



**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

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| <p><b>Date Approved:</b><br/>September 17, 2020</p> | <p><b>Date of Next Review:</b><br/>September,2025</p> | <p><b>Dates of Amendments:</b><br/>November 19, 1981; October 20, 1983; November 16, 1992; June 20, 1996; June 14, 2001; February 19, 2015; April 22, 2015; February 24, 2016; April 22, 2015</p> |
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**Cross References:**

- Reg. 298 - Operation of Schools – General
- Reg. 612 - School Councils and Parent Involvement Committees
- School Councils – A Guide for Members*, 2001, Revised 2002, Ontario Ministry of Education
- H.M. 14 - Harassment and Discrimination Policy and the Respectful Workplace
- H.M. 19 - Conflict Resolution Policy
- S.M. 04 – Fundraising in Schools
- H.M. 24 - Catholic Equity and Inclusive Education Policy
- S.A.01 - Admission and Placement of Elementary Pupils
- S.S. 09 - Code of Conduct

**Appendices:**

- Appendix A: TCDSB Catholic School Parent Council By-Laws Template
- Appendix B: TCDSB Guidelines for School Accounts and Catholic School Parent Council (CSPC) Financial Operational Procedures

**Purpose:**

This policy provides the regulations by which Catholic School Parent Councils (CSPC) shall operate within the Toronto Catholic District School Board (TCDSB), consistent with the Education Act and Ontario Ministry Regulation 612/00.



**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

**Scope and Responsibility:**

The policy extends to all schools of the Toronto Catholic District School Boards.  
The Director of Education is responsible for this policy.

**Alignment with the Multi Year Strategic Plan (MYSP):**

Living Our Catholic Values

Enhancing Public Confidence

Fostering Student Achievement and Well-Being

Achieving Excellence in Governance

Providing Stewardship of Resources

**Policy:**

Through the active participation of parents/guardians, the Catholic School Parent Council of each TCDSB school will endeavor to improve student achievement and well-being, as well as, enhance the accountability of the education system to parents. Each CSPC shall function in an advisory role by making recommendations to the principal of the school and, where necessary, to the board, on any matter in accordance with the Education Act, TCDSB policies, guidelines, and operating procedures.



**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

### **Regulations:**

1. The school council at every school shall use the name Catholic School Parent Council (hereafter the CSPC), and will be guided by, and uphold, Catholic values and doctrine.

- i) A person is qualified to be a parent member of the school council if he or she is a parent or a legal guardian of a pupil who is enrolled in the school.
- ii) The chair or co-chairs are to be parent members.
- iii) The chair or at least one of the CSPC co-chairs must be Roman Catholic.
- iv) The CSPC shall not be incorporated.

2. The Board, through the principal, will provide information and solicit the views of CSPC with respect to the following matters:

2.1 The establishment or amendment of board policies and guidelines that relate to student achievement or to the accountability of the education system to parents, including:

- i) codes of conduct;
- ii) school uniforms and appropriate dress for students in schools;
- iii) the allocation of Parent Involvement Committee (PIC) funding by the board to CSPCs; and
- iv) the fundraising activities of CSPCs.

2.2 Councils may provide their views to the Board with respect to:

- i) student achievement and well-being matters;
- ii) the establishment and amendment of relevant board policies and guidelines;
- iii) the development of implementation plans for new education initiatives that relate to student achievement and well-being or the accountability of the education system to parents; and
- iv) the process and criteria applicable to the selection and placement of principals and vice-principals.



**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

3. A CSPC may make recommendations to the Board on any matter, and the Board shall consider each recommendation and advise the CSPC of the action taken in response to the recommendation. The recommendation will be made via written submission to the area superintendent and/or the local trustee.
4. A CSPC may make recommendations to the board's Catholic Parent Involvement Committee (CPIC) on matters relating to:
  - i) strategies for parent engagement;
  - ii) strategies to ensure CSPCs are reflective of the diversity within local school communities;
  - iii) identifying and reducing barriers to parent engagement;
  - iv) creating a welcoming environment for parents; and
  - v) strategies for parents to support their child(ren)'s learning at home and at school.
5. The principal will act as a resource person to the CSPC and shall assist the school council in obtaining information relevant to the duties and functions of the school council.
6. The principal of a school may delegate any of his or her powers or duties, as a member of CSPC, to a vice-principal of the school.
7. A CSPC may make recommendations to the principal of the school on any matter, and the principal shall consider each recommendation and advise the CSPC of any action taken and/or rationale in response to the recommendation. The principal will respond in a reasonable time back to CSPC if the matter cannot be addressed immediately.
8. Catholic School Parent Councils shall consult and take into consideration the advice of parents of students enrolled in the school, or students where appropriate, with regards to matters under consideration by the school council.



**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

9. All Catholic School Parent Councils shall function in accordance with Ontario Ministry Regulation 612/00, the *Catholic School Parent Council By-laws* (Appendix A), and with the *TCDSB Guidelines for School Accounts and Catholic School Parent Council (CSPC) Financial Operational Procedures* (Appendix B).  
<https://www.tcdsb.org/FORPARENTS/CSPC/Pages/default.aspx>
10. The *TCDSB Catholic School Parent Council By-Laws Template* (Appendix A) and the *TCDSB Guidelines for School Accounts and Catholic School Parent Councils Financial Operational Procedures* (Appendix B) provided shall govern the respective activities of Catholic School Parent Councils of the TCDSB.
- 10.1 Each CSPC shall adopt the standard TCDSB by-laws template (Appendix A), that is written in accordance with Ontario Ministry Regulation 612/00 and TCDSB policies and procedures, which will govern the conduct of its activities.
- 10.2 Each CSPC shall adopt the following TCDSB by-laws in Appendix A, provided that they are in compliance with Regulation 612/00 and TCDSB policies and procedures, which will govern the conduct of its activities:
- i) the number of times that a newly elected member can consecutively hold office of chair (Appendix A: Article VII);
  - ii) the number of times that the full Council shall meet (Appendix A: Article XI, S. 11.2). However, in all cases, The Council shall meet no less than 4 times annually, including the AGM;
  - iii) the number of elected parents (Appendix A: Article V, S.5.1);
  - iv) the number of community representatives (Appendix A: Article V, S. 5.2);
  - v) the number of meetings that a member can miss (Appendix A: Article VII, S.7.2, (i)); and



**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

vi) amendments and/or additions to standing committees (Appendix A: Article XII,S.12.1).

vii) responsibilities of Chairs of any additional sub-committees, and if the Chairs are considered part of the Executive Members of CSPC.

11. The Catholic School Parent Councils' by-laws must be distributed and verified each year at the Annual General Meeting (AGM).
12. The election of parent, teacher, school employee and student representative of the CSPC will be held within the first 30 calendar days of each school year.
13. On behalf of the CSPC, the principal will give written notice of the date, time and location of the elections to every parent of a pupil who is enrolled in the school, at least 14 days before the date of the election of parent members.
14. The minimum number of council members is seven (7), and parents/guardians must form the majority.
15. The composition of the CSPC will be consistent with the Education Act, and will include:
  - i) parent members and, where possible, a parent member who has an interest in Special Education;
  - ii) the local pastor or designate;
  - iii) the principal of the school;
  - iv) an employee of the school (other than the principal, vice-principal or any teacher);
  - v) a teacher;
  - vi) a community representative;
  - vii) a parent representative from the Ontario Association of Parents in Catholic Education Toronto (OAPCE Toronto); and



**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

viii) a student (if it is a secondary school or in the case of elementary schools, if the principal determines that a council should include a student).

16. Every effort will be made to ensure that CSPC is representative of the diversity within a school community.
17. CSPC Meetings, including the AGM, may be held virtually where access to school premises is not available or to increase participation of parents.
18. No member of CSPC will participate in proceedings if he or she has a conflict of interest.
19. There will be no voting by proxy at CSPC elections and council meetings.
20. There must be a minimum of four (4) CSPC meetings during the school year, which includes the Annual General Meeting (AGM). All CSPC meetings are open to the public in each school year.
21. Catholic School Parent Councils shall take minutes of all its meetings and keep records of all its financial transactions.
  - i) The principal will retain these minutes and records for a minimum period of seven years and will make them available at the school for examination without charge to any person.
  - ii) Approved minutes and financial statements shall be shared with the school community.
22. The CSPC may engage in fundraising activities related to charitable, humanitarian, educational or services consistent with the tenets of Catholicism.
  - i) All fundraising must be carried out under the jurisdiction and supervision of the principal, and will be governed by TCDSB's *Fund Raising in Schools Policy, S.M. 04*, and by *Purchasing Policy F.P.01* (<https://www.tcdsb.org/Board/Policies/Pages/Default.aspx>).



**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

ii) All funds raised must be reported to the parent community.

23. Catholic School Parent Councils may maintain a bank account, separate from the school account, under the name, (Name of School) CSPC.

24. All funds collected by CSPCs shall be retained at the school for preparation and deposit to a CSPC bank account.

25. An annual report on the CSPC's activities will be prepared by CSPC each year, as of May 31st, and submitted to the principal, to the board and to the local trustee. The annual report will be posted to the school's portal page.

26. All communications from CSPC intended for distribution to all parents of children in the school, will be approved by the principal prior to the communication being sent to the intended recipients.

i) All communications will be made available if/as required in the predominant language(s) spoken in the community.

ii) The principal shall provide an opportunity for inclusion of parent council communications in the school newsletter and/or email updates from the school.

### **Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

1. The annual report of CSPC activities will serve as an assessment of the Council's work to support student achievement and well-being at the school.
2. The Parent Engagement Department, in consultation with the Catholic Parent Involvement Committee (CPIC) and the Ontario Association of Parents in Catholic Education –Toronto (OAPCE), will prepare a CSPC Policy Metric





**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

Report on an annual basis, to assess the effectiveness of parent engagement strategies in consideration of the Multi Year Strategic Plan (MYSP).

3. The utilization of parent engagement funds, such as the Parent Involvement Committee (PIC) Grant and the Parent Reaching Out (PRO) Grant, if applicable, will be monitored.