



ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i>	<i>Administrative Procedure Number</i>
<b>Catholic School Councils</b>	<b>1003</b>
<i>Directional Policy</i>	
<b>Parent and Community Relations 1000</b>	

**TITLE OF ADMINISTRATION PROCEDURE:**

Catholic School Councils

**DATE APPROVED:**

December 5, 2023

**PROJECTED REVIEW DATE:**

2028

**DIRECTIONAL POLICY ALIGNMENT:**

1000 Parent and Community Relations

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

Catholic School Councils Administrative Procedure supports our Vision of Creating a culture of faith, hope and love to ensure equity and well-being by ensuring our structures, processes, relationships and actions reflect our Gospel values and Catholic Social Teachings. This vision calls the Board to these Strategic Priorities:

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

**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 (CSC).

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:**

- reviewing this Administrative Procedure to ensure its alignment with the Parent and Community Relations Directional Policy 1000.
- 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 (CPEC).
- consulting and working with Catholic School Councils (CSC) and CPEC for the purpose of promoting Catholic education and organizing parent education opportunities.
- serving as a resource person to the CPEC and being responsible for maintaining communication with all Catholic School Councils.
- providing, in conjunction with CPEC and the school communities, direction regarding CSC 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, and CPEC members.
- communicating the Board Strategic Plan and Catholic Board Improvement Planning for Student Achievement and Well-being to the Catholic School Councils.
- Consultation with Catholic School Councils to seek parent perspective with respect to the establishment of Board policies, administrative procedures and

strategic planning that relate to student achievement or the accountability of the education system to parents.

- collecting input on school community profiles from Catholic School Councils annually.

**The School Principals 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 CSC 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 CSC.
  - receiving and responding to CSC recommendations.
  - attending CSC meetings.
  - ensuring that the CSC is in place.
  - facilitating ongoing communication between the Catholic School Council, the Board, and the school community, e.g., facilitating the development of the annual school community 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 CSC members.

**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:
  - collaborating with the school principal to consult and communicate 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.

### **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.

### **DEFINITIONS:**

**Catholic School Council (CSC):** 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 (CPEC):** The District Catholic School Council is a system umbrella group of elected parents established to further enhance Board communication with Catholic School Councils.

**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.

**References:**

[Regulation 612, School Councils and Parent Involvement Committees, Ontario Education Act](#)

[Regulation 613, Operation of Schools - General, Ontario Education Act](#)

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

[Administrative Procedure 1004, Catholic Parent Engagement Committee](#)