations

   - Access to Board Rule R277-491, Utah Code 52G-7-1202(2)(b) and 52G-7-1205(6)(p) require at

213 of 2016 and HB 303 of 2019

Legislation gives councils in LEAs to address digital citizenship and school safety. (HB

As with other responsibilities of school community councils, it is intended that councils,


# 14
A discussion with the council should include but may not be limited to the following:

1. **Student Education**
   - Develop an education component and create an action plan to accomplish the goals.
   - If the education component is currently implemented, is applicable, and adequate, if not, identify how it could be strengthened, set goals to improve the section plan to accomplish the goals.
   - If the education component is not identified, set goals to improve the education and create an action plan to address identified concerns.

2. **Parent/Student Engagement**
   - Determine current student engagement, if applicable, and strengths.
   - Identify key partners and stakeholders to assist in the education and support efforts to improve student engagement.

3. **Administration Responsibilities**
   - Review the report from the district and school administration (as described above).
   - Discuss the report and decide.

4. **Yearly Goals**
   - Identify and prioritize the council to see that the following is completed:
     - Ensure that the council can achieve responsibility of the council.
     - Create a subcommittee to help accomplish digital citizenship responsibilities.

5. **Council Responsibilities**
   - Content and use technology with their children and how to report inappropriate.
     - To students and guardians about how to discuss and support digital citizenship.
     - Explain the current provided.
       - What are the polices in place for tablets, cell phones, etc. brought from home?
       - What does the administrators see as the greatest Internet threats for students?
       - What does the administrators see as important opportunities for students' skills and school beyond access and safety that is grade level appropriate?
       - Are there safe reporting procedures for students, staff, and parents?

   - **Implementation Tools**
     - What are the school rules when inappropriate information appears for students, staff and parents?
     - What are the main applications programs, and sites used in different classes, grade?
Board of Education. Concerns of this nature should be forwarded to the board.

Please note that some safety discussions must be reserved for closed meetings of the local

Responsibleized.

Councils to assist school community councils in completing school safety and digital citizenship

There are resources available at www.schoolsafetyfirst.org under Councils and Work of

school.

The action plan could include the involvement of experts and other parent groups at the

goal will support safety principles as defined above.

assessments and responsibilities for reporting back. It is important to identify how the

goal is measured to know how well the goal was achieved and a timeline with

proposes an action plan to address the identified issue. The action plan should include a

year.

Develop a proposal for how the council could address the remaining months of the school

Discussed and identified procedures where the council may be effective.

Participate in the discussion, listen to understand, ask questions.

Day to day safety at the school.

Councils will understand there are opportunities for councils and parents to improve and address

concerns will be encouraged to refer to the local board, as appropriate, as a result of the discussion.

referred to school access, building safety, including playgrounds, etc., and regular site

Recommends that local issues involve legal responsibility and financial commitment.

Councils are recommending feedback to the administration and local boards (district and charter)

What does the administration see as the greatest day to day safety concerns?

Who does administration see as the greatest day to day safety concerns?

What recent actions (over the past few years) has the administration and staff taken to

How does administration and staff balance safety with creating a setting for learning?

Emergency preparedness and emergency response plan review RG 07-400

School climate survey 356-802

Annual safety seminar 356-703

How the school is addressing security requirements in the law that involve parents

Transportation, parking lot, and safe walking route plans and protocols

School violence.

School and student needs and support required to school culture, mental health and safe

Retaining for school staff, access for non-custodial parents, and crisis and emergency

Information appropriate for councils relating to building and ground safety, screening and

Rules.
Digital Citizenship: District Level Administration

1. What is the district filtering policy on frequently used sites such as YouTube, Google Images, WebMD, etc.? Are there different filtering policies used for different grades and school levels?

2. Are there different selling points for different grades and school levels?

3. Are elementary, middle, and high schools all filtered at different levels?

4. Are the three management systems available (MDM, Chrome management, Lanschool, etc.) that can add additional supervision and appropriately limit access?

5. What resources does the district provide to educate students on safe Internet use and digital citizenship?

6. What is the protocol for students, employees, and parents in district schools when inappropriate content is accessed?

7. Distinct capabilities to change filtering, settings, and management tools based on best practices, technological limitations, and funding. Where applicable, districts could include what is provided in conjunction with e-rate. Funding.

8. Administration.

9. New needs to filter systems. Certain content automatically generates alerts to technology staff and department aware of the situation. Technology will then verify if it occurred and if changes or additions to definitions are needed. Students should report to a school member. District should contact administration which will make the technology definition.

10. What is the protocol for students, employees, and parents in district schools when inappropriate content is accessed?
**FALL**

August—September
- Conduct Elections
- First Meeting
  - Orientation for new members
  - Schedule training for all
  - Collect member contact information
  - Assign review of required web info
  - Set meeting schedule for the year

Before Oct 20th
- Adopt Rules of Order and Procedure
- Review, update, adopt school web info
- Review School LAND Trust Plan, TSSP AND implementation of prior year plans
- Set priorities for the year—optional projects—set timelines

November
- School Safety and Digital Citizenship
  - Receive and Discuss Reports

**WINTER**

January—February
- Review current School LAND Trust Plan implementation & year to date budget
- Participate in an academic data discussion and decide the academic needs the council will address in the upcoming school year.
- Make recommendations to principal about the Teacher and Student Success Plan (TSSP)
- Follow-up with Digital Citizenship and School Safety Plans
- Discuss Child Access Routing Plan & prepare recommendations, as applicable.
- Follow-up on optional projects adopted by the council

**SPRING**

March—April
- School LAND Trust Upcoming Year Plan
  - Discuss and prepare
  - Finalize and vote to approve
  - Sign the Council Signature Form
  - Forward Plan to Board for approval
- Follow-up on plans for Digital Citizenship
- School Safety Plans & Child Access Routing Plan Recommendations
- Complete optional projects

May
- Receive a report on TSSP & approval of School LAND Trust Plan
- Wrap up Digital Citizenship and School Safety Plans
- Wrap up optional projects
- Conduct Elections (Spring option)

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**SUGGESTED SCHOOL COMMUNITY COUNCIL TIMELINE**

Questions contact: USBE School Children's Trust Section 801-538-7555 OR 801-5387553
Determining one or two priorities the council could address by year-end:

- Administration and local board, as appropriate.
- Recommendations from outside the purview of councils may be forwarded to the superintendent for implementation to mitigate or solve priority concerns.

Identity property school safety issues and discuss appropriate actions councils could take to:

- Special to our school and students.
- Underlying the greatest internal threats and day to day school safety issues.
- Is the council comfortable with the activities being implemented at the school?
- If so, shall the council appoint a subcommittee or appoint council members to develop a procedure/activity/opportunity?

Recognizing opportunities, the administration has outlined for proactive and constructive use of internal opportunities, would the council like to engage students in developing a

- Procure activity/opportunity?
- You need to make informed decisions.
- Do you feel you have enough information to complete the council responsibilities related?
- Are there any questions?

C. Discussion suggestions

Staff suggestions on making decisions about school safety.

School safety is a significant and important issue for all stakeholders. School safety covers a

- Safe environments where programs and resources at the school,
- Digital citizenship means the norms of appropriate, responsible, and healthy behavior,
- Environmental scans that strengthen safe and wholesome learning.
- Related to technology use, including digital literacy, ethical, etiquette, and security.
- School safety includes day-to-day issues such as transportation, parking lots,

A. Definitions to inform the discussion:

Optional Discussion Guide for School Community Councils

School Safety and Digital Citizenship Guide
The council to assist school community members in completing these new responsibilities.

- Are there recommendations for the administration, staff, and/or the local board?
- Do the actions plans include who has responsibility for each action, clear timelines, and milestones?
- Do the actions plans provide exit and wholesome learning communities?

Other Issues the Council Would Like to Address

- Are there other issues the council would like to address?

Parent Education

- Are there recommendations for the administration, staff, and/or the local board?
- Are there other issues the council would like to address?

Student Education

- Are there recommendations for the administration, staff, and/or the local board?
- Are there other issues the council would like to address?
Safe routes to school
Playground safety
Parking lot safety – pick-up, drop-off for cars and school buses
Common concerns of parents and school personnel that could be added:

By parents and personnel in the School Climate Survey?
In the school safety report from the school and district administration?

How could councils help resolve concerns identified:

School Climate Survey to assess stakeholder perception. Board Rule 35G-8.02

Involving councils in developing an electronic device policy
Policies for electronic devices in public schools Board Rule R277-495-3

Internet safety, sexting and crisis line
Mental health, depression, suicide awareness, and prevention
Bullying
Substance abuse
Parent and student evening seminar that covers
Suicide Prevention – Parent Education Latch Code 35G-9.03

Expectations of parents related to parent/student reunification plans
Emergency Preparedness/Response: Response week at the school
Parents Review Emergency Preparedness and Emergency Response Plans annually
School Facility Emergency and Safety Board Rule R277-400

Are current requirements in the law being implemented? Could councils help with implementation?

What could our council do to implement safety principles?

Idea and suggestions:

What could our council do to implement safety principles?
## 2019-2020 Funding Allocation by Site

<table>
<thead>
<tr>
<th>School</th>
<th>Enrollment</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birch Creek Elementary</td>
<td>584</td>
<td>$71,542</td>
</tr>
<tr>
<td>Canyon Elementary</td>
<td>655</td>
<td>$80,240</td>
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<tr>
<td>Cedar Ridge Elementary</td>
<td>778</td>
<td>$95,308</td>
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<tr>
<td>Greenville Elementary</td>
<td>530</td>
<td>$64,927</td>
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<tr>
<td>Heritage Elementary</td>
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<td>$85,630</td>
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<tr>
<td>Lincoln Elementary</td>
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<tr>
<td>Millville Elementary</td>
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<tr>
<td>Mountainside Elementary</td>
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<td>Nibley Elementary</td>
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<tr>
<td>Providence Elementary</td>
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<tr>
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<td>Wellsville Elementary</td>
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<td>White Pine Elementary</td>
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<tr>
<td>North Cache Middle</td>
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<td>Ridgeline High</td>
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<tr>
<td>Sky View High</td>
<td>1363</td>
<td>$166,973</td>
</tr>
</tbody>
</table>

Totals 18270  $2,238,149

$122.50 per student