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## **Appendix A      School Council Procedures**

### **Open Docket Procedures**

The purpose of open docket is to give parents/staff members an opportunity to communicate with the school council.

1. A parent/staff member must call a council member or principal at least four days before the meeting to be put on the open docket. In addition, a brief written description of the issue to be raised must be provided to the council member or principal at least four days before the meeting.
2. Open docket will take place at the beginning of a council meeting.
3. The council and parent/staff member will be introduced.
4. The Chairperson will give an explanation of the School Council's role as a policy/advisory group.
5. The individual will have five minutes to communicate with the council. Time is limited because of the need to accomplish the school council agenda. There will be a maximum of 10 minutes for open docket at each monthly council meeting.
6. The School Council will respond to the parent/staff member appropriately after due consideration.

### **Procedure for Adding Agenda Items**

The purpose of adding an agenda item is for parents/staff members to have an opportunity to communicate via a proposal with the school council.

1. A parent/staff member must call a council member or principal at least ten days before the meeting to be put on the agenda. In addition, a brief written description of the proposed agenda item must be provided to the council member or principal at least ten days before the meeting.
2. The council and parent/staff member will be introduced.
3. The Chairperson will give an explanation of The School Council's role as a policy/advisory group.

4. The presentation may not exceed ten minutes unless otherwise agreed by the council. Time is limited because of the need to accomplish the school council agenda.
5. The School Council will respond to the parent/staff member appropriately after due consideration.

### **Visitors**

School council meetings are open meetings, and as such, visitors are welcome to attend. Since agenda items are complex and have a historical element, visitors will not participate in discussions.