

<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Administrative Procedure Section</i>	<i>Administrative Procedure Number</i>
<b>(Past 601)</b>	<b>1003</b>
<i>Directional Policy</i>	
<b>Parent and Community Relations 1000</b>	

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Catholic School Councils

**DATE APPROVED:**

March 2016

**PROJECTED REVIEW DATE:**

2021

**DIRECTIONAL POLICY ALIGNMENT:**

Parent and Community Relations

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Catholic School Councils Administrative Procedures support our Vision for achieving excellence in Catholic Education through an unwavering focus on learning, leadership and service. This Vision calls the Board to these Strategic Priorities:

- Ensure our structures, processes, relationships, and actions reflect our Gospel Values and Catholic Social Teachings;
- Implement the most effective, evidenced-based instructional and assessment practices to help all students meet the Catholic School Graduate Expectations;
- Embed technology to support digital literacy, creativity, innovation, collaboration, and the learning needs of all students;
- Develop the intellectual, spiritual, mental, physical, and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments;
- Implement fair and transparent processes in recruitment, leadership, talent development, and succession planning to ensure our employees have the necessary knowledge, skills, and attributes to support our Vision.

**GUIDELINES:**

The Peterborough Victoria Northumberland and Clarington Catholic District School Board recognizes the importance of parental engagement in the education of their children. In keeping with Catholic teaching, we affirm that parents are the primary educators of their children, and we welcome their participation as active members of Catholic School Councils.

Under Regulation 612/00 of the Education Act, Catholic School Councils are required in all Catholic elementary and secondary schools. 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. 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 a council.” (s. 2).

**RESPONSIBILITIES:**

The Board of Trustees is responsible for:

- supporting financing of school membership in the Provincial Ontario Association of Parents in Catholic Education (O.A.P.C.E.);
- reviewing the Catholic School Councils and the Catholic Parent Engagement Committee Administrative Procedures as part of the policy review framework;
- seeking Catholic School Council feedback in policy review when appropriate.

The Director of Education, or designate, is responsible for:

- inviting Catholic School Council chairpersons to participate in a system umbrella group to be known as the Catholic Parent Engagement Committee (C.P.E.C.);
- consulting and working with Catholic School Councils (C.S.C.s), C.P.E.C., and O.A.P.C.E., for the purpose of promoting Catholic education and organizing parent education opportunities;
- serving as resource person to the C.P.E.C. and being responsible for maintaining communication with all Catholic School Councils;
- providing, in conjunction with C.P.E.C. and the school communities, direction regarding C.S.C. membership, record keeping, filling vacancies, election procedures, dispute resolution, conflict of interest, responsibility, liability, and any other topic that can be of assistance to the community;
- maintaining a current list of Catholic School Council Chairs, Co-Chairs, O.A.P.C.E. representatives, and C.P.E.C. members;
- collecting input on Catholic Board Improvement Planning for Student Achievement and Well-being from C.S.C.s, as well as on the communication of the plan;

- soliciting the views of C.S.C.s with respect to the establishment or amendment of Board policies or guidelines and the development of implementation plans that relate to pupil achievement or the accountability of the education system to parents;
- collecting input on principal profiles from C.S.C.s annually.

The principals of the schools are responsible for:

- ensuring that Regulation 612 of the Education Act is carried out in all schools, as outlined in the Act, as well as in [School Councils: A Guide for Members, 2002](#), including:
  - consulting with the C.S.C. on all initiatives that relate to the improvement of student achievement, the accountability of the system to parents, the Code of Conduct, and the student dress code;
  - acting as an important source of information to the C.S.C.;
  - receiving and responding to C.S.C. recommendations;
  - attending C.S.C. meetings;
  - ensuring that the C.S.C. is in place;
  - facilitating ongoing communication between the C.S.C., the Board, and the school community, e.g. annual school principal profile;
  - collecting input on Catholic School Improvement Planning for Student Achievement and Well-being, as well as on communication of the plan;
  - providing information to new C.S.C. members;
  - developing a school profile.

The Catholic School Councils are responsible for:

- carrying out their responsibilities under Regulation 612 of the Education Act, as outlined in [School Councils: A Guide for Members, 2002](#), including:
  - consultation and communication with parents;
  - making recommendations to the school administration and to the Board;
  - ensuring membership requirements are met;
  - holding elections;
  - setting goals and priorities;
  - establishing a Code of Ethics and by-laws
  - meeting regularly;
  - possible fundraising;
  - financial accountability;
  - submitting feedback for school principal profiles to the Director or designate annually.

**DEFINITIONS:**

**Catholic School Council (C.S.C.):** A Catholic School Council is a legally constituted advisory group of elected parents, staff, students, parish representatives, and appointed community members dedicated to fostering effective Catholic schools, promoting Catholic education, and enhancing student achievement.

**Catholic Parent Engagement Committee (C.P.E.C.):** The District Catholic School Council is a system umbrella group of elected parents established to further enhance Board communication with Catholic School Councils.

**Ontario Association of Parents in Catholic Education (O.A.P.C.E.):** The Ontario Association of Parents in Catholic Education is an association of parents established to provide an awareness of the role of the student, parent, teacher, and clergy in providing the best possible Catholic education. O.A.P.C.E. wishes to work in co-operation with Catholic School Councils to provide support at the local level and as an additional voice at the provincial level.

**Advisory Role:** Advisory role means representing and communicating the views of the school community, and providing advice to the principal and, where appropriate, to the Board.

**School Community:** A school community is made up of parents and guardians of children who are enrolled in the school, parish representatives, and other ratepayers who live or work within the school's attendance area. Catholic School Councils may appoint representatives to ensure that the diversity of the school community is reflected in the membership.

**Parent:** Parent means, throughout this document, a parent or guardian of a child/children enrolled in the school.

**Parent Majority:** Parent majority is a sufficient number of parents elected to the C.S.C. to form a majority. Community appointees, who are parents of children in the school, may be counted as part of the parent group for the purpose of ensuring a parent majority in the initial stages of implementing C.S.C.s.

**Qualification of Trustees:**

- (a) will be a Canadian citizen;
- (b) will be 18 years of age or older;
- (c) will reside within the jurisdiction of the Board;
- (d) will qualify as a separate school elector (Catholic).

**PROGRESS INDICATORS:**

The partnership of school and community representatives on a school council helps to build mutual understanding and interaction between a school and its community, resulting in benefits for both. By giving information to parents and community representatives, getting feedback from them, and presenting their views to the school and the school board, a school council involves the community in the discussion of

educational issues and helps the school identify and respond to the educational needs of the community. (*School Councils: Making A Difference*, 2002, p.1.1)

School councils make recommendations to their principals and school boards on any matter. Principals and school boards, in turn, consult with school councils on a variety of matters that affect student learning. They also consider recommendations made by school councils and report back to the councils on how they plan to act on their advice.

**REFERENCES:**

Regulations [612](#), 613, Ontario Education Act

[School Councils: A Guide for Members 2002](#)

AP-FIN-201, Fundraising in Schools

AP-FIN-208, Reimbursement for Expenses Incurred on Board Business

AP-CSC-602, Catholic Parent Engagement Committee

AP-PRC-707, Volunteers in Our Schools