

**School Community Council Amended Bylaws**  
Diamond Ridge High School  
Date of Amendment: March 29, 2022  
Sandy, Salt Lake County, Utah

**Article I – Name**

Diamond Ridge High School Community Council (SCC)

**Article II – Laws**

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

**Utah Code Ann.**

- Title 53F-2-404: School Land Trust Program Distribution of Funds
- Title 53G-7-1202: School Community Councils. Duties. Composition Election Procedures and Selection of Members
- Title 53G-7-1203: School Community Councils. Open and Public Meetings Requirements
- Title 53G-7-1206: School LAND Trust Program
- Title 53G-10-407: Positive behaviors plan – Positive behaviors specialist stipend – Reports
- Title 53G-7-1301: Teacher and students success plan

**Utah State Board Rule**

- R277-477: Distributions of Funds from the Trust Distribution Account and Administration of School LAND Trust Program
- R277-491-1: School Community Councils

**Canyons School District Policy**

- Policy 700.01 – School Community Councils

**Article III – Standing Rules**

1. Elections for SCC representatives
  - a. Notification of available SCC parent member seats, election dates and procedure for declaring candidacy for the SCC will be given with registration information from Diamond Ridge High School, posted on the school website, and posted in the office.
  - b. Interest sheets will be collected and parents contacted for verification during the last month prior to and the first month of the school year.
  - c. If the number of new parent candidates for open positions keeps the maximum number to twelve parents or less, all candidates will be allowed to serve on the SCC, for a maximum of twelve parent members.

- d. If adding all new parent candidates would exceed the maximum of twelve parent members, an election will be held.
    - e. Elections for open seats will be held at the school during the last two weeks of September.
    - f. All elected or appointed positions are for two-year terms.
  2. The SCC will meet at least four (4) times throughout the school year. The majority of the council must approve of canceling and/or calling additional meetings.
  3. The election for a chairperson, a vice-chair, and a secretary will occur in the first meeting of the school year. The Chair will serve through the summer months and coming school year, assist with SCC elections, and conduct the coming year's meetings.
  4. Meetings Norms:
    - a. Meetings are to begin on time, stay focused on the agenda, and end on time.
    - b. Members and guests are expected to be prepared to fully participate in meetings.
    - c. Respect for others, by both verbal and non-verbal communication, will be shown at all times.
    - d. Cell phones should be silenced, and members and guests are expected to take necessary calls or conversations out of the room during meetings.
    - e. If a member is unable to attend a scheduled meeting, prior notification should be given to the Chair or Vice-Chair as early as possible.
  5. Leadership positions will include:
    - a. Chair: creates agendas and conducts the meetings. Other duties as outlined in CSD policy and statute. The Chair must be a parent.
    - b. Vice-Chair: Works with the Chair and conducts the meeting at request of the Chairperson. The Vice-Chair will be elected from either the parent or school employee group.
    - c. Secretary: Takes notes at the meeting and creates the minutes for approval by the SCC. Is also responsible for recording the meeting.
    - d. Counselor: Counselor may be appointed by faculty vote; if not voted on by faculty, may serve as ex-officio, non-voting member.
  6. Missing three (3) meetings during a given school year may be ground for the respective member (parent or employee) to be removed and/or replaced by the council.
  7. A patron may bring a topic to the SCC by contacting the Chair at least one week prior to the scheduled meeting and asking to be added to the agenda. The SCC may invite any person/group to make a presentation on issues pertinent to the role of the SCC. Topics approved for discussion by SCC include, but are not limited to:
    - a. Teacher and Student Success Plan (TSSP)

- b. School Land Trust Plan
  - c. Advice and recommendations regarding school programs, professional development, and matters relating to the community environment for students.
  - d. Parent/School communication and involvement.
  - e. Safe Walking Route Plan
  - f. Digital Citizenship Plan
  - g. School Safety Plan
  - h. Positive Behavior and Intervention (PBIS) Plan
  - i. Electronic Device Plan
8. Items disallowed for discussion by the School Community Council include:
- a. Any personnel issue
  - b. Individual student information
9. These Bylaws will be posted on the SCC page of the school website. Each SCC member will read and agree to abide by the Bylaws as signified on their declaration of candidacy and at the beginning of each school year or when appointed.
10. These Bylaws may be amended at a meeting of this School Community Council provided that:
- a. Notice of the proposed amendments is made at least thirty (30) days prior to the meeting at which the amendments will be voted on, and
  - b. The proposed amendment passes by a simple majority of the members present.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Chair: \_\_\_\_\_  
 Print Name Signature

Vice Chair: \_\_\_\_\_  
 Print Name Signature

Secretary: \_\_\_\_\_  
 Print Name Signature

Parent: \_\_\_\_\_  
 Print Name Signature

Parent: \_\_\_\_\_  
 Print Name Signature

School Emp: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Principal: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Counselor: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature