

CATHOLIC EDUCATION AND LIVING OUR CATHOLIC VALUES SUB-COMMITTEE MEETING Public Session

AGENDA
September 25, 2019

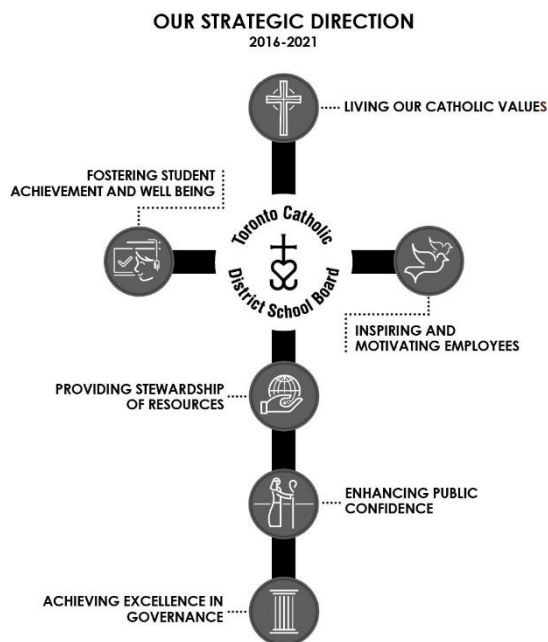
Teresa Lubinski, Chair

Garry Tanuan, Vice-Chair

Nancy Crawford

Michael Del Grande
Ex-Officio

Maria Rizzo
Ex-Officio



MISSION

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

VISION

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293
Assistant Recording Secretary: TBC, 416-222-8282 Ext. 2298

Rory McGuckin
Director of Education

Maria Rizzo
Chair of the Board

OUR MISSION

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**AGENDA
REGULAR MEETING
OF THE
CATHOLIC EDUCATION AND LIVING OUR CATHOLIC VALUES SUB-COMMITTEE
PUBLIC SESSION**

Wednesday, September 25, 2019

5:00 P.M.

Pages

1. Call to Order
2. Memorials and Opening Prayer
3. Roll Call & Apologies
4. Approval of the Agenda
5. Notices of Motions
6. Declarations of Interest
7. Approval and Signing of Minutes of the Previous Meeting Held August 29, 2019 1 - 10
8. Presentations
9. Delegations
10. Consideration of Motions for which previous notice has been given
11. Unfinished Business from Previous Meetings
 - 11.a Emily Price and Shania Nigili on behalf of Campaign Life Coalition

Youth (on behalf of Bob Shirley) regarding Unplanned Movie - Verbal Discussions on Movie Review and Sharing with Secondary Schools

- 11.b Forging Potential External Partnerships with Strong Faith-based Organizations to enhance Catholic Faith and Morals in our Board and School Communities - Verbal Update from Trustee Tanuan**
- 11.c Items 11e) to 11m) and 15a) to 15d) dealing with the Code of Conduct Policy S.S.09 as per the August 29, 2019 Agenda**
 - 11e) Mary Laframboise regarding Inclusion of Persons**
 - 11f) Paolo De Buono regarding Improving Inclusiveness for the Toronto Catholic District School Board's (TCDSB's) Lesbian, Gay, Bisexual and Transgender (LGBT) Students**
 - 11g) Iola Fortino regarding adding Gender Identity, Gender Expression, Marital Status and Family Status to the list of Prohibited Grounds of Discrimination in Code of Conduct**
 - 11i) Ina Rocha regarding Changes to the Code of Conduct Policy**
 - 11j) Elio Freitas regarding changes to the Code of Conduct Policy**
 - 11l) TCDSB Policies Related to Code of Conduct**
 - 15a) Vatican Paper 2019: 'Male and Female He Created Them'. Towards a Path of Dialogue on the Issue of Gender Theory in Education.**
 - 15b) Gender-Ideology: Select-Teaching-Resources**
 - 15c) Speaking the Truth in Love: Pastoral Guidelines for Educators Concerning Students Experiencing Gender Incongruence**
 - 15d) The Human Person, Love and Sexuality: Education Commission of the Assembly of Catholic Bishops of Ontario**

12. Matters referred/deferred from Committees/Board

- 12.a Code of Conduct Policy S.S.09** **11 - 18**
- 12.b From the Governance and Policy Committee: Update to Bullying** **19 - 47**

Prevention and Intervention Policy S.S.11)

- 12.c From the Regular Board: Letter from Renu Mandhane, Ontario Human Rights Chief Commissioner, regarding Including Gender Identity, Gender Expression, Family Status and Marital Status in the Toronto Catholic District School Board's Code of Conduct Policy**

13. Reports of Officials for the Information of the Board of Trustees

- 13.a Verbal Update regarding the Delegation at Student Achievement Committee - May 28, 2019**

14. Reports Requiring Action of the Board of Trustees

15. Listing of Communications

16. Inquiries and Miscellaneous

- 16.a Meaning of Inclusivity**

- 16.b CSPP Policy S.10 - Requirement of the Chair to be Catholic**

48 - 92

17. Updating of Pending Items List

18. Closing Prayer

19. Adjournment

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through witness, faith, innovation and action.*



MINUTES OF THE CATHOLIC EDUCATION AND LIVING OUR CATHOLIC VALUES SUB-COMMITTEE MEETING

PUBLIC SESSION

THURSDAY, AUGUST 29, 2019

Trustees:

G. Tanuan, Acting Chair
M. Del Grande
T. Lubinski

Staff:

R. McGuckin
P. Matthews
M. Caccamo
N. D'Avella
P. De Cock
L. Di Marco
C. Fernandez
S. Vlahos
N. Adragna

S. Harris, Recording Secretary

A. Finniss, Acting Assistant Recording Secretary

External Members:

Fr. P. Turrone, Newman Centre, University of Toronto
N. Milanetti, Ontario Catholic School Trustees'
Association (OCSTA)

3. Roll Call and Apologies

Apologies were extended on behalf of Trustees Crawford and Rizzo.

4. Approval of the Agenda

MOVED by Trustee Lubinski, seconded by Del Grande, that the Agenda, as amended to include Item 9b) Delegation: Emily Price and Shania Nigli regarding Campaign Life Coalition Youth and Movie *Unplanned*, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Del Grande

Lubinski

Tanuan

The Motion was declared

CARRIED

6. Declarations of Interest

There were none.

7. Approval and Signing of Minutes of the Previous Meeting

MOVED by Trustee Lubinski, seconded by Trustee Del Grande, that the Minutes of the Meeting held June 11, 2019 be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Del Grande
Lubinski
Tanuan

The Motion was declared

CARRIED

9. Delegations; and

15. Listing of Communications

The Chair declared a five-minute recess at 1:19 pm.

The meeting resumed at 1:25 pm. with Trustee Tanuan in the Chair.

Attendance list remained unchanged.

MOVED by Trustee Lubinski, seconded by Trustee Del Grande, that Item 9a) be adopted as follows:

9a) Paolo De Buono regarding the Impact of Not Including All Groups in the Code of Conduct received and referred to staff to review the video of the May 28, 2019 Student Achievement and Well Being, and Human Resources Committee meeting.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Del Grande
Lubinski
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Lubinski, seconded by Trustee Del Grande, that Items 9b) and 15e) be adopted as follows:

9b) Emily Price and Shania Nigli regarding Campaign Life Coalition Youth and Movie *Unplanned*; and

15e) Movie *Unplanned – For Discussion* received and referred to staff for an opportunity for that movie to be shown in our secondary schools.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Del Grande
Lubinski
Tanuan

The Motion was declared

CARRIED

11. Unfinished Business from Previous Meetings; and

15. Listing of Communications

MOVED by Trustee Lubinski, seconded by Trustee Del Grande, that Item 11a) be adopted as follows:

11a) Forging Potential External Partnerships with Strong Faith-based Organizations to enhance Catholic Faith and Morals in our Board and School Communities that staff make contact electronically with strong faith-based organizations to advise them that we will forward them our Agendas and that they can bring feedback and comments to this sub-committee.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Del Grande
Lubinski
Tanuan

The Motion was declared

CARRIED

Trustee Tanuan relinquished the Chair to Trustee Lubinski.

MOVED by Trustee Tanuan, seconded by Trustee Del Grande, that Item 11b) be adopted as follows:

- 11b) Procedure to Review Minutes and Motion Direction** received and referred to staff for action, as discussed.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Del Grande
Lubinski
Tanuan

The Motion was declared

CARRIED

Trustee Tanuan reassumed the Chair.

MOVED by Trustee Del Grande, seconded by Trustee Lubinski, that Item 11c) be adopted as follows:

- 11c) Whistleblower Policy A.39 and Operational Procedure 11c)** received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Del Grande
Lubinski

Tanuan

The Motion was declared

CARRIED

Trustee Tanuan relinquished the Chair to Trustee Lubinski.

MOVED by Trustee Tanuan, seconded by Trustee Del Grande, that Item 11d) be adopted as follows:

11d) Whistleblower Procedures and Guidelines for Students, Parents, Staff, Stakeholders on Issues Concerning our Catholic Faith, Values, and Morals that the Sub-Committee recommend to the Student Achievement and Well Being, and Human Resources Committee that the Board receive a trial demonstration of the software from staff or third party contractor at an established workshop

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Del Grande
Lubinski
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Tanuan, seconded by Trustee Del Grande, that Items 11e) to 11n) and 15a) to 15d) be adopted as follows:

- 11e) Mary Laframboise regarding Inclusion of Persons** received and referred to staff that all inputs received to date be considered in regard to the Code of Conduct and related policies, including the Archdiocese language provided as follows:
- 1) Value and respect the teachings of Catholic Church; and
 - 2) Respect and treat others fairly, as children of God, created in the image and likeness of God, of infinite dignity and worth;
- 11f) Paolo De Buono regarding Improving Inclusiveness for the Toronto Catholic District School Board's (TCDSB's) Lesbian, Gay, Bisexual and Transgender (LGBT) Students** refer 11e);
- 11g) Emily De Decker regarding Code of Conduct wording on Respect** refer 11e);
- 11h) Iola Fortino regarding adding Gender Identity, Gender Expression, Marital Status and Family Status to the list of Prohibited Grounds of Discrimination in Code of Conduct** refer 11e);
- 11i) Ina Rocha regarding Changes to the Code of Conduct Policy** refer 11e);
- 11j) Elio Freitas regarding changes to the Code of Conduct Policy** refer 11e);
- 11k) Code of Conduct Policy S.S.09** refer 11e);
- 11l) TCDSB Policies Related to Code of Conduct** refer 11e);
- 11m) From the Governance and Policy Committee: Update to Bullying Prevention and Intervention Policy (S.S.11)** refer 11e);

- 11n) **Mary Laframboise regarding Inclusion of Persons – Submission** refer 11e);
- 15a) **Vatican Paper 2019: 'Male and Female He Created Them'. Towards a Path of Dialogue on the Issue of Gender Theory in Education** refer 11e);
- 15b) **Gender-Ideology: Select-Teaching-Resources** refer 11e);
- 15c) **Speaking the Truth in Love: Pastoral Guidelines for Educators Concerning Students Experiencing Gender Incongruence** refer 11e); and
- 15d) **The Human Person, Love and Sexuality: Education Commission of the Assembly of Catholic Bishops of Ontario** refer 11e).

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Del Grande
Lubinski
Tanuan

The Motion was declared

CARRIED

19. Adjournment

Trustee Tanuan reassumed the Chair.

MOVED by Trustee Lubinski, seconded by Trustee Del Grande, that the meeting be adjourned.-

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Del Grande
Lubinski
Tanuan

The Motion was declared

CARRIED

Next Meeting

Wednesday, September 25, 2019, 5:00 pm.

SECRETARY

CHAIR



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: Code of Conduct

POLICY NO: S.S.09

Date Approved:

November 7, 2013

Date of Next Review:

November, 2016

Dates of Amendments:**Cross References:**

- Education Act Part XIII, Behaviour, Discipline and Safety
- Program/Policy Memorandum 128, 2012 *The Provincial Code of Conduct and School Board Codes of Conduct*
- O. Reg. 472/07 Behaviour, Discipline and Safety of Pupils
- Police/School Board Protocol (~~Revised 2013~~)
- S.S.04: ~~Access to School Premises and Trespass~~ **Access to Students in Schools**
- **S.S.14: Trespass**
- ~~S.S.05: Expulsions~~ **S.S.01 – Suspension and Expulsion**
- ~~S.S.06: Suspensions~~
- S.S.10: Progressive Discipline
- S.S.11: Bullying Prevention and Intervention
- T. 07: Community Engagement

Appendix

- Appendix A: TCDSB Code of Conduct S.S.09 Guidelines
- Appendix B: Toronto Police/School Board Protocol

Purpose:

This Policy affirms that all students, parents, and teachers and other school staff have the right to be safe, and to feel safe, in their school community. The purpose of this Policy is to set out how schools will implement and enforce the provincial Code of Conduct and all other rules related to the provincial standards that promote and support respect, civility, responsible citizenship, safety and well-being for all individuals at TCDSB facilities for educational or other activities.



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: Code of Conduct

POLICY NO: S.S.09

Scope and Responsibility:

This Policy extends to all individuals or organizations engaged in education or other activities while in schools of the Toronto Catholic District School Board. The Director of Education, supported by the Superintendent of Safe Schools and school principals, is responsible for this policy.

Alignment with MYSP:

Living Our Catholic values

Fostering Student Achievement and Well-Being

Achieving Excellence in Governance

Inspiring and Motivating Employees

Strengthening Public Confidence

Financial Impact:

Generally, there is no significant financial impact on the TCDSB.

Legal Impact:

~~The Education Act requires school boards and all schools of a board to develop a Code of Conduct that contains clearly articulated standards of behaviour, and outlines what responsibilities are held by stakeholders to promote a safe and accepting school climate.~~



POLICY SECTION: SAFE SCHOOLS
SUB-SECTION:
POLICY NAME: Code of Conduct
POLICY NO: S.S.09

Policy:

The Toronto Catholic District School Board is committed to ensuring that schools be an example of Christian Community that promote, maintain, and encourage responsibility, respect, civility, equity, inclusivity, academic excellence and well-being in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable and accepted, and is supported through a whole school approach. The Code of Conduct for all schools of the TCDSB will be based on the Board's Code of Conduct, allowing for some local standards of behaviour consistent with input from students, parents, staff members and other community members in the school community.

Regulations:

1. The TCDSB Code of Conduct is consistent with the provincial Code of Conduct and clearly sets out the standards of behaviour for all members of the school community including: but not limited to, students, parents, volunteers, teachers and other staff members, board staff, trustees, visitors, third-party service providers and permit holders while on board premises **or at school-related activities.** (Appendix A) **The TCDSB code of conduct is also applicable to all members of the school community for behaviour occurring off school premises or outside of school hours that negatively impacts school climate.**



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: Code of Conduct

POLICY NO: S.S.09

~~The Code of Conduct applies to all students while at school, on school buses, at school-related activities, or in other circumstances that could have an impact on the school climate.~~

2. Each school's **code of conduct** will clearly ~~set out~~ **describe** ~~what is~~ acceptable and ~~what is~~ unacceptable behavior for all members of the elementary, secondary and **continuing** education school communities, referencing students, parents, staff members, board staff, **trustees**, visitors, volunteers, third-party service providers, permit holders, and other members of the community.
3. ~~All TCDSB employees who work directly with students must respond to any student behavior that is contrary to the Code of Conduct and likely to have a negative impact on the school climate.~~

Board employees who work directly with students – including administrators, teachers and other school staff – must respond to any student behaviour that is likely to have a negative impact on school climate if it is safe to do so. If the board employees feel it is not safe to respond, they are expected to verbally inform the principal as soon as possible.

4. ~~All TCDSB employees who become aware that a student, registered in a TCDSB school may have engaged in a serious incident shall report the matter to the principal as soon as reasonably possible. The Safe Schools Reporting Form Part~~



POLICY SECTION: SAFE SCHOOLS

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POLICY NAME: Code of Conduct

POLICY NO: S.S.09

~~I must be completed by the employee and submitted to the principal by the end of the school day.~~

Any board employee who becomes aware that a pupil student at a school of the board may have engaged in a serious student incident for which the pupil may be suspended or expelled shall report the matter to the principal as soon as reasonably possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day using the Safe Schools Incident Reporting Form - Part I. In cases where an immediate action is required, a verbal report to the principal may be made and the written report must be made when it is safe to do so. In addition to board employees, school bus drivers, early childhood educators and other staff in board-operated extended-day programs, employees and contractors of third-party operators, and other individuals who are not employees of the board and come into direct contact with pupils on a regular basis are subject to these same reporting requirements.

5. The Code of Conduct at each school of the TCDSB will be reviewed annually. In developing and reviewing the local standards of behaviour, the principal shall take into consideration the views of the Catholic School ~~Advisory Council~~ **Parent Council (CSPC)** and additionally should seek input from students, staff, parents and other members of the school community.
6. The Code of Conduct will be communicated to the school's community annually.



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: Code of Conduct

POLICY NO: S.S.09

7. ~~In the situation~~ Where the TCDSB enters into agreement with a third party with respect to rental of school space, or any individual or organization respecting the permitted use of a school and/or premises operated by the Board, the standards of behaviour consistent with the Board's Code of Conduct must be followed.
8. The TCDSB will collaborate with the other district school boards in the city of Toronto and Toronto Police Services to review and revise the mandatory Police/School Board Protocol. The Protocol defines the working relationship and appropriate responses to incidents where police involvement ~~of intervention~~ is requested or required in relation to school related incidents. (~~Appendix B~~)
9. The TCDSB will collaborate with other district school boards, Toronto Police Services and community organizations to provide coordinated prevention and intervention programs and services in support of safe and respectful school communities.
10. The Board will conduct a thorough review of its Code of Conduct every three (3) years by consulting with Catholic School Advisory Councils of the Board and other stakeholders.

Definitions:

Police/School Board Protocol

This protocol has been developed by the four publicly funded district school boards operating within the city of Toronto and Toronto Police Service with the clear purpose of supporting schools as safe, caring, inclusive and accepting places for



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: Code of Conduct

POLICY NO: S.S.09

learning and teaching. The Protocol clearly outlines the roles and responsibilities of school officials and police officers in situations where the police are present at school for a school related incident or in other situations.

Safe and Accepting School Teams

Each school must have in place a Safe and Accepting Schools Team responsible for fostering a safe, inclusive and accepting school climate. The team must include at least one parent, one teacher, one non-teaching staff member, one community partner, and the principal. The team should include at least one student. The Chairperson of this team must be a staff member.

At TCDSB, members of the Safe and Accepting School Teams will have opportunities to meet, provide input into discussions, review data from the student surveys, and provide advice to the principal about school safety and Ministry of Education initiatives related to school climate and safety.

School Climate

The learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions.

Third-Party Service Provider



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: Code of Conduct

POLICY NO: S.S.09

Any organization, not internal to a school board, that provides services for the TCDSB. Some examples include: regulated health professionals, bus companies, cafeteria operators, etc.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. Anonymous Safe School Climate surveys administered to representative groups of TCDSB students and parents.
2. The Safe and Accepting Schools Team at each school will annually review safe schools data to assess the effectiveness of the school's Code of Conduct and inform of any changes required.



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: Bullying Prevention and Intervention

POLICY NO: S.S. 11

Date Approved: January 23, 2008	Date of Next Review: September 2018	Dates of Amendments: April 4, 2013 September 5, 2013 November 19, 2015- Board
<p>Cross References:</p> <ul style="list-style-type: none"> • Education Act Part XIII, Behaviour, Discipline and Safety • Program/Policy Memorandum 144, 2012 Bullying Prevention and Intervention • Program/Policy Memorandum 145, 2012 Progressive Discipline and Promoting Positive Student Behaviour • Program/Policy Memorandum 128, The Provincial Code of Conduct and School Board Codes of Conduct • Policy/Program Memorandum 149, 2009 Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Services Professionals, and Paraprofessionals • The Ontario Human Rights Code – Prohibited Grounds of Discrimination • H.M. 24 Catholic Equity and Inclusive Education Policy • S.S. 09 Code of Conduct Policy • S.S. 01 Suspension and Expulsion Policy • S.S. 10 Progressive Discipline Policy 		
Appendix A: Investigation and Reporting of Student Bully Behaviours		

Purpose:

This Policy affirms the need for students to feel safe, **included and welcomed** at school. A whole-school approach is required to raise awareness about inclusion, respect and bullying behaviours in order to provide strategies to intervene and prevent bullying for the ~~target~~ **victim**, the witnesses and bystanders, as well as the ~~perpetrator of~~ **student who engages in** bullying behaviours.



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: Bullying Prevention and Intervention

POLICY NO: S.S. 11

Date Approved:

January 23, 2008

Date of Next Review:

September 2018

Dates of Amendments:

April 4, 2013

September 5, 2013

November 19, 2015- Board

Cross References:

- Education Act Part XIII, Behaviour, Discipline and Safety
- Program/Policy Memorandum 144, 2012 Bullying Prevention and Intervention
- Program/Policy Memorandum 145, 2012 Progressive Discipline and Promoting Positive Student Behaviour
- **Program/Policy Memorandum 128, The Provincial Code of Conduct and School Board Codes of Conduct**
- Policy/Program Memorandum 149, 2009 Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Services Professionals, and Paraprofessionals
- **The Ontario Human Rights Code – Prohibited Grounds of Discrimination**
- **H.M. 24 Catholic Equity and Inclusive Education Policy**
- S.S. 09 Code of Conduct Policy
- **S.S. 01 Suspension and Expulsion Policy**
- **S.S. 10 Progressive Discipline Policy**

Appendix A: Investigation and Reporting of Student Bully Behaviours**Purpose:**

This Policy affirms the need for students to feel safe, **included and welcomed** at school. A whole-school approach is required to raise awareness about inclusion, respect and bullying behaviours in order to provide strategies to intervene and prevent bullying for the ~~target~~ **victim**, the witnesses and bystanders, as well as the ~~perpetrator of~~ **student who engages in** bullying behaviours.



POLICY SECTION: SAFE SCHOOLS

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Date Approved:

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September 2018

Dates of Amendments:

April 4, 2013

September 5, 2013

November 19, 2015- Board

Cross References:

- Education Act Part XIII, Behaviour, Discipline and Safety
- Program/Policy Memorandum 144, 2012 Bullying Prevention and Intervention
- Program/Policy Memorandum 145, 2012 Progressive Discipline and Promoting Positive Student Behaviour
- **Program/Policy Memorandum 128, The Provincial Code of Conduct and School Board Codes of Conduct**
- Policy/Program Memorandum 149, 2009 Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Services Professionals, and Paraprofessionals
- **The Ontario Human Rights Code – Prohibited Grounds of Discrimination**
- **H.M. 24 Catholic Equity and Inclusive Education Policy**
- S.S. 09 Code of Conduct Policy
- **S.S. 01 Suspension and Expulsion Policy**
- **S.S. 10 Progressive Discipline Policy**

Appendix A: Investigation and Reporting of Student Bully Behaviours**Purpose:**

This Policy affirms the need for students to feel safe, **included and welcomed** at school. A whole-school approach is required to raise awareness about inclusion, respect and bullying behaviours in order to provide strategies to intervene and prevent bullying for the ~~target~~ **victim**, the witnesses and bystanders, as well as the ~~perpetrator of~~ **student who engages in** bullying behaviours.



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: Bullying Prevention and Intervention

POLICY NO: S.S. 11

A safe and positive learning environment is essential for student achievement and well-being, **and to** supporting students to reach their full potential.

Scope and Responsibility:

The policy extends to all students of the TCDSB and assigns specific duties to principals and employees of the board to ensure compliance with the policy and legislation. The Director of Education, the Superintendent of Safe Schools, and school Principals are responsible for this policy.

Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Financial Impact:

~~The TCDSB Safe Schools Department provides professional learning for TCDSB staff, students and parents in a variety of ways. There would also be costs associated with services provided by external agencies~~

Legal Impact:

~~The Education Act requires school boards to develop goals for promoting a positive school climate that is inclusive and accepting of all students and for promoting the prevention of bullying. There may be liability that is associated with failure to provide appropriate prevention and intervention strategies to address bullying behaviours occurring at schools.~~



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: Bullying Prevention and Intervention

POLICY NO: S.S. 11

Policy:

The Toronto Catholic District School Board is committed to providing safe, healthy, inclusive, equitable and Christ-centered learning environments that support student achievement and well-being. Bullying adversely affects a student's **well-being and** ability to learn. **Bullying also** ~~and~~ adversely affects the school climate, including healthy relationships. Bullying behaviour will not be accepted on school property, at school-related activities, on school buses, or in other circumstances **(e.g. online)**. ~~where engaging in Bullying behaviours that will have an impact on the school climate,~~ **including incidents occurring off school property and outside school hours, will not be accepted.** Bullying behaviours presented by students will be investigated and addressed promptly by the principal, and supports will be provided for the target(s) of bullying behaviours, the individual(s) responsible for the bullying behaviours, and the witnesses and bystanders of the bullying behaviour.

Regulations:

1. Each school in the TCDSB will have a Safe and Accepting Schools Team that will develop a local bullying awareness, prevention and intervention plan consistent with integrating local needs as part of its Safe Schools Plan. The Plan will be posted on each school's portal page.
2. Employees of the board must take seriously all allegations of bullying behaviour and act in a timely, sensitive and supportive manner when responding to students who disclose or report bullying incidents.
3. **Board employees who work directly with students must respond to any student behaviour that is likely to have a negative impact on the school climate if it is safe to do so. If board employees feel it is not safe to respond, they will be expected to inform the principal verbally as soon as possible.**



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SUB-SECTION:

POLICY NAME: Bullying Prevention and Intervention

POLICY NO: S.S. 11

4. Employees, bus drivers, third party service providers, and other individuals identified in the TCDSB Code of Conduct will report to the Principal, as soon as reasonably possible, if they become aware **that** of a student **at a school of the board** who may have engaged in bullying behaviour or any other activity for which suspension or expulsion must be considered. **The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day. In cases where an immediate action is required, a verbal report to the principal may be made. A written report must be made when it is safe to do so. All employee reports made to the principal, including those made verbally, must be confirmed in writing using the The Safe Schools Incident Reporting Form-Part I must be completed and submitted to the principal by the end of the school day.**

5. The Principal **must investigate all reports submitted by board employees. The principal** will communicate the results of the investigation to the **teacher who made the report. If a board employee who is not a teacher made the report, the principal will communicate the results of the investigation to that employee if the principal considers it appropriate. In all cases, the principal will provide the employee who reported the incident with written acknowledgement using the Safe Schools Incident Reporting Form – Part II.** ~~employee who made the written report.~~

Where the principal has taken action in response to the incident of bullying, a copy of Reporting Form-Part I and accompanying documentation will be filed in the student's OSR **as per the Ministry of Education requirement.**

6. Principals will investigate any report of bullying and will notify the parent/guardian of the student who was harmed and provide information about the **nature of the** activity that led to the harm, **the nature of the**



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: Bullying Prevention and Intervention

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harm to the student and the steps taken to protect the student's safety. The principal will invite parents/ guardians to discuss the supports that will be provided for their child.

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- ii. **If** ~~The~~ the bullying was motivated by hate, prejudice or bias.

12. **Principals must also suspend a student, and consider referring that student for expulsion for any activity considered for suspension [subsection 306 (1) of the Education Act] if the activity is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression or any other similar factor (e.g. socio-economic status, appearance).**

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19. The TCDSB will proclaim the week beginning on the third Sunday in November ~~in~~ **of** each year as Bullying Awareness and Prevention Week.

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Bullying

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 - i. causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - ii. creating a negative environment at a school for another individual, and;
- b) the behaviour occurs in a context where there is a real or perceived power imbalance between the student and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.



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- a) creating a web page or blog in which the creator assumes the identity of another person;
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Safe and Accepting School Teams

Each school must have in place a safe and accepting schools team responsible for fostering a safe, inclusive and accepting school climate. The team must include at least one parent, one teacher, one non-teaching staff member, one community partner, and the principal. The team should include at least one student. The Chairperson of this team must be a staff member.

At TCDSB, members of the safe and accepting school teams will have opportunities to meet, provide input into discussions, review data from the student surveys, and provide advice to the principal about school safety and Ministry of Education initiatives related to school climate and safety.

School Climate

The school climate may be defined as the learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions.



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Date Approved: January 23, 2008	Date of Next Review: September 2018	Dates of Amendments: April 4, 2013 September 5, 2013 November 19, 2015- Board
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Cross References:

- Education Act Part XIII, Behaviour, Discipline and Safety
- Program/Policy Memorandum 144, 2012 Bullying Prevention and Intervention
Program/Policy Memorandum 145, 2012 Progressive Discipline and Promoting Positive Student Behaviour
- **Program/Policy Memorandum 128, The Provincial Code of Conduct and School Board Codes of Conduct**
- Policy/Program Memorandum 149, 2009 Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Services Professionals, and Paraprofessionals
- **The Ontario Human Rights Code – Prohibited Grounds of Discrimination**
- **H.M. 24 Catholic Equity and Inclusive Education Policy**
- S.S. 09 Code of Conduct Policy
- **S.S. 01 Suspension and Expulsion Policy**
- **S.S. 10 Progressive Discipline Policy**

Appendix A: Investigation and Reporting of Student Bully Behaviours**Purpose:**

This Policy affirms the need for students to feel safe, **included and welcomed** at school. A whole-school approach is required to raise awareness about inclusion, respect and bullying behaviours in order to provide strategies to intervene and prevent bullying for the ~~target~~ **victim**, the witnesses and bystanders, as well as the ~~perpetrator of~~ **student who engages in** bullying behaviours.



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A safe and positive learning environment is essential for student achievement and well-being, **and to** supporting students to reach their full potential.

Scope and Responsibility:

The policy extends to all students of the TCDSB and assigns specific duties to principals and employees of the board to ensure compliance with the policy and legislation. The Director of Education, the Superintendent of Safe Schools, and school Principals are responsible for this policy.

Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Financial Impact:

~~The TCDSB Safe Schools Department provides professional learning for TCDSB staff, students and parents in a variety of ways. There would also be costs associated with services provided by external agencies~~

Legal Impact:

~~The Education Act requires school boards to develop goals for promoting a positive school climate that is inclusive and accepting of all students and for promoting the prevention of bullying. There may be liability that is associated with failure to provide appropriate prevention and intervention strategies to address bullying behaviours occurring at schools.~~



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Policy:

The Toronto Catholic District School Board is committed to providing safe, healthy, inclusive, equitable and Christ-centered learning environments that support student achievement and well-being. Bullying adversely affects a student's **well-being and** ability to learn. **Bullying also** ~~and~~ adversely affects the school climate, including healthy relationships. Bullying behaviour will not be accepted on school property, at school-related activities, on school buses, or in other circumstances **(e.g. online)**. ~~where engaging in Bullying behaviours that will have an impact on the school climate,~~ **including incidents occurring off school property and outside school hours, will not be accepted.** Bullying behaviours presented by students will be investigated and addressed promptly by the principal, and supports will be provided for the target(s) of bullying behaviours, the individual(s) responsible for the bullying behaviours, and the witnesses and bystanders of the bullying behaviour.

Regulations:

1. Each school in the TCDSB will have a Safe and Accepting Schools Team that will develop a local bullying awareness, prevention and intervention plan consistent with integrating local needs as part of its Safe Schools Plan. The Plan will be posted on each school's portal page.
2. Employees of the board must take seriously all allegations of bullying behaviour and act in a timely, sensitive and supportive manner when responding to students who disclose or report bullying incidents.
3. **Board employees who work directly with students must respond to any student behaviour that is likely to have a negative impact on the school climate if it is safe to do so. If board employees feel it is not safe to respond, they will be expected to inform the principal verbally as soon as possible.**



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4. Employees, bus drivers, third party service providers, and other individuals identified in the TCDSB Code of Conduct will report to the Principal, as soon as reasonably possible, if they become aware **that** of a student **at a school of the board** who may have engaged in bullying behaviour or any other activity for which suspension or expulsion must be considered. **The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day. In cases where an immediate action is required, a verbal report to the principal may be made. A written report must be made when it is safe to do so. All employee reports made to the principal, including those made verbally, must be confirmed in writing using the The Safe Schools Incident Reporting Form-Part I must be completed and submitted to the principal by the end of the school day.**

5. The Principal **must investigate all reports submitted by board employees. The principal** will communicate the results of the investigation to the **teacher who made the report. If a board employee who is not a teacher made the report, the principal will communicate the results of the investigation to that employee if the principal considers it appropriate. In all cases, the principal will provide the employee who reported the incident with written acknowledgement using the Safe Schools Incident Reporting Form – Part II.** ~~employee who made the written report.~~
 Where the principal has taken action in response to the incident of bullying, a copy of Reporting Form-Part I and accompanying documentation will be filed in the student's OSR **as per the Ministry of Education requirement.**

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- c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Safe and Accepting School Teams

Each school must have in place a safe and accepting schools team responsible for fostering a safe, inclusive and accepting school climate. The team must include at least one parent, one teacher, one non-teaching staff member, one community partner, and the principal. The team should include at least one student. The Chairperson of this team must be a staff member.

At TCDSB, members of the safe and accepting school teams will have opportunities to meet, provide input into discussions, review data from the student surveys, and provide advice to the principal about school safety and Ministry of Education initiatives related to school climate and safety.

School Climate

The school climate may be defined as the learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions.



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: Bullying Prevention and Intervention

POLICY NO: S.S. 11

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. Annual Safe School Climate surveys administered to representative groups of TCDSB students.
2. Anonymous school climate surveys conducted with parents and staff at least every two years.
3. Analysis of Safe Schools Data **as reported in the Safe Schools Annual Report.** :~~Reporting Forms Part I, Progressive Discipline Incident Logs, Suspensions and Expulsions.~~

CSPC POLICY S.10 UPDATE – APPENDIX A TO REPORT

Date Approved: April 22, 2015 November 1981	Date of Next Review: 2019 2024	Dates of Amendments: Nov. 19, 1981; Oct. 20, 1983; Nov.16, 1992; June 20, 1996; June 14, 2001; Feb. 19, 2015; April 22, 2015; Feb. 24 th 2016
Cross References: Reg. 298 – Operation of Schools – General Reg. 612 – School Councils and Parent Involvement Committees School Councils – a Guide for Members, 2001, Revised 2002, Ontario Ministry of Education H.M. 14 Harassment and Discrimination Policy and The Respectful Workplace H.M. 19 Conflict Resolution Policy H.M. 24 Catholic Equity and Inclusive Education Policy S.S. 09 Code of Conduct		
Appendices: Attachment(s): <ul style="list-style-type: none">• Appendix A: CSPC Constitutional Template Guidelines• Appendix B: Guidelines for School Accounts and Catholic School Advisory Councils [for further consultation]• Appendix C: Catholic School Parent Council Financial Operational Procedures		

Purpose:

This Policy provides the regulations by which Catholic School Parent Councils shall operate within the Toronto Catholic District School Board (TCDSB), This is consistent with the Education Act and Ontario Regulation 612/00.

Scope and Responsibility:

The Policy extends to all schools of the Toronto Catholic District School Boards.
The Director of Education is responsible for this Policy.

CSPC POLICY S.10 UPDATE – APPENDIX A TO REPORT

Alignment with MYSP Multi Year Strategic Plan (MYSP):

Living Our Catholic Values

~~Strengthening Public Confidence~~ **Enhancing Public Confidence**

Fostering Student Achievement and Well-Being

Achieving Excellence in Governance

Providing Stewardship of Resources

Policy:

Through the active participation of parents/guardians, the Catholic School Parent Council (CSPC) of each school in the TCDSB **school** ~~will, through the active participation of parents~~ will endeavor to improve student achievement and well-being, **as well as**, ~~and to~~ enhance the accountability of the education system to parents. Each CSPC shall function in an advisory role by making recommendations to the principal of the school and, where necessary, to the Board, on any matter in accordance with the Education Act, TCDSB policies, ~~and~~ guidelines, and operating procedures.

Regulations:

1. The school council at every school shall use the name Catholic School Parent Council (hereafter the CSPC), and will be guided by Catholic values and doctrine. ~~The Chair or at least one of the CSPC Co-Chairs must be Roman Catholic.~~
 - i. **A person is qualified to be a parent member of the school council if he or she is a parent or a legal guardian of a pupil who is enrolled in the school.**

CSPC POLICY S.10 UPDATE – APPENDIX A TO REPORT

ii. The chair or co-chairs are to be parent members.

The CSPC shall not be incorporated.

2. A CSPC may make recommendations to the principal of the school on any matter, and the principal shall consider each recommendation and advise the CSPC of the action taken in response to the recommendation.
3. The principal will act as a resource person to the CSPC and shall assist the Council in obtaining information relevant to the duties and functions of the Council.
4. **The Board, through the** The principal, will provide information and solicit the views of CSPC **with respect to the following matters:** ~~on matters concerning:~~
 - i. ~~student achievement and the School Learning Improvement Plan;~~
 - ii. ~~annual funding for parent involvement;~~
 - iii. ~~the school budget;~~
 - iv. ~~school policies and procedures including the code of conduct; and~~
 - v. ~~school uniform or dress code.~~
 - i) **The establishment or amendment of board policies and guidelines that relate to student achievement or to the accountability of the education systems to parents, including:**
 - a. **Policies and guidelines with respect to the conduct of persons in schools;**
 - b. **Policies and guidelines respecting school uniforms and appropriate dress for students in schools;**
 - c. **Policies and guidelines respecting the allocation of funding by the Board CSPC(s);**
 - d. **Policies and guidelines respecting the fundraising activities of CSPC(s);**
 - e. **Policies and guidelines respecting conflict resolution processes for internal CSPC disputes; and**
 - f. **Policies and guidelines respecting reimbursement by the Board for expenses incurred by members and officers of CSPCs**

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ii) **The development of implementation plans for new education initiatives that relate to student achievement or the accountability of the education system to parents including:**

a. **Board action plans for improvement, based on the Education Quality and Accountability Office (EQAO) reports on the results of student tests, and the communication of those plans to the public.**

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

5. The principal of a school may delegate any of his or her powers or duties as a member of CSPC to a vice-principal of the school.

6. A CSPC may make recommendations to the Board on any matter, and the Board shall consider each recommendation and advise the CSPC of the action taken in response to the recommendation.

~~7. The Board shall solicit the views of CSPCs with respect to:~~

~~i. the establishment or amendment of Board policies or guidelines;~~

~~ii. the development of implementation plans for new initiatives that relate to student achievement or to the accountability of the education system to parents;~~

~~iii. Board action plans for improvement based on EQAO reports; and~~

~~iv. to the Principal Profile, to assist in the selection and placement of principals and vice-principals.~~

7. A CSPC may make recommendations to the Board's Catholic Parent Involvement Committee (CPIC) on matters relating to:

v. strategies for parent engagement;

vi. identifying and reducing barriers to parent engagement;

vii. creating a welcoming environment for parents; and

viii. strategies for parents to support their child(ren)'s learning at home and at school.

8. The election of parent, **teacher, school employee and student** members of the CSPC will be held within the first 30 **calendar** days of each school year. The

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~~minimum number of council members is 7 and parents must form the majority. Other members include school personnel, community representatives and the local pastor. That said, parents shall still be the majority member. On behalf of the CSPC, the principal will communicate information about elections to the parent community of the school at least 14 days prior to the election.~~

9.- On behalf of the CSPC, the principal will give written notice of the date, time and location of the elections to every parent of a pupil who is enrolled in the school, at least 14 days before the date of the election of parent members .

9- **10.** The minimum number of council members is 7 and parents/guardians must form the majority.

11. The composition of the CSPC will be consistent with the Education Act. In addition to parent members, it will also include the local pastor or designate, a **teacher** ~~teaching representative~~, an employee of the school (other than the principal, vice-principal or teacher a ~~non-teaching representative~~, a community representative, a parent representative from the Ontario Association of Parents in Catholic Education Toronto (OAPCE Toronto) and, where possible, a ~~person~~ **parent member** who has an ~~special~~ interest in Special Education.

~~11.~~**12.** Every effort will be made to ensure that CSPC is representative of the diversity within a school community., ~~where possible.~~

~~10.~~ **13.** There will be **no voting proxy by proxy at CSPC elections and/or at CSPC scheduled** meetings.

~~13.~~**14.** There must be a minimum of **four** ~~six~~ CSPC meetings, which includes the Annual General Meeting. All CSPC meetings are open to the public in each school year.

14 **15.** CSPC may solicit and take into consideration the advice of parents of students enrolled in the school with regards to matters under consideration by the Council.

~~15.~~ **16.** All communications from CSPC intended for distribution to parents of children in the school, will be approved by the Principal prior to the communication

CSPC POLICY S.10 UPDATE – APPENDIX A TO REPORT

being sent to the intended recipients. **All communications will be made available if/as required in the language(s) spoken in the community.**

~~16. 17.~~ **All Catholic School Parent Councils** CSPC shall function ~~and will be governed by~~ **in accordance with** Ontario Regulation 612/00, ~~(found in Operational Procedures in Appendix A~~ **by the Catholic School Parent Council Constitution (Appendix A)** ~~and by)~~ **by the Guidelines for School Accounts and Catholic School Advisory Councils (Appendix C)-**
<https://tcdsbcec.sharepoint.com/teams/Parents-CSPC>).

~~17. 18.~~ Each CSPC will ~~shall~~ **adopt by-laws** ~~develop a constitution governing, in accordance with Ontario Regulation 612/00 and TCDSB policies and procedures, that will govern~~ the conduct of its activities and must include the following **matters** ~~by-laws~~:

- i. a by-law governing election procedures and the filling of vacancies in the membership of the CSPC;
- ii. a by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest;
- iii. a by-law that establishes a conflict resolution process for internal Council disputes, consistent with TCDSB Policy H.M.19 (Conflict Resolution) (<https://www.tcdsb.org/FORPARENTS/Pages/Conflict-Resolution-Resources.aspx>); ~~CSPC by-laws must be distributed and verified each year at the Annual General Meeting ; and,~~
- iv. a by-law that establishes a process for the governance of Catholic School Parent Councils and its affairs.

~~19.(iii) 19.~~ CSPC by-laws must be distributed and verified each year at the Annual General Meeting (AGM).

~~18.Per Regulation 17 ii) 20.~~ **As per Section 10 (ii)**, no member of the school parent council—**CSPC** will participate in proceedings if ~~they~~ **he/she** has a conflict of interest.

~~19. 21.~~ All funds collected by CSPCs shall be retained at the school for preparation and deposit to a CSPC account.

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~~20.~~**22.**CSPC may maintain a bank account, separate from the school account, under the name, ~~of the~~ **(Name of School)** CSPC.

~~21.~~ **23.**The CSPC may engage in fundraising activities related to charitable, humanitarian, educational or services consistent with the tenets of Catholicism. All fundraising shall be carried out under the jurisdiction and supervision of the principal, and will be governed by TCDSB policies ~~S.M.04 Fund Raising in Schools Policy (S.M. 04), and by F.P.01 Purchasing Policy (F.P.01)~~**(<https://www.tcdsb.org/Board/Policies/Pages/Default.aspx>)**. All funds raised will be reported to the parent community.

~~22.~~ **24.**~~Per legislation~~ An annual report **on the CSPC's activities** will be submitted by May **31st** of every year to the principal and **to the TCDSB Board of Trustees** ~~local trustee~~. Trustees will determine if this should be shared with the board. The annual report will be posted to the **school's portal page** ~~website~~.

~~23.~~ **25.**CSPC shall ~~create~~ **take** minutes of all its meetings and **keep** records of all its financial transactions. ~~and retain those records for a minimum of four years.~~ The principal will retain these minutes and records **for a minimum period of seven years** and **will** make them available at the school **for examination without charge to any person.** ~~for examination without charge for any member of the Catholic community~~

~~24.~~~~Operational Procedures and Financial Procedures provided will govern the respective activities of Catholic School Parent Councils of the TCDSB.~~

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. The annual report of CSPC activities will serve as an assessment of the Council's work to support student achievement and well-being at the school.

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2. The Parent Engagement Department, in consultation with the Catholic Parent Involvement Committee (CPIC) and the Ontario Association for Parents in Catholic Education –Toronto (OAPCE), will prepare a CSPC Policy Metric Report on an annual basis, to assess the effectiveness of parent engagement strategies in consideration of the Multi Year Strategic Plan (MYSP).

~~2.~~ **3** The utilization of parent engagement funds, such as **the** Parent Involvement **Committee (PIC)** funds Grant and **the** Parent Reaching Out (PRO) Grant, will be monitored.

Toronto CSPC By-law Template (2019)

Article I Name of the organization

The name shall be *Your School's Name Catholic School Parent Council* herein referred to as 'The Council'

Article II Purpose of the Organization

In the spirit of the Mission and Vision Statements of the Toronto Catholic District School Board, the Catholic School Parent Council shall function in an advisory role to enrich, enhance and improve student education and achievement. As well, the Council will enhance the accountability of the education system to parents by making recommendations to the Principal and, where appropriate, the Board on any matter in accordance with the Education Act and the Policies, Guidelines and Operating Procedures of the Board.

Article III Definitions

For the purposes of these By-Laws, the following definitions shall apply:

“AGM” shall refer to the Annual General Meeting.

“Board” shall refer to the Toronto Catholic District School Board.

“CSPC” shall refer to Catholic School Parent Council.

“Ex officio” means “by virtue of the office” and refers to persons who are members of the Council by virtue of another position or office they hold.

“School” shall refer to *Your School's Name Catholic School*

“The Council” shall refer to the elected, appointed and ex officio members of the Catholic School Parent Council of *Your School's Name* School.

“The Catholic School Community” shall include the following:

The parent/guardians of students enrolled in the school;

The school staff, including teaching and non-teaching personnel;

The Pastor and the Parish designate;

The school trustee;

The students;

All Catholic School ratepayers within the area serviced by the school.

Business and/or community organizations, which The Council may recognize for specific purposes.

“Parent” means a natural or adoptive parent and includes a legal guardian who has lawful custody of a child.

“Pastor” refers to the recognized parish priest and can be the pastor, associate priest or curate

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“Quorum” shall refer to the minimum number of voting members present for a meeting to be official. That number would consist of the majority of voting members.

Article IV Membership

All members of ‘The Council’ shall be elected or appointed by their constituent group as defined in **Article III, The Catholic School Community**, in accordance with the elections procedures in this document. The Council shall endeavor to have its membership reflect the diversity of the school community.

Article V Composition of the Council

The elected or appointed members shall carry out the business of The Council on behalf of the Catholic School community. The minimum number of council members is seven (7) and parents must form the majority.

5.1 Elected Voting Members

Such members shall be:

- Parents/guardians of students enrolled in the school, elected by parents/guardians in such numbers as to form the majority of The Council. The number of elected parent members will be *(insert number)*.
- A teaching staff representative, elected by teachers employed at the school.
- A non-teaching staff representative, other than the principal, vice-principal or any other teacher, to be elected by persons other than the principal, vice-principal or any other teacher employed at the school.
- Where applicable, a student representative appointed by the student council or in schools without a student council, a student elected by the students in an election held for that purpose.

5.2 *Appointed Voting Members*

Such members shall be:

- The Pastor or parish designate.
- One or more community representatives to represent segments of the Catholic School Community not represented.
- One person appointed by The Council to act as liaison with the Ontario Association of Parents in Catholic Education (OAPCE T.O.).

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- One person, where possible, appointed by The Council who has a special interest in Special Education.

5.3 Non-Voting Ex Officio Members

Such members shall be:

- The Principal or Vice-Principal of the school
- The TCDSB Trustee for the school
- The school's Superintendent of Education who shall have standing at Catholic School Parent Council meetings for the purposes of updating the council on relevant matters, and/or to act as a resource, as required.

Article VI Election Procedures

6.1 Election of Parent Members

1. Elections shall occur within the first thirty (30) days of the start of each school year. Each parent of a student enrolled in the school shall be entitled to one vote for each vacant parent membership position on The Council.
2. Employees of the Board who work at the school where their children attend, cannot be a parent member or a community representative on The Council.
3. Employees of the Board who do not work at the school must have disclosed their employment on their parent member nomination form or informed The Council of their employment before being elected as a parent member or appointed as a community representative.
4. Each parent seeking elections as a parent member must have a child registered at the school, and must declare if he or she is employed by the Board.
5. Voting shall be by secret ballot. There shall be no proxies.
6. Each participant eligible to vote may vote for a number of candidates equal to the total number of legible position on the Council. A ballot with more than this number shall be a spoiled ballot and shall not be counted.
7. Names of the candidates shall appear on the ballot as they were submitted on the standard TCDSB nomination form.
8. The order in which candidates' names appear on the ballot shall be determined by a random draw.
9. All ties on the ballot shall be determined by a random draw.
10. If there are fewer candidates than the total number of eligible positions, all qualified candidates who have submitted their standard TCDSB nomination forms shall be acclaimed.

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11. In consultation with the Principal. The Council shall strike a School Election Committee, in May, to plan the election process, to gather nominations, and to run the election. No candidate standing for election, or the spouse of anyone standing for election, shall be a member of this election committee. The committee should have representation from parent, teaching staff, non-teaching staff and students.

12. The Election Planning Committee shall:

- a) Notify the school community of election procedures, election date(s), location, and time, at least fourteen days in advance of the election.
- b) Work with the Principal to ensure the standard TCDSB nomination forms are sent home with the students. Ensure the election date(s), location and time are posted on the CSPC Bulletin Board.
- c) Ensure that candidate profiles submitted with the nomination forms for all candidates are available to the electorate at least one week before the election.
- d) Conduct the election
- e) Count the ballots.
- f) Ensure to every extent possible any barriers to participation in the election are removed.
- g) Help the Principal notify all candidates of the results. Announce only:
 - i. the names of those elected;
 - ii. the total number of ballots cast; and
 - iii. the total number of spoiled ballots.

13. The election committee will resolve appeals related to the School Council election process or results. If the committee is unable to resolve an appeal, the Principal and the Chair of the out-going Council shall jointly make a ruling.

6.2 Election of the Staff and Student Representatives

1. The Principal, in consultation with the election committee, will make the necessary arrangements for the election of the teaching staff representative. Anyone assigned to the teaching staff of the school (full or part-time) other than the Principal or a Vice-Principal may be a candidate.
2. The Principal, in consultation with the election committee, will make the necessary arrangements for the election of the non-teaching staff representative. Anyone assigned to the non-teaching staff of the school (full or part-time) may be a candidate.
3. If the school has a student council, it will appoint a student representative to the Council. Otherwise, the Principal, in consultation with the election committee, will make the necessary arrangements for the election of a student representative.

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6.3 Selection of Community Representatives:

1. All appointments of community representatives to the school council are to be by majority vote at the first regular meeting of the new school council members.
2. At the first meeting of the new Council, The Council shall set dates, times and locations for its meetings for the academic year and ensure that they are communicated to the community.

Article VII Term of Office

The term of an elected or appointed member of The Council is one year.

7.1 Vacancies

1. No vacancy in the membership of the CSPC shall prevent The Council from exercising its authority.
2. Vacancies in the membership of the Council shall be filled by election or appointment.
3. The School Council Election Committee, through a review of the most recent election records, and based on other considerations such as time in the year, attendance of other parents at CSPC meetings, and new parents enrolling their children at the school may recommend that:
 - a) a suitable candidate should be considered for appointment to The Council; or
 - b) a by-election should be held.
4. The CSPC, having considered the report of the School Council Election Committee shall, in its sole discretion resolve by motion either to appoint replacement members, or to proceed with an election per Article VI.

7.2 Discipline of Members

1. The Council shall have the authority to suspend or expel any Member from The Council for any one or more of the following grounds:
 - a) Missing more than _____ consecutive meetings.
 - b) Willfully violating any provision of the articles, by-laws, or written policies of The Council or of the Toronto Catholic District School Board.
 - c) Carrying out any conduct that may be detrimental to The Council as

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determined by The Council in its sole discretion.

- d) Persistent improper conduct at a meeting, seriously disrupting a meeting of The Council, refusing to comply with the policies of The Council or the Toronto Catholic District School Board, using offensive language, failing to come to order when instructed by the Chair or Co-Chairs of the Council, or for making any persistent disorderly noise or disturbance.
- e) Serious misconduct or dishonesty.
- f) For any other reason that The Council in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Council.

2.A member may be suspended or expelled only on the affirmative vote of 2/3 of all Council members. The member whose conduct is under consideration may vote on such a question.

3. In the event that, The Council votes that a Member should be expelled or suspended from membership in The Council, the Chair, or such other officer as may be designated by the Council, shall provide notice of consideration of the suspension or expulsion to the Member and shall provide reasons for the proposed suspension or expulsion within ten (10) days of the vote of the Council. The Member may make written submissions to the Chair, or such other officer as may be designated by The Council, in response to the notice received within such ten (10) day period. In the event that no written submissions are received by the Chair, the Chair, or such other officer as may be designated by The Council, may proceed to notify the Member that the Member is suspended or expelled from membership in The Council. If written submissions are received in accordance with this section, The Council will consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further ten (10) days from the date of receipt of the submissions.

4. On appeal by a suspended or expelled member, the suspension or expulsion may be altered or rescinded only on a 2/3 vote of all Council members, not including the suspended or expelled member.

5. The Council's decision shall be final and binding on the Elected Member, without any further right of appeal and his or her position will be declared vacant.

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7.3 Consultation

- The Council shall communicate regularly with parents within the school community to seek the views on matters addressed by The Council, so that the advice and recommendation provided to the Principal and the Board is representative of the whole school community.

Article VIII Executive Officers

The officers of The Council may be Chair, Secretary and Treasurer. However, The Council may choose to have two Co-chairs.

8.1 Election of Executive Officers

The Executive Officers of the CSPC shall be elected by the voting members of the CSPC at the first regular meeting following the AGM. Voting shall be conducted by the Principal and may, at the request of any member, be conducted by secret ballot.

8.2 Chair/Co-Chairs

1. The Chair, or where applicable, one of the Co-Chairs shall, when present, preside at all meetings of the CSPC and of its executive.
2. It is the responsibility of the Chair/Co-Chairs, in collaboration with the school Principal, to provide leadership and direction to The Council and Executive Officers to ensure that goals, priorities, and procedures of The Council promote Catholic faith and gospel values consistent with the Mission and Vision of the TCDSB.
3. Employees of the Board may not be Chair/Co-Chairs of The Council.
4. The duties of the Chair/Co-Chairs of The Council shall be:
 - To call Council meetings in consultation with the Principal.
 - To prepare the Agenda for Council meetings based on input from the CSPC and in consultation with the Principal.
 - To, when present, preside at all meetings of the CSPC and of its executive committee.
 - To ensure that the minutes of The Council meetings are recorded and properly maintained.
 - To ensure that the collection of records of all meetings and financial transactions are kept for a minimum of seven years and made available at the school for examination without charge to any person.
 - To participate in Board sponsored information and training sessions and share information with the CSPC.
 - To communicate regularly with the school Principal in an effort to work co-

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operatively to provide enrichment opportunities and improve student achievement.

- To ensure that there is regular communication with the Catholic school community.
- To work collaboratively with the members of The Council to prepare and submit an annual written report on the activities of The Council, including fundraising, to the Principal and the Board.
- To consult with senior board staff as required.
- To, upon request, provide the local trustee with copies of the minutes of the meetings.
- To prepare the Annual Report to be submitted to the Principal and the Trustee and, eventually, to the Board in May of each year.
- To prepare the Annual Report to be presented at the AGM.
- To act as, or appoint, a spokesperson for The Council.
- To carry out other duties as shall be required from time to time.

8.4 Secretary

1. The Secretary shall keep a record of all meetings of The Council and of the Executive Officers and shall deal with all correspondence or communications directed or required of The Council and the Executive.
2. In addition, the Secretary shall collaborate with the Chair/Co-Chairs to ensure that all minutes and records of The Council are available at the school for examination by any person.
3. The Secretary shall perform such other duties as may be required by The Council or the Executive Officers.
4. In the absence of the Chair/Co-Chairs in the event of their inability, the Secretary shall assume the duties of the chair or such other duties, as may be, required by The Council or the Executive Officers.

8.5 Treasurer

1. The Treasurer shall keep full and accurate accounts for all receipts and disbursements of The Council in accordance with generally accepted accounting principles, and shall be guided by Board Policy SM.04 Fund Raising in schools concerning banking and fund disbursements, in accordance with such requirements as may be imposed by the Board or other relevant authority.
2. The Treasurer shall provide at regular meetings of The Council an account of all transactions of The Council, including the financial position.
3. The Treasurer shall prepare a full Financial Statement at least two weeks prior to submission to the Principal and the Trustee, and, eventually, the Board for May of

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each year and the Annual General Meeting (AGM) in September.

4. The treasurer shall perform such other duties as may be required by The Council or the Executive Officers of The Council.
5. In the absence of the Chair/Co-Chairs in the event of their inability to serve, the Treasurer shall assume the duties of the Chair/Co-Chairs.

Article IX Conflict of Interest

Anytime The Council is doing business with a member of The Council or a member of any committee of The Council whether with the member directly or with a business enterprise with which the member is directly or indirectly associated, the member shall declare a conflict of interest and shall not deliberate or vote on any such resolutions.

Article X Conflict Resolution

The Board's Conflict Resolution Policy Regulation and guideline shall govern conflict resolution between staff and the community and among members of the community at large.

The resolution of disagreements between members of The Council on any issue, for which no specific provision is made in these by-laws, shall be governed by the rules and practices of Roberts Rules of Order. The Council may also contact the Conflict Resolution Department at the TCDSB.

Article XI Meetings

The Council shall conduct its business at meetings held at the school. Meetings shall be accessible and open to all members of the Catholic school community.

11.1 Annual General Meeting (AGM)

The AGM of The Council shall be held within the first thirty days of the school year. The following business shall be conducted:

- Annual Report of Chair/Co-Chairs to the Community at large.
- Financial Reports.
- Resolutions.
- Amendments to the By-laws.
- Election of parents/guardians to The Council (See Article VI of this document)

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11.2 The Calendar of Meetings

The elected members of The Council shall meet not less than six (6) times annually, including the AGM.

The calendar of meetings for the year shall be established at the first meeting of the elected Council.

11.3 Rules of Order

1. All decisions of The Council shall be by motions which must be moved, seconded, and stated from the Chair prior to any debate.
2. A simple majority in favour, unless otherwise stated herein, shall be required. In the event of an equality of votes on any issue, the matter is lost and the motion is not passed.
3. All votes will be by show of hands, unless a member requests a secret ballot.
4. No member will speak to a question once it has been decided.
5. The Chair/Co-Chairs shall be privileged to debate all questions on calling another member to the Chair.
6. If two or more members wish to speak at the same time, the Chair shall decide who may speak first.
7. A motion shall be put in writing if any member requests it.
8. When a member is called to order, he or she will not speak until the Chair has made a ruling.
9. An appeal to the meeting from the ruling of the Chair shall at all times be in order provided that it is seconded by another member. In the event of an appeal, the Chair shall say: “The ruling of the Chair has been appealed. Is it the will of the meeting that the ruling of the Chair shall be the decision of the meeting?” but shall not otherwise speak to the appeal. A 2/3 vote of the members shall be required to overturn the ruling of the Chair.
10. The Council may determine additional rules of order to be used at all meetings of The Council, at the first meeting provided that they are circulated in writing to all of the members of the CSPC.
11. The current edition of Robert’s Rules of Order (Newly Revised) shall be the authority to decide all questions not provided for in these Rules or adopted per Section 9 (above).

11.4 Quorum

1. A quorum is established when:
 - i. a majority of Council members are present; and
 - ii. a majority of the members present are parent members.

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2. No business may be conducted without Quorum, except to set a date and time for the next meeting.
3. If a quorum is not possible because of parent vacancies, a quorum shall consist of a simple majority of the remaining membership until such times as the vacancies may be filled.
4. The Ex Officio members shall not be counted to establish a quorum.

11.5 Attendance

1. All members of The Council are entitled to attend Standing or Special Committee meetings and to participate to the extent permitted by these By-laws.
2. All members of the Catholic school community, subject to the Board's policies, may attend all meetings of The Council and participate fully; however, they do not have a vote.

11.7 Notice of Meetings

1. The Secretary shall provide written notice of the dates, times and locations of Council meetings to every parent in the school community to be placed on the CSPC bulletin board and in the monthly newsletters in the school. The Secretary will co-ordinate with the Principal on behalf of The Council to ensure notice is sent home to the parents.
2. In collaboration with the Council, the Principal shall give written notice of the date, time and location of meetings of The Council to every parent of pupils enrolled in the school. The notice may be given to the parent's child for the delivery to the parent. A notice shall be posted in the school in a place accessible to parents and in monthly newsletters.

Article XII Committees

12.1 Standing Committees

1. The Council may create the following suggested Standing Committees to make recommendations to The Council on matters under study in the current school year:
 - Academic Affairs
 - Community Relations
 - Fund Raising
 - Elections/By-laws
 - Finance
 - Parent Class Representatives
 - Communications

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2. The Council shall appoint the Chair/Co-chairs of each Standing Committee. Members of the Standing Committees may be recruited and appointed by the Standing Committee Chair.
3. A person not a member of The Council may be a member of a Standing Committee. Each committee must have a least one parent member of The Council.
4. The work of the committee shall be governed by Council by-laws.
5. The Chair/Co-Chairs of each Committee shall report on the progress of the committee at regular Council meetings.
6. The Chair/Co-Chairs of The Council and the Principal shall be ex officio members of each Standing Committee.

12.2 Special Committees

The Council may strike Special Committees from time to time to meet specific objectives and to make recommendation to The Council. The Council shall appoint the Chair/Co-Chairs of each Special Committee. Members of the committee may be recruited and appointed by the Committee Chair subject to the approval of The Council. At least one member of the Special Committee must be a parent member of the Council. A person not a member of The Council may be a member of the Special Committee. Special committees shall cease to exist when they have achieved their mandate or on a decision from the Council.

Article XIII Financial Matters

13.1 Remuneration

Members of The Council and members of Standing or Special Committees of The Council shall receive no remuneration for execution of their duties to The Council. Reimbursement for expenses incurred in the normal course of duty as a member of The Council shall be made in accordance with Board policy when such policy is established.

13.2 Signing Authority

The following shall be authorized to sign cheques (one person from each of group (a) and (b) shall sign each cheque:

- a) Two parents on the Executive Committee of The Council, one of which must be the Treasurer.
- b) Two staff representatives from the school namely, the Principal or designate.

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Article XIV Recommendations to the Principal and the Board

The Council may make recommendations to the Principal and where appropriate to the Board on any matter.

When, after consideration and study of the issue, The Council determines it wishes to make a formal recommendation, it shall do so in writing using a format provided by the Board for the purpose or one of its own design. The Council will note the action taken in response to the recommendation.

Article XV Consultation with the Council

Where the Board or the Principal are required to seek the views of Council in developing and revising policies, The Council shall refer the matter to the appropriate Standing Committee for study and recommendations. In situations where there is no appropriate Standing Committee of The Council, a Special Committee will be established for the purpose of study and recommendations.

In order to consult with the Catholic community effectively, reasonable time and means must be given to allow for communication and consultation at the local level in order to provide a response, which is representative of the views of the community.

Article XVI Amendments to the Constitution and By-laws

Amendments to The Council's Constitution and By-laws may only be done at the AGM in September of each year. The proposed amendments may be placed on the agenda of the AGM provided; notice in writing of the proposed amendment(s) shall have reached the Secretary or the Chair/Co-Chairs of The Council 20 school days before the A.G.M. The majority of the members constituting quorum must approve amendments and the majority of the members constituting the quorum must be parent members. Copies of amendments shall be distributed to the school community at least ten days before the A.G.M. Defeated amendments may not be re-proposed for one year from the date of the meeting.

The May/June meeting must have time dedicated to prepare amendments to the Constitution By-Law in order to be available at the September AGM for a full vote by the parent body.

Article XVII Incorporation

The Catholic School Advisory Council **shall not** incorporate.

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Article XVIII Repeal and Dissolution

18.1 Repeal

Previous by-laws of The Council are hereby repealed and replaced by this by-law and any amendments thereto.

18.2 Dissolution

The Council shall be dissolved and cease to exist in the event that *Your School's Name* ceases to operate as a school.

In the event of dissolution of The Council, the disposal of funds and assets will be in accordance with the direction of members in attendance at a Special General Meeting of The Council called for the purpose of dissolution. Written notice of the purpose of such meeting shall include disclosure of the amounts and assets to be dispersed at such meeting. The notice shall have been sent to all members of the *Your School's Name* Catholic school community at least 14 days prior to the date of the Special General Meeting.

School Name:

Address:

Dated:

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Rationale

~~The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity. It is believed that Catholic schools must foster the spiritual, physical, intellectual, social and emotional development of all students working collaboratively in a manner consistent with the Ontario Catholic Graduate School Expectations and the Catholic social teachings. In applying Catholic Social Teachings to all that we do at TCDSB, parents will be supported in their integral role of nurturing the relationship between home, school and parish.~~

~~Schools must draw on the vast knowledge and expertise available in the community and involve its many resources, especially the family and the parish, in the education of children.~~

~~The purpose of Catholic School Parent Councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents. Therefore, a Catholic School Parent Council shall function in an advisory role to the principal and shall achieve its purpose by making recommendations to the school principal and, where appropriate, to the Board on any matter in accordance with the Education Act and TCDSB Policies, Guidelines and Operating Procedures.~~

Operational Procedures:

1. Membership

~~The Toronto Catholic District School Board recognizes as members of the Catholic school community the following:~~

- ~~(a) The parents/guardians of students enrolled at the school.~~
- ~~(b) The school staff members, including teaching and non-teaching personnel.~~
- ~~(c) The Pastor and the Parish designates.~~
- ~~(d) The school trustee.~~
- ~~(e) The students.~~
- ~~(f) All Separate School ratepayer within the area serviced by the school.~~

2. Composition of Council

~~The Catholic School Parent Council shall be established during the first 30 days of each school year, be as representative as possible of the Catholic school community, be chaired by a parent/guardian of the school elected by Council members, and be composed of a majority of Roman Catholic members as defined in the Education Act:~~

- ~~(a) Parents/guardians of students enrolled in the school, who are to make up a majority of the council membership.~~
- ~~(b) The principal of the school.~~
- ~~(c) One teacher who is employed at the school, to be elected by teachers who are employed at the school.~~
- ~~(d) One person who is employed at the school, other than the principal, vice principal or any other teacher, to be elected by persons other than the principal, vice principal or any other teacher employed at the school.~~

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- ~~(e) One pupil appointed by the student council or, in the case of schools without student councils, elected by other students.~~
- ~~(f) The Pastor or Parish designate.~~
- ~~(g) One or more community representatives appointed by the Council.~~
- ~~(h) One person appointed by the local Catholic School Parent Council to act as liaison with the Ontario Association of Parents in Catholic Education Toronto.~~
- ~~(i) One person, where possible, who has a special interest in Special Education.~~
- ~~(j) The school Trustee and the school Superintendent of Education shall have standing at the Catholic School Parent Council meeting for the purposes of updating the council on relevant matters or to act as a resource person, as required.~~

3. Election of Parent Members

- ~~(a) A person is qualified to be a parent member of a Catholic School Parent Council if he or she is a parent/guardian of a pupil enrolled in the school.~~
- ~~(b) A person is not qualified to be a parent member of a Catholic School Parent Council if,
 - i. he or she is employed at the school; or
 - ii. he or she is an employee of the TCDSB unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment.
 - iii. a person is qualified to vote in an election of parent members of a Catholic School Council if he or she is a parent/guardian of a pupil who is enrolled in the school.~~
- ~~(c) The number of parent members elected to the Catholic School Parent Council shall be consistent with those established in the Catholic School Parent Council's bylaws. Unless otherwise stated in the by-laws the minimum number of council members will be seven, and parents shall still be the majority member. Other members may include school personnel, community representatives and the pastor, (while still ensuring the majority are parents).~~
- ~~(d) An election of parent members shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co-chairs of the Catholic School Parent Council after consulting with the principal of the school.~~
- ~~(e) Despite subsection (4), if a new school is established, the first election of parent members to the Catholic School Parent Council shall be held during the first 30 days of the school year, on a date that is fixed by the Board.~~
- ~~(f) The principal shall, at least 14 days before the date of the election of parent members, on behalf of the Catholic School Parent Council, give written notice of the date, time and location of the election to every parent of a pupil who is enrolled in the school.~~
- ~~(g) The election of parent members shall be by secret ballot.~~
- ~~(h) Proxy votes are not allowed.~~

4. Other Elections

- ~~(a) A person is qualified to vote in an election of one teacher representative if they are a teacher, other than the principal or vice principal, who is employed at the school.~~
- ~~(b) A person is qualified to vote in an election of a non-teaching representative if they are employed at the school and are not a teacher, principal or vice principal employed at the school.~~
- ~~(c) A person is qualified to vote for an election of the student representative if they are a pupil enrolled in the school.~~

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5. Term of Office

~~The term of office for an elected or appointed Catholic School Parent Council member is one year.~~

- ~~(a) A member of a Catholic School Parent Council may be re-elected or reappointed, unless otherwise provided by the by laws of the council.~~
- ~~(b) A vacancy in the membership of a Catholic School Council shall be filled by election or appointment in accordance with the by laws of the Council.~~
- ~~(c) A vacancy in the membership of the Catholic School Council does not prevent the council from exercising its authority.~~

6. Officers

- ~~(a) A Catholic School Parent Council shall have a chair, who is a parent elected by members of the Council or, if the by laws of the Council provide, two co-chairs, and may have such other officers as are provided for in the by laws of the Council.~~
- ~~(b) **The Chair and** at least one of the co-chairs of the Catholic School Parent Council must be Roman Catholic.~~
- ~~(c) An employee of the TCDSB cannot serve as chair or co-chair of the Council.~~
- ~~(d) Vacancies in the office of chair, co-chair or any other officer shall be filled in accordance with the by laws of the Council.~~

7. The Catholic School Parent Council

- ~~(a) The Catholic School Parent Council shall:~~
 - ~~i. Promote Catholic faith and Gospel Values.~~
 - ~~ii. Establish its goals, priorities and procedures, consistent with the Mission and Vision of the Board, the tenets of the Catholic faith and within Ministry and Board policies.~~
 - ~~iii. Hold a minimum of six meetings per year, including the Annual General Meeting. All meetings shall be accessible and open to members of the Catholic school community, the first meeting to be held within the first 35 days of the school year and after elections, on a date fixed by the principal.~~
 - ~~iv. Ensure that for each meeting:~~
 - ~~• a majority of Council members are present~~
 - ~~• a majority of the members present are parent members; and~~
 - ~~• the quorum requirement shall be established accordingly~~
 - ~~v. If necessary, establish committees to make recommendations to the Council; such committees to include at least one parent member of the Council and to be governed by the Council's by laws.~~
 - ~~vi. Develop by laws governing the conduct of its affairs including:~~
 - ~~• by law that governs election procedures and the filling of vacancies;~~
 - ~~• by law that establishes rules respecting participation in proceedings in cases of conflict of interest;~~

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- ~~by law that establishes a conflict resolution process, consistent with the Board's policy, for internal Council disputes.~~
- ~~by law that establishes a process for the governance of Catholic School Parent Councils and its affairs~~
- vii. ~~Keep minutes and records of all meetings and financial transactions for a minimum of 4 years, and make these available at the school for examination without charge by any person from the Catholic school community.~~
- viii. ~~Not engage in fundraising activities unless:~~
 - ~~the activities are conducted in accordance with the Board policy S.M. 04, Fundraising in Schools; and F.P. 01 Purchasing. [hyperlink to policies]~~
 - ~~The activities are to raise funds for a purpose approved by the Board through the school principal; and~~
 - ~~The funds are used in accordance with Board policy and per legislation. Fundraising revenue cannot be spent on programs, services, instruction, staffing, materials or equipment that should be provided by the board.~~
- ix. ~~Consult with parents of pupils enrolled in the school about matters under consideration by the Council and communicate regularly with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the Council.~~
- x. ~~Submit on an annual basis, a written report on its activities, including fundraising, to the principal and to the Board.~~
- xi. ~~Not be incorporated.~~

B. CSPC CHAIR

The Chair of the Catholic School Parent Council shall:

- i. ~~Call Council meetings.~~
- ii. ~~Prepare the Agenda for Council meetings in consultation with the Principal.~~
- iii. ~~Chair council meetings.~~
- iv. ~~Access the Board provided e-mail account, for the function and distribution of materials to the CSC.~~
- v. ~~Ensure that the minutes of Council meetings are recorded and maintained.~~
- vi. ~~Participate in information and training sessions.~~
- vii. ~~Communicate regularly with the school principal in an effort to work cooperatively to improve student achievement and well-being.~~
- viii. ~~Ensure that there is regular communication with the Catholic school community supported by the school's principal.~~
- ix. ~~Consult with the Catholic Parent Involvement Committee, senior board staff and Trustees, as required.~~
- x. ~~Upon request, provide the local trustee with copies of the minutes of the meeting.~~

C. CSPC MEMBERS

The Members of the Catholic School Parent Council shall:

- i. ~~Participate in Council meetings.~~
- ii. ~~Participate in information and training programs.~~

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- iii. ~~Act as a link between the Council and the community in support of school programs to improve pupil achievement.~~
- iv. ~~Make recommendations to the principal and, where necessary, to the Board to improve student achievement and well-being, and enhance the accountability of the education system.~~
- v. ~~Make every effort to be as representative of the school community as possible~~
- vi. ~~Conduct their meetings in an invitational, harmonious manner in the context of Gospel Values.~~
- vii. ~~Be entitled to one vote, in votes taken by the Council, should the Council make recommendations to the principal and/or Board through a voting process.~~
- viii. ~~Receive reimbursement for expenses incurred in the normal course of their duties as Council members in accordance with Board policy, but shall not receive any remuneration for serving as a Council member.~~

8. The Principal

~~The Principal of the school shall:~~

- (a) ~~Act as a resource person for the Catholic School Parent Council and will be a non-voting member.~~
- (b) ~~Provide information and seek input on program and academic matters as well as provide information on budget and finances of the school.~~
- (c) ~~Solicit the views of the Council with respect to the following:~~
 - i) ~~The establishment or amendment of school policies and guidelines and the development of implementation plans that relate to pupil achievement or to the accountability of the education system to parents including,~~
 - ii) ~~A local code of conduct governing the behaviour of all persons in the school, and~~
 - iii) ~~School policies or guidelines related to appropriate dress for pupils.~~
 - iv) ~~School action plans for improvement, based on EQAO reports on the results of tests of pupils, and the communication of those plans to the Catholic community.~~
- (d) ~~Facilitate the establishment of the Catholic School Parent Council and assist in its operation.~~
- (e) ~~Support and promote the Council's activities.~~
- (f) ~~Present at each meeting of the Catholic School Parent Council, the current financial position and balance of all school and CSPC accounts using the TCDSB accounting template.~~
- (g) ~~Provide for the prompt distribution to each member of the Council of any materials received from the Ministry that are identified by the Ministry as being for distribution to Council members.~~
- (h) ~~Post any materials distributed to members of the Council in a location that is accessible to all parents.~~

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- (i) Give written notice of the dates, times and locations of Council meetings to every parent in accordance with the timelines established in the by-laws. Attend every meeting of the Council, unless he or she is unable to do so by reason of illness or other cause beyond his or her control.
- (j) Assist the Council to post minutes and agendas of the meetings in the school, on the school portal and sent electronically to all Council members.
- (k) Act as a resource person to the Council and assist the Council in obtaining information relevant to the functions of the Council, including information relating to relevant legislation, regulations and policies.
- (l) Consider each recommendation made by the Council and advise the Council of the action taken in response to the recommendation.
- (m) The principal shall make available to the Catholic School Parent Council sample By-laws provided by the board staff and keep them updated from time to time.
- (n) If the principal or Board does not support the advice of the Catholic School Parent Council or proposed expenditure of funds, it will be provided in writing at the next Catholic School Parent Council meeting to be included as an appendix to the minutes including the basis in Board policy, law or solid grounding that the advice was not in the best interest of the school or Board.
- (o) Report the composition of the Council to the local supervisory officer before November 1 of each year.

9. Consultation by Board

The Toronto Catholic District School Board shall consider each recommendation made to the Board by Catholic School Parent Councils, shall advise such Councils of the action taken in response to the recommendation, and shall solicit the views of local Catholic School Parent Councils with respect to the following:

- (a) The establishment or amendment of Board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including:
 - (i) Policies and guidelines with respect to the conduct of persons in TCDSB schools.
 - (ii) Policies and guidelines respecting appropriate dress for pupils in TCDSB schools.
 - (iii) Policies and guidelines respecting the fundraising activities of Catholic School Parent Councils.
 - (iv) Policies and guidelines respecting conflict resolution processes for internal Council disputes.
 - (v) Policies and guidelines respecting reimbursement by the Board of expenses incurred by council members.

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- ~~(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:
 - ~~(i) Implementation plans for policies and guidelines with respect to the conduct of persons in schools.~~
 - ~~(ii) Implementation plans for policies and guidelines respecting appropriate dress for pupils.~~~~
- ~~(c) Board action plans for improvement, based on the EQAO reports on the results of tests of pupils and the communication of those plans to the Catholic community.~~
- ~~(d) The process and criteria applicable to the selection and placement of principals and vice principals.~~
- ~~(e) That any Catholic School Parent Council recommendation which might impact globally on TCDSB special education programs or services be referred to the Special Education Advisory Committee for information and comments; and that any recommendation of the Special Education Advisory Committee that might impact on special education programs and services in schools be referred to the Catholic School Parent Councils of the potentially impacted schools for information and comments.~~

10. Consultation with Parents

~~A Catholic School Parent Council shall consult with parents of pupils enrolled in the school about matters under consideration by the council.~~

11. Annual Report

- ~~(a) Every Catholic School Parent Council shall annually submit a written report by May on its activities to the principal of the school and to the board that established the council.~~
- ~~(b) A report of all fundraising activities shall be included in the annual report.~~
- ~~(c) The principal shall, on behalf of the school council, give a copy of the annual report to every parent of a pupil who, on the date the copy is given, is enrolled in the school by:
 - ~~(i) giving the report to the parent's child for delivery to his or her parent; and~~
 - ~~(ii) posting the report in the school in a location that is accessible to parents.~~~~
- ~~(d) — Any and all approved recommendations from Council can be included in the annual report/~~
- ~~(e) — Any and all approved recommendations can be placed on the agenda of the Board at the request of the council at any time throughout the year~~
- ~~(f) — Utilize the template provided to Councils in the CSPC Handbook.~~

**TCDSB
Guidelines
For
School Accounts & ~~Catholic School Advisory Councils (CSAC)~~
Catholic School Parent Councils (CSP)**

APPENDIX BC – TCDSB POLICY S. 10

~~Guidelines for School Accounts and CSAC's~~

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Guidelines for School Accounts and Catholic School Parent Councils

~~CSAC CSPC~~ Origin, Nature of Role, and Purpose

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CSAC's **Catholic School Parent Councils (CSPC)** evolved from parent councils in the mid to late 1990's in response to the Ministry's attempt to encourage increased parental involvement in our schools. Under the *Education Act*, **Ontario Regulation 612 (Appendix A)**, school boards in Ontario are required to establish a School Council for each school within the board. These Councils are advisory bodies that make recommendations to the school Principal or the board on any matter.

The *Education Act*, **Ontario Regulation 612** outlines the Purpose of a ~~CSAC~~ **CSPC**:

- (i) Through active participation of parents, to improve achievement and to enhance the accountability of the education system to parents.
- (ii) Primary means of achieving this purpose is by making recommendations in accordance with this Regulation to the principal of the school and the board that established the council.

Many School Councils perform fundraising activities in the name of the school and as such are required to conform to the appropriate sections of ***Regulation 612 to the Education Act*** that deal with fundraising issues. **The Principal is ultimately responsible for activities related to the school and therefore is responsible for all School Council activities.**

Ownership of Catholic School Advisory Council Funds

The Ministry of Education's document, *School Councils a Guide for Members (2002)*, states that **"School Councils should be aware that, because the school Board is corporate entity and the school is not, any funds raised by the School Council (and any assets purchased with those funds) belong, legally to the board."** Fundraising for schools by School Councils is a partnership between the school, the board and the fundraising group. This document can be viewed at <http://www.edu.gov.on.ca/eng/general/elemsec/council/>.

All fundraising activities and expenditures must be conducted in accordance with Board policies. This is clearly stated in *Regulation 612, s. 22 of the Education Act*. Under the TCDSB Policy Register, Fundraising in Schools S.M.04 (~~Appendix B~~), **all fundraising must be carried out under the jurisdiction and supervision of the principal and may be a joint project with the local Catholic School Advisory Council.**

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Sources and Uses of School Generated Funds

Funds are generated in schools from a number of different sources and used in a number of different ways. As per *Regulation 612*, these funds are under the direction and control of the school Principal.

Categories of School Generated Funds

1. **School generated fees for services, athletics, etc.**
2. **School generated fund raising for charities and /or specific events/initiatives.** In this category schools hold special fund raising drives to either assist a local or well known charity (i.e. Terry Fox Run) or to provide funds to support a specific event in the school, such as an excursion, or to support a specific initiative in the school such as the purchase of playground equipment. In this category, the staff in the school organizes and runs the fun raising activity without the involvement of the ~~CSAC~~ **CSPC**.
3. ~~CSAC~~ **CSPC generated fund raising for charities and/or specific events/initiatives/activities.** In this category, funds are raised for the same purpose as in # 2 above; however, the direct involvement of the ~~CSAC~~ **CSPC** is evident. This category is identified separately because Board policy S.M.04 requires ~~CSAC~~ **CSPC** involvement in expenditure decisions and disbursements when funds are raised jointly.
4. **Funds raised through a Board wide initiative.** In this category, funds are raised through Board wide initiatives such as a beverage vending contract.
5. **Funds raised through local school initiatives.** In this category, where approved by the Board, schools raise funds from such things as cafeteria services. Any contracts entered into must conform to Board purchasing policy.
6. **Funds donated to schools.** This category deals strictly with donations made to a particular school either for a specific purpose or for general use. Such donations may be eligible for a charitable donation tax receipt.

Acceptable and Unacceptable Uses of School Generated Funds

All purchases made using school generated funds must comply with board policy and procedures. Relevant board policies with which to ensure compliance would include the fund raising policy S.M.04, and the board purchasing policy.

Funds raised for a specific purpose must be used for the intended purpose. For example, student activity fees charged for locks, yearbooks and agendas should be used for the purchase of these items. The accounting records must track each category separately

Funds raised for general purpose with no specific intent must be used for school related activities, at the discretion of the school Principal, and as per category 3 above may require ~~CSAC~~ **CSPC** input.

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As a general principle ~~CSAC~~ **CSPC** funds raised in a particular school year should be used to benefit the students in the same year unless they have been earmarked for a specific intent (i.e. the purchase of playground). In this case the carry-forward of funds should be a joint decision of both the principal and ~~the CSAC committee~~ **CSPC**.

A list of unacceptable uses of school generated funds would include:

- Items that are to be purchased from the Board's budget (i.e. textbooks)
- Mileage reimbursements to staff
- Monetary payments to staff for services
- Gifts to staff
- Cell phones for staff
- Out of school parties for staff
- Principal Professional Membership Fees
- Principal/Vice Principal Conference Fees

CAUTION

- **Expenditures made from school generated funds that do not directly benefit the students in the school are subject to greater scrutiny and may require further justification.**

i) Roles & Responsibilities of the Principal

- Ensure that the Guidelines/Policies and Regulations relating to School Accounts and Catholic School Advisory Councils are implemented and in compliance with Board Policy.
- Required to share budget and school account information (i.e. school block account, school ~~CSAC~~ **CSPC** account, school outside agency account, and school main bank account) with ~~CSAC's~~ **CSPC's** in the interest of accountability and transparency.
- To be the approved signing officer on the school account.
- To be one of the approved signing officers on the ~~CSAC~~ **CSPC** bank account
- Ensure that processes are in place to adequately control the funds within the school including security over cash and records.
- Review, sign and date the annual ~~CSAC~~ **CSPC** Financial Reports
- Distribute to ~~CSAC~~ **CSPC** committee and members and/or make available the annual financial reports as outlined in the Financial Reporting Requirement section.
- Notify the School Superintendent and the Senior Business Official immediately if funds are lost or stolen.
- Ensure that the ~~CSAC~~ **CSPC** Chair and Treasurer are aware and understand their roles and responsibilities.

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ii) Roles & Responsibilities of CSAC CSPC Chair and Treasurer

- Work with the Principal to ensure that the sources and uses of funds raised comply with Board policy and established guidelines.
- Ensure fundraising activities involving the students and /or the school are in compliance with Board policies and no direct or indirect benefit is derived by a member of the School Council.
- Review, sign, and date the annual CSAC CSPC Financial Reports and CSPC meeting minutes.
- Distribute and/or make available the annual CSAC CSPC Financial Reports as disclosed in the Financial Reporting Requirement section.
- Work with the Principal to ensure that processes are in place to adequately control the funds and ensure security over cash and records of the School Council.
- Review, sign and date the bank reconciliation and CSPC meeting minutes on a monthly basis.
- Ensure that the Treasurer presents the financial reports and bank reconciliation at each CSAC CSPC Meetings meeting in a timely manner.
- Record the HST details for rebate purposes.

Banking Procedures

i) Authorized Cheque Signatures for CSAC Accounts

TCDSB Policy Register S.M.04 Fund Raising in Schools Regulation #6 is very specific:

When fund raising is a joint project with the local Catholic School Advisory Council and/or Student Council, it is understood that the decision making as to the disbursement is also a joint responsibility. The following shall be authorized to sign cheques (one person from each of groups (a) and (b) must sign each cheque):

- a) two parent/student representatives on the Executive Committee of the Catholic School Advisory Council/Student Council – usually the Treasurer and the President Chair;
- b) Two staff representatives from the school, namely the Principal and designate. The Principal's signature is required on all cheques and only in the absence of the Principal will the Vice-Principal or Superintendent sign.

Policy S.M.04 has been formulated around Public Sector Accounting Board (PSAB) guidelines and principals and assumes that CSAC CSPC is under the control and influence of the Board. Furthermore, the ministry of Education's document, School Councils a Guide for Members

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(2002), states “School Councils should be aware that, because the school board is a corporate entity and the school is not, any funds raised by the School Council (and any assets purchased with those funds) belong, legally, to the board.”

ii) Procedures for School Banking Cheque Signatures

A report was approved at Education Council on March 5, 2007 that revised the procedures for cheque signing in the School Banking system. The following is a summary of the new requirements.

Cheque Amount	Required Signatures
Under \$1,000 \$5, 000	Principal
Over \$1,000 \$5, 000	Principal and Vice Principal or Superintendent Approval Form

Please note that our banks will accept one signature for all cheques including cheques which exceed ~~\$1,000~~ **\$5, 000**. However, as an internal control measure if two signatures are not used, a copy of the cheque and invoice must be forwarded to the school superintendent ~~for their signature~~. ~~After signing the copy of the cheque and invoice~~ The superintendent **will** ~~should~~ return **the approval form** it back to the school to be attached to the original cheque for audit purposes. Scanned documents will suffice.

Please note that school secretaries are no longer authorized to sign cheques for a CSPC or school generated bank account. In most schools the secretary is preparing the deposits, preparing the cheques for signature and preparing the bank reconciliation. By also signing the cheque there is not a clear segregation of duties and this puts both the secretary and principal at risk.

iii) Receipts

- For the security of funds and to protect anyone handling money raised through ~~CSAC~~ **CSPC** activities, all money needs to be counted and kept in the school for prompt deposit into the bank account.
- All money received at the school is to be stored on site in a designated locked and safe location as soon as possible (i.e. same day).
- All money collected is to be deposited intact to the bank account promptly. This means that expenditures must not be paid from the cash collected. The total funds are deposited to the bank account and a cheque is written to pay for expenditure.
- All staff or ~~CSAC~~ **CSPC** members collecting money must complete the attached

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“Funds Received Form” and forward both to the designated individual for deposit.

- The forms must be filed with bank deposit form.

iv) Disbursements

- All disbursements should be recorded promptly
- All cheques require 2 signatures (see authorized cheque signatures above)
- Pre-signing of cheques is not permitted. Signature stamps are not permitted.
- Payments should only be made upon the presentation of an invoice, receipts or other appropriate supporting documentation.
- Cheques made payable to cash is not permitted.

CAUTION

- Deviation from the above guidelines will leave the school and ~~CSAC~~ **CSPC** vulnerable to potential problems. The need to have guidelines in place is often not recognized until something goes wrong. The goal is to have controls that ensure money is handled appropriately, that staff are protected and that records are accurate, up to date and useful. The controls are only as good as their enforcement.

Financial Reporting Requirements

To enable the ~~CSAC~~ **CSPC** to manage and monitor School Council funds and fundraising activities, current financial information is required. To achieve this goal, monthly reports outlining the sources and uses of the funds and the current financial position of the ~~CSAC~~ **CSPC** are required.

The fiscal year for ~~CSAC~~ **CSPC** Councils is ~~September 1 to August 31~~ **June 1 to May 31st** of the following year. ~~This is the same as the boards’ fiscal year prescribed by the Province of Ontario~~ **in order to meet the Principal’s reporting responsibilities as outlined in the Ontario Regulation 612.** Annual financial reports shall reflect the activities undertaken during this timeframe. Sample Budget, Monthly and Yearly Financial Recording Templates can be found at <https://tcdsbceec.sharepoint.com/teams/Parents-CSPC>

~~Appendix C contains samples of Annual Report/Financial Statements~~

~~Monthly Reports should include:~~

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i) — ~~A Treasurer's Report containing:~~

- ~~• Opening Balance in records (should equal last months closing balance);~~
- ~~• Deposits made during the month;~~
- ~~• Cheques issued or any other changes to the account during the period; and~~
- ~~• Closing Balance in records (The following month opening balance).~~

ii) — ~~A Bank Reconciliation containing:~~

- ~~• The bank balance on the bank statement;~~
- ~~• Plus outstanding deposits, including details of deposits;~~
- ~~• Less outstanding cheques, including a detailed listing of all cheques; and~~
- ~~• The balance shown in the Treasurer's records.~~

Annual - Budget

1. A Treasurer's Budget

- Opening Balance (Same as previous year's closing balance)
- Planned revenue activities (Funds Collection)
- Planned expense activities (Funds Disbursements)
- Planned funds surplus
- Due at the start of the school year

Monthly Financial Reports

1. A Treasurer's Report

- Opening Balance (Same as the previous month's closing balance)
- Revenue received (Funds Collected)
- Expense paid (Funds Disbursed)
- Closing available balance
- Copy to be included in the monthly minutes

2. A Bank Reconciliation

- The bank balance on the bank statement
- Identifying outstanding deposits, including details of deposits
- Less outstanding cheques, including a detailed listing of all cheques
- The balance shown in the Treasurer's records
- Copy to be included in the monthly minutes

Yearly Financial Reports

1. A Treasurer's report to the Board and to the Principal

- Opening Balance (June 1st)

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- Revenue received (Funds Collected between Jun 1st and May 31st)
- Expense paid (Funds Disbursed between Jun 1st and May 31st)
- Funds committed but not yet paid
- Closing balance (May 31st)

It must be noted in the ~~CSAC~~ CSPC meeting minutes that the Treasurer's report has been received and approved.

Regulation 612, s. 24, School Councils states that “**every school council shall annually submit a written report on its activities to the Principal of the school and to the board**”. It further states “**If the school council; engages in fundraising activities, the annual report shall include a report on these activities.**” This annual report should be the sum of the monthly treasurer's reports received by the council ending on ~~August 31~~ **May 31st**.

Financial Review/Audit

Regular reviews/audits of ~~CSAC~~ CSPC Financial records help to ensure compliance with the TCDSB policies and procedures. A review/audit is an independent examination of specified activities, which is used to assist management in the assessment of whether the organizations plans are carried out; policies and procedures are observed; and accounting is accurate for assets, liabilities, revenues and expenses and reporting is done on a timely basis.

Scope of Review/Audit

The scope of the review/audit includes:

- Evaluate the adequacy and application of financial and other operating controls;
- Review compliance with related board policies;
- Evaluate the timeliness, accuracy, and usefulness of the school's records and reports;
- Ensure that the ~~CSAC~~ CSPC funds are properly accounted for and safeguarded from loss; and
- Comment on the extent to which funds raised are used efficiently, effectively, and for the purpose stated prior to the funds being raised.

Review/Audit

The review audit consists of the following elements:

- A meeting with the school principal, ~~CSAC~~ **CSPC** Chair and **CSPC** ~~CSAC~~ Treasurer
- Gathering of relevant records from the school, banking institutions and ~~CSAC~~ **CSPC**
- Examination of financial records
- Preparation of review/audit report outlining the findings and results of the review/audit

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~~CSAC~~ **CSPC** Record Retention

Regulation 612, s. 16, states that “(1) a school council shall keep minutes of its meetings and records of all its financial transactions.” It goes on to state **that** “(2) the minutes and records shall be available at school for examination without charge by any person.”

As a matter of consistency with other financial record retention requirements, all records are to be maintained on board premises for a period of seven years.

Issue:

- The Board recognizes the hard work and long hours ~~CSAC~~ **CSPC** volunteers put in to achieve their goals. Volunteers have expressed a concern that they be able to work out of their homes and create their own hours to balance their volunteer activities with family and work responsibilities.
- The Board must also maintain custody of the documentation that supports our reports to the community and the year over year continuity from one ~~CSAC~~ **CSPC** executive to the next or from one principal to the next

Recommendation

In the interest of supporting both the volunteers and the Boards responsibilities the following guidelines should be considered:

1. The ~~CSAC~~ treasurer should be able to work from home in the preparation of ~~CSAC~~ **CSPC** financial records. At some point, interim reports will be prepared and bank statements and accounts will be reconciled. At this point the historical records and analysis that supports this work must be filed and stored at the school for future reference and audit. The Principal, in consultation with the ~~CSAC~~ **CSPC** executive, should have the final say as to what the reasonable time periods should be. As a guideline, the maximum period for an un-reconciled account must not exceed 3 months.
2. All ~~CSAC~~ **CSPC** financial documents including blank cheques and bank books must be stored at the school when it closes for the summer, usually mid July. **There should be no petty cash.** All ~~petty~~ cash and cash receipts should be deposited in the bank account and there should be no purchase activity from the account until the school opens in the fall.
3. The Boards external auditors and the Finance Department will select 15-20 locations each year to audit their school banking, ~~CSAC~~ **CSPC** and nutrition accounts. If your school is selected, all relevant financial documentation must be brought to the school on the agreed upon date for the visit.

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4. If for any reason the historical records need to be removed from the premises then the principal should be aware of this fact and should have a timetable for their return. This may be done using a sign out system or any other method the principal feels is appropriate to remain accountable.

Change in School Principal/ €SAC €SPC Chair/ €SAC €SPC Treasurer

Changes in principals and €SAC €SPC members at schools are frequent and should not impact on the day to **day** administration of the school generated funds.

In order to ensure that when the principal changes or when there are changes in the €SAC €SPC Chair and/or Treasurer, basic information is transferred to the new principal/staff, the following form should be completed:

- The accompanying form is to be completed by the exiting principal and €SAC €SPC Treasurer.
- The new principal or the new €SAC €SPC Treasurer should verify its accuracy. Any discrepancies should be clearly identified.
- The new principal should arrange for the signing authorities to be updated with the financial institution.

Cash Donations

Please note that €SAC €SPC can not issue tax receipts. They are not registered charities.

The Toronto Catholic District School Board (“TCDSB”), which is a charitable organization, accepts donations that are used for educational purposes (i.e. board programs, school-raised funds etc). The donation cannot be reverted back to an organization or individual outside of the Toronto Catholic District school Board (e.g. €SAC €SPC, Alumni Associations etc.).

A donation (gift) is a voluntary transfer of property without valuable consideration. Generally a gift is made if all three conditions listed below are satisfied:

- Some property- usually cash – is transferred by a donor to a registered charity;
- The transfer is voluntary; and
- The transfer is made without expectation of return. No benefit of any kind may be provided to the donor or to anyone designated by the donor.

Tax receipts are issued for the donations subject to all applicable income tax laws, regulations. Interpretation bulletins, brochures and guides, and newsletters under the Canada Revenue Agency

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(“CRA”).

The preferred method of making a donation is using “Making a Donation” on KEV. Using this method offers schools the many advantages.

1. It is convenient and easy to use

- Anyone can secure donations 24/7 from the comfort of their home using various payment methods

2. It is student safe and it reduces risk

- Children will not have to carry cash or a signed cheque to school
- Reduces risks associated with cash handling

3. Tax receipts

- Tax receipts are issued automatically directly to the donor and may be reprinted
- No minimum required to receive a tax receipt

4. Saves Time

- No school involvement in the process
- Board electronically transfer donation funds directly to the account identified by the donor

Tax receipts will only be issued for individual donations of \$25.00 **\$10.00** or more. Cash donations must be in the form of a cheque made payable to “TCDSB”, except when there is more than one donor. **If there is more than one donor**, it is then best to have the cheques made payable to the school **and** deposited in the school bank account. **Then, the school submits** ~~and then~~ one cheque for the total amount ~~be submitted~~ to the Board, accompanied by an electronic excel spreadsheet outlining the donor’s name, addresses and amount of donation.

~~You may also donate through CANADA HELPS. (See section below).~~

If a ~~CSAC~~ **CSPC** wishes to provide a tax receipt for a donor, **the Council** ~~they~~ should follow the **same** procedures above. A cheque and electronic spreadsheet should be submitted to the Board. Reference should be made to the ~~CSAC~~ **CSPC**. The donation will then be deposited into the revenue cost centre for the applicable school (either Outside Agency or ~~CSAC~~ **CSPC**). The school may then use the related expenditure cost centre to make purchases against the revenue received. The cheque should be sent directly to the Toronto Catholic District School Board, 80 Sheppard Avenue East, Toronto, On, M2N 6E9, Attention: ~~Chris McRae~~, Finance Department.

The Finance Department issues an Official tax Receipt, with a thank you acknowledgement, and mails it out to the donor, unless there are numerous donations and then the official receipts and acknowledgements will be returned to the school for mailing.

Funds may be accessed by:

- a. A SAP purchase order to purchase an item through the board; or
- b. A cheque requisition signed by the principal made payable to the school for

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reimbursement of an item purchased (original invoice must be attached to cheque requisition).

CANADA HELPS

~~Canada Helps is an online donation portal that facilitates the donation process at very little cost. Canada Helps provides the secure on-line link to take a donation; they provide the means to use a credit card; they deposit the funds into the Board's bank account within days; they issue an electronic charitable tax receipt to the donor and they provide a downloadable reporting structure that can be distributed to each school. Canada Helps deducts 3% of the money collected which is used to offset the processing fees for credit cards. There are no other fixed or hidden fees for using the service. For more information you can visit their website at www.canadahelps.org.~~

~~*IMPORTANT*~~

~~Before you direct donors to the webpage you must request the Finance Department to set up your school as a selection on the "Fund/Designation" screen. After your school has been set up you must instruct your donors to select your school from the "Fund/Designation" screen. If they do not specify the school then the donation will be recorded as a general donation to the Board.~~

~~The process will work as follows:~~

- ~~1.—— The school must be registered as a choice under the "Fund/Designation" screen on the Canada Helps TCDSB website. You must request the Finance Department to complete this step.~~
- ~~2.—— You may solicit donations from your community by asking them to visit the website. The Canada Helps website can also be accessed from the TCDSB website by selecting the "Donate Now" button which will redirect you to the TCDSB selection on the Canada Helps website.~~
- ~~3.—— The donor will select the school or fund that they wish to direct their donation and will pay for this on-line using their credit card.~~
- ~~4.—— The donor will be issued a printable tax receipt immediately by email.~~
- ~~5.—— The money collected will be transferred to the schools Outside Agency account at the end of each month. On a twice monthly basis the Finance Department will distribute a report to each school itemizing each donor and amount. This will facilitate timely recognition where necessary.~~

~~This represents another option for collecting donations requiring tax receipts and reduces effort. You may still collect cash donations and send them to the Finance Department for receipts~~

Crime Insurance

School councils are involved in fundraising for their schools and collect a great deal of money. The question has come up regarding insurance coverage if those funds were to be stolen or disappear from the school. School boards purchase crime insurance to cover the board's losses of money and securities. Coverage would only be extended to monies owned by the ~~CSAC~~ CSPC's in situations where the school and/or board are holding the funds in trust. In order to be considered "held in trust", funds need to be in the care, custody and control of the principal or secretary.

- Example 1

The school council has a bake sale and generated \$2,000. The money is given to the school secretary on Friday to put in the school safe to hold over the weekend. When the secretary goes to retrieve the funds on Monday she finds that the money is missing. A claim is forwarded to the Board's insurance provider and paid subject to the deductible amount because the funds were held in trust by the school.

- Example 2

Same scenario as above except that the school council member takes the \$2,000 and makes their way to the bank to make a deposit. The council member has the money stolen from their vehicle on their way to the bank. In this situation, coverage would not be extended as the funds are no longer held in trust by the school and/or board.

Recommendation

To maximize crime insurance coverage, funds should be stored securely at the school location under the care, custody and control of the school principal or school secretary wherever possible and financial records must be in place to support any loss claim.

Liability Insurance

The Board's liability insurance coverage for events held away from Board property is the same as the coverage for events held on Board property provided that the event is authorized/approved by the principal of the corresponding school.

OSBIE's Board Liability coverage is \$20 \$27 million per occurrence with no deductible and also includes coverage for volunteers.

Requests for a *Certificate of Insurance* or for a *Confirmation of Coverage Certificate*

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- Many outside facilities will request proof that adequate insurance is in place before they will allow a group to occupy their premises.
- These certificates can be obtained from the Finance/Risk Management Department and are usually available within two days.

Supplemental ~~CSAC~~ CSPC Liability Insurance

Supplemental liability insurance for ~~CSAC's~~ CSPC may be purchased at their own expense through the Board's insurer (OSBIE). This insurance would be purchased only where in the out of the ordinary situation that ~~CSAC~~ CSPC activities will be undertaken that are not typically considered normal educational activities and are not endorsed or approved by the principal of the school. This insurance will only be made available at the beginning of each school year and if the ~~CSAC~~ CSPC decides later in the year that they would like to purchase supplemental insurance then they will unfortunately be required to find their own source.

Ministry of Education -Parent Involvement Committee (PIC) Funding

The Ministry of Education has made the goal of increasing parental involvement in education a key strategy towards improving student achievement. To support this strategy, the Ministry continues to provide school councils with \$500 base funding from the Grants for Student Needs (GSN) school boards receive every year. This allocation is intended to assist school council's communication and engagement activities with parents and their local school community.

Typical activities listed by the Ministry that may be funded as part of this base allocation include the following:

- Broadening the number of school events that include parents and the number of parents who attend;
- Diversification of communication tools (e.g. translation of existing materials) to meet the varied needs of parents.

The Parent Involvement funds are provided to the school councils on an annual basis (Ministry funding permitting) through the ~~CSAC~~ CSPC Account (CC Loc 333) with the Toronto Catholic District School Board's financial system. Funds can be expended by following established purchasing procedures and/or submitting cheque requisitions with appropriate back-up and signatures for payment processing. The school council is responsible for keeping records, receipts and submitting an annual report detailing how the \$500 base funds were expended in each school year, as prescribed by the Ministry of Education.