



Kawartha Pine Ridge District School Board

Administrative Regulation

Regulation Name: School Councils
Section: Board and Community

Regulation Code: B-6.1.1
Policy Code Reference: B-6.1

Established: DRAFT March 3, 2025
Revised or
Reviewed:

1. Objective

The objective of this regulation is to identify the roles and responsibilities of school councils, as prescribed in the Education Act and Ministry of Education (MOE) regulations. School councils are expected to operate within Board policies and procedures and comply with all relevant legislation, including the Education Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

2. Definitions

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board of Trustees

The elected governance branch of the Board.

Designate

A person authorized to carry out certain and specific tasks on behalf of another member, as appropriate.

Family of Schools

A group of schools consisting of one secondary school and the elementary schools that send graduated students to that secondary school. The family of schools is overseen by a superintendent of education who is responsible for providing advice and guidance to principals in carrying out their responsibilities.

Incorporated

The school council shall not be formed into a legal company or group of people authorized to act as a single entity and recognized as such by law.

MOE

Ministry of Education

Quorum

The minimum number of members necessary to conduct a meeting, which represents a simple majority of members.

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

School Community

The school community includes, but is not limited to, students, parents/guardians/caregivers/families, staff members and members of the local community.

Trustee

A person elected, acclaimed or appointed to the office of trustee of the Board pursuant to the provisions of the Education Act and the Municipal Elections Act, and a member of the Board of Trustees.

3. Application

This regulation applies to KPR staff and all members of the school community who are involved in school council.

4. Responsibility

4.1

The family of schools' superintendent, or designate, is responsible for providing advice and guidance to principals, or designates, in carrying out their responsibilities under this policy.

4.2

The principal of the school, or designate, shall perform the duties relating to school councils that are outlined within this policy and imposed on the principal by Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools – General).

4.3

Members of school councils are responsible for operating within Board policy and procedure, and all applicable legislation.

4.4

The Communications and Corporate Affairs area is responsible for the guidelines and directives within this administrative regulation.

5. Procedure

5.1 School Council Members – Roles and Responsibilities

5.1.1

A school council is a support and an advisory body to the principal to assist with improving learning for students and improving the school environment.

5.1.2

As a support group, a school council will provide advice to the school for implementation of program, communication of activities and promotion of the best interests of the school community, in consultation and co-operation with the principal.

5.1.3

As an advisory group, a school council may provide advice to the school principal and to the Board on any matter. This includes, but is not restricted to, the following:

5.1.3.1

School code of conduct.

5.1.3.2

Curriculum and program goals and priorities.

5.1.3.3

The responses of the school or Board to provincial and Board assessments.

5.1.3.4

School dress code.

5.1.3.5

Fundraising activities.

5.1.3.6

Preparation of the school profile.

5.1.3.7

The process and criteria applicable to the selection and placement of principals and vice-principals.

5.1.3.8

School budget priorities, including local capital-improvement plans.

5.1.3.9

School-community communication strategies.

5.1.3.10

Methods of reporting to parent(s)/guardian(s) and the community.

5.1.3.11

Extra-curricular activities.

5.1.3.12

School-based services and community partnerships related to social, health, recreational, and nutritional programs.

5.1.3.13

Community use of school facilities.

5.1.3.14

Local co-ordination of services for children and youth.

5.1.3.15

Development, implementation, and review of Board policies at the local level.

5.1.4

School councils shall focus on programs, policies, and procedures – not individual student or staff issues.

5.1.5

Each school council shall have its own constitution. The constitution shall have by-laws that address the areas of membership, quorum, governance, conflict resolution, election of officers, roles of officers and members, filling of vacancies, financial accountability, decision-making, purpose, scope of activities, communications, and proceedings in cases of conflict of interest.

5.1.5.1

The chairperson or co-chairpersons, as designated by school council constitution, shall be a member(s) who is also a parent/guardian, and shall be elected by the school council.

5.1.6

Each school council shall keep minutes of all its meetings and records of all of its financial records. The minutes and records shall be kept on file at the school for four years and made available, upon request, by any person, free-of-charge.

5.1.7

A school council shall not be incorporated.

5.1.8

All school councils shall:

5.1.8.1

Establish goals, priorities, procedures, and terms of membership (i.e., attendance required at meetings).

5.1.8.2

Organize information and training sessions as required, to enable members of a school council to develop skills as school council members.

5.1.8.3

Hold a minimum of four meetings per year (all meetings shall be open and accessible to the public).

5.1.8.4

Communicate regularly with parent(s)/guardian(s) and other members of the community to seek views and preferences with regard to matters being addressed by a school council, and to report on the activities of a school council to the school community.

5.1.8.5

Encourage parent(s)/guardian(s) to take an active role as partners, with schools, in their child(ren)'s education.

5.1.8.6

All school council agendas and minutes shall be posted at the school in a place that is accessible to parent(s)/guardian(s) and electronically (where available) on the school web site, and parent(s)/guardian(s) should be made aware of this practice through the school newsletter at the beginning of each year.

5.1.8.7

Promote the best interests of the school community.

5.1.8.8

Produce an annual report on its activities, including any fundraising activities, and submit it to the principal, and to the Board through the appropriate administrative officer.

5.1.8.9

Act in good faith.

5.2 School Council Voting

5.2.1

Each member of the school council (excluding the principal) is entitled to one vote in votes taken by the council or a committee of the school council.

5.3 School Council – Members Roles and Responsibilities

5.3.1

The Board recognizes the principal as the Board's representative at the school and responsible for decisions for the school under the Education Act and Regulations, Board policy and administrative regulations.

The principal of the school shall:

5.3.1.1

Attend all meetings unless unable to do so by reason of illness or other cause beyond the principal's control.

5.3.1.2

Facilitate the establishment of the school council and assist in its operation.

5.3.1.3

Support and promote the school council's activities.

5.3.1.4

Provide for the prompt distribution to each member of the school council, of any materials sent by the Ministry of Education for distribution to the school council, and post the material in the school in a location that is accessible by parent(s)/guardian(s).

5.3.1.5

Consider each recommendation made by the school council and advise the council of the action taken in response to the recommendation.

5.3.1.6

Seek input from the school council on the establishment or amendment of school policies and guidelines that relate to student achievement or to the accountability of the education system to parent(s)/guardian(s).

5.3.1.7

Seek input from the school council on the development of implementation plans for new education initiatives that relate to student achievement or to the accountability of the education system to parent(s)/guardian(s).

5.3.1.8

Seek input from the school council on school action plans for improvement, based on provincial assessment reports and the communication of those plans to the public.

5.3.1.9

Act as a resource on laws, regulations, Board policies, and collective agreements (i.e., Education Act, and Freedom of Information and Protection of Privacy Act).

5.3.1.10

Obtain and provide, where reasonable, information as required by the school council to enable it to make informed suggestions and advice.

5.3.1.11

Maintain on-going communication with the chairperson(s) of the school council.

5.3.1.12

At least fourteen days before the date of the election of parent/guardian members, give written notice of the date, time and location of the election to every parent/guardian of a student.

5.3.1.13

Ensure that copies of the minutes and financial activities of a school council are kept at the school and made accessible to the public.

5.3.1.14

Assist the school council in communicating with the school community.

5.3.1.15

Encourage the participation of trustees, parent(s)/guardian(s) from all groups, and of other people within the community.

5.3.1.16

Ensure that the school council follows Board policies and procedures.

5.3.1.17

Post a copy of the school council's annual report in a school location that is accessible to parents.

5.3.1.18

Act in good faith.

5.3.2

The chairperson(s) of the school council, who shall be a parent/guardian member of the school council and elected by the school council, shall:

5.3.2.1

Call school council meetings.

5.3.2.2

Prepare the agenda for school council meetings in collaboration with the principal.

5.3.2.3

Chair school council meetings.

5.3.2.4

Ensure that minutes of school council meetings and financial records are recorded and maintained.

5.3.2.5

Participate in information and training programs.

5.3.2.6

Maintain on-going communication with the school principal and local school trustee(s).

5.3.2.7

Consult with parent(s)/guardian(s) about matters under consideration by the school council by posting information for input in a school location accessible to parent(s)/guardian(s).

5.3.2.8

Consult with senior Board staff and trustees as outlined in this policy under School Council Members – Roles and Responsibilities.

5.3.2.9

Follow Board policies and administrative regulations.

5.3.2.10

Encourage community representation.

5.3.2.11

Ensure representation at school council association (regional school council) meetings.

5.3.2.12

The principal of the school may delegate any of the principal's powers or duties as a member of the school council to a vice-principal of the school.

5.3.2.13

Act in good faith.

5.3.3

The members of the school council shall:

5.3.3.1

Attend and participate in school council meetings.

5.3.3.2

Participate in information and training programs as needed.

5.3.3.3

Act as a link between the school council and the community.

5.3.3.4

Welcome the participation of parent(s)/guardian(s) from all groups and of other people within the community.

5.3.3.5

Follow Board policies and procedures and comply with applicable legislation.

5.3.3.6

Act in good faith.

5.4 School Council Committees

5.4.1

A school council may, in accordance with its by-laws, establish committees to make recommendations to the council.

5.4.2

Every committee of a school council must include at least one parent/guardian member of the council.

5.4.3

A committee of a school council may include persons who are not members of the council.

6. Related Policies, Administrative Regulations or Procedural Documents

Board Policies:

[B-3.2, Equity, Diversity and Inclusion](#)

B-6.1 Regional School Councils (to be updated)

B-6.2, Regional School Councils' Associations (to be updated and hyperlinked)

7. Reference Documents

Legislation:

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Regulation 298 of the Revised Regulations of Ontario, 1990 \(Operation of Schools – General\)](#)

[Ontario Regulation 612/00, School Councils](#)