



## SCHOOL COUNCILS

Responsibility:	<i>Director of Education</i>
Legal References:	<i>Education Act Reg. 612</i>
Related References:	<i>Administrative Procedure 4600 – School Accounts</i> <i>WRAPSC (Waterloo Region Assembly of Parent Student Councils) Charter – 2011</i> <i>PIC (Parent Involvement Committee) Terms of Reference - 2011</i>

### 1. Preamble

The procedures that follow provide guidelines and expectations pertaining to school councils, including principal's duties throughout the year.

### 2. General

School Councils are one of the partners in providing for the enhancement of educational opportunities for all Waterloo Region District School Board students. Discussion, consultation and collaboration among the partners contribute to the success of WRDSB students.

### 3. Guidelines

- 3.1 Consultation means to seek advice, to confer, to discuss or deliberate on the views and opinions held by others. According to the regulations governing School Councils, there are clear expectations for consultation to occur.
- 3.2 School Councils require a forum to advise and provide input on a variety of topics. Providing an opportunity on each School Council agenda would facilitate this process.
- 3.3 School Council chairs and principals require an effective method to communicate with each other on a regular basis.

### 4. Procedures

- 4.1 Ongoing a principal is required to:
  - 4.1.1 Advise and consult on all initiatives that relate to the improvement of student achievement;
  - 4.1.2 Advise and consult on all initiatives that enhance the accountability of the system to parents;
  - 4.1.3 Establish and publicize the process for consultation between Principal and School Council Chair with all School Council members;
  - 4.1.4 Provide feedback on recommendations of School Council to School Council;
  - 4.1.5 Assist the School Council Chair in developing a vehicle for feedback to the Chair outside of regular School Council meetings (e-mail, mailbox, drop box);
  - 4.1.6 Assist School Council to communicate all Council decisions to school community;
  - 4.1.7 Meet with School Council Chair to plan for the upcoming School Council meeting;
  - 4.1.8 Assist Chair in preparing and distributing School Council agenda one week prior to the meeting;
  - 4.1.9 Ensure current school year minutes are stored in School Council Binder;
  - 4.1.10 Ensure minutes and records of financial transactions are accessible to all parents in the school community and that parents are aware of the location of the materials;
  - 4.1.11 Ensure minutes are stored in school for four years;
  - 4.1.12 Ensure proper banking procedures are in place and follow all Board procedures.

- 4.2 Term 1 a principal is required to:
- 4.2.1 Send home previous year's Annual Report of School Councils to Parents in student registration packages (August or first week of September);
  - 4.2.2 Assist the election committee or previous Chair in organizing School Council elections and facilitate the distribution of election materials to the parents (August or first week of September);
  - 4.2.3 Hold the elections within 30 days after start of school;
  - 4.2.4 Assist in facilitating the elections of parent members and notifying parents of date, time, and location of the election a minimum of 14 days prior to the election;
  - 4.2.5 Facilitate the election of teacher representative and non-teacher representative;
  - 4.2.6 Hold the first School Council meeting within 35 days after the start of school;
  - 4.2.7 Publicize the names of School Council members after the election;
  - 4.2.8 Publicize the meeting dates, time and location after the first meeting.
- 4.3 Term 2 the principal is required to:
- 4.3.1 Consult with School Council and revise, if necessary, the following:
    - School Dress Code (Procedure 1330 and Policy 6010);
    - School Code of Conduct (Policy 6001);These decisions should be communicated with the community.
  - 4.3.2 Share school site plans with School Council;
  - 4.3.3 Communicate results of EQAO to School Council;
  - 4.3.4 Consult School Council on action plans for school improvement;
  - 4.3.5 Communicate improvement plans to School Council.
- 4.4 Term 3 the principal is required to:
- 4.4.1 Ensure the School Council prepares the Annual Report of School Councils to School Board;
  - 4.4.2 Share the report with the parent community;
  - 4.4.3 Facilitate the formation of an election committee for next school year (if necessary).