



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

901 - Catholic School Council

DIRECTIONAL POLICY

900 Parent Support and Relations

Title of Administrative Procedure:

Catholic School Council

Date Approved:

October 2024

Projected Review Date:

October 2029

Directional Policy Alignment:

This Administrative Procedure aligns with Directional Policy 900 – Parent Support and Relations.

Alignment with Multi-Year Strategic Plan:

This Administrative Procedure aligns with the Multi-Year Strategic Plan under the tenets of Believing and Nurturing. We are committed to working together, in our Catholic faith, to create welcoming, Christ-centered communities that foster safe, loving, and inclusive gathering places for all members of our Catholic school communities. We support the God-given dignity and worth of every person and work to create communities of faith, hope, and love.

[CDSBEO Strategic Plan 2020-2025](#)

Scope:

The Catholic District School Board of Eastern Ontario places significant importance on parental involvement in their children's education. Aligned with Catholic principles, we recognize parents as the primary educators and actively encourage their participation in Catholic School Councils. Parents are invited to engage in their children's Catholic education, reflecting Gospel values and the teachings of the Catholic Church, in alignment with the Board's mission and vision.

Purpose:

Catholic School Councils encourage active participation from parents and enhance the accountability of the education system. A Catholic School Council achieves its purpose by making recommendations in accordance with Regulation 612/00 of the Education Act to the principal of the school and the Board that established a council.

This Administrative Procedure is fulfilling the by-laws requirements as per Regulation 612/00 of the Education Act for each Catholic School Council of the board. Furthermore, each CSC may choose to implement their own respective by-laws which must be in accordance with this Administrative Procedure.

As a rule, consensus will be used in accordance with the Ministry of Education documents and will be based on:

- Justice and courtesy to all;
- One matter at a time;
- The views of the majority and
- The right of the minority to be heard.

Catholic School Councils shall not evaluate staff or address individual incidents which may arise within staff, students, and other members of the Catholic school community.

Responsibilities

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Community Relations Directional Policy.
- Seeking Catholic School Council feedback in policy review when appropriate.

The Director of Education is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Community Relations Directional Policy.
- Seeking Catholic School Council feedback in policy review when appropriate.

The Superintendent of Education responsible for CSC is responsible for:

- Inviting Catholic School Council chairpersons to participate in a board-wide system group to be known as the Parent Involvement Committee (PIC).
- Consulting and collaborating with Catholic School Councils (CSC) and PIC for the purpose of promoting Catholic education and organizing parent education opportunities.
- Serving as a resource person to the PIC and being responsible for maintaining communication with all Catholic School Councils.
- Providing 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 PIC members.
- Communicating the Board Strategic Plan and Catholic Board Improvement Planning for Student Achievement and Well-being to the Catholic School Councils.
- Consulting 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.

Principals and Vice-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 the **CDSBEO CSC: A Guide for Members** and the [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 CSC, the Board, and the school community.
- Providing information to the new CSC members.

Catholic School Councils are responsible for:

- Carrying out their responsibilities under Regulation 612 of the Education Act, as outlined in the **CDSBEO CSC: A Guide for Members** and [School Councils: A Guide for Members 2002](#), including:
 - a. Collaborating with the school principal to consult and communicate with parents.
 - b. Ensuring membership requirements are met.
 - c. Holding elections.
 - d. Setting goals and priorities.
 - e. Meeting regularly, fundraising, and financial accountability.
 - f. Submitting annual feedback to the school principal and to the Director or their designate.

Progress Indicators

Catholic School Council meetings will take place in all schools, a minimum of four times during the school year. Catholic School Councils will communicate effectively with their school communities, focus on student learning and the best interests of all students, and promote meaningful parental and community involvement and actively seek the views of their school communities.

Each school community will know the names of the parent representatives who were elected to the Catholic School Council each year. Names of the school council members will be communicated to the school community no later than thirty days following their election. This information may be posted on the school's website and in the school or may also be published in a school newsletter sent out after the elections. Approved Catholic School Council meeting minutes and agendas will be made available for examination by posting these on the school's website.

Definitions

- **Advisory Role:** Advisory role means representing and communicating the school community's views, providing advice to the principal and, where appropriate, the Board.
- **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.
- **Parent:** Parent means, throughout this document, a parent or guardian of a child/children enrolled in the school.
- **Parent Involvement Committee:** Supports, encourages, and enhances parent engagement at the board level to improve student achievement and well-being O. Reg 330/10, s. 6.
- **School Community:** A school community is made up of parents and guardians of children who are enrolled in the school, parent 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.

References

- **CDSBEO CSC: A Guide for Members**
- [O. Reg. 612/00: SCHOOL COUNCILS AND PARENT INVOLVEMENT COMMITTEES \(ontario.ca\)](#)
- [School Councils: A Guide for Members 2002](#)
- [O. Reg. 613/00: OPERATION OF SCHOOLS - GENERAL \(ontario.ca\)](#)