

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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**POLICY TITLE:**

**School Council**

**SECTION/CODE:**

**School Operations D – 32**

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**APPROVAL DATE:**

**March 9, 2020**

**SUPERSEDES:**

**March 19, 2012**

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**POLICY STATEMENT**

The Protestant Separate School Board of the Town of Penetanguishene supports a consultative and collaborative approach with its partners in order to provide optimum learning opportunities for students. A School Council is an important component of this partnership.

**PURPOSE**

To maintain School Council and a Parent Involvement Committee, in accordance with the Education Act and Ontario Regulation 612/00.

**ROLES AND RESPONSIBILITIES OF THE SCHOOL COUNCIL**

1. The School Council is a legal constituted advisory body of elected and appointed representatives of the local school community. The Council will provide advice to the school Principal and, where appropriate, to the School Board through the Parent Involvement Committee (PIC) on any of the matters listed below that the Council has identified as priorities:
  - 1.1 The Council adhere to the components of their own By-Laws
  - 1.2 local school year calendar
  - 1.3 school code of student behaviour
  - 1.4 curriculum and program goals and priorities
  - 1.5 the responses to the school to achievement in provincial and Board assessment programs
  - 1.6 preparation of the school profile and school plan
  - 1.7 process and criteria applicable to the selection of the principal
  - 1.8 school budget priorities, including local capital-improvement plans, school fund-raising practices and approaches

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- 1.9 school-community communication strategies
- 1.10 methods of reporting to parents/guardians and the community
- 1.12 extracurricular activities in the school
- 1.13 school-based services and community partnerships related to social, health, recreational and nutritional programs
- 1.14 local co-ordination of services for children and youth
- 1.15 development, implementation and review of Board policies.
- 2. The school Board will endeavour to provide access to all pertinent information required by the School Council, to make the advisory process both practical and meaningful.
- 3. Council members are to maintain a school-wide focus on all issues to address the needs of all students. Council meetings are not a forum for discussion about individual parents, students, staff, trustees or other Council Members.
- 4. The School Council shall also:
  - 4.1 hold a minimum of four meetings per year at a time convenient to the majority of Council members. (All meetings shall be open to the community.)
  - 4.2 organize information and training sessions to enable Members of the Council to develop their skills as Council Members
  - 4.3 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
  - 4.4 report on the activities of the Council to the school community
  - 4.5 promote the best interests of the school community.

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**STRUCTURE AND COMPOSITION OF THE SCHOOL COUNCIL**

1. Membership of the School Council shall include but not be limited to:
  - 1.1 parents and guardians of students enrolled in the school (Henceforth in this document, the term “parents” will refer to a parent or guardian of students currently enrolled at Burkevale Protestant Separate School)
  - 1.2 community representatives
  - 1.3 a student, at the discretion of the principal
  - 1.4 the school principal
  - 1.5 a teacher of the school
  - 1.6 a non-teaching employee of the school.
2. Parents/guardians shall form the majority of the Council.
3. All members of the Council are equal partners.
4. It is expected that the membership of the Council will reflect the diversity of the school community.
5. Membership on the School Council shall be determined as follows:
  - 5.1 parents/guardians shall be elected by parents/guardians of students enrolled in the school
  - 5.2 the Chair of the Council shall be a parent/guardian and shall be elected by the Council
  - 5.3 the community representative shall be appointed by the Council

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- 5.4 the student representative shall be elected by the students
- 5.5 the school Principal shall be a designated member
- 5.6 the teacher representative shall be elected by members of the teaching staff
- 5.7 the non-teaching staff member shall be elected by members of the non-teaching staff.
- 6. The term of office for elected and appointed positions on the Council shall be determined by the Council and shall not exceed two years. Elected and appointed members may seek additional terms.
- 7. It is recommended that the size of the School Council not exceed 15, with the parents forming a majority.
- 8. There will be no honorarium paid to members of the School Council.

**ROLES AND RESPONSIBILITIES OF SCHOOL COUNCIL MEMBERS**

**1. CHAIR**

- 1.1 call School Council meetings
- 1.2 prepare the agenda for School Council meetings
- 1.3 ensure that the minutes of School Council meetings are recorded and maintained
- 1.4 participate in information and training programs
- 1.5 communicate with the school Principal
- 1.6 ensure that there is regular communication with the school community

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**2. COUNCIL MEMBERS**

The members of the School Council shall:

- 2.1 participate in information and training programs
- 2.2 act as a link between the School Council and the community
- 2.3 encourage the participation of parents from all groups and of other people within  
the school community.

**3. THE PRINCIPAL**

- 3.1 facilitate the establishment of the School Council and assist in its operation
- 3.2 support and promote the Council's activities
- 3.3 seek input from the Council in ideas for which it has been assigned advisory  
responsibility
- 3.4 act as a resource on laws, regulations, Board policies, and collective agreements
- 3.5 obtain and provide information required by the Council to enable it to make  
informed decisions
- 3.6 communicate with the chair of the Council, as required
- 3.7 ensure that copies of the minutes of the Council's meetings are kept at the  
school, and that one copy is provided to the Supervisory Officer and Board office
- 3.8 assist the Council in communication with the school community

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3.9 encourage the participation of parents from all groups and of other people within the school community.

**4. OTHER POSITIONS**

The Council may establish other positions as deemed necessary.

**5. RECORD RETENTION:**

5.1 All School Council meeting minutes must be retained for 4 years at the board office and available to any person upon request.

5.2 All School Council financial records must be retained for 4 years at the board office and be available to any person upon request.

**LIABILITY**

1. School Council Members are covered under OSBIE (Ontario School Boards' Insurance Exchange) as volunteers, while attending to Council business.
2. The School Council and its members must, at all times, act within the law, The Protestant Separate School Board of the Town of Penetanguishene policies, and the mandate for School Councils set by the Ministry of Education. Failure to act within these confines could leave the Council and its members personally liable should their actions be challenged.
3. School council Members must provide a Vulnerable Sector Criminal Record Check

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**DISPUTE RESOLUTION**

1. As per the School Council By-Laws, it is the responsibility of the school administrator to ensure that School Council members are aware of relevant legislation or policies when considering an issue.
2. The Supervisory Officer will be available to the School Council through the PIC as a resource person on behalf of the Board.
3. It is expected that any dispute arising from Council business will be resolved as per the School Council By-Laws.

**CONCLUSION**

The participation of the School Council will serve to increase the meaningful communication between home, school, Board and community. Through these partnerships, we will continue to strive for excellence in education for our students.

Add Appendix A School Council By-Laws Policy D - 32