



Central Committee for Catholic School Councils



CCCSC Mission Statement

The mission of the Central Committee for Catholic School Councils, an organization dedicated to the preservation and promotion of Catholic Education, is to foster open communication and engage parental involvement at all levels. Through training programs and a strong focus on putting Children First, the Central Committee provides a network for local school councils to share ideas, enrich the educational environment and reach our common goal. The betterment of Education in Ontario.

BY LAW DOCUMENT TEMPLATE ***For*** ***Catholic School Councils*** ***Established September 2008***

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TABLE OF CONTENTS

Content

Definitions/ Mission Statement	3	
Aims and Objectives	4	
Roles and Responsibilities	4	
Election Procedure (Ministry Legislation)	4	
Election Timelines	5	
Election Process	5	
Election Committee Role	5	
Vacancies	6	
Election Planning Scheduling	6	
Following the Election	6	
Membership/ Positions/Officers	7	
Meetings/Voting	8	
Conflict of Interest	8-9	
Fundraising	9	
Disbursement of Funds	9-10	
Liability/ sub-committees	10	
Conflict Resolution Procedures	10-12	
Code of Ethics	12	
Amendments	13	
Annual Report/School Council Annual Survey	13	
By Law Records	13	
Appendix 1	Roles & Responsibilities	14
	Additional Responsibilities	15
Appendix 2	Position Descriptions	16-19
Appendix 3	Fundraising Policies	20-21
Appendix 4	Ontario Regulations 612/00	22-30
Appendix 5	Ontario Regulations 613/00	31-36
Appendix 6	DPCDSB Policy & Regulations	37-45
Appendix 7	Sample Letter of Intent (Attendance of Meetings)	46-48
	Sample Letter of Resignation by Member	
	Sample Letter of Request of Termination of Membership	
Appendix 8	DPCDSB General Administrative Procedures	
	GAP 722.00 School Council Funds	

The _____ Catholic Elementary/Secondary School Council was formed in accordance with the Ministry of Education, Government of Ontario, and Policy Memorandum 122. In addition, the Education Act, Section 265, R.S.O. 1990. The Catholic School Council operates under the auspices of the Dufferin-Peel Catholic District School Board. Also, as of September 1, 2001, the _____ Catholic School Council operates under and adheres to Regulations 612/00 and 613/00.

For the purposes of this constitution:

“Board” refers to the Dufferin -Peel Catholic District School Board

“Meeting” does not include a training session or other event where a School Council does not discuss or decide matters that it has the authority to decide

“Parent” includes a guardian as defined in section 1 of Regulation 612/00 (i.e. a person who has lawful custody of a child, other than the parent of the child)

“Parent member” means a member of the _____ Catholic School Council who is elected to the council in accordance with section 4 of Regulation 612/00 or who fills a vacancy created when a parent member ceases to hold office

1.0 NAME

The name of the organization for _____ Catholic School shall be known as “_____ CATHOLIC SCHOOL COUNCIL”

2.0 MISSION STATEMENT

The Council shall promote the vision, values and sacramental life of Catholic practices of the Dufferin -Peel Catholic District School Board. The Council guided by the beliefs of the Dufferin - Peel Catholic District School Board shall identify problems and concerns within the school environment and work collaboratively to develop strategies and solutions to enhance the development and educational experiences of all students. The Council shall promote and maintain a positive school environment for all students and staff; facilitate the active and meaningful participation of the parents/guardians, and all members of the _____ School Community; and, provide staff, parents, and students with an accountable system to which they can voice their concerns, comments and suggestions for the building of an effective school community.

The purpose of the Catholic School Council is through the active participation of members, to improve pupil achievement and to enhance the accountability of the education system to parents.

The Catholic School Council’s primary means of fulfilling its mission statement is by making recommendations in accordance with O. Regulation 612/00 to the Principal of the school and the Board that established the council.

3.0 AIMS AND OBJECTIVES

The aims and objectives of the Catholic School Council are as follows:

- a) To promote the best interests of the Catholic school community.
- b) To enhance the lines of communication among parents, administrators, teachers and students in the school community.
- c) To provide a forum for input into educational matters for members of the school community.
- d) To provide advice, opinions and direction to the administration of the school, the Trustees, the Board and the Ministry of Education.
- e) To complete the duties and responsibilities as outlined in Ontario Regulation 612/00. (See Appendix 4)
- f) To supervise the election procedures for the school council.
- g) To support the procurement of the resources required for maintaining and promoting quality education to the students of _____ Catholic School.

4.0 ROLES AND RESPONSIBILITIES

The two primary functions of the Catholic School Council are:

- a) To promote the vision, values, sacramental life and Catholic practices of The Board;
- b) To advise the Principal and the Board.

Responsibilities

The Principal shall follow his/her responsibilities as outlined in Regulation 612/00 and Regulation 613/00. (see appendix 4 and 5)

The Catholic School Council shall follow the responsibilities for it as outlined in Appendix 1.

5.0 NOMINATIONS AND ELECTIONS PROCEDURE

Ministry Legislations:

- April 1995 Policy and Procedure Memorandum No.122 was developed to require school boards to establish School Councils at each school within a board.
- According to Ontario Regulations 612 elections must occur within the first thirty days of each school year.
- School Councils must establish bylaws that deal with election procedures and appointment procedures for various positions within the council.

Election Timelines:

- School Councils term of office is September to the following September.
- School Councils hold the last meeting prior to the New School Council election being held.
- All School Councils information including all financial records, correspondence, historical data, binders, administrative items etc., from the previous School Council are passed on to the newly elected School Council.

Election Process:

- Each parent/guardian seeking election must be nominated or self-nominated in writing, must have child registered at the school, and must declare if he or she is employed by the school board.
- Each parent of a student enrolled in the school is entitled to one vote for membership on council.
- An election committee shall be struck by the School Council to coordinate the election process.
- Candidates must complete a nomination document, which must be signed by an appointed official in the administration office. All nominations will be closed one week prior to the elections. Nominations require the consent of the nominated member.

Election Committee Roles:

- Provide nomination forms.
- Ensure that the community is notified of the election dates
- Location and time should be announced at least 14 days prior
- Request a profile from all candidates and make these available to the electorate. Candidates should be prepared to summarize their reason for running on Election Day.
- Conduct the election by secret ballot. Count ballots then destroy them.
- Help the Principal notify the candidates of the results.
- Keep all results and related information confidential.
- The Principal of the school shall give every parent of a student fourteen (14) days written notice of an election to be held for School Council.
- Elections will be held for membership on the School Council every year. Elections will be held during the first thirty (30) days of each school year. Members may be acclaimed to the School Council if there are ____ or fewer parent candidates.
- The total number of parent members of the Catholic School Council shall not exceed ____ members. Not including appointment members.
- The School Council will elect officer positions, as the first order of business of the new School Council at their first meeting. This must be done within the first thirty-five (35) days of the school year.
- No one standing for election, or his/her spouse, shall be a member of election committee.
- Only names of the successful candidates will be made public.
- The committee should have representation of parents, teaching/non-teaching and administration.

Filling Vacancies:

Vacancies occur in School Councils membership for various reasons:

- Not all positions on the School Council were filled after an election.
- A member resigns.
- A member is unable to fulfill the roles and responsibilities (ex. due to illness)

If any school council positions become vacant, the remaining members shall constitute the school council, unless the parent/guardian majority is not maintained.

- Should an elected parent council position become vacant prior to the next election, the council shall fill the vacancy by appointment from the non-elected candidates from the previous election.
- If none of the previous candidates remain interested in becoming a member, the council may request that interested parents from the school community submit their names for consideration. The council shall then appoint one of those who indicate an interest.
- When a vacant spot on council is filled, the new member's term shall expire at the time of the next election.

Election Planning Scheduling:

- **May/June:** establish a committee to plan the election for the parent representatives. Review the bylaws and establish a date and timelines for the election in the fall. A nomination form should be developed.
- **Early September:** In the newsletter the Principal should indicate how nominations will be received, who is eligible, date of the election and timelines for putting names forward to stand for election.
- **June:** For secondary schools that do not have a September newsletter must follow the above bullet in the June newsletter.
- **Mid September:** List of nominees is prepared and presented for election according to the bylaws. Principal to contact parents who completed forms to welcome them to School Council if there is not election held.

Following the Election:

- School Council names shall be published in the School Council Newsletter and or School Newsletter.
- The Principal should begin to chair the first meeting to establish the Chair or Co-Chairs for the Council.
- Outgoing chairperson should have agenda ready for first meeting in consultation with the principal.
- The newly elected Chair should then run the meeting and all other positions should be established as well as date and locations of meetings established.
- A complete list of elected and appointed members of School Council should be submitted to the Family Superintendent.

6.0 MEMBERSHIP (Positions)

The _____ Catholic School Council shall be comprised of:

Elected Parent members (Maximum of _____)

Chairperson and Vice Chair or

Co-Chairs

Treasurer

Secretary

The Past Chairperson

The Principal

One Teacher

One Non-teaching representative (one person that is employed at the school, other than the Principal, Vice Principal, or any other Teacher)

One Parish Representative, appointed in consultation with the parish

One community representative, appointed at large

One parent from the school community appointed as the Ontario Association of Parents in Catholic Education (OAPCE) representative, approved by the Council that is a member of the OAPCE, and endorsed by the Regional OAPCE Council for the Dufferin-Peel Catholic District School Board.

One Student Representative appointed by the Student Council (secondary only)

Membership in the Catholic School Council shall be determined in the following ways:

- Parent members shall always constitute the majority of members on the School Council.
- A person who is employed by the Board cannot be appointed as the community representative, if he or she is an employee at _____ Catholic School.
- An employee of the Board may be a parent member of the School Council if they declare their employment prior to the elections and are not working in the school in which their child attends. The one exception to this is if the parent sits as the OAPCE representative for that Council.
- An employee of the Board may not hold the Chair, Vice-Chair or Co-Chair position.
- A person who is employed at _____ Catholic School is not eligible to be a parent member of the School Council.
- To be eligible, a candidate must be an English separate school elector or spouse.

7.0 OFFICERS

- Officers of the School Council shall be the Chairperson (co-chairs), Vice-Chair, Secretary, Treasurer and the Past Chair. Other positions will be elected from time to time as per the needs and requirements of the School Council. Officers of the School Council shall hold office for a term of one year and may run for re-election.
- Position descriptions may change from time to time depending on the role and responsibilities of the office. (See Appendix 2)

8.0 MEETINGS

- **The School Council shall meet at least four times during each school year.**
- **The School Council shall meet within the first thirty-five (35) days of the school year, after it has held elections.**
- **All School Council meetings shall be open to the public and be held in a location that is accessible to the public.**
- **Council shall meet regularly on _____ at _____ and shall be open to the public.**
- **Any member of the School Council may not be absent from three (3) consecutive meetings without a leave of absence approved by the School Council. If the member is absent for two meetings without notice, the executive members of the council shall request in writing a letter of intent. See sample letter attached.**

The Principal of the school shall, on behalf of the School Council, give written notice of the date, time, and location of each meeting of the School Council to every parent of a pupil who is enrolled in the school on the date the notice is given. This notice may be given by giving the notice to the parent's child for delivery and by posting a notice of the meeting in an area of the school accessible to parents. The notice of meeting may also be posted on the School Council web site.

A School Council meeting that includes voting, cannot be held unless:

- **A majority of current members of the School Council are present.**
- **A majority of the School Council members who are present are parent members.**
- **The Principal or his/her designated representative are present.**

9.0 VOTING

- **All member of the School Council is entitled to one vote in votes taken by the School Council.**
- **All members of a School Council committee are entitled to one vote in votes taken by the committee.**
- **The Principal (or his/her delegated representative) to the School Council is not entitled to a vote on the School Council or any of its committees.**

10.0 CONFLICT OF INTEREST

A conflict of interest for a school council member is any situation in which the individual's private interests may be incompatible or in conflict with his or her school council responsibility. A conflict of interest may be actual, perceived or potential:

Actual: When a school council member has a private interest that is sufficiently connected to his or her duties and responsibilities as a council member that it influences the exercise of these duties and responsibilities.

Perceived: When reasonably well-informed persons could reasonably believe that a school council member has a conflict of interest, even where, in fact, there is no real conflict of interest.

Potential: When a school council member has a private interest that could affect his or her decision about matters proposed for discussion.

Anytime the school council does business with the potential for monetary gain/loss with any person, agency, or company, and a member of the school council has vested interest in any way with that particular person, agency, or company, that member shall declare a conflict of interest and shall not discuss or vote on any such resolution relating to the matter. Therefore;

- 1. A conflict of interest may be actual, perceived, or potential.**
- 2. Members of the council shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the council.**
- 3. A member shall exclude him/herself from discussions in which:
 - a. A conflict of interest is likely to result;**
 - b. The member's ability to carry out his or her duties and responsibilities as a member of the school council may be jeopardized;**
 - c. The council member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the Principal or board in response to advice that the council provides to the Principal or the board****
- 4. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.**

11.0 FUNDRAISING

- The School Council and its committees shall operate fundraising activities in accordance with its policies. (See Appendix 3)**
- The School Council will operate fundraising activities in accordance with Board policies.**
- The School Council will operate fundraising activities without financial gain for its members.**

12.0 DISBURSEMENT OF FUNDS

- Signing authority of School Council Bank account will be with the school staff ONLY. (No parent should have signing authority)**
- Cheques will not be issued by the School Council but rather funds dispersed and invoices paid through cheque requisitions approved by the School Council Chair and/or Treasurer.**
- The School Secretary will create actual cheques via Kimputer Evolutions 2008 SchoolCash.net (KEV) software. Financial activities will be recorded through KEV under the 7000 series under a separate bank account created specifically for School Council.**
- All deposits to the School Council bank account will be the responsibility of the School Council who will provide a copy of the deposit slip to the designated individual in the school. The designated individual will record the deposit into KEV as a lump sum under the categories specified by Council.**

- Reporting of financial activities to School Council can be generated from KEV reports along with copies of School Council bank statements
- All financial reports will be stored at the school, as per Ministry regulations.
- A print out of the School Council account shall be distributed and made available at all School Council meetings.
- An amount of no less than one hundred dollars (100) shall be kept in reserve in order to have funds available to begin a new school year. The amount may exceed one hundred dollars (100) if approved by the School Council.
- Any money over and above this amount should be year marked for specific items or events. Details should be itemized in the minutes of a school council meeting and in the annual report.
- See GAP #722.00 with standardized procedures and accompanying GF forms (ex. Cheque Requisition Form)

13.0 LIABILITY

The contribution of the Catholic School Council to the school community and to the Board is recognized by and covered within the Board's liability insurance, which extends coverage to members of School Councils who act within the scope of their duties on behalf of the Board. Members of School Council may be personally liable if they go beyond the role of the School Council or do not follow Ministry or Board policies.

14.0 SUB-COMMITTEES

Sub-Committees work under the auspices of the Catholic School Council. Actions and decisions of committees are subject to the approval of the School Council. There shall be at least one School Council parent member on every School Council sub-committee.

15.0 CONFLICT RESOLUTION PROCEDURES

School Council members are elected and appointed to serve the school community and will demonstrate respect for their colleagues on council at all times. Where conflict amongst School Council members impacts the safe, efficient, and manageable operation of the School Council the following procedures will take place:

- If a council member or members become disruptive during a meeting, the chair shall ask for order.
- If all efforts to restore order fail or the unbecoming behaviour continues, the chair may direct the individual to leave the meeting, citing the reason for the request.
- If order cannot be restored the meeting can be adjourned and reconvened at a future date.
- The removal of the member for one meeting does not prevent the council member from participating in future meetings on council.
- The incident shall be recorded and submitted to the Superintendent of Schools within one week of the meeting.
- When the chair has requested the removal of a member, the chair shall request that the disputing members of council participate in a special

- meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting and shall not be construed as a meeting of the council. The Principal must be present.
- The Chair, Principal or Superintendent may request the intervention of an independent third party to serve as a facilitator to assist in achieving a resolution to the dispute.
 - Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.
 - If the Chairperson (co-chairs) and another member of the School Council are involved in the conflict, the Principal and the Vice-Chair will assume the responsibility for the mediation.
 - This method of conflict resolution must be conducted in the spirit of Catholic values with a goal to continue the valuable work of the School Council.

Recognizing conflict is important. Signs of dysfunction:

- Sending unauthorized information home to parents on behalf of council.
- Verbal abuse of council members or the chair.
- Harassment of council members or the chair.
- Constantly interrupting speakers, interjecting derogatory comments
- Breach of Code of Ethics

All of these behaviours jeopardize attendance at meetings and discourage potential member from seeking positions on council. As a result, the council risks losing its credibility and the confidence of the school community.

The facilitator should use the four-step approach to resolving conflict:

1. *Acknowledge the conflict.* As a group, acknowledge when a conflict exists and determine the source of the conflict. For example, is it related to facts? Goals? Processes? Values? Personal Preferences? Beliefs? Communication?
2. *Plan how to deal with the Conflict.* Once the source of the conflict is defined, decide how to deal with it. The chair, another individual on the council, or the entire council, may do this. In particularly difficult times, it may be best to engage a person who has no association with the council to facilitate discussions and problems solving. At this stage, all council members should reflect on the problem and be prepared to state their concerns and viewpoints.
3. *Provide time for discussion.* The chair or whoever is facilitating the discussion should introduce the problem and ask each member for input so that the nature and source of the conflict are clear. Acknowledging each person by listening attentively sets the tone for problem solving and opens the council to a variety of solutions. Emotions should be accepted and dealt with since they are part of the conflict.
4. *Seek the best solution.* As viewpoints and solutions are described, the individual facilitating the discussion deals with them one at a time.

Following the discussion, the person facilitating the discussion may use a process for building consensus to arrive at a new solution. Council members will be asked to following questions: Can you live with this solution? Will you support the solution?

If the facilitator and superintendent are unable to resolve the conflict and or the School Council member(s) don't adhere to the solution or to the School Council Code of Ethics outlined below the following actions can be taken:

- 1. The School Council member(s) may be chose to submit a letter of resignation to the school council. See sample letter attached.**
- 2. The facilitator and or superintendent in consultation with School Council members may send a letter to the School Council member(s) requesting that their term of office be terminated for that school year only. See sample letter attached.**

Code of Ethics:

A School Council Member Shall:

- Consider the best interest of all students.**
- Be guided by the Gospel Values.**
- Be guided by the school's and the school board's mission statements.**
- Act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education.**
- Become familiar with the school's policies and operating practices and act in accordance with them.**
- Maintain the highest standards of integrity.**
- Recognize and respect the personal integrity of each member of the school community.**
- Treat all other members with respect and allow for diverse opinions to be shared without interruption.**
- Encourage a positive environment in which individual contributions are encouraged and valued.**
- Acknowledge democratic principles and accept the consensus of the council.**
- Not disclose confidential information.**
- Limit discussions at school council meetings to matters of concern to the school community as a whole.**
- Use established communication channels when questions or concerns arise.**
- Promote high standards of ethical practice within the school community.**
- Declare any conflict of interest.**
- Not accept any payment or benefit financially though school council involvement.**

16.0 AMENDMENTS

Any proposed amendment to the constitutional by-law must be submitted in writing to the Chairperson (co-chairs) of the School Council at least two weeks prior to a School Council meeting. The change must be presented in the form of a motion and passed by a 2/3-majority vote with 51% of the School Council parent members in attendance.

17.0 ANNUAL REPORT AND SCHOOL COUNCIL ANNUAL SURVEY

- **The School Council shall submit an Annual written Report and School Council Annual Survey to the Principal of the school and the family superintendent.**
- **The Annual Report shall include School Council activities and financial reporting. See Appendix 7 GAP 722.00**
- **The School Council Annual Survey is used as an indicator of activities happening at the school as well as it will be used to help board place administrators.**
- **The Principal shall make copies of both reports available to the school community as per the Ministry of Education mandate.**
- **Through the Annual Survey, members of the School Council are given an opportunity for input into new administration selection for their school.**
- **The School Council shall follow the templates of these reports as outlined by the board.**
- **These reports should be submitted by the deadline outlined by the board.**

18.0 BY-LAW IN SCHOOL COUNCIL RECORDS

- **The School Council must keep two copies of the latest approved version of this constitution in the School Council's records at _____ Catholic School at all times.**
- **Copies of the by-law document should be given to all School Council Members.**

19.0 THIS BY-LAW DOCUMENT IS BINDING

This By-Law Document becomes effective and binding on members of the school council as of its' passing on _____. Henceforth, each following School Council membership shall inherit this constitution as a condition of taking office and shall respect it in conducting the affairs of their School Council.

APPENDIX 1

ROLES AND RESPONSIBILITIES CATHOLIC SCHOOL COUNCIL

The _____ Catholic School Council shall, within the parameters prescribed by the Education Act, the Regulations there under, and the policies and regulations of the Dufferin-Peel Catholic District School Board, provide advice to the school principal and the board on any matters. These may include but are not limited to:

- The faith development of the school community;
- The Board school-year calendar;
- The school Catholic Code of Conduct;
- Curriculum and program goals and priorities;
- Matters related to student learning and school improvement;
- Preparation of the school profile;
- The response of the school or Board to achievement in Provincial and Board assessment testing / programs;
- The process and criteria applicable to the selection and placement of Principals and Vice Principals in a manner prescribed by the Board;
- School budget priorities, including local capital improvement plans for submission to the Board;
- School-community communication strategies;
- Methods of reporting to parents and the community;
- Extracurricular activities in the school;
- School-based services and community partnerships related to social, health, recreational, and nutrition programs;
- Community use of school facilities;
- Local co-ordination of services for students;
- Development, implementation, and review of Board policies at the local level.

ADDITIONAL RESPONSIBILITIES

Catholic School Council shall:

- Attend regularly and participate in school council meetings
- Maintain a school-wide perspective on issues
- Act as a link between the school council and the school community
- Make by-laws that:
 - a) Govern election procedures and the filling of vacancies in the membership of the School Council;
 - b) Establish rules respecting participation in School Council proceedings regarding conflict of interest;
 - c) Establish a process for resolving internal School Council disputes in accordance with Board policy;
- Keep minutes of all of its meetings and records of all of its financial transactions for a period of seven years. The minutes and records shall be available at the school for examination by any person;

- **Establish its goals, priorities and procedures;**
- **Organize information and training sessions to enable members of the School Council to develop their skills as School Council members;**
- **Hold a minimum of four meetings per school year. All meetings shall be open to, and in a place that is accessible to members of the public. The School Council is entitled to hold its meetings at the school. Note: a meeting of the School Council cannot be held unless a majority of current school council members are present, and parent members form a majority;**
- **Communicate regularly with parents and other members of the community to seek their views and preferences with regards to matters being addressed by the School Council, and report on the activities of the council to the school community;**
- **Promote the best interests of the Catholic school community;**
- **Supervise the election procedures for the Catholic School Council;**
- **Consult with parents of students enrolled in the school about matters under the School Council's consideration;**
- **Ensure that funds raised by The School Council are used in accordance with Board policies.**

APPENDIX # 2

CATHOLIC SCHOOL COUNCIL

POSITION DESCRIPTIONS

The following are the position descriptions for the _____ Catholic School Council. The intent of the descriptions is to make the council work efficiently, effectively and most importantly meet the needs of the entire school's stakeholders. The stakeholders are the parents, students, administration, staff and community.

CHAIRPERSON (Co-chairs)

The Chairperson (Co-chairs) shall:

- Always be a member of the parent community
- Provide the Chairperson's report to the School Council at all meetings of the School Council
- Call and set dates for all School Council working sessions and general meetings in consultation with the School Council and Principal
- Chair all School Council working sessions and general meetings
- Set the agenda for all School Council working sessions and general meetings in consultation with the members of School Council and Principal
- Act as a signing officer of requisition forms GF 500/501 See GAP 722
- Act as a liaison with the Principal, School Board, Trustee, and Ministry
- Sit as a member of various external organizations as decided upon by the School Council or requested by the Board
- Manage the strategic plan for the school in conjunction with the Principal
- Ensure that the School Council is fulfilling its mandate and mission
- Provide leadership to the parent population in cooperation with all the members of School Council
- Provide leadership to the members of the School Council, ensuring that they have a clear understanding of their roles and mandates
- Work with the person who is the vehicle of communication for the school newsletter or School Council newsletter (if applicable) to create tools to communicate important information to parents, students, staff and the community in a timely manner,
- Sit as a member of the budget committee (if applicable)
- Ensure that faith development is an ongoing process in our school environment

VICE CHAIR

The Vice Chair shall:

- Act as the Chairperson in the absence of the Chairperson (co-chairs)
- Shall assist the Chairperson, at all times, in the discharge of his/her duties.
- Represent the school council at any external events or organizations in the absence of the Chairperson (co-chairs)
- Sit as a member of the school council budget committee (if applicable)

SECRETARY

The Secretary shall:

- **Keep a record of the proceedings of the School Council meetings**
- **Distribute minutes and agendas for all School Council meetings to all pertinent parties in a timely manner**
- **Post all minutes and meeting notices in the designated area of the school**
- **Maintain a complete set of School Council minutes and all legal and important documents**
- **Assist the Chair in the writing and sending of any necessary correspondence**
- **Act as assistant to the Chairperson**
- **Distribute minutes to members 2 days before the meeting along with agenda.**
- **Ensure that the Chairperson or co-chairs establish quorum before meetings begin. Quorum is 50% or more of parent members.**

TREASURER

The Treasurer shall:

- **Signing authority for school council bank accounts will be with the school staff ONLY. (No parent should have signing authority.) Cheques will not be issued by the school council but rather funds dispersed and invoices paid through cheque requisitions approved by the School Council Chair and/or Treasurer and the School Principal. Actual cheques will be created via Kimputer Evolutions (KEV) software. Upgrade version 2008 SchoolCash.net. Financial activities will be recorded through KEV under the 7000 series of ledger items;**
- **All deposits to the School Council bank account will be the responsibility of the School Council who will provide a copy of the deposit slip to the designated individual in the school. The designated individual will record the deposit into KEV as a lump sum under the categories specified by School Council;**
- **Reporting of financial activities to School Council can be generated from KEV reports along with copies of school council bank statements; and**
- **Follow GAP #722.00 outlining standardized procedures and accompanying GF forms (ex. Cheque Requisition Form) See Appendix 7**
- **All financial reports will be stored at the school, as per Ministry regulations.**
- **Provide ongoing financial statements to the School Council and at general meetings**
- **Maintain a communicative relationship with school Head Secretary**
- **Work with all committees and the School Council to maintain a positive financial position as outlined in the budget (if applicable)**
- **Chair and manage the school council budget committee (if applicable)**
- **Provide a year-end financial statement for the Annual Report.**
- **All financial reports will be held in the minute's binder in the main office to provide full public access.**
- **All financial reports will be held for seven years.**

PAST CHAIRPERSON

The Past Chairperson shall:

- **Be appointed to the School Council, if necessary, as Vice-Chair of the Council or as a second community representative**
- **Educate the Chairperson (co-chairs), on all the issues currently under review by the School Council**
- **Assist the Chairperson (co-chairs) in learning the normal operating procedures of the School Council**
- **Sit as a member of various external organizations as determined by the Chairperson (co-chairs) and School Council**
- **Assist the Chairperson (co-chairs) with School Council orientation**
- **Must have a student registered at the school**
- **Other duties as assigned by the School Council**

PARISH REPRESENTATIVE

The Parish Representative shall:

- **The Catholic School Council, as the governing body, should make the final decision on who shall be appointed as the Parish Representative. However, a consultative approach is recommended in the appointment with the Parish Priest. In the case where a school is associated with more than one Parish, the Parish representative shall be from the Parish associated with the school.**
- **The individual that belongs in one of the following categories may serve as the Parish representative: Priest, Deacon, Parent of school who is a member of the Parish in the school region, member of the Parish who is not a parent in the school, Community Representative on the Catholic School Council, who is a member of the Parish or Chaplain (Secondary only)**
- **Serve as communication link between the Parish and the Catholic School Council with respect to Parish events relating to the school.**
- **Sit on the faith development committee (if applicable)**
- **Provide guidance to the School Council concerning faith development and issues in the Parish community which effect the Catholic education of our students**
- **Be a full voting member**
- **Encourage and support teachers in Sacramental Preparations.**
- **Prepare and conduct prayer/reflection at meetings.**
- **Organize family events that supports Catholic principles**
- **Promote and support outreach programs**
- **Arrange Mass Cards and Sympathy Cards on behalf of council**
- **Write articles for Parish newsletter**
- **Lead spiritual discussion at meetings**
- **Perform other activities that strengthen the Catholic faith in the school.**

OAPCE REPRESENTATIVE

The Ontario Association of Parents in Catholic Education representative shall:

- **Be appointed by the School Council in accordance to the regulations as set out in Ontario Regulation 612, and represent the Ontario Association of Parents in Catholic Education as the voice of that Association on the School Council**
- **Shall attend all School Council meetings**

- **Shall work within the guidelines of the School Council having full voting rights on the School Council**
- **Shall report to the School Council the information shared by the Ontario Parent Association at all meetings and shall attend the Dufferin-Peel Regional Council meetings and the Annual General Meeting of OAPCE when able**
- **Ensure that the faith development is an ongoing process in our school environment**

COMMUNITY REPRESENTATIVE

“Community” is defined as “People that live and work in one locality and subject to the same laws, having common interests, ownership or participation.”

The Community Representative Shall:

- Be appointed by the School Council and may be the Parish Representative
- Be a full voting member.
- A person in the community who can best support our school efforts.
- A person who has links to diverse groups within our school community.
- Act as a liaison between school council and community at large.
- Cannot be an employee of the school. If the community representative is employed elsewhere by the board, he or she must inform other council members of his or her employment prior to the appointment.

STUDENT REPRESENTATIVE (Secondary only)

- **Shall work within the guidelines of the School Council having full voting rights on the School Council**
- **Shall attend all School Council meetings**
- **Shall provide ongoing student representation and take part in all discussions.**
- **Shall relay information to the members of the School Council from the Student Council and vice versa**
- **Forward a written report to the teacher representative if unable to attend the School Council meeting or send a delegate.**

FUNDRAISING CHAIR

The fundraising Chair Shall:

- **Ensure that the School Council’s fundraising policies are followed**
- **Co-ordinate and act as liaison with the income earning committees (if applicable)**
- **Ensure that all fundraising is done in an efficient, effective, and professional manner**
- **Work with the Chairperson (co-chairs), Treasurer, and Principal to set funding goals for the year and co-ordinate the funding program**
- **Maintain a file on funding ideas and proposals**
- **Ensure that all documentation used in fundraising falls within the letter of the law**
- **Ensure that all fundraising is properly registered with the Town or City of _____ and Province of Ontario where appropriate (licenses, permits for raffles, etc.)**
- **Sit as a member of the school council budget committee (if applicable)**

APPENDIX # 3

CATHOLIC SCHOOL COUNCIL
FUNDRAISING POLICIES
(IF APPLICABLE)

1.0 CONDUCT

1. All fundraising activities conducted by the Catholic School Council shall be done in accordance with the laws of God, as taught by the Catholic Church.
2. All fundraising done by the School Council shall be in accordance with federal, provincial, and local laws. In particular all raffles and lotteries must be approved by the School Council and must follow all municipal laws. Each lottery must have an approved license.
3. All fundraising done by the School Council shall be in accordance with the policies of the Dufferin-Peel Catholic District School Board and the school itself.
4. The School Council and all its fundraising committees will operate fundraising activities without financial gain for its members.
5. As all fundraising is done on behalf of the school, all persons and all activities should be conducted with professionalism and with Schools reputation in mind.
6. All support and marketing materials must be in good taste and follow the spirit and respect of the school and must be approved by the Principal.

2.0 AMOUNT OF FUNDRAISING

1. The amount of fundraising taken on by the School Council in a given school year will be based on the economic needs of the school taking into account the School Council's budget, the requests of teachers, feedback from parents, direction from the school, and the Principal.

2.0 TYPE OF FUNDRAISING ACTIVITIES

1. All fundraising activities undertaken by the School Council, teachers, parents, students, or any other group, are to be done for the benefit of the entire student body and shall not be grade or group specific. All funds from all fundraising activities are to be turned over to the School for deposit with input by the school council with respect to distribution of funds.
2. The School Council and the Principal must approve all fundraising activities conducted by the School Council.
3. Additions and deletions to the existing roster of fundraising activities will be decided upon by the School Council and the Principal, taking into account parent, teacher, and student feedback. The particular fundraising events and the dates for these events should be confirmed as early as possible in the school year or preferably at the end of the previous school year.

4.0 MECHANISM FOR FUNDRAISING

- 1. Each type of fundraising event will have its own committee that will plan, oversee, and execute the event. Each committee will have a chairperson, who will be responsible for the operation of the committee. The chairperson will determine the number of volunteers required by the committee. A member of the School Council shall be an ex-officio member of all fundraising committees.**
- 2. The School Council Fundraising Chairperson will act as a liaison between the School Council and the committee chairpersons to ensure the various fundraising committees are able to execute their events as planned.**
- 3. All monies will be collected by the Treasurer in conjunction with the committee chairperson for each event and directly deposited into the authorized School Council account.**
- 4. All donations of gifts in kind must be recorded and stored in a safe place, preferably, the school. While this may not always be possible during the planning and executing of a fundraising event, all prizes must be awarded within one week of the conclusion of a fundraising event.**
- 5. The committee or team for each fundraising event must document all contributors, and letters must be sent to recognize all donations.**
- 6. All fundraising committee chairpersons shall be responsible for the counting, tabulating, and rolling (if necessary) of all monies before forwarding these monies for deposit in the School Council bank account by the Treasurer.**

5.0 DISTRIBUTION OF FUNDS

- 1. Fundraising profits will be applied to programs, or purchases, which will be of direct benefit to the students or to a designated and approved charity.**
- 2. The School Council in conjunction with the Principal, taking into account teacher's requests and parent feedback will make determination of the distribution of funds.**

APPENDIX # 4

**MINISTRY OF EDUCATION
REGULATION 612**

**Education Act
ONTARIO REGULATION 612/00
No Amendments
SCHOOL COUNCILS**

Interpretation

- 1.** (1) In this Regulation, "meeting" does not include a training session or other event where a school council does not discuss or decide matters that it has authority to decide;
"Parent" includes a guardian as defined in section 1 of the Act; "parent member" means a member of a school council who is elected to the council in accordance with section 4 or who fills a vacancy created when a parent member ceases to hold office.
- (2)** In the case of a school that is established primarily for adults, a reference in this Regulation to a parent or to a parent of a pupil shall be deemed, with necessary modifications, to be a reference to a pupil who is enrolled in the school.

Purpose

- 2.** (1) the purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.
- (2)** A school council's primary means of achieving its purpose is by making recommendations in accordance with this Regulation to the principal of the school and the board that established the council.

Composition

- 3.** (1) A school council for a school shall be composed of the following people:
- 1.** The number of parent members determined under subsection (2).
 - 2.** The principal of the school.
 - 3.** One teacher who is employed at the school, other than the principal or vice-principal, elected in accordance with section 5.
 - 4.** One person who is employed at the school, other than the principal, vice-principal or any other teacher, elected in accordance with section 5.
 - 5.** In the case of a school with one or more secondary school grades,
 - i.** One pupil enrolled in the school who is appointed by the student council, if the school has a student council, or
 - ii.** One pupil enrolled in the school who is elected in accordance with section 5, if the school does not have a student council.

- 6. In the case of a school with no secondary school grades,**
i. one pupil enrolled in the school who is appointed by the principal of the school, if the principal determines, after consulting the other members of the school council, that the council should include a pupil.
- 7. Subject to subsection (3), one community representative appointed by the other members of the council.**
- 8. One person appointed by an association that is a member of the Ontario Federation of Home and School Associations, the Ontario Association of Parents in Catholic Education or Parent Partenaires en Education, if the association that is a member of the Ontario Federation of Home and School Associations, the Ontario Association of Parents in Catholic Education or Parent Partenaires en Education is established in respect of the school.**

(2) For the purposes of paragraph 1 of subsection (1), the number of parent members shall be determined as follows:

If the school council has a by-law that specifies the number of parent members, the number specified in the by-law.

If the school council does not have a by-law that specifies the number of parent members, the number specified by the board that established the council.

(3) A school council may specify by by-law that the council shall include two or more community representatives, appointed by the other members of the council.

(4) In specifying numbers under subsections (2) and (3), the board or the school council, as the case may be, shall ensure that parent members constitute a majority of the members of the school council.

(5) A person who is employed by the board that established a school council cannot be appointed as a community representative on the council unless,
(a) he or she is not employed at the school; and
(b) the other members of the school council are informed of the person's employment before the appointment.

(6) A member of a board cannot be a member of a school council established by the board.

(7) Paragraphs 5 and 6 of subsection (1) do not apply in respect of a school that is established primarily for adults.

Election of Parent Members

- 4. (1) A person is qualified to be a parent member of a school council if he or she is a parent of a pupil who is enrolled in the school.**
 - (2) Despite subsection (1), a person is not qualified to be a parent member of a school council if,**
 - (a) He or she is employed at the school; or**
 - (b) He or she is not employed at the school but is employed elsewhere by the board that established the council, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment.**
 - (3) A person is qualified to vote in an election of parent members of a school council if he or she is a parent of a pupil who is enrolled in the school.**
 - (4) An election of parent members of a school council shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co-chairs of the school council after consulting with the principal of the school.**
 - (5) Despite subsection (4), if a new school is established, the first election of parent members to the school council shall be held during the first 30 days of the school year, on a date that is fixed by the board that established the school council.**
 - (6) The principal of a school shall, at least 14 days before the date of the election of parent members on behalf of the school council: give written notice of the date, time and location of the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school.**
 - (7) The notice required by subsection (6) may be given by,**
 - (a) Giving the notice to the parent's child for delivery to his or her parent;**
 - (b) Posting the notice in the school in a location that is accessible to parents.**
 - (8) The election of parent members shall be by secret ballot.**

Other Elections

- 5. (1) The elections of members of school councils referred to in paragraph 3, paragraph 4 and subparagraph 5 ii of subsection 3 (1) shall be held during the first 30 days of each school year.**
 - (2) A person is qualified to vote in an election of a member of a school council referred to in paragraph 3 of subsection 3 (1) if he or she is a teacher, other than the principal or vice-principal, who is employed at the school.**
 - (3) A person is qualified to vote in an election of a member of a school council referred to in paragraph 4 of subsection 3 (1) if he or she is a person, other than the principal, vice-principal or any other teacher, who is employed at the school.**

(4) A person is qualified to vote in an election of a member of a school council referred to in subparagraph 5 ii of subsection 3 (1) if he or she is a pupil enrolled in the school.

Term of Office

- 6. (1) A person elected or appointed as a member of a school council holds office from the later of:**
- (a) the date he or she is elected or appointed; and**
 - (b) the date of the first meeting of the school council after the elections held under sections 4 and 5 in the school year, until the date of the first meeting of the school council after the elections held under elections 4 and 5 in the next school year.**
- (2) A member of a school council may be re-elected or re-appointed, unless otherwise provided by the by-laws of the council.**

Vacancies

- 7. (1) A vacancy in the membership of a school council shall be filled by election or appointment in accordance with the by-laws of the council.**
- (2) If an election is held to fill a vacancy in the membership of a school council, section 4 or 5, as the case may be, applies, with necessary modifications, to the election.**
- (3) A vacancy in the membership of a school council does not prevent the council from exercising its authority.**

Officers

- 8. (1) A school council shall have a chair or, if the by-laws of the council so provide, two co-chairs.**
- (2) A chair or co-chair of a school council must be a parent member of the council, and shall be elected by the members of the council.**
- (3) A person who is employed by the board that established the council cannot be the chair or co-chair of the council.**
- (4) A school council may have such other officers as are provided for in the by-laws of the council.**
- (5) Subject to subsections (2) and (3), vacancies in the office of chair, co-chair or any other officer of a school council shall be filled in accordance with the by-laws of the council.**

Collection of Information

- 9. (1) The Ministry may, for the purpose of consulting and communicating directly with members of school councils, collect the names, mailing addresses, telephone numbers and e-mail addresses of the chair or co-chairs of a school council and of the other members of the council.**
- (2) The Ministry may disclose information collected under subsection (1) to the Ontario Parent Council, which may use the information for the purpose of consulting and communicating directly with members of school councils.**

Ministry Powers and Duties

- 10. (1) As part of its accountability to parents, the Ministry shall report annually to members of school councils on education in the province.**
- (2) The Ministry may,**
- (a) Make other reports to members of school councils; and**
 - (b) Provide information to members of school councils respecting the roles and responsibilities of school councils.**

Remuneration

- 11. (1) A person shall not receive any remuneration for serving as a member or officer of a school council.**
- (2) Every board shall establish policies respecting the reimbursement of members and officers of school councils established by the board.**
- (3) The board that established a school council shall reimburse members and officers of the council, in accordance with the policies referred to in subsection (2), for expenses they incur as members or officers of the council.**

Meetings

- 12. (1) A school council shall meet at least four times during the school year.**
- (2) A school council shall meet within the first 35 days of the school year, after the elections held under sections 4 and 5, on a date fixed by the principal of the school.**
- (3) A meeting of a school council cannot be held unless,**
- (a) a majority of the current members of the council are present at the meeting; and**
 - (b) a majority of the members of the council who are present at the meeting are parent members.**
- (4) All meetings of a school council shall be open to the public.**
- (5) A school council is entitled to hold its meetings at the school.**
- (6) All meetings of a school council shall be held at a location that is accessible to the public.**
- (7) The principal of a school shall, on behalf of the school council, give written notice of the dates, times and locations of the meetings of the council**

to every parent of a pupil who, on the date the notice is given, is enrolled in the school.

(8) The notice required by subsection (7) may be given by,

- (a) Giving the notice to the parent's child for delivery to his or her parent;
- (b) Posting the notice in the school in a location that is accessible to parents.

Committees

13. (1) A school council may, in accordance with its by-laws, establish committees to make recommendations to the council.

(2) Every committee of a school council must include at least one parent member of the council.

(3) A committee of a school council may include persons who are not members of the council.

(4) Subsections 12 (4) to (8) apply, with necessary modifications, to committees of school councils.

Voting

14. (1) Subject to subsection (3), each member of a school council is entitled to one vote in votes taken by the council.

(2) Subject to subsection (3), each member of a committee of a school council is entitled to one vote in votes taken by the committee.

(3) The principal of the school is not entitled to vote in votes taken by the school council or by a committee of the school council.

By-laws

15. (1) A school council may make by-laws governing the conduct of its affairs.

(2) Every school council shall make the following by-laws:

A by-law that governs election procedures and the filling of vacancies in the membership of the school council.

A by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest.

3. A by-law that, in accordance with any applicable policies established by the board that established the council, establishes a conflict resolution process for internal school council disputes.

Minutes and Financial Records

- 16. (1) A school council shall keep minutes of all of its meetings and records of all of its financial transactions.**
(2) The minutes and records shall be available at the school for examination without charge by any person.
(3) Subsections (1) and (2) do not apply to minutes and records that are more than four years old.

Incorporation

- 17. A school council shall not be incorporated.**

Principal

- 18. (1) The principal of a school may delegate any of his or her powers or duties as a member of the school council, including any powers or duties under this Regulation, to a vice-principal of the school.**
(2) In addition to his or her duties under this Regulation, the principal of a school shall perform the duties relating to school councils that are imposed on the principal by Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools - General).

Consultation by Board

- 19. (1) In addition to its other obligations to solicit the views of school councils under the Act, every board shall solicit the views of the school councils established by the board with respect to the following matters:**
- 1. The establishment or amendment of board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,**
 - i. Policies and guidelines established under subsection 302 (1) of the Act with respect to the conduct of persons in schools within the board's jurisdiction,**
 - ii. Policies and guidelines established under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the board's jurisdiction,**
 - iii. Policies and guidelines respecting the allocation of funding by the board to school councils,**
 - iv. Policies and guidelines respecting the fundraising activities of school councils,**
 - v. Policies and guidelines respecting conflict resolution processes for internal school council disputes, and**
 - vi. Policies and guidelines respecting reimbursement by the board of expenses incurred by members and officers of school councils.**
 - 2. The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including,**

(2) If the school council engages in fundraising activities, the annual report shall include a report on those activities.

(3) The principal shall, on behalf of the school council, give a copy of the report to every parent of a pupil who, on the date the copy is given, is enrolled in the school.

(4) Subsection (3) may be complied with by,

(a) Giving the report to the parent's child for delivery to his or her parent;

(b) Posting the report in the school in a location that is accessible to parents.

Transition

25. Every school council established by a board before this Regulation comes into force is continued.

26. (1) Sections 3, 4 and 5 do not apply until September 1, 2001.

(2) Until the date of the first meeting of a school council after the first election held under section 4 after September 1, 2001, the references in subsection 8 (2), clause 12 (3) (b) and subsection 13

(3) to a parent member shall be deemed to be references to a member of the school council who is a parent of a pupil enrolled in the school.

APPENDIX # 5

MINISTRY OF EDUCATION

REGULATION 613

**Education Act
REVISED REGULATIONS OF ONTARIO
REGULATION 298
Amended to O. Reg. 613/00
OPERATION OF SCHOOLS – GENERAL**

This is the English version of a bilingual regulation.

11. DUTIES OF THE PRINCIPAL

- (1) The principal of a school, subject to the authority of the appropriate supervisory officer, is in charge of, (a) the instruction and the discipline of pupils in the school: and (b) the organization and management of the school.**
- (2) Where two or more schools operated by a board jointly occupy or use in common a school building or school grounds, the board shall designate which principal has authority over those parts of the building or grounds that the schools occupy or use in common.**
- (3) In addition to the duties under the Act and those assigned by the board, the principal of a school shall, except where the principal has arranged otherwise under subsection 26 (3),**
 - (a) Supervise the instruction in the school and advise and assist any teacher in co-operation with the teacher in charge of an organizational unit or program;**
 - (b) Assign duties to vice-principals and to teachers in charge of organizational units or programs;**
 - (c) Retain on file up-to-date copies of outlines of all courses of study that is taught in the school;**
 - (d) Upon request, make outlines of courses of study available for examination to a resident Pupil of the board and to the parent of the pupil, where the pupil is a minor:**
 - (e) Provide for the supervision of pupils during the period of time during each school day when the school buildings and playgrounds are open to pupils;**
 - (f) Provide for the supervision of and the conducting of any school activity authorized by the board:**
 - (g) Where performance appraisals of members of the teaching staff are required under a collective agreement or a policy of the board, despite anything to the contrary in such collective agreement or board policy, conduct performance appraisals of members of the teaching staff:**

(h) Subject to the provisions of the policy of the board or the provisions of collective agreements as the case may be, in respect of reporting requirements for performance appraisals. Report thereon in writing to the board or to the supervisory officer on request and give to each teacher so appraised a copy of the performance appraisal of the teacher;

(i) Where the performance appraisals of members of the teaching staff are not required by board policy or under a collective agreement, report to the board or to the supervisory officer in writing on request on the effectiveness of members of the teaching staff and give to a teacher referred to in any such report a copy of the portion of the report that refers to the teacher;

(j) Make recommendations to the board with respect to, (i) the appointment and promotion of teachers, and (ii) the demotion or dismissal of teachers whose work or attitude is unsatisfactory;

(k) Provide for instruction of pupils in the care of the school premises;

(l) Inspect the school premises at least weekly and report forthwith to the board,

(i) Any repairs to the school that is required in the opinion of the principal,

(ii) Any lack of attention on the part of the building maintenance staff of the school.

(iii) Where a parent of a pupil has been requested to compensate the board for damage to or destruction, loss or misappropriation of school property by the pupil and the parent has not done so, that the parent of the pupil has not compensated the board: (in) where it is proposed to administer a test of intelligence or personality to a pupil. Inform the pupil and the parent of the pupil of the test and obtain the prior written permission for the test from the pupil or from the parent of the pupil, where the pupil is a minor;

(n) Report promptly any neglect of duty or infraction of the school rules by a pupil to the parent or guardian of the pupil:

(p) Provide to the Minister or to a person designated by the Minister any information that may be required concerning the instructional program, operation or administration of the school and inform the appropriate supervisory officer of the request:

(q) assign suitable quarters for pupils to eat lunch.

(4) A principal shall only make a recommendation to the board under subclause (3) (j) (ii) after warning the teacher in writing, giving the teacher assistance and allowing the teacher a reasonable time to improve.

(5) A principal of a school, (a) in which there is a French-language instructional unit as defined in section 309 of the Act, who does not hold qualifications to teach in the French language as required by subsection 19 (12) or is qualified to teach in such unit only under subsection 19 (13); or (b) in which there is an English-language instructional unit as mentioned in subsection 325 (1) of the Act, who does not hold qualifications to teach in the English language as required by subsection 19 (11) or is qualified to teach in each unit only under subsection 19 (13), shall notify the appropriate supervisory officer in writing of the impracticability of the duty placed on the principal, having regard to

- the qualifications of the principal, to supervise the instruction, to conduct performance appraisals and to assist and advise the teachers referred to in the notice.**
- (6) Where arrangements are made under subsection 26 (3), the principal is relieved from compliance with clause 9 (3) (a), (g), (h) and (i) to the extent that such duties are performed by another qualified person or persons.**
 - (7) The other qualified person or persons who perform the duties shall be responsible to the board for the performance of such duties.**
 - (8) The outlines of the courses of study mentioned in clause (3) (c) shall be written and provided, (a) in the French language in the case of courses of study provided in a French-language. Instructional unit operated under Part XII of the Act; and (b) in both the English and French languages in the case of a course of study in a program established in the school under paragraph 25 of subsection 8 (1) of the Act.**
 - (9) Where, after reasonable notice by the principal, a pupil who is an adult, or the parent of a pupil who is a minor, fails to provide the supplies required by the pupil for a course of study, the principal shall promptly notify the board.**
 - (10) A principal shall transmit reports and recommendations to the board through the appropriate person.**
 - (11) A principal, subject to the approval of the appropriate supervisory officer, may arrange for home instruction to be provided for a pupil where, (a) medical evidence that the pupil cannot attend school is provided to the principal; and (b) the principal is satisfied that home instruction is required.**
 - (12) The principal of a school shall provide prompt distribution to each member of the school council of any materials received by the principal from the Ministry that are identified by the Ministry as being for distribution to the members of school councils.
(12.1) The principal shall post any materials distributed to members of the school council under subsection (12) in the school in a location that is accessible to parents.**
 - (13) In each school year, the principal of a school shall make the names of the members of the school council known to the parents of the pupils enrolled in the school, by publishing those names in a school newsletter or by such other means as is likely to bring the names to the attention of the parents.**
 - (14) The principal shall meet the requirements of subsection (13) in each school year not later than 30 days following the election of parent members of the school council.**
 - (15) The principal of a school shall promptly provide the names of the members of the school council to a supporter of the board that governs the school or to**

a parent of a pupil enrolled in the school, on the request of the supporter or the parent.

- (16) The principal of a school shall attend every meeting of the school council, unless he or she is unable to do so by reason of illness or other cause beyond his or her control.
- (17) The principal of a school shall act as a resource person to the school council and shall assist the council in obtaining information relevant to the functions of the council, including information relating to relevant legislation, regulations and policies.
- (18) The principal of a school shall consider each recommendation made to the principal by the school council and shall advise the council of the action taken in response to the recommendation.
- (19) In addition to his or her other obligations to solicit the views of the school council under the Act and the regulations, the principal of a school shall solicit the views of the school council with respect to the following matters:
 1. The establishment or amendment of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including:
 - i. a local code of conduct established under subsection 303 (1) or (2) of the Act governing the behavior of all persons in the school, and
 - ii. School policies or guidelines related to policies and guidelines established by the board under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the board's jurisdiction.
 2. The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including:
 - i. Implementation plans for a local code of conduct established under subsection 303 (1) or (2) of the Act governing the behaviour of all persons in the school, and
 - ii. Implementation plans for school policies or guidelines related to policies and guidelines established by the board under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the board's jurisdiction.
 3. School action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.
- (20) Subsection (19) does not limit the matters on which the principal of a school may solicit the views of the school council.

12. VICE PRINCIPAL

- (1) A board may appoint one or more vice-principals for a school.**
- (2) A vice-principal shall perform such duties as are assigned to the vice-principal by the principal.**
- (3) In the absence of the principal of a school, a vice-principal where a vice-principal has been appointed for the school shall be in charge of the school and shall perform the duties of the principal.**

20. DUTIES OF TEACHERS

In addition to the duties assigned to the teacher under the Act and by the board, a teacher shall:

- (a) Be responsible for effective instruction training and evaluation of the progress of pupils in the subjects assigned to the teacher and for the management of the class or classes, and report to the principal on the progress of pupils on request;**
- (b) Carry out the supervisory duties and instructional program assigned to the teacher by the principal and supply such information related thereto as the principal may require;**
- (c) Where the board has appointed teachers under teachers and with the principal in all matters related to the instruction of pupils;**
- (d) Unless Otherwise assigned by the principal be present in the classroom or teaching area and ensure that the classroom or teaching area is ready for the reception of pupils at least fifteen minutes before the commencement of classes in the school in the morning and, where applicable, five minutes before the commencement of classes in the school in the afternoon;**
- (e) Assist the principal in maintaining close co-operation with the community;**
- (f) Prepare for use in the teacher's class or classes such teaching plans and outlines as are required by the principal and the appropriate supervisory officer and submit the plans and outlines to the principal or the appropriate supervisory officer, as the case may be, on request;**
- (g) Ensure that all reasonable safety procedures are carried out in courses and activities for which the teacher is responsible; and**
- (h) Co-operate with the principal and other teachers to establish and maintain consistent disciplinary practices in the school.**

23. REQUIRMENTS FOR PUPILS

- (1) A pupil shall,**
 - (a) Be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;**
 - (b) Exercise self-discipline;**
 - (c) Accept such discipline as would be exercised by a kind, firm and judicious parent;**
 - (d) Attend classes punctually and regularly;**
 - (e) Be courteous to fellow pupils and obedient and courteous to teachers;**

- (f) Be clean in person and habits;**
 - (g) Take such tests and examinations as are required by or under the Act or as may be directed by the Minister; and**
 - (h) Show respect for school property.**

- (2) When a pupil returns to school after an absence, a parent of the pupil, or the pupil when the pupil is an adult, shall give the reason for the absence orally or in writing as the principal requires.**

- (3) A pupil may be excused by the principal from attendance at school temporarily at any time at the written request of a parent of the pupil or the pupil where the pupil is an adult.**

- (4) Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends, (a) on the school premises;**
 - (b) on out of school activities that are part of the school program; and**
 - (c) while traveling on the school bus that is owned by a board or on a bus or school bus that is under contract to a board.**

24. ADVERTISEMENTS AND ANNOUNCEMENTS

- (1) No advertisement or announcement shall be placed in a school or on school property or distributed or announced to the pupils on school property without the consent of the board that operates the school except announcements of school activities.**
- (2) Subsection (1) does not apply to anything posted in the school in accordance with the regulations.**

25. CANVASSING AND FUNDRAISING

- (1) It is the duty of a pupil to ensure that any canvassing or fund-raising activity on school property by the pupil is carried on only with the consent of the board that operates the school.**
- (2) No principal, vice-principal or teacher, without the prior approval of the board that operates the school at which they are employed, shall authorize any canvassing or fund-raising activity that involves the participation of one or more pupils attending the school.**

APPENDIX # 6

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

POLICY & REGULATIONS
CATHOLIC SCHOOL COUNCILS

POLICY

Catholic School Councils shall promote the vision and values and the sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board, and be faithful to its mission.

It is the policy of the Dufferin-Peel Catholic District School Board that each school under its supervision shall have a Catholic School Council, advisory in nature, and governed by the Education Act, the regulations there under, and the policies and regulations of the Board.

PURPOSE

- 1. The purpose of Catholic School Councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.**
- 2. A Catholic School Council's primary means of achieving its purpose is by making recommendations in accordance with this policy and regulation to the principal of the school and to the Dufferin-Peel Catholic District School Board Regulations.**

REGULATIONS

In these regulations:

"Board" refers to the Dufferin-Peel Catholic District School Board

"meeting" does not include a training session or other event where a school council does not discuss or decide matters that it has authority to decide

"parent" includes a guardian as defined in section 1 of the Act (i.e. a person who has lawful custody of a child, other than the parent of the child).

"parent member" means a member of the Catholic School Council who is elected to the council in accordance with section 1.1 (Membership) and 1.2 (Elections/Appointments) in these Regulations or who fills a vacancy created when a parent member ceases to hold office.

1.0 COMPOSITION

i) The Catholic School Council of each school shall be composed of the following people: (provided that all members shall be separate school electors, or their spouses or their children.)

- Parents of students enrolled in the school;
 - A community representative who is a member of a parish in the region served by the school;
 - A student enrolled at the school who is a child of a separate school elector (mandatory in secondary schools; at the discretion of the principal in consultation with members of the school council in elementary schools)
 - The school Principal;
 - One teacher assigned to the school;
 - One non-teaching staff member assigned to the school,
- i) One person appointed by the Ontario Association of Parents in Catholic Education (OAPCE)

2. The number of parent members on Catholic School Council shall be six (6) except in the case where a student is included as a member of the council, then the number shall be seven (7). The school council may, by by-law, specify a larger number of parent members (the Board recommends a maximum of ten (10) parent members on a Catholic School Council).

3. Parent members shall constitute a majority of the members of the school council.

1.1 MEMBERSHIP

Membership in the Catholic School Council shall be determined in the following ways:

1. Designated Member

The school Principal shall be a designated member, and is not eligible to vote. The principal of a school may delegate any of his or her powers or duties as a member of the Catholic School Council to a Vice-Principal of the school.

2. Elected Members

a) Parent representatives shall be elected by separate school electors or their spouses who are parents of students enrolled in the school at a publicly announced meeting chaired by the outgoing council Chair/Co-Chair. A person is not qualified to be a parent member of a Catholic School Council if,

- i) He/she is employed at the school; or

- ii) **He/she is employed elsewhere by the Board and fails to take reasonable steps to inform voters of that employment.**
- b) **The teacher representative shall be elected by members of the teaching staff at the school, other than the Principal or Vice-Principal.**
- c) **The non-teaching staff member shall be elected by members of the non-teaching staff at the school.**

4. Appointed Members

- a) **The community representative from a parish in the region served by the school shall be appointed by the Catholic School Council in consultation with the Pastor(s).**
- b) **Other community representatives may be appointed by the Catholic School council according to its bylaws.**
- c) **A person employed by the Board can be appointed as a community representative on the council only if:**
 - i) **he/she is not employed at the school; and**
 - ii) **the other members of the school council are informed of the person's employment before the appointment.**
- d) **One person shall be appointed by the Ontario Association of Parents in Catholic Education (OAPCE) in consultation with the Catholic School Council.**
- e) **The student representative in secondary schools shall be appointed by the student council at the school. In elementary schools a pupil may be appointed by the Principal of the school, if the Principal determines, after consulting the other members of the Catholic School Council, that the council should include a pupil.**

4. A member of the Board cannot be a member of Catholic School Council.

1.2 ELECTIONS/APPOINTMENTS

- 1. **Elections of all members of a Catholic School Council shall be held within the first 30 days of the school year.**
 - a) **Parent members shall be elected on a date that is fixed by the chair or co-chairs of the school council after consulting with the Principal of the school.. The election of parent members shall be by secret ballot.**
 - b) **The teacher representative shall be elected on a date that is selected by the Ontario English Catholic Teachers Association members at the school.**

- c) **The non-teaching staff member shall be elected on a date that is fixed by the Principal of the school in consultation with the non-teaching staff at the school.**
2. **When a new school is established, the first election of parent members to the Catholic School Council shall be held during the first 30 days of the school year on a date that is fixed by the Principal of the school in consultation with the Superintendent of the Family of Schools.**
3. **The Principal of the school shall, at least 14 days before the date of the election of parent members, on behalf of the Catholic School Council, give written notice of the date, time and location of the election to parents of students enrolled in the school at that time. This notice may be given to students to take home to their parents, and may be posted in a location in the school that is accessible to parents.**
4. **Appointments of members to the Catholic School Council shall follow the election of members to the school council.**

1.3 TERMS OF OFFICE

1. **A person is elected or appointed as a member of a Catholic School Council from the later of the date of his/her election or appointment; and the date of the first meeting of the school council after the elections in the school year, until the first meeting of the school council after the elections in the next school year.**
2. **A member of a Catholic School Council may be re-elected or re-appointed.**

1.4 VACANCIES

1. **A vacancy in the membership of a Catholic School Council shall be filled by election or appointment in accordance with the by-laws of the council.**
2. **If an election is held to fill a vacancy in the membership on a Catholic School Council, section 1.2, (Elections/Appointments) #1 a, b, or c as the case may be, applies with necessary modifications, to the election.**
3. **A vacancy in the membership of a Catholic School Council does not prevent the council from exercising its authority.**

1.5 REMUNERATION

- I. **There shall be no remuneration paid to members of the Catholic School Council.**
2. **The reimbursement of member expenses is at the sole discretion of the Board, and each Catholic School Council shall have a provision in its by-laws requiring that the Council and Principal authorize and approve**

reimbursement of expenses incurred by members as members or officers of the Council.

2.0 RULES AND RESPONSIBILITIES OF THE CATHOLIC SCHOOL COUNCIL

There are two primary functions of the Catholic School Council:

- a) To promote the vision, values, sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board and the Catholic community it serves;**
- b) To advise the Principal and the Board**

Catholic School Council shall, within the parameters prescribed by the Education Act the Regulations there under, and the policies and regulations of the Board, provide advice to the school principal and to the school board on any matters. The Board Principal shall consider any recommendation made and shall advise the council of the action taken by the Board/school in response to the recommendation. These matters may include but are not limited to:

- The faith development of the school community;**
- The Board school-year calendar;**
- Action plans for improvement based on EQAO reports on the results of tests of students**
- Preparation of the school profile**
- The process and criteria applicable to the selection and placement of principals and vice principals in a manner prescribed by the board;**
- School budget priorities, including local capital improvement plans for submission to the board;**
- School-community communication strategies;**
- Methods of reporting to parents and the community;**
- Extracurricular activities in the school;**
- School-based services and community partnerships related to social, health, recreational, and nutrition programs;**
- Community use of school facilities;**
- Local coordination of services for children and youth;**
- The establishment or amendment of Board policies regarding the conduct of persons in schools, appropriate dress for students, the allocation of funding to school councils, fundraising activities, and conflict resolution processes for internal school council disputes.**
- The development of implementation plans for policies and guidelines with respect to the conduct of persons in schools, and appropriate dress for students.**

2.1 ADDITIONAL RESPONSIBILITIES

The Catholic School Council shall:

- 1. Make by-laws that:
 - a) Govern election procedures and the filling of vacancies in the membership of the school council;**
 - b) Establish rules respecting participation in school council proceedings in cases of conflict of interest;**
 - c) Establish a process for resolving internal school council disputes in accordance with Board policy;****
- 2. Keep minutes of all of its meetings and records of all of its financial transactions for a period of four years. The minutes and records shall be available at the school for examination by any person;**
- 3. Submit a written report on its activities to the Principal of the school and to the board in June of each school year. The annual report shall include a report on any fundraising activities that the council has engaged in. This report shall be distributed to all parents by the end of the school year; and shall be posted in a location accessible to parents.**
- 4. Establish its goals, priorities, and procedures;**
- 5. Organize information and training sessions to enable members of the council to develop their skills as council members;**
- 6. Hold a minimum of four meetings per school year. The first meeting shall be held within the first 35 days of the school year, and after elections all meetings shall be open to, and in a place that is accessible to members of the public. A school council is entitled to hold its meetings at the school. Note: a meeting of a school council cannot be held unless a majority of current council members are present, and parent members form the majority;**
- 7. Communicate regularly with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the council, and to report on the activities of the council to the school community;**
- 8. Promote the best interests of the Catholic school community;**
- 9. Supervise the election procedures for the Catholic School Council;**
- 10. Consult with parents of students enrolled in the school about matters under its consideration;**
- 11. Ensure that funds, if any, are raised and used in accordance with Board policies, and for purposes approved by the Board.**

3.0 ROLES/RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCIL MEMBERS

3.1 Chair/Co-Chair

- 1. A Catholic School Council shall have a chair, or if the by-laws of the council so provide, two co-chairs. Vacancies shall be filled in accordance with the bylaws of the council.**
- 2. The chair or co-chair must be a parent member of the council and shall be elected by the members of the council.**
- 3. A person who is employed by the Board cannot be the chair or co-chair of the council.**
- 4. The Chair/Co-Chair of the Catholic School Council shall be responsible for:**
 - Calling Catholic School Council meetings;**
 - Preparing the agenda for Catholic School Council meetings in consultation with the Principal and members of the council;**
 - Chairing Catholic School Council meetings;**
 - Ensuring that the minutes of the Catholic School Council meetings are recorded and maintained;**

 - Participating in faith development, information and training programs; communicated with the school principal;**
 - Ensuring that there is regular communication with the school community;**
 - Consulting with senior board staff and trustees, as required.**

3.2 OTHER COUNCIL OFFICERS

A Catholic School Council may have such other officers as are provided for in its by-laws.

3.3 COUNCIL MEMBERS

Council members shall maintain a school-wide focus on all issues. Council meetings are not a forum for discussion about individual parents, students, staff, trustees or other council members.

Each member shall:

- Attend regularly and participate in council meetings;**
- Participate in faith development, information and training programs.**
- Act as a link between the Catholic School Council and the school community;**
- Encourage the participation of parents from all groups and of other people within the community.**

3.4 THE PRINCIPAL

- 1. The Principal of a school may delegate any of his or her powers or duties as a member of the Catholic School Council to a Vice-Principal at the school.**
- 2. The Principal of the school shall:**
 - Promote the vision and values and the sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board;**
 - Facilitate the establishment of the Catholic School Council and assist in its operation.**
 - The Principal shall, on behalf of the school council, give written notice of the dates, times and locations of the meetings of the council to parents of all students enrolled in the school and will post the notice in a location accessible to parents.**
 - Make the names of the members of the school council known to parents of students enrolled in the school within 30 days of the elections of parent members.**
 - Attend every meeting of the school council unless unable to do so by reason of illness or other cause beyond his/her control;**
 - Support and promote council activities which are conducted in accordance with Board policies;**
 - Seek input from the council in areas for which it has been assigned advisory status, or any other areas;**
 - Consider each recommendation made by the school council and advise the council of the action taken in response;**
 - Act as a resource to the Catholic School Council on laws, Board policies and regulations, and collective agreements;**
 - Obtain and provide information required by the council to enable it to make informed decisions;**
 - Distribute to each member of the council any materials received from the Ministry of Education that have been identified as being for distribution. The Principal shall also post these items in a location that is accessible to parents.**
 - Communicate with the chair of the council, as required;**
 - Assist the council in ensuring that copies of the minutes of council meetings, and records of its financial transactions are kept at the school for a period of 4 years;**
 - Assist the council in communicating with the Catholic school community;**
 - Encourage the participation of parents from all groups and of other people within the school community.**
 - Distribute the annual report of the school council to every parent of a student enrolled at the school. The distribution may be made by sending the report home with students for delivery to their parents and by posting the report in a location at the school that is accessible to parents;**

3.5 COMMITTEES

- 1. A Catholic School Council may, in accordance with its by-laws, establish committees to make recommendations to the council.**
- 2. Every committee of a Catholic School Council must include at least one parent member of the council.**
- 3. A committee of a Catholic School Council may include persons who are not members of the council.**
- 4. Meetings of committees of Catholic School Councils may be held at the school and are open to and should be accessible to the public.**
- 5. The Principal of the school shall endeavour to give written notice of dates, time and locations of committee meetings to every parent of a student enrolled in the school. This notice may be sent home with students for delivery to their parents and shall also be posted in a location at the school that is accessible to parents.**

3.6 FUNDRAISING

A Catholic School Council may engage in fundraising activities provided that:

- a) The activities are conducted in accordance with Board policies, and**
- b) The activities are to raise funds for a purpose approved by the Board or authorized by Board policies.**

3.7 VOTING

- 1. The Principal of the school is not entitled to vote in votes taken by the Catholic School Council or by a committee of the school council.**
- 2. With the exception of the Principal, each member of a Catholic School Council is entitled to one vote in votes taken by the council.**
- 3. With the exception of the Principal, each member of a committee of a Catholic School Council is entitled to one vote in votes taken by the committee.**

3.8 INCORPORATION

A Catholic School Council shall not be incorporated.

Sample Letter of 'Intent'
Page 8 Section 8.0 Membership

Date

Council Members Name
Sent via: Members home address or
Student Name, classroom teachers name

Re: Council Membership Status

Dear _____,

I write you this letter on behalf of the _____ Catholic School Council to ask for your future intentions as a council member. We have not been able to get in contact with you via the telephone or e-mail therefore, we are sending you this letter. The _____ School Council By-Law document states the following:

”Any member of the School Council may not be absent from three (3) consecutive meetings without a leave of absence approved by the school council.”
Page 8 Section 8.0 Membership

We thank you for your interest and support of the School Council. We ask that you respond to our request with a letter of intent. Whatever your intentions may be we look forward to your continued support.

Together we support student learning and the building of a vibrant, caring, inclusive faith community.

Sincerely,

Chairperson’s Name and Signature (or co-chairs)

CC: Principal
School Council Members

Sample letter
Resignation by
School Council Member
Conflict Resolution Page 12 Section 15.0

Date

Dear _____ School Council Members,

Re: School Council Membership Resignation

Dear _____ School Council,

After much discussion and consideration, I have decided to terminate my membership on the _____ School Council for the _____ school year. The School Council By-Law document states the following:

If the facilitator and superintendent are unable to resolve the conflict and or the School Council member(s) don't adhere to the solution or to the School Council Code of Ethics outlined below the following actions can be taken:

1. The School Council member(s) may be chose to submit a letter of resignation to the school council. See sample letter attached.

Conflict Resolution Page 12 Section 15.0

It is with sincere regret that I send you this letter but I am unable to fulfill my duties at this time. I look forward to our continued partnership within the school community. Thank you for your support and understanding.

Together we support student learning and the building of a vibrant, caring, inclusive faith community.

Sincerely,

Signature School Council Member Resigning

CC: Principal
Superintendent
School Council Members

I

Sample letter
Request for Membership Termination of
School Council Member
Conflict Resolution Page 12 Section 15.0

Date

Council Members Name
Sent via: Members home address or
Student Name, classroom teachers name

Re: School Council Membership Termination

Dear _____ ,

I write you this letter on behalf of the _____ Catholic School Council regarding your membership. The School Council By-Law document states the following:

If the facilitator and superintendent are unable to resolve the conflict and or the School Council member(s) don't adhere to the solution or to the School Council Code of Ethics outlined below the following actions can be taken:

2. The facilitator and or superintendent in consultation with School Council members may send a letter to the School Council member(s) requesting that their term of office be terminated for that school year only. See sample letter attached.
Conflict Resolution Page 12 Section 15.0

After much discussion and consideration, we ask for your membership to be terminated effective immediately for the _____ school year. We thank you for your interest and support of the School Council. This request does not hinder your involvement in our school community. We look forward to your continued support.

Together we support student learning and the building of a vibrant, caring, inclusive faith community.

Sincerely,

School Council Chair

CC: Principal
Superintendent
School Council Members

