

Duke of Connaught School Council (SC) Bylaws (updated June 2021)

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A: Purpose

To work in partnership with the Principal and Parents to improve student achievement and well-being.

To engage the community and consult all stakeholders with the objective to enhance accountability of the education system.

To build a strong and thriving community, by bringing together families from all streams.

To commit to creating an inclusive community by working on dismantling inequities that include both systemic and individual discrimination, and creating a welcoming environment for all families and students.

B: Membership

The SC shall consist of a maximum of 12 elected parent members; one teacher representative, and one non-teacher staff representative who are selected by the school; the Principal (or Principal delegate, non voting); and one Community Representative (appointed).

1) SC Parent Members Composition:

The SC Members shall consist of the following Parent positions:

- 1) **Chair** - Required to have served on the SC previously, maximum of 2 members (Co-Chairs)
- 2) **Treasurer** - Required to have served on the SC previously, maximum 1 member
- 3) **Communications Team** - 1 Lead required, maximum of 3 members
- 4) **Ward Representative** - maximum 1 member
- 5) **Parent Representative(s)** - remaining members

2) SC Officers Composition:

The SC Officers shall be elected by the SC Members and shall consist of the following mandatory positions:

- 1) Chair
- 2) Treasurer
- 3) Communication Lead (1 from Communications Team)

These Council Officers shall be responsible for ensuring the accountability of the SC and all reporting duties as required by the Education Act, TDSB and these bylaws.

The remaining positions on SC shall be filled by consensus of the SC Members.

C: Election

1. **SC Members** – The election of the SC Parent positions shall be held annually in September for the SC Term starting October 1 to September 30 of the following year. The Principal shall, on behalf of the SC, issue written notice of the election of SC members not less than 14 days before the election. Elections shall be by ballot, if more than 12 interested parents submit a nomination form.
2. **Voting** – All parents of students currently enrolled at Duke of Connaught Jr & Sr PS (“Duke”) are eligible to vote for members of the SC.

3. **Eligibility** – Positions 1 through 5 outlined in Section B.1. are parent positions, meaning they can only be held by parents of students currently enrolled at Duke. TDSB employees who are Duke parents and who are not employed at Duke are eligible to run for these positions but are not eligible to be the Chair. A TDSB employee must declare that they work for the TDSB if they are running for a parent position on SC. Staff roles are selected by their corresponding employee group members and will be made known to the new SC by the Principal in time for their first meeting. The Community Representative is selected by the SC Members from candidates proposed by organizations within the school building (as of June 2021: Applegrove, Woodgreen and SH Armstrong). Candidates must be an employee of said organization(s).

4. **Vacancies** – in the event of a vacancy in the Officers positions, the SC members may select a replacement from the SC members. If SC is unable to fill the position or additional members are required then SC may advertise the opening and may appoint an eligible person for the remainder of the term.

D: General Meetings

1. **Notice of general SC Meetings** – the SC shall meet as needed for general meetings, open to the public, a minimum of 6 times a year, and the Chair(s) shall establish the dates for such meetings.

2. **Quorum of SC Members** – meetings shall not be held unless there is Quorum. Quorum is defined as “50%+1” of SC members, and the majority of the Quorum must be parent members.

3. **Decision-Making (for general meetings only)** – all items to be decided at a general meeting must be announced 5 days prior to the general meeting to allow time for consultation (via the agenda). Any decisions presented at a general meeting shall be voted by the SC Members (majority rule).

The Annual SC Budget (fundraising and expenditures) will be voted on by all parents in attendance at the general meeting when the budget is presented, prior to submission to the Principal.

4. **Agenda** – the agenda shall be prepared by the Chair(s) and distributed 5 days prior to the next meeting. Decision Items to be added to the agenda must be presented to the Chair(s) 10 days prior to the meeting for consideration and consultation, and only informational items may be part of the call for New Business at the start of each meeting.

5. **Minutes** – Minutes from all general meetings shall be issued publicly (digitally, with paper copy available on request) within 10 days of the meeting.

E: Committees & Sub-Committees

SC is required to have the following committees:

- 1) **Election Committee** - purpose is to recruit parents for SC and run the annual September election (ALL must be non SC members).
- 2) **Dismantling Inequities Committee** – purpose is to establish and execute plans of action to combat racism with a focus on creating an anti-racist environment through dismantling systemic inequalities and individual discrimination resulting from white supremacy and Canada’s colonial roots. This committee may form subcommittees to address specific issues that support the work of this committee.
- 3) **Budget Committee** - purpose is to create and maintain the annual budget. They will liaise with the Fundraising Committee, SC members and all stakeholders.
- 4) **Fundraising Committee** - purpose is to create the Fundraising plan and execute the plan. They will liaise with the Budget Committee, SC members and volunteers.

Each committee must have at least 1 SC member (exception being the Election Committee), but the remaining members may be non SC members.

SC may create other Ad hoc committees as required (same rule applies - 1 SC member per Committee, rest of members may be non SC).

All Committees and Sub-committees must record the minutes of their meetings and provide them to the SC Chair(s) within 5 days of the meeting, and maintain communication as needed with the SC members.

Committee and Sub-committee meetings must be open and accessible to the public.

F: Finances

- The SC shall have 2 signing officers: 1 Chair and 1 Treasurer.

- The SC must be self-supporting and shall hold as many fundraising events as necessary to carry out its activities and programs which support the Purpose of the SC.
- SC expenditures are to be incurred only in the furtherance of the Purpose of the SC.
- All SC expenditures shall be decided by the SC members (majority rule).
- The SC shall not borrow funds or enter into any financial commitment for which funds are not already in hand.
- The SC shall maintain bank accounts from which SC funds shall be deposited and from which payments by the SC shall be made. Cheques drawn on the bank account of the SC shall require the signature of the Chair and the Treasurer
- The SC shall house \$300 in the school safe for use as floats for SC activities. The float shall be deposited back into the SC bank account after the last SC activity in June.
- All revenue and expenditures are to be reported in the SC's annual Public Sector Accounting Board (PSAB) financial statement.
- A verification of the financial records shall be carried out annually by a TDSB appointed individual as part of the PSAB submission process.
- All monies collected by SC shall be discreetly counted in the presence of at least 1 SC member (excluding the Treasurer) and another parent, verified by the Treasurer and then secured in a locked location until it can be deposited into the SC bank account.

G: Remuneration

A person shall not receive any remuneration for serving as a member of the SC. Reimbursement for SC members, for out-of-pocket costs during performance of duties for SC activities, shall be made by the Treasurer with original receipt or self-declaration.

H: Conflict of Interest

1. A conflict of interest may be actual, perceived or potential.

2. SC members shall declare any conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the SC.
3. A member shall exclude themselves from discussions in which:
 - A conflict of interest is likely to result
 - The member's ability to carry out their duties and responsibilities as a member of SC may be jeopardized
 - The SC 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 SC provides to the principal or 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.

I: Conflict Resolution

- Every SC member will be given the opportunity to express their opinion on issues being discussed.
- Opinions will always be expressed in a respectful manner and the speaker will be allowed to speak without interruption.
- The Chair's responsibility is to clarify the statements made by all the speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.
- If no common ground can be identified, the Chair will seek to clarify preferences among all members before proceeding further.
- If all attempts at resolving the conflict have been exhausted without success, the Chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.

J: Amending SC Bylaws

SC is required to review the Bylaws every 4-5 years and change/update as needed. At the time of review or any other time an Amendment is required, the SC shall proceed as follows:

- 1) Commit the proposed changes in writing
- 2) Consult with the Principal, SC members and parent community
- 3) Present the proposed changes at a general meeting for consensus
- 4) SC members vote to accept or reject proposed changes.

Appendix A: Duties of SC Members

SC members are expected to fulfill their duties as outlined below and be in attendance at all SC meetings (minimum of 6 over the full school year). SC members are also expected to sit on at least one SC Committee, as necessary.

Chair: maximum 2 members (Co-Chairs)

- a) Manage SC meetings (arrange, prepare agendas and chair SC meetings)
- b) Ensure that minutes of SC meetings are accurately recorded, issued and maintained
- c) Ensure that the Annual Report is prepared, the School Statement of Needs (SSON) is submitted annually (work on the SSON can be done by non SC members) and the by-laws updated as needed, every 4-5 years.
- d) Facilitate conflict resolution
- e) Communicate with the Principal on behalf of the SC, respond to Parent concerns and ideas, and oversee the SC email
- f) Consult with Senior Board Staff and Trustees, as required, on behalf of the SC
- g) Review bank activity monthly
- h) Outgoing Chair should endeavour to ensure continuity during the transition to the new SC and refer them to the information package included in the Appendix of these bylaws.

Treasurer: maximum 1 member

- a) Act as custodian for SC funds and maintain proper records of all financial transactions including facilitating access to all financial records as required for the Chair(s) and Principal.
- b) Handle receipt and disbursement of SC monies (including acting as the final verification of monies collected during SC activities) and report bank balance and major transactions at each SC meeting.
- c) Prepare and arrange for verification of the SC's annual PSAB financial statement in September.
- d) Act as a Joint Signing Officer (along with the Chair).

Communications Team: maximum 3 members, including 1 Lead:

- a) Minutes from public SC meetings - record the minutes and make available publicly; and provide to the Chair within 5 days of the meeting.
- b) Manage the attendance sheet for public SC meetings
- c) Complete the Need to Read (NTR) – done weekly
- d) Website updates/maintenance
- e) Manage Social Media posts
- f) Outgoing Communications pass on codes and “how to” to new communication team

Parent Representative(s):

- a) Act as support person/community liaison with parents
- b) Obtain/solicit parent feedback and advocate on their behalf
- c) Increase parental involvement/engagement including volunteer recruitment
- d) Support SC events

Ward Rep: maximum 1 member

- a) Represent Duke SC at the Ward meetings and provide a verbal report at the general meetings and other times as needed.
- b) Liaise with the Trustee as required

Teaching, Non-Teaching Staff and Community Representative:

Represent their respective staff group or local community's perspectives and provide a link between the Duke SC and their respective groups.

Principal/VP Designates: Non voting position

Please refer to Section 5.6 of the Ontario Ministry of Education's School Councils: A Guide for Members, 2001 for specific details

Appendix B: Resources for SC

It is recommended that all SC members review the following – a digital copy of this complete documentation should be shared with all SC members each year (paper copies can be made available upon request).

1) **Duke SC Bylaws** that this appendix is a part of

2) **Duke SC website:** dukesac.ca

3) **Ministry of Education Guidebook for School Councils** – [Link](#)

www.tdsb.on.ca/Portals/0/community/docs/Ministry-of-Education-School-Councils-A-Guide-for-Members.pdf

4) **TDSB Website Resource for Councils:** Link to [Resources](#)

www.tdsb.on.ca/Community/How-to-Get-Involved/School-Councils

5) **Education Act, Section 612** – link here: [Education Act](#)

6) **PIAC Representatives** – link [TDSB PIAC](#) and current Ward 15 PIAC Rep

www.tdsb.on.ca/Community/How-to-Get-Involved/Advisory-Committees/Statutory-Advisory-Committees/Parent-Involvement-Advisory-Committee
[PIAC Website](#) - PIAC SC Toolkit, additional resources

7) **Trustee** – Ward 15 elected education official, Jennifer Story

email: jennifer.story@tdsb.on.ca

[Link](#) to her online resources for Councils

www.tdsb.on.ca/ward15/Ward-15/Resources-for-School-Councils

8) **Monthly checklist** of SC stuff to do – see following pages

[Link](#) to Monthly Checklist ([Link](#) to customizable Word version)

<https://www.tdsb.on.ca/Portals/ward15/docs/School%20Council%20Monthly%20Checklist.docx>

9) **Sample code of ethics** – see following pages. SC may wish to review and/or create their own each year to have a mutual understanding of a code of conduct.

Link to [Code of Ethics](#)

www.tdsb.on.ca/Portals/ward9/docs/9-Template%20%20School%20Council%20Code%20of%20Ethics.pdf

School Council Monthly Checklist

SEPTEMBER	To Do	✓
School Council Election planning	<ul style="list-style-type: none"> Meet with principal to plan election date, nomination forms, procedures, etc. (as per council by-laws) 	
	<ul style="list-style-type: none"> Send out election notices and SC info/welcome letter/package to parents 	
First SC meeting	<ul style="list-style-type: none"> Prepare agenda 	
	<ul style="list-style-type: none"> Hold elections within first 30 days of the school year 	
	<ul style="list-style-type: none"> Hire babysitters for meeting 	
	<ul style="list-style-type: none"> Set dates for SC meetings (may need to be done end of year in preparation for the next year) 	
	<ul style="list-style-type: none"> Principal should share EQAO results, any staffing updates/changes, school budget Good time to ask principal to share school profile 	
After SC elections	<ul style="list-style-type: none"> Update communications (SC website, bulletin board, newsletter, email, etc.) with new meeting dates and new council member list 	
	<ul style="list-style-type: none"> Ask principal to update chair name on school website (if required) Ask principal to set up TDSB school council email account access 	
	<ul style="list-style-type: none"> Contact new members and provide information or guidance they may need to begin working in their new role. Provide SC Guidebook, Reg 612, background info www.edu.gov.on.ca/eng/general/elemsec/council/council02.pdf 	
	<ul style="list-style-type: none"> Update financial signing authority 	
	<ul style="list-style-type: none"> Give meeting dates to babysitters and confirm availability 	
SC Email list sign-up	<ul style="list-style-type: none"> Get parent email addresses via sign-up form, CASL compliant sign-up sheet at curriculum night, or shared by principal (from school email list) 	
Parents Reaching Out (PRO) Grant	<ul style="list-style-type: none"> Email should be received if grant has been approved. List of approved grants will be posted online. 	

Ward Forums	<ul style="list-style-type: none"> ● Check with trustee for scheduled ward forum dates and share with parents. 	
Curriculum Night	<ul style="list-style-type: none"> ● Set up SC table to provide info to parents and have them sign-up for email list 	
PSAB	<ul style="list-style-type: none"> ● Complete form and submit to principal by due date (usually end of second week of September) 	
Budgeting	<ul style="list-style-type: none"> ● Check online school budget to see SC allocation (admin. & engagement). Use of these monies is to be a SC decision. 	
	<ul style="list-style-type: none"> ● Begin creating fundraising plan. 	
Police Record Checks (PRC)	<ul style="list-style-type: none"> ● Get PRCs for new regular, on-going volunteers submitted asap (process can take a while) 	
	<ul style="list-style-type: none"> ● Offense declaration completed for returning volunteers 	
School committees	<ul style="list-style-type: none"> ● Caring and Safe Schools team should be established by principal and include one parent. 	
	<ul style="list-style-type: none"> ● Check with principal to see if you need to solicit parent reps for other school committees e.g. SIP, Eco-schools, Mental Health, Budget, Staffing (elementary only) 	

Other happenings this month: Back-to-school BBQs, set-up milk program and special lunches (pizza, sub, etc.), Parks and Recreation registration for fall/winter programs (pass along dates to parents?)

OCTOBER	To Do	✓
School Council Insurance	<ul style="list-style-type: none"> Form and letter should be forwarded by principal and due by end of October. 	
School Statement of Needs	<ul style="list-style-type: none"> Form should be completed each year, indicating parent and student needs when/if a new principal needs to be hired. 	
School Improvement Plan	<ul style="list-style-type: none"> Created by a staff committee (which may include a parent rep) and should be shared and discussed with SC by principal. 	
High School Info Nights	<ul style="list-style-type: none"> Check for dates online (TDSB website) and share with parents. 	
Parent Involvement Advisory Committee (PIAC) French as a Second Language Advisory Committee (FSLAC)	<ul style="list-style-type: none"> PIAC rep elections should occur at the October Ward Forum if a new rep is required. Forward any information (from Trustee) about election to parents at your school. Parent reps for this board committee are also elected at the ward level 	
Specialized Programs	<ul style="list-style-type: none"> Pass along information about specialized program info nights and application processes e.g. Cyber Arts (Don Mill MS and Don Mills CI), Claude Watson School of the Arts (entry in grade 4) 	
SC Fundraising Plan	<ul style="list-style-type: none"> Plan includes expected fundraisers and spending. Ask principal for form. Due to board at the end of October. 	
	<ul style="list-style-type: none"> Principal should consult with SC about the school fundraising plan. 	
Movie License Renewal	<ul style="list-style-type: none"> If SC is planning a movie night, check with principal to make sure school license covers events outside school hours and find out which movies are covered. 	
Student Council	<ul style="list-style-type: none"> Invite newly elected Student Council rep (if applicable) to future SC meetings. 	
Staff reps for Council	<ul style="list-style-type: none"> Principal to request teaching & non-teaching reps for council membership 	
By-law review	<ul style="list-style-type: none"> Review, update school council by-laws, as needed 	
Goal setting	<ul style="list-style-type: none"> Plan your goals and budget for the year. Communicate plans with your parents 	

Other happenings this month: gifted testing begins, IEP's should be completed (maybe pass Special Education info/links to parents who are new to the process?) Somali Heritage Month, Islamic Heritage Month, Hispanic Heritage Month, Women's History Month

NOVEMBER	To Do	✓
Progress reports and Parent-Teacher Interviews	<ul style="list-style-type: none"> ● Pass along tip sheets to parents and/or links to find out more information about progress reports (TDSB or Ministry website). ● Good time to set up table to promote SC 	
PIAC parents conference	<ul style="list-style-type: none"> ● Free event for all TDSB parents, usually held on the second Saturday in November. Posters and information should be mailed to schools. Put up poster and pass along info to all parents. 	
Early French Immersion Program (SK start)	<ul style="list-style-type: none"> ● Check registration dates (TDSB website) and pass along to parents. Dates for 2015: online registration open Nov 2 – Dec 3 	
Transition to grade 9	<ul style="list-style-type: none"> ● Grade 8-9 transition information night should be set up in middle schools by principal. If not, council should request one. 	
	<ul style="list-style-type: none"> ● Invite high school SCs to attend transition info session to connect with parents who will be new to their school next year? 	
People for Education annual conference	<ul style="list-style-type: none"> ● Pass on info about this event http://www.peopleforeducation.ca/ ● N.B. this is not a free event 	

Other happenings this month: Planning winter events (Winterfest, potluck, etc.), Anti Bullying month, Aboriginal Education Month

DECEMBER	To Do	✓
French Immersion	<ul style="list-style-type: none"> Remind parents of online application due date For 2015: December 2 	

Other happenings this month: charity drives (food, coats, mittens, etc.), Winter Events (Winterfest, potluck, etc.), school concerts (bake sale, raffle?), school skating days (may need parent volunteers)

JANUARY	To Do	✓
Extended French and Late Immersion program	<ul style="list-style-type: none"> Check online (TDSB website) for registration dates and pass along info to parents. 	
Course selection & Post-secondary info	<ul style="list-style-type: none"> Invite Guidance Dept. to present to parents on course selection and post-secondary planning 	
Grade 9 EQAO testing	<ul style="list-style-type: none"> Required to graduate math test 	

Other happenings this month: Spring event planning (e.g. Fun Fair) Tamil Heritage Month

FEBRUARY	To Do	✓
PIAC Council Appreciation Event	<ul style="list-style-type: none"> Free event held each February. Decide which members will attend (two per school) and complete the online registration. Schools should receive invitation in January. 	
TDSB Excellence awards	<ul style="list-style-type: none"> Applications usually come out this month. Complete form if your SC wishes to nominate a staff member. 	
TDSB budget presentations	<ul style="list-style-type: none"> Attend sessions (at ward forum or community consultation – see TDSB website for dates and locations) to learn more about next year’s board budget. 	
Report Cards and Parent-Teacher interviews	<ul style="list-style-type: none"> Pass along info/links (e.g. from TDSB or Ministry website) to parents to help them understand report cards. Send out parent tips for interviews 	
Elementary Academies	<ul style="list-style-type: none"> Check TDSB website for registration information (e.g. Health & Wellness Academies at Rene Gordan PS and Donview MS) to pass to parents. 	
Kindergarten Registration	<ul style="list-style-type: none"> Provide SC info for registration info packet. Set up SC table to give out info and collect email addresses. 	
Staffing Committee	<ul style="list-style-type: none"> Elementary staffing models are developed at this time of year. Parents may be involved. 	

Other happenings this month: go over plans made earlier in year to make sure they are on track e.g. parent workshops/speakers are completed or booked, fundraising and budget are going as planned. Black History Month, Asian Heritage Month

MARCH	To Do	✓
PIAC-SEAC Special Education Conference	<ul style="list-style-type: none"> Free event for all parents, usually held last Saturday in March. Flyers should be sent to schools in Feb or early March. Pass info to parents. 	
OSAP (post secondary tuition assistance program)	<ul style="list-style-type: none"> Check for application info online (www.osap.gov.on.ca) to pass along to parents of students who will be graduating this year. 	
TDSB Long Term Program & Accommodation Strategy	<ul style="list-style-type: none"> Check TDSB website or contact your trustee for new report to see if any consultations re: school closings, program changes, etc. are scheduled for your school/ward. 	
EQAO Literacy testing	<ul style="list-style-type: none"> Ontario Secondary School Literacy Test (OSSLT) usually occurs in late March (gr. 10) Graduation requirement 	

Other happenings this month: Parks and Recreation spring/summer registration begins (pass along info to parents?) Greek Heritage Month

APRIL	To Do	✓
Open Houses – gifted, French programs (immersion/extended), gifted	<ul style="list-style-type: none"> Find out dates (usually in May) and plan to have council members attend to promote SC and get email addresses of new parents. 	
Staffing	<ul style="list-style-type: none"> Principals should have staffing numbers for next year and should share and discuss this with SCs. 	
EQAO	<ul style="list-style-type: none"> Grade 9 math (for second semester or full-year courses) and elementary (grades 3 & 6) EQAO testing occurs in late May/early June. Ask parents if they want an info night and ask principal to set one up if required. 	

Other happenings this month: planning for final spring events (e.g. graduations) Latin-America History Month, Sikh Heritage Month, Genocide Awareness Month

MAY	To Do	✓
Parents Reaching Out (PRO) Grant	<ul style="list-style-type: none"> Online application process begins. 	
Budgeting	<ul style="list-style-type: none"> Check budget to make sure all board and Ministry SC funding is spent before end of school year. These monies cannot be rolled over into next year's budget. Principal to share school budget forecast with council 	
Student Activity Fees	<ul style="list-style-type: none"> Principal should discuss next year's proposed student activity fees with the council 	
Summer School	<ul style="list-style-type: none"> Check TDSB website for information about summer school opportunities and pass along info to parents. 	
EQAO testing	<ul style="list-style-type: none"> Elementary math & literacy testing typically held now 	

Other happenings this month: EQAO testing (help provide breakfast, refreshments for students on testing days?), Play Day, plan staff appreciation event, Children/Youth Mental Health week, Jewish Heritage Month

JUNE	To Do	✓
PRO Grant	<ul style="list-style-type: none"> ● Make sure all funds are spent by year end (August 31) 	
	<ul style="list-style-type: none"> ● Complete online report back form 	
	<ul style="list-style-type: none"> ● Also submit a copy of the report to the Director's Office via the Parent and Community Engagement Office at outreach@tdsb.on.ca 	
New School Calendar	<ul style="list-style-type: none"> ● Next year's calendar (with PA Days and Holidays) should be posted online http://www.tdsb.on.ca/AboutUs/Calendar - use it for planning next year 	
Final Budgeting	<ul style="list-style-type: none"> ● Prepare for PSAB report (due in early September). 	
	<ul style="list-style-type: none"> ● Archive all financial files, bank statements, receipts, etc. (should be kept for 7 years) 	
Final Report	<ul style="list-style-type: none"> ● Prepare School Council Annual Report – as per Reg 612 (for SC files and copy to principal) which includes a list of all activities done by SC this year, reflections, future plans, etc. 	
Goals Evaluation	<ul style="list-style-type: none"> ● Send out survey to parents to find out what they thought about this year and what they'd like to see in future. 	
Planning for next year	<ul style="list-style-type: none"> ● Coordinate preparations for your Fall Welcome package ● Recruiting new parents ● Welcome BBQ 	

Other happenings this month: graduations (parents may coordinate refreshments, celebrations). Italian Heritage Month, Portuguese-speaking Heritage Month, PRIDE Month

TEMPLATE

***Duke* SCHOOL COUNCIL CODE OF ETHICS**

Duke School Council members will conduct themselves in accordance with the following code of ethics:

- A member shall consider the best interests of all students enrolled at *Duke* School.
- A member shall remember that they are representing the school population and not individual wants and desires.
- A member shall be guided by the school's and the school board's mission statements.
- A member shall act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education
- A member shall make themselves familiar with the school's policies and operating practices and act in accordance with them.
- A member shall maintain the highest standards of integrity.
- A member shall recognize and respect the personal integrity of each member of the school community.
- A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.
- A member shall encourage a positive environment in which individual contributions are encouraged and valued.
- A member shall acknowledge democratic principles and accept the consensus of the school community.
- A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the BSC.
- A member shall not disclose confidential information.
- A member shall use established communication channels when questions or concerns arise.
- A member shall promote high standards of ethical practice within the school community.
- A member shall declare any conflict of interest in accordance with the Conflict of Interest Bylaw.

- A member shall not accept any payment or benefit (monetary or in goods) as part of their School Council involvement.
- Social Media – *Duke* School Council Members shall refrain from the following:
 - a) Using any form of social media to speak negatively about any member of the school council, the school council as a whole, school council initiatives, *Duke* School,
 - b) Using any form of social media to represent the School Council in any manner other than those sanctioned by the School Council or the Principal.
 - c) Using the *Duke* School Council or its brand to promote their personal initiatives.

Appendix C: SC Election Guide & Materials

1) Guide “How to run SC Election” - Link to TDSB Resource on [Elections](https://www.tdsb.on.ca/Community/How-to-Get-Involved/School-Councils/Elections)
www.tdsb.on.ca/Community/How-to-Get-Involved/School-Councils/Elections

2) Schedule of Events for SC Election - see following pages

3) Copy of sample Ballot, Nomination Forms, Nomination Form Receipt - see following pages

Sample Schedule of Events in Planning for the School Council Election of Parent Representatives

May/June	<ul style="list-style-type: none"> ■ A committee is established to deal with the school council election of parent members.
Early to mid-June	<ul style="list-style-type: none"> ■ A plan is put in place to deal with how the school council election will occur. By the last council meeting of the school year, the date,* time, and location of the election are determined, as well as how the election will be advertised in the fall. A nomination form is also developed. ■ School council chairs must have the necessary information for the election to the principal well in advance of the election.
Mid-August	<ul style="list-style-type: none"> ■ In the welcome-back-to-school mailing, the principal includes parent-candidate nomination forms and information about the date by which nominations must be received at the school, who is eligible to stand for election, the date of the election, and other information about the election. This package must be in parents' hands at least fourteen days prior to the election.
Early September	<ul style="list-style-type: none"> ■ The principal posts school council election information in an area of the school that is easily accessible to parents. Good venues would be the bulletin board and the school website. ■ Parents return nomination forms to the school.
Early to mid-September	<ul style="list-style-type: none"> ■ A list of parent nominees with brief biographies is sent home or mailed out, with a reminder of the election date and information on the election process.
Mid- to end September	<ul style="list-style-type: none"> ■ The ballot box is prepared for the election of parent representatives, and arrangements are made for volunteers to help voters at the voting areas. ■ The election of the teacher, non-teacher, and student representatives may take place at the same time or shortly after the election of parent representatives.
Late September to early October	<ul style="list-style-type: none"> ■ The first meeting of the new school council takes place, and meeting dates, times, and locations for the upcoming year are determined. (The first meeting of the new school council must take place within thirty-five days of the start of school.) ■ The names of the new school council members are publicized to the school community within thirty days of the election, as are the dates, times, and locations of future meetings.
<p>* According to Ontario Regulation 612/00, section 4(4), the election must be held during the first thirty days of the school year on a date fixed by the school council chair or co-chairs after consulting with the school principal.</p>	

SCHOOL COUNCIL PARENT SELF-NOMINATION FORM

I wish to declare my candidacy for an elected position as a parent/guardian representative on the school council.

Name: _____

Address: _____

Home phone: _____ Business phone: _____

E-mail: _____

I am the parent/guardian of _____, who is currently registered at this school. *(name of student)*

I am an employee of the board.

yes no

Candidate's signature

Date

Please include a brief autobiography on the back of this form.

You will be notified when your nomination has been received.

Sample School Council Parent Candidate Nomination Form

SCHOOL COUNCIL PARENT CANDIDATE NOMINATION FORM

I wish to nominate _____ for an elected position as a parent/guardian representative on the school council.

Name: _____

Address: _____

Home phone: _____ Business phone: _____

E-mail: _____

I am the parent/guardian of _____, who is currently registered at this school.
(name of student)

_____ is the parent/guardian of _____,
(name of person nominated) (name of student)

who is currently registered at this school.

The person I have nominated is an employee of the board.

yes no

Nominator's signature

Date

Please include a brief biography of the candidate you have nominated on the back of or on a separate sheet attached to this form.

You will be notified when your nomination has been received.

Sample Nomination Form Receipt

NOMINATION FORM RECEIPT

The nomination form for parent/guardian representative on the school council for

_____ at _____
(parent nominee's name) *(school name)*

has been received by:

Name of principal or chair of the nominations committee

Date

Sample School Council Election Ballot

SCHOOL COUNCIL ELECTION BALLOT

Date: _____

School: _____

For: *Parent/guardian representatives* _____

Vote for no more than _____ candidates on this ballot.

Place an X in the box before the name(s) of the candidate(s) of your choice. Note that persons whose names are marked with an asterisk are employees of the school board.

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

[A similar ballot form could be used for teacher, non-teacher, and student elections.]