



W.J. Holsgrove Public School School Advisory Council

General Bylaws

This administrative procedure bylaw has been developed to provide guidelines for the effective operation of the school system and a framework for consistent decision-making by W.J. Holsgrove Public School Council. The Principal and Council will develop and monitor a comprehensive series of administrative bylaws to allow for the fair and reasonably uniform application of the procedures by those staff and council members responsible for their implementation.

The council recognizes that a number of groups have an interest in and may provide valuable contributions in the development and revision of bylaws. The Council encourages ideas for new bylaws, or modifications of existing bylaws from all interest groups including the Director of Education, Director's Executive Committee, school administrators, teachers, support staff, Parent Involvement Committee, community groups, trustees, parents, and the general public.

1. Definitions

"Bylaws" shall mean regulations, procedures, and guidelines to assist W.J. Holsgrove Public School Council and staff members in making consistent decisions about the day to day operations of Council;

"Board" refer to Limestone District School Board;

"Board Employees and Trustee" means

(A) Refers to a Board employee, who is currently employed by the Board, and

1. In respect of school council, a Parent/Caregiver under section 1.5. and works at the school;
 - (a) Shall not be eligible to be a Parent Member, and
 - (b) Shall be eligible to be elected Teaching Representative or Non-Teaching Representative.
2. In respect of school council, a Parent/Caregiver under section 1.5. and does not work at the school;
 - (a) May be elected as a Parent Member, and
 - (b) Notify other parents prior to their election.

(B) Refers to a Board Trustee, and

1. In respect to school council, are not eligible to be member of school council.

“Council” shall refer to the organization’s name of W.J. Holsgrove Public School Advisory Council.

“Meeting” shall not include a training session or other event where school council does not discuss or decide matters that it has the authority to decide.

“Parent/Caregiver” shall mean a parent of a pupil who is enrolled in the school and includes a guardian as defined in section 1 of the Education Act.

“Parent Member” shall mean:

- (A) a member of council who is elected to council in accordance with section 5.0.0 of the Board Administrative Procedure AP 110 or who fills a vacancy created by a parent member ceasing to hold office, and
- (B) in respect of a parent involvement committee, a member of the committee who is appointed or elected to the committee in accordance with section 5.3.0 of AP 114 or who fills a vacancy created by a parent member ceasing to hold office.

2. Purpose

Regulation 612/00 of the Ontario Education Act states that “the purpose of School Councils is, through the active participation of parents, to improve student achievement and enhance the accountability of the education system to parents.”

(A) School Council's primary means of achieving its purpose is by making recommendations on any matter to the Principal of the school and to the Board that established the School Council.

(B) Effective school councils are those that:

1. focus on student learning and the best interests of all students;
2. are actively involved in setting school priorities for improving student achievement;
3. Provide advice on any matters it identifies as priorities including but not limited to the following
 - (a) School, community, or Board-related activities
 - (b) Curriculum and program goals and priorities, and school improvement
 - (c) Extra-curricular activities
 - (d) Community communication strategies
 - (e) School-based community partnerships related to social, health and recreational and nutritional programs
 - (f) The responses of WJ the “School” or Board results in provincial and board

- assessment programs
 - (g) Criteria for selection of Principals
 - (h) Development, implementation and review of Board policies
4. promote meaningful parental and community involvement and actively seek the views of their school communities;
 5. have a clear understanding of their roles and responsibilities;
 6. include members who represent the diverse views of their school communities;
 7. keep well informed about school and board policies and procedures;
 8. have clear and consistent processes for decision making;
 9. communicate with the community about their activities;
 10. maintain high ethical standards;
 11. have members who have developed mutual trust and respect for one another.

3. Incorporation

Council shall not be incorporated.

4. Membership and Composition (Mandatory)

An effective Council relies on the contributions of the broader school community. The School Council will work to elect/appoint members who are representative of this school's community. To this end, eligible candidates will be encouraged to seek office regardless of their race, colour, creed, culture, ethnicity, linguistic origin, disability, level of ability, socio-economic class, age, ancestry, nationality, place of origin, religion, sex, gender identity, gender expression, sexual orientation, body image, citizenship, immigration status, family status, marital status or as First Nations, Metis or Inuit.

- (A) Council composition will include a minimum of 4 and up to a maximum of 7 parents/caregivers (as defined in Ontario Regulation 612/00), the Principal, one teacher and/or one non-teaching staff, and one community representative (if possible).
- (B) A Student Representative is optional, to be elected by Council or appointed by the Principal.
- (C) A Student Representative will be a voting member of the Council.

5. Election of Parent/Caregiver Members (Mandatory)

Elections will be inclusive, transparent and accountable, ensuring that all members of the school community are included, welcomed and feel valued.

- (A) Elections of parent/caregiver members shall be held during the first 30 days of the school year on a date that is set by the prior School Council Chair/Co-Chairs in consultation with the Principal.
- (B) The Principal, on behalf of the School Council, shall give written notice of the date, the time and the location of the election, to every parent/caregiver of a student enrolled in the school, at least 15 days before the date of the election.
- (C) Any parent/caregiver of a student in the school, who is seeking election, must be nominated or self-nominated in writing. A person is not qualified to be a parent/caregiver member if they are employed at the school. If employed by the Board but not at the school, they must take reasonable steps to inform those qualified to vote in the election of their Board employment status.
- (D) The election of a parent/caregiver member shall be by secret ballot and neither proxy nor absentee voting is permitted.
- (E) A person is eligible to vote in an election of parent/caregiver members of a School Council if they are the parent/caregiver of a student enrolled at the school.
- (F) The election proceedings shall be supervised by the Principal.
- (G) Election for office will be in the following order: Chair, Secretary, Treasurer, Indigenous Representative, ect.

6. Election of Teaching and Non-Teaching Staff Representatives (Mandatory)

Elections for teaching and non-teaching staff representatives on the School Council will be held during the first 30 days of each school year.

- (A) Should council only have 4 elected Parents/Caregiver members, only one of the following staff shall be elected to represent both teaching and non-teaching staff:
 - 1. The teaching representative shall be elected by those individuals at the school qualified to be the teacher representative in any method they determine.
 - 2. The non-teaching staff shall be elected by those individuals at the school qualified to be the non-teaching staff representative in any method they determine.
- (B) Community members shall be appointed by the members of the School Council.

- (C) When applicable, the student representative shall be elected by the student council, if one exists, or appointed by the Principal.
- (D) If positions are not filled during an election, the School Council may fill them via appointments throughout the school year. (see Vacancies)

7. Nominations (Mandatory)

- (A) If the number of declared candidates is less than or equal to the number of positions, no vote is required and the candidates will be acclaimed, notified and communicated to the school/community.
- (B) If the number of declared candidates is higher than the number of positions, then a vote will be held on the date set by the Chair/Co-Chairs, in consultation with the Principal.
- (C) Elections for the School Council shall be supervised by the Principal (or designate). Nominations will not be accepted from the floor on the evening of the elections.
- (D) The school (Principal or designate) will receive and file all nomination forms.
- (E) Candidates may not engage in campaigning on or off school property or use any School Council social media or other tools to promote their candidacy.
- (F) The names of the successful candidates shall be shared with the school community and posted on the school website.

8. Terms

The term of office for all Council members is one year. Members of Council may be re-elected for additional terms as long as they remain eligible.

School Council members, elected or appointed, hold office from the latter of,

- (A) The date that they were elected or appointed; and
- (B) the date of the first meeting of the School Council after the elections held in the school year, until the date of the first meeting of the School Council after the elections held in the next school year.

9. Vacancies (Mandatory)

A vacancy in the membership of the School Council shall be filled by election or appointment.

- (A) A vacancy in the membership of the School Council does not prevent the School Council from

exercising its authority,

1. if an election is held to fill a vacancy in the membership of a School Council, the School Council's elections' process will apply;
2. if an appointment is held to fill a vacancy, the School Council may request that interested parents/caregivers submit their name for consideration. The School Council shall then vote to appoint candidates to fill the vacancy/vacancies.

(B) Executive vacancies will be opened to nominations from the voting members.

10. Executive Officers (Mandatory)

All members of the Executive must be elected from the voting members of the School Council.

(A) School Council will elect:

1. a Chair, or
2. two (2) Co-Chairs, who must be a parent/caregiver and cannot be a LDSB employee.

(B) The School Council may also elect other Officer positions (i.e., Secretary (Recorder), Treasurer), as deemed necessary.

11. Remuneration (Mandatory)

No person shall receive any remuneration for serving as a member or Officer of the School Council.

(A) Members shall be reimbursed for pre-approved expenses that they incur as members or Officers of the School Council, as per Board procedures.

12. Roles and Responsibilities

(A) **Chair/Co-Chair(s)/Vice Chair**

- arrange for School Council meetings;
- prepare agendas for School Council meetings in consultation with the Principal;
- chair School Council meetings;
- ensure that minutes of School Council meetings are recorded and maintained;
- ensure that the Annual Report is completed;
- facilitate conflict resolution;
- communicate with the Principal on behalf of the School Council;
- consult with senior board Staff and Trustees as required on behalf of the School Council;
- act as Joint Signing Officer;



- act as ex officio member(s) of School Council committees/subcommittees and any school committees, including but not limited to School Budget Committee, School Improvement Plan Committee, School Staffing Committee and Caring and Safe Schools' Committee;
- ensure completion of the School Statements of Needs (SSON) in collaboration with parents/caregivers;
- observe the School Council's and/or the Board's Code of Conduct and these By-Laws.
- Participates in information and training sessions when necessary
- Communicates regularly with the Principal and other members of the Executive
- Provides for regular communication among the Council, parents, the community, and existing organizations within the school, as well as with other School Councils
- Schedules Council meetings in consultation with the Principal
- Works in conjunction with the Chair
- Assumes duties of the Chair in their absence
- The School's primary representative for Parent Involvement committee.

(B) Secretary/Recorder

- complete records of all meetings in a timely manner;
- assist the Chair/Co-Chair(s) in the distribution of minutes to all School Council members, ensure minutes, once approved, are available to the parent/caregiver body;
- responsible for the upkeep of all School Council social media and communications to the parent/caregiver body (e.g. blog, social media, email, newsletters, etc.);
- may as a Joint Signing Officer;
- observe the School Council's and/or the Board's Code of Conduct and these By-Laws.

(C) Treasurer

- act as custodian of the funds of the School Council;
- handle receipts and disbursement of School Council monies;
- keep proper records of all financial transactions;
- arrange for verification of the School Council's financial records in June of each year;
- act as a Joint Signing Officer;
- adhere to the financial protocol instructions outlined in the School Council Financial Guide;
- prepare the annual Public-Sector Accounting Board (PSAB) report;
- observe the School Council's and/or the Board's Code of Conduct and these By-Laws.
- Provides monthly financial statement at Council meetings
- Generates a yearly budget for the Council, in consultation with the Council

(D) Principal (non-voting member)

- Facilitates the establishment and operation of the Council
- Supports, facilitates and promotes the Council's activities

- Seeks input from the Council in areas for which it has been assigned advisory responsibilities.
- Communicates regularly with the Chair of the Council.
- Keeps the appropriate supervisory officer informed of the activities of the Council.
- promptly distributes materials identified by the Ministry for distribution to School Council members and posts said material(s) in a school location accessible to parents/caregivers;
- attend every meeting of the School Council or delegates this responsibility to the Vice Principal (or designate) if unable to attend;
- act as a resource person to the School Council and shall assist the School Council in obtaining information relevant to the functions of the School Council, including information relating to relevant legislation, regulations and policies;
- consider each recommendation made to the Principal by the School Council and advise the School Council of the action taken in response to the recommendation;
- solicit the views of the School Council under the Education Act and the regulations, with respect to the following matters:
 - The establishment or the amendment of school policies and guidelines that Page 11 of 30 relate to pupil achievement or to the accountability of the education system to parents/caregivers, including,
 - 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
 - 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.
 - The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents/caregivers, including,
 - implementation plans for a local code of conduct established under subsection 303 (1) or (2) of the Act governing the behaviour.
- provide input on the School Improvement Plan (SIP), 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;
- observe the School Council's and/or the Board's Code of Conduct and these By-Laws.

(E) Parent/Caregiver members of Council

- solicit the views of other parents/caregivers to share with the School Council;
- represent the views and the opinions of the parent/caregiver community;
- attend and participate in all meetings;

- participate on School Council committees;
- encouraged to participate in and to facilitate any events that the School Council holds during the school year;
- observe the School Council's and/or the Board's Code of Conduct and these By-Laws.

(F) Indigenous Representative

- Attends and participates in meetings to provide Indigenous perspective to the School Council;

(G) Student, Teaching and Non-Teaching Representatives

- contribute to the discussions of the School Council;
- solicit views from their peers to share with the School Council;
- may participate on any committees established by the School Council;
- communicate information back to their peers;
- observe the School Council's and/or the Board's Code of Conduct and these ByLaws.

(H) Community Representative

- contribute to the discussions of the School Council;
- represent the community's perspective;
- may participate on any School Council committee;
- help to build partnerships and links between the school and the community;
- observe the School Council's and/or the Board's Code of Conduct and these By-Laws.

(I) Representative of the Ontario Federation of Home and School Association (where applicable)

- contribute to the discussions of the School Council;
- represent the views of their association;
- may participate on any committees/subcommittees established by the School Council;
- communicate information back to their association;
- observe the School Council's and/or the Board's Code of Conduct and these By-Laws.

13. Consultations (mandatory, Ontario Regulation 612/00)

The School Council shall consult with parents/caregivers of students enrolled in the school about matters under consideration by the School Council.

14. Meetings (Mandatory, Ontario regulation 612/00 & LDSB)

(A) Annual General Meeting (First Meeting);

1. The first meeting of the School Council will take place within the first 30 days of the start of the school year after the election, on a date set by the Principal, in consultation with the Chair/Co-Chair(s) and following the election of School Council members.
2. At the Annual General Meeting in September, the Council shall elect the Council Executive Officers (Chair, Vice or Co-Chair, Secretary, Treasurer, etc.)
3. The school council shall evaluate its activities and set goals annually that reflect the needs of students, community views and the school growth or improvement plan.

(B) Meetings

1. A School Council shall meet at least 4 times in the school year.
2. All Council meetings will begin promptly as scheduled
3. The dates for School Council meetings will be set at the first meeting, in consultation with the Principal. The Principal, on behalf of the School Council, will give written notice of the dates, the times and the location(s) of the meetings to every parent/caregiver of a student enrolled at the school.
4. An official meeting of the School Council cannot be held unless a majority (51%) of the current members of the School Council are present at the meeting, including the Principal or their designate. The majority of those present must be parents/caregivers.
5. A member of a School Council who participates in a meeting by phone or virtually shall be deemed to be present at the meeting.
6. A school council is entitled to hold its meetings at the school.
7. All meetings of a school council shall be held at a location in the school that is accessible to all the public.
8. Minutes shall also be made available at all Council meetings and upon request to other interested members of the school community
9. All members of the Council Executive shall receive a copy of the minutes
10. The notice required by Section 15.7.0 may be given by:
 - (a) a 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;
 - (c) placing a notice in the school planner; and/or

-
- (d) posting a notice on the school's web-site.

(C) Protocols

1. Should a member of the School Council miss two (2) consecutive meetings without sufficient notification to the School Council, the Chair/Co-Chair(s) may call a meeting with the member to determine the member's interest in the School Council and whether the member has vacated the position. If a teaching, non-teaching staff, or student member misses two (2) consecutive meetings, the Chair/Co-Chair(s) will consult with the Principal about their continued participation and/or representation.
2. Meetings of the School Council and committees/subcommittees may be virtual, in-person or a combination of the two. All in-person School Council meetings shall be held at the school or in a location that is accessible to the public in alignment with school or Board policies and procedures. If at the school, the space will be reserved by the Principal. School Council meetings shall be open to the public.
3. The Chair/Co-Chair(s) or designate may permit space for committee/subcommittees meetings. The Principal may also permit when required.
4. School Council meetings are electronically recorded and posted on the school's website. Meeting attendees will be notified of recordings and offered options for participation.

15. Voting (Mandatory, Ontario Regulation 612/00)

Each member of the School Council is entitled to one vote in votes taken by the School Council. Each committee/subcommittee member is entitled to one vote in votes taken at the committee/subcommittee level. All School Council votes/decisions will be recorded in the School Council minutes. The Principal is not entitled to vote in votes taken by the School Council nor by a committee/subcommittee of the School Council. Voting cannot occur outside of official School Council or committee/subcommittee meetings.

(A) Making a Motion

- Once given the floor, council members may make a formal proposal, or motion, beginning with the statement "I move that ..."
- Before the motion can be considered, another individual must second the motion by saying "I second the motion". This does not necessarily indicate that he or she agrees with the proposal, only that he or she believes that it is worthy of discussion
- If members of the group wish to discuss the motion, the chair opens debate.
- The chair then repeats the motion and conducts the vote by asking for those in favour and those opposed (The vote may be conducted by a show of hands, by standing, or by secret ballot)

- Simple majority needed to pass a motion. In case of a tie, the motion is defeated. In the event a motion needs to be passed in the time between meetings, the motion may be sent out electronically by the Chair to the executive and members-at-large who attended the previous meeting, or who sent regrets). A vote may then occur by electronically, at the direction of the Chair.
- In the event a motion needs to be passed in the time between meetings, the motion may be sent out electronically by the Chair to the executive and members-at-large who attended the previous meeting, or who sent regrets). A vote may then occur by email, at the direction of the Chair.

(B) Motions that are null and void

- Any motions that contradict provincial laws and regulations, local policy, or school council bylaws are out of order and invalid, even if voted on and passed by a majority vote.

16. Minutes and Financial Records (Mandatory, Ontario Regulation 612/00)

School Council shall keep accurate minutes of all meetings and accurate financial records/transactions for four (4) years on the school premises.

Minutes and financial records shall be available at the school for examination by any person, without charge.

17. Quorum (Mandatory, Ontario Regulation 612/00)

An official meeting of the School Council cannot be held unless a majority (51%) of the current members of the School Council are present (in-person or virtually) at the meeting and a majority (51%) of the members who are present are parents/caregivers of students who attend our school.

18. School Council Social Media Accounts

School Council;

- may utilize any social media (Twitter; Facebook; Instagram etc.) platform that will assist in fulfilling its purpose. School Council understands that not all parents/caregivers will be familiar with platforms and will provide ongoing instruction in their use;
- should discuss the creation of Social Media accounts with the Principal or assigned designate;
- may be shut down by the Chair/Co-Chair(s) and the Secretary, in consultation with the Principal and with notification to the School Council;
- will not post any photos, videos or recordings of Staff nor parents/caregivers, unless consent is provided;

- shall ensure that no posting any photos, videos or recordings of students;
- will adhere to all LDSB policies and procedures, including but not limited to the LDSB Advertising and Fundraising in Schools and Board Buildings Procedure, Anti-Spam legislation, school and Board Code of Conduct, Online Code of Conduct, LDSB Equity and Inclusion Education Administrative Procedure and all other relevant policies and procedures;
- will not compromise the privacy of any parent/caregiver, student, Staff or School Council member;
- will not use as a tool nor justification to promote, share nor distribute hate information or material, nor isolate or exclude parents/caregivers who do not have access to such tools;
- will be respectful of all Staff, students and parents/caregivers and the community;
- monitor sites and remove inappropriate posts and users.

19. Finances (Mandatory, LDSB)

- (A) All expenditures of the School Council require prior approval of the School Council and will be reported in a financial statement to be made available at each School Council meeting. Funds will not be used to support staff appreciation events or gifts. The School Council will not borrow funds nor enter into any financial commitment for which funds are not already in hand. The School Council budget includes the funds provided to School Councils by the Board and the Ministry of Education, as held in the school's non-board accounts.
- (B) School Council will consult with the Principal to access and to confirm funds and usage of funds held in the school's non-board accounts assigned to the School by LDSB and the Ministry of Education.
- (C) School Council will consult with the Principal to access and to confirm funds and usage of funds held in the school's non-board accounts assigned to the School by LDSB and the Ministry of Education.
- (D) The School Council must approve and must document, in meeting minutes, the intended purpose of a fundraising activity before commencing. All expenditures from the School Council account must be approved by School Council prior to disbursing the funds. All School Council collections and all disbursements should be captured in their financial statements. The financial statements should be shared with School Council members and the Principal and should be presented at each School Council meeting.
- (E) School Councils may not enter into long-term agreements, loan arrangements nor other contractual agreements under the name of the school or the School Council.

20. Fundraising (Mandatory, LDSB)

All proposed School Council fundraising activities will take into consideration the ability of our families to contribute and/or to raise funds. Events will reflect the ideas, traditions, cultures and strengths of the parents/caregivers represented in the school. Monetary and non-monetary contributions will be valued equitably.

- (A) The School Council may fundraise and must adhere to the AP117 – School Fundraising Procedures and all other board policies and procedures. School Councils shall not engage in fundraising activities unless the activities are to raise funds for a purpose approved by the Principal or authorized by any applicable policies established by the LDSB. The School Council is required to:
- consult with the Principal;
 - include a list of planned fundraising activities and expenditures for the year;
- (B) Fundraising activities may include but are not limited to, funfair events, product sales, requests for donations from parents/caregivers, grant applications, donations (in-kind or monetary) and sponsorships.
- (C) Fundraising proceeds must not be used for expenses required for completion of the curriculum nor for capital infrastructure improvements funded through renewal grants from the Ministry of Education.
- (D) School Council must use the Board-approved vendors when available to ensure compliance with health and safety. Where approved vendors are not available, School Councils shall work with the Principal to find an appropriate substitute. The Principal shall provide an updated list of pre-approved list upon request from Council.
- (E) All School Council disbursements must comply with the Board's W- Policy 22 - Purchasing Policy and must be approved by the school Principal and the School Council in advance of incurring the expense.

21. Committees of School Council

Recognizing that committees/subcommittees are an effective and inclusive means of investigating and implementing School Council objectives, the School Council will establish committees/subcommittees to make recommendations to the full School Council as needed.

- (A) The School Council may establish committees/subcommittees to make recommendations to the School Council.
- (B) All committees/subcommittees must include at least one (1) elected/appointed parent/caregiver member of the School Council. These committees/subcommittees may

include persons who are not members of the School Council.

- (C) All committees/subcommittees will meet as required throughout the year to carry out the School Council's activities. They will make recommendations to the School Council for approval and will report to the School Council on its activities. School Councils may determine if committee/subcommittee meetings may be open by invitation and accessible to the public. Committee Chairs/Co-Chair(s) will consider the comfort levels of parents/caregivers when choosing meeting locations.

22. Conflict of Interest (Mandatory, Ontario Regulation 612/00)

School Council shall make rules respecting participation in School Council proceedings in cases of Conflict of Interest.

- (A) Each School Council member shall avoid situations that could result in an inconsistency between the overall goals and the vision of the School Council and personal or vested interest that may arise in connection with their duties as a School Council member. Should an issue or an agenda item arise during a School Council meeting where a School Council member is in a conflict-of-interest situation, they shall declare a conflict of interest immediately and decline from the discussion and the resolution.
1. A conflict of interest may be actual, perceived, or potential.
 2. Members of the School Council shall declare a conflict of interest in matters that they, members of their family or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the School Council.
 3. 3. A member shall exclude themselves from discussions in which:
 - (a) a conflict of interest is likely to result;
 - (b) the member's ability to carry out their duties and responsibilities as a member of the school council may be jeopardized;
 - (c) the School Council member, their 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 to 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.

23. Conflict Resolution Process

(A) Definitions

School Council shall use the following definitions for the Conflict Resolution Process.

“Conflict”: A strong disagreement or a dispute between School Council members; or School Council members and Staff; or School Council members and non-member parents/caregivers due to:

- differences of opinion, beliefs, understanding, and/or
- differences of personality or behaviour, and/or
- violations of School Council by-laws/ the school’s Code of Conduct.

“School Council member”: Any parent/caregiver of the school who has been elected/identified as a member of the School Council.

“School Council Chair/Co-Chairs(s)”: member of the School Council elected by membership as Chair/Co-Chair(s) of the School Council.

“Principal”: The Principal of the school or their designate.

“Mediation”: A process where a neutral third party assists two conflicting people to come to an agreement. This could involve the mediator speaking individually to the two people, but ultimately must include the mediator facilitating a meeting between both conflicting people(s).

“Facilitator”: A person (Principal, School Council Chair/Co-chair(s)) who helps a group of people to work together better, to understand their common objectives and to plan how to

(B) Process

1. Conflicts and disputes that occur within the School Council will be facilitated by the following:
 - conflict between the Chair/Co-Chair(s) and School Council, will be facilitated by an Executive Officer (Secretary/Treasurer) of the School Council;
 - conflict with the Principal and the School Council, will be facilitated by the Superintendent in collaboration with the Chair/Co-Chair(s);
 - conflict between the Chair/Co-Chairs(s) and the Principal, will be facilitated by the Superintendent;
 - conflict among the Executives (Chair/Co-Chairs(s), Secretary, Treasurer etc.) will be facilitated by the Principal in consultation with the Superintendent;
 - if the conflict occurs at a School Council meeting (attendee becomes disruptive during a meeting), the Chair/Co-Chairs(s), after three attempts of unsuccessfully asking for order, shall seek School Council approval for removal of the conflicted parties from the meeting, citing reasons for the request. This does not prevent the conflicted School Council member(s)/attendees from participating in future meetings of the School Council. The incident shall be recorded and submitted to the Superintendent within one week of the meeting, by the Principal. The School Council Chair/Co-Chair(s), in collaboration with the Principal, shall request that the

disputing member(s) participate in a private meeting, the purpose of which will be to arrive at a mutually acceptable resolution to the dispute. Such a meeting will be a private meeting and shall not be construed as a meeting of the School Council. The meeting will result in clear steps to be taken by each party to resolve the conflict. The Chairs/Co-Chair(s) will provide an update of the resolution at the next formal meeting of the School Council;

- if a resolution was not possible, the Chair/Co-Chairs(s) may call for a special meeting of the School Council to review the conflict/dispute and to explore options that may include suspension of the member/attendee.
2. Conflicts and disputes that occur within the School Council will be addressed using the following steps:
- the parties to a dispute must attempt to resolve the dispute between themselves within 5 days after the dispute has come to the attention of each party;
 - if the parties to the dispute are unable to resolve the dispute between themselves within the time required, any party to the dispute may start the conflict/dispute process by giving written notice to the relevant facilitator of the conflict outlining the parties to the dispute and the matters that are the subject of the dispute;
 - within 10 days after the facilitators have been given the notice, a meeting must be convened by the appropriate facilitator to consider and to determine the dispute;
 - the facilitator must give each party to the dispute, written notice of the meeting at least 3 days before the meeting is held.
3. The notice given to each party to the dispute must state:
- when and where the committee meeting is to be held; and
 - that the party may attend the meeting and will be given a reasonable opportunity to make written and/or oral submission to the committee about the dispute.
4. At the meeting at which a dispute is to be considered and determined, the facilitator must;
- give each party to the dispute a reasonable opportunity to make written and/or oral submission to the committee about the dispute;
 - give due consideration to any submissions;

- determine the dispute;
 - give each party to the dispute written notice of the committee's determination and the reasons for the determination, within 7 days after the committee meeting at which the determination is made;
 - a party to the dispute may, within 5 days after receiving notice of the committee's determination, give written notice to the facilitator accepting the recommended resolution or requesting the appointment of a mediator;
 - if a mediator is requested by one or more of the disputants, or the facilitator deems a mediator is required, the facilitator will secure a mediator and each party to the dispute is a party to the mediation;
 - the appropriate facilitator will secure a mediator who may be a Board official or independent party identified by the Board and be mutually agreed on by the parties involved in the dispute;
 - if a mediator is not supported by one of the disputants, another mediator will be secured;
 - if a disputant fails to participate in the mediation called by the facilitator, the disputant will adhere to all recommendations of the mediator.
5. The mediation process must entail the following:
- the parties to the mediation must attempt, in good faith, to settle the matter that is the subject of the mediation;
 - each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 3 days before the mediation takes place;
 - in conducting the mediation, the mediator must:
 - give each party to the mediation every opportunity to be heard; and
 - allow each party to the mediation to give due consideration to any written statement given by another party; and
 - ensure that natural justice is given to the parties to the mediation throughout the mediation process.

- the mediator cannot determine the matter that is the subject of the mediation;
- the mediation must be confidential and any information given at the mediation can be used in other proceedings that take place in relation to the matter that is the subject of the mediation;
- the costs of the mediation are to be paid by the party or parties who appointed the mediator;
- the recommendation of the mediator is final and cannot be appealed.

(C) Suspension of a School Council Member

1. If the School Council is unsuccessful in its attempt to resolve a conflict that is impacting the effective operation of the School Council or is impeding the safe and the healthy engagement of all members using the Conflict Resolution process and/or the Suspension Process or is unable to use either of the processes, the Principal, in consultation with the Superintendent or Executive Superintendent may suspend a member(s) of School Council who:
 - violates the school/School Council's or the Board's Code of Conduct, the Ontario Human Rights Policy and/or the LDSB's Equity and Inclusive Education Administrative Procedure and any other relevant policies and procedures of the school and of the Board;
 - chooses not to participate in a resolution meeting or a resolution mediation;
 - participated in a resolution meeting or a resolution mediation process but failed to change behaviour(s);
 - acts detrimental to the interests of the School Council.
2. Council may consider member suspension when:
 - the member's conduct or actions violate the school/School Council or Board Code of Conduct, the Ontario Human Rights Code and the LDSB's Equity and Inclusive Education Administrative Procedure and other relevant policies and procedures of the school and of the Board;
 - the members in a dispute choose not to participate in a resolution meeting or mediation;
 - the mediation process does not result in a change of behaviours;
 - the member's action is detrimental to the interests of the School Council.
3. Consideration of the suspension of a member shall take place by the School Council in a meeting separate from a regularly scheduled meeting. Said meeting requires a 75% quorum of

voting members, the majority are parents/caregivers of students in our school, not including the offending member.

The following procedures shall be used:

- the Chair/Co-Chairs(s) shall provide the member with direct written notice, given by email or hard copy, of consideration of suspension, including reasons, at least fourteen (14) days before the vote of the School Council;
 - the member may respond via written submission to the Chair/Co-Chair(s) within ten (10) days of receiving notification;
 - if written submissions are received, School Council will consider such submissions in arriving at a final decision. Said member may choose to make a short in-person response (as well as a written submission);
 - following the presentation of the member's written submission and/or oral presentation, School Council will debate the matter before voting via secret ballot. A 75% majority is required for suspension, the majority being parent/caregiver members of the School Council;
 - in suspensions related to parent/caregiver members, the Chair/Co-Chair(s) will notify the member in writing of the School Council's decision, including the length of suspension within five (5) days of the vote. For School Councils that meet a minimum of four (4) times per year, a member may be suspended for a maximum of 2 meetings. For those who meet more than four (4) times per year, a member may be suspended for a maximum of five (5) times per year;
 - in suspensions related to the Executive members of the School Council and Staff, the Principal will notify the member in writing of the School Council's decision, including the length of suspension within five (5) days of the vote;
 - a Principal cannot be suspended from the School Council of which they preside. Concerns with the Principal's behaviour should be raised with the Superintendent of Education.
4. If School Council is unsuccessful in its attempt to resolve a conflict that is impacting the effective operation of the School Council or is impeding the safe and the healthy engagement of all members using the Conflict Resolution Process and/or the Suspension Process, LDSB Staff (Principal, Superintendent or Executive Superintendent) may halt School Council operations (meetings, activities, fundraisers, etc.) to engage in a resolution process that cannot exceed 4 – 6 months.
 5. If the School Council is successful in its attempt to resolve a conflict using the Conflict Resolution process and/or the Suspension process, the Principal, Superintendent and/or Executive Superintendent may reinstate the School Council upon completion of the resolution process.

(D) Appeal

A member may appeal a suspension in writing, within 2 weeks of the suspension. The suspension appeal shall be presented to the School Council for review and decision. The suspension may be altered or rescinded only on a vote of 75% of all of the School Council members, the majority being parents/caregivers of the School Council, not including the suspended member. The School Council's decision shall be final and binding on the elected member, without any further right of appeal.

24. Annual Report

School Council will annually submit a written report of its activities to the Principal and to the Director of Education. The Principal will, on behalf of the School Council, give a copy of the report to every parent/caregiver of a student who is enrolled in the school, either by giving the report to the student for delivery to their parent/caregiver and/or posting the report in the school in a place that is visible to parents/caregivers and/or online. This should include a summary of activities and a financial report.

- (A) 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.
- (B) Section 23.(A) may be complied with by,
- (C) giving the report to the parent's child for delivery to his or her parent; and posting the report in the school in a location that is accessible to parents.

25. Board/Parent Consultation

In addition to its other obligations to solicit the views of school councils under the Act, every Board, through the Director of Education, shall solicit the views of the school councils established by the Board with respect to the following matters:

- (A) The establishment or amendment of administrative procedures and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including:
 - 1. procedures and guidelines established under subsection 302(1) of the Act, with respect of the conduct of persons in schools within the Board's jurisdiction;
 - 2. procedures and guidelines established under subsection 302(5) of the Act respecting appropriate dress for pupils in schools within the Board's jurisdiction;
 - 3. procedures and guidelines respecting the allocation of funding by the Board to school councils;
 - 4. procedures and guidelines respecting the fundraising activities of school councils;
 - 5. procedures and guidelines respecting conflict resolution processes for internal school council disputes; and
 - 6. procedures and guidelines respecting reimbursement by the Board of expenses incurred by

members and officers of school councils.

- (B) 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:
1. implementation plans for procedures and guidelines established under subsection 302(1) of the Act with respect to the conduct of persons in schools within the Board's jurisdiction; and
 2. implementation plans for procedures and guidelines established under subsection 302(5) of the Act respecting appropriate dress for pupils in schools within the Board's jurisdiction.
 3. Board action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communications of those plans to the public.
 4. The process and criteria applicable to the selection and placement of principals and vice-principals.

Section 25 does not limit the matters on which a Director of Education or Board may solicit views of school councils.

A school council shall consult with parents of pupils enrolled in the school about matters under consideration by the council.

26. Advisory Authority of School Councils

A school council may make recommendations to the principal of the school, the Director, or to the Board that established the school council on any matter. A school council may also liaise with Limestone District School Board through the School Council Liaison Committee (Parent Involvement Committee or PIC).

- (A) In addition to its responsibilities, each school council shall collaborate with the school principal and the Director of Education or designate(s) to:
1. Establish its constitution, by-laws or terms of reference and a procedure for election of members;
 2. Organize information, training and orientation sessions for members of the school council, as needed; and
 3. Promote the best interests of the school community.
- (B) The establishment of a school council should not preclude the formation of other supporting volunteer organizations within the school.
- (C) School councils may not be involved in issues relating to performance of individual staff members, as this is covered in collective agreements, administrative procedures, and legislation.

1. Individual members of the school council and school community shall deal directly with the staff member and/or the principal to resolve specific student/teacher issues.
- (D) The school council shall participate in the development of the School Profile.
- (E) The district recognizes that school council members are volunteers, and, as such, are covered by the Board's liability insurance as long as they are acting within the scope of their duties on behalf of the Board.

27. Advice to Director/Board and Duty to Respond

Advice to the Director of Education or to the Board through the Director can be provided through existing administrative procedures:

1. The school council can request that the principal bring its advice to the attention of the appropriate supervisory officer;
2. The school council can put its advice in writing to the Director or chair through the secretary of the Board (i.e. the Director);
3. The school council can request in writing an opportunity to make a presentation to the Board;
4. The school council can communicate directly with the Director or school trustee.
5. The Director or Board may seek advice from school councils on relevant topics.
6. The Director or Board shall consider each recommendation made by the school council and shall advise the council of the action taken in response to the recommendation.

28. School Council Liaison Committee (PIC)

Membership on one or more school councils does not preclude membership on the Parent Involvement Committee (PIC) at the Board level.

29. Code of Ethics

- (A) **A member shall** consider the best interests of all students, **and students before all others**
- (B) **A member shall** be guided by the school and the school board mission statements
- (C) **A member shall** act within the limits of the roles and responsibilities of a school council, as by the school's operating guidelines, the school board, and the Ontario Ministry of Education
- (D) **A member shall** maintain the highest standards of integrity
- (E) **A member shall** recognize and respect the personal integrity of each member of the school community
- (F) **A member shall** communicate respectfully with other members of the Council



- (G) **A member shall** encourage a positive environment in which individual contributions are encouraged and valued
- (H) **A member shall** respect the confidential nature of some school business and respect limitations this may place on the operation of the school council
- (I) **A member shall** not disclose confidential information
- (J) **A member shall** limit discussions at school council meetings to matters of concern to the school community as a whole
- (K) **A member shall** use established communication channels when questions or concerns arise
- (L) **A member shall** promote high standards of ethical practice within the school community
- (M) **A member shall** declare any conflict of interest
- (N) **A member shall** not accept any payment or benefit financially through school council involvement

30. By-Laws' Amendments

Council will review these By-Laws every one to two (1-2) years to ensure that they reflect the current makeup and the needs of the school community.

31. References

Education Act S. 302-303 Consider Views of School Councils

Ontario Regulation 298 S. 11 (12) to (20) Duties of Principal: School Council Ontario Regulation 612/00 School Councils

Ministry of Education Policy/Program Memorandum 122 Ministry of Education: School Councils: A Guide for Members

32. Effective Date and Revision History

(A) These By-Laws are effective and come into force as of September 1, 2026, the Effective Date.

(B) Revision History

1. Revised format and content April 29, 2025